

Minnesota Guidebook to

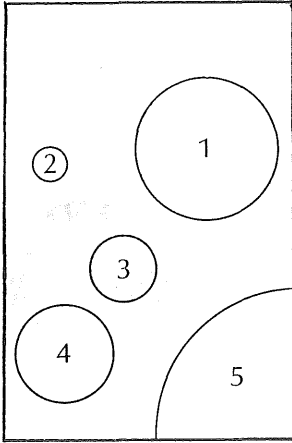


State Agency Services

1980-1981

Robin PanLener, editor
Office of the State Register
State of Minnesota

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Front Cover: Jupiter and its four planet-size moons, called the Galilean satellites, were photographed in early March 1979 by Voyager 1 and assembled into this composite picture. The satellites are not to scale but are in their relative positions. Io, orange in color (upper left), is nearest Jupiter; next are Europa (center), Ganymede, and Callisto (lower right). Nine other much smaller satellites circle Jupiter; one (Amalthea) is inside Io's orbit, and the others have orbits millions of miles from the planet. Not visible is Jupiter's faint ring of particles, seen for the first time by Voyager 1. Startling discoveries on the Galilean moons and the planet Jupiter made by Voyager 1 were factored into a modified mission design for Voyager 2, which flew through the Jovian system on July 9, 1979.

Key: 1 — Jupiter, 2 — Io, 3 — Europa, 4 — Ganymede, 5 — Callisto

The Voyager Project

Two unmanned spacecraft, Voyager 1 and 2, completed highly successful fly-through encounters of the Jovian system on March 5 and July 9, 1979, respectively. The twin spacecraft, now millions of miles beyond Jupiter, are en route to rendezvous with Saturn in November 1980 and August 1981. Voyager 2 may be placed on a trajectory passing Saturn that permits a Uranus encounter in early 1986. Both spacecraft eventually will escape the solar system into interstellar space.

The more significant Jovian findings were the discovery of a ring system encircling Jupiter, erupting volcanos on the Galilean satellite Io, the large differences in appearance and evolution of the surfaces of Jupiter's four planet-size moons, superbolts of lightning and immense auroras in the planet's violently churning atmosphere, and the complex interactions of Jupiter's magnetosphere with the solar wind and Jupiter's satellites.

Back Cover: Saturn projected in the Omnitheater over the control counsel for the Space Transit Simulator planetarium system. The starball, 4-feet across, projects 10,000 stars, and with auxiliary equipment also shows the planets. Special effect and zoom projectors create the illusion of being in space viewing the stars, other planets, and our own galactic position in the universe. Photograph taken by Erik Simonsen of the Science Museum of Minnesota.

Copies of the *Minnesota Guidebook to State Agency Services* may be ordered from the Office of the State Register, Suite 415 Hamm Building, 408 Saint Peter Street, St. Paul, Mn. 55102. Copies cost \$6.25 each, plus 25% sales tax. Orders must be prepaid and checks or money orders made payable to the Office of the State Register. Handling and postage will be paid for by the Office of the State Register.

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Introduction

*“To reach the port of heaven
we must sail, sometimes with the wind
and sometimes against it –
but we must sail, not drift or lie at anchor.”*

— Oliver Wendell Holmes

This 3rd edition of the *Minnesota Guidebook to State Agency Services* has been prepared by hundreds of Minnesota state employees to help you set a course, raise anchor, and fill your sails. The guidebook lists information about state agency services, telling what maps and guides, advisory and financial assistance are available, who to see, what forms are needed to obtain services and the time it takes to process them, what fees are charged, what permits and licenses are necessary, and how agencies are organized to best serve you.

One of the most comprehensive, informative and useful reference books about Minnesota state government, the guidebook puts you in direct contact with nearly all of Minnesota's state agencies. Newly revised, updated and expanded to include 100 additional pages of agency listings, this resource book now contains entries for legislative and judicial branch state agencies.

There are more than 150 state agency entries and over 2,000 individual offices listed with names of people in charge, telephone numbers, and descriptions of the services and work for which each office is responsible. Fifteen maps help you locate important state offices, recreation areas, local government districts, in addition to charting Minnesota's history and growth.

A new section on the Minnesota Legislature tells how to introduce a bill and move it through the legislature. The section lists House and Senate standing committees, when and where they meet, committee chairmen and how to contact them. The legislative commissions are described along with the work and services charged to each commission. U.S. Senators and Representatives from Minnesota are listed with their local and Washington, D.C. addresses and telephone numbers. Also included are party caucus and election dates, candidate filing requirements, tours of the Capitol, gallery viewing of the House and Senate in action, and use of the state Law and Legislative Reference Libraries.

In the new section on the Minnesota Judicial System, detailed information is provided about the courts, how to represent yourself in court and what happens when someone represents you. Also included is information about admission to the Minnesota bar, practicing law in Minnesota, lawyers' continuing education requirements, and the Supreme Court Commissions. Judicial advisory, planning and review boards are listed, as well as the state's public defender and alternate public defender programs.

The *Minnesota Guidebook to State Agency Services* contains the only complete listing of licenses and permits required in Minnesota, for recreation and vehicles and also for the professions and services regulated by the state. The Minnesota Profile is crammed with facts about Minnesota, its geological formation and historical development, and statistics about agriculture, forestry, mining, manufacturing, commerce and industry, education, health, government, transportation, recreation, arts, tourism and

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travel. Here you will find vital data helpful to students, educators, speech writers, researchers and anyone with a question about Minnesota. An extensive index, with cross-referencing, serves as an easy key to the wealth of information and services inside the book.

Organizational structure of the larger agencies is shown through a change in type size for the name of the offices. The largest type size lists the name of the state agency. As the agency breaks down into more specific responsibilities the size of the type becomes smaller. To find who answers to whom, follow the type size of the titles up to the next larger size. For example:

Minnesota State Department of Education
Operations, (612) 296-2774
Division of Instruction, (612) 296-7834
Community Education Section, (612) 296-2587
Adult Continuing Education Unit, (612) 296-6130

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

The guidebook is ideal for answering the many inquiries about state agency services, requirements, permits, licenses, financial aid and assistance programs, grants, scholarships, reports and select information. It opens the door to hundreds of publications, newsletters, brochures, maps, guides, Minnesota lore, natural resource information, agricultural services, business assistance, museums, libraries, laboratory testing, complaint filing, consumer protection, historical sites, drivers' examinations and more. The guidebook is the kind of book you will consult hundreds of times throughout the year.

This edition of the guidebook has been prepared with the help of literally hundreds of men and women throughout Minnesota representing every agency listed in the book. Special thanks are due Cindy Cooper from the Supreme Court Information Office for help in preparing the section on the Minnesota Judicial System, Marsha Balkan from the Minnesota House of Representatives Information Office and Janine Mattson from the Minnesota Senate Information Office for help in preparing the section on the Minnesota Legislature. Special assistance and contributions have come from Roger Quam, Dept. of Administration, Ginger Sisco and Lynn Schwartz, Dept. of Economic Development, Cliff Miller, Dept. of Economic Security, Susan Ersted, Dept. of Health, Roger Bergerson and Jerry Miller, Mid-American Solar Energy Complex (MASEC), Barbara Coffin and Ted Hammond, Dept. of Natural Resources, Fran Felix, Indian Affairs Intertribal Board, Erik Simonsen and Sue Wichmann, Science Museum of Minnesota, Mary Ann McCoy, Office of the Secretary of State, Dennis Brott and Jean Hansen, Dept. of Transportation, Linda Ady, Louise Anderson and Mary Bremer, Dept. of Welfare, Marilyn McPartlin, University of Minnesota, the Minnesota Historical Society, the National Aeronautics and Space Administration (NASA), the St. Paul Chamber of Commerce, and the Greater Minneapolis Chamber of Commerce. Administrative support came from Chuck Coskran, assistant commissioner, Dept. of Administration, and staff assistance was provided by Paul Hoffman, Steve Ordahl, Cindy Riehm, Carol Anderson Porter, Roy Schmidke, Jean Walberg and David Zunker.

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Minnesota Profile

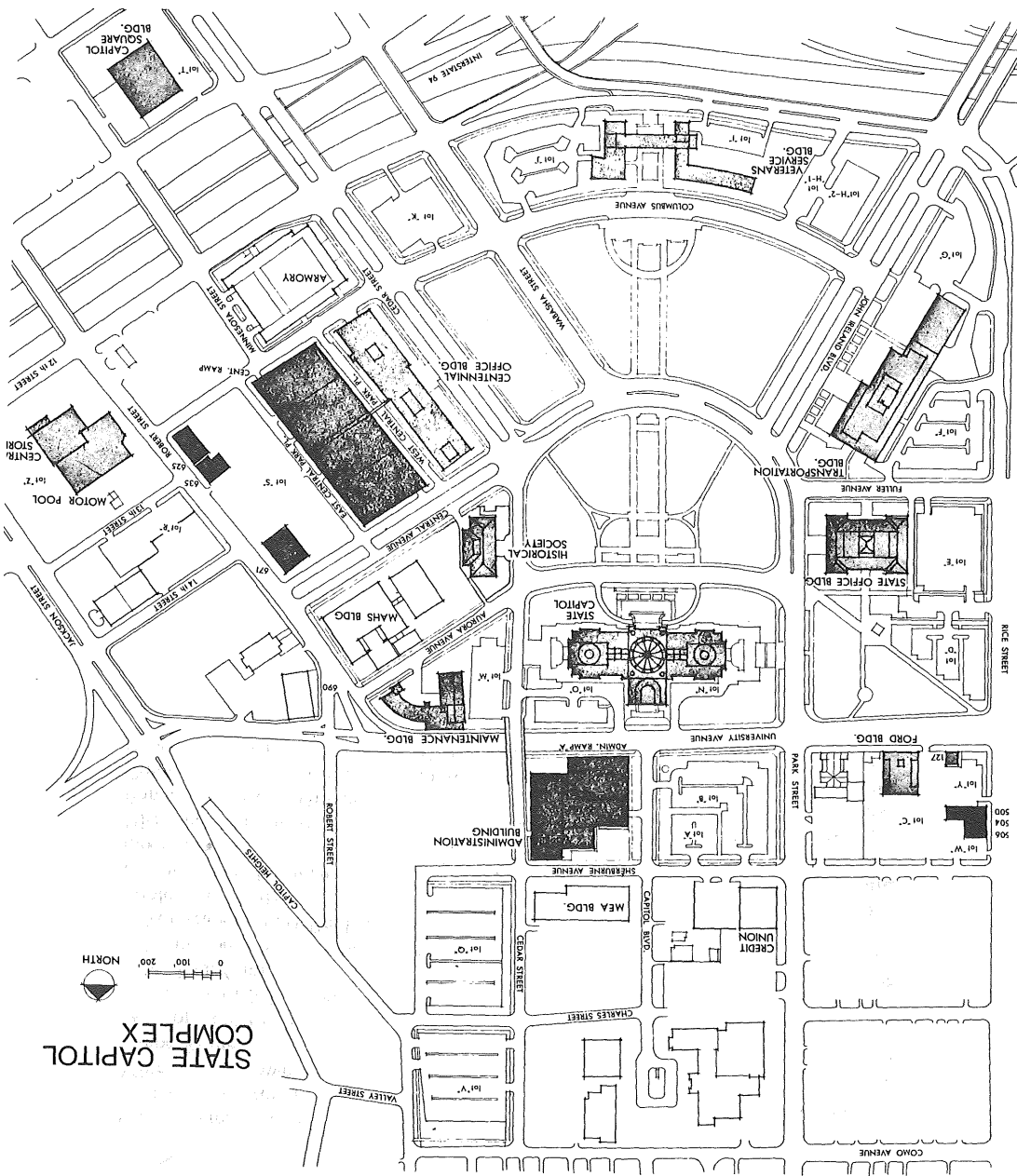
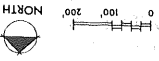
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STATE CAPITOL COMPLEX



Executive Branch State Agencies

Board of Abstracters

730 Main Street
Elk River, Minnesota 55330
(612) 441-4750
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, 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

590 Metro Square Building
7th & Robert Streets
St. Paul, Minnesota 55101
(612) 296-7937
Marian Flanagan, executive secretary

Minnesota Statutes, section 326.17

The Board of Accountancy examines, licenses and regulates certified public accountants. The licensing of public accountants has recently become a function of the Board of Accountancy and the deadline for making application for the initial license as a licensed public accountant is January 1, 1980. No applications for license as a licensed public accountant will be accepted after this date.

The Uniform Certified Public Accountant Examination, a national examination, is given twice a year, May and November. The examination consists of four parts (auditing, business law, accounting theory and accounting practice) and takes two and one-half days to complete. The deadline for making application to take the examination is sixty days prior to the date of the examination. The fee for taking all four parts of the examination is \$100.00 and re-examination fee is \$25.00 per part (accounting practice counting as two parts). A license is issued upon passing the examination and meeting the experience requirements. For information regarding applications and requirements contact the board office. The annual license renewal fee is \$15.00.

2 / Accountancy, Board of

The initial fee for licensure as a public accountant is \$75.00 and the annual license renewal fee is \$15.00. The board issues reciprocal licenses to qualified holders of certificates and licenses of other states. The application fee is \$75.00 and the annual license renewal fee is \$15.00. Annual licensing fee for partnerships and corporations is \$25.00.

All complaints received by the board office will be handled in compliance with Minnesota Statutes and the party lodging the complaint will be notified as to the disposition of the complaint.

Department of Administration

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

Office of the Commissioner,
(612) 296-3862

James J. Hiniker, Jr., commissioner
Daniel B. Magraw, deputy commissioner



Minnesota Statutes, chapter 16

The Department of Administration is a central staff agency of the state. The department is responsible for providing management and general support services for all state departments and agencies. In addition, the department is responsible for the administration and enforcement of the state building code and promotion and regulation of the state's cable communications industry. 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, and member of the Equalization Aid Review Committee.

Office of the Attorney General, (612) 296-7030 Administrative Agencies Division

J. Michael Miles, director

This division of the attorney general's office handles all legal services for its client agencies: the Departments of Administration, Finance, the Intergovernmental Information Systems Advisory Council, the County Attorney's Council, the Executive Council, the State Board of Investment, the Minnesota Educational Computing Consortium and the Designer Selection Board. Additionally, the division assists all state agencies with legal problems concerning the acquisition of electronic data processing equipment

and provides contract services to a variety of state departments. The division also approves rules from all state administrative agencies as to form and legality for the Office of the Attorney General. 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 its client agencies. The office is located in Room G-25 Administration Bldg.

Management Analysis Division, (612) 296-8034

Kathryn R. Roberts, director

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 the department, the legislature, and the Governor's office.

No fees are charged for services by the Management Analysis Division. Currently, five distinct functions or programs are carried out by this division. They include:

Administrative Projects Program — 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 — 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.

Internal Audit Unit — This unit reviews and assesses the soundness, adequacy, and application of accounting and other operational controls, and recommends improvements within the Department of Administration. The unit also measures the extent of compliance with established rules, policies, and procedures. This activity provides no services to the public.

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

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

For further information regarding Management Analysis Division services, contact the director.

Office of Building Construction, (612) 296-7037

Norman R. Osterby, director

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 \$400,000 or more, or planning projects of \$35,000 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) 296-4639

Don Pates, director

This 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 assistance in applying and interpreting the state building code, assistance and information regarding building materials, consultations with architects and engineers, and review and evaluation of building construction documents and plans for municipalities, public schools, manufactured buildings such as mobile homes and hospitals, all state-owned buildings and all buildings financed in whole or part by the state.

The division also offers assistance in meeting energy conservation standards for new buildings, monitors and licenses mobile home installers and mobile home manufacturers, answers consumer inquiries regarding mobile homes, and registers mobile home installers. For more information or assistance contact the division at 408 Metro Square Bldg., 7th and Robert Streets, St. Paul, Mn. 55101.

Code Consultant and Plan Review Sections, (612) 296-9990

Richard A. Brooks, assistant director

Code Consultant Section, (612) 296-4629

Sivert Hendrickson, section chief

This 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. The section provides training and educational seminars and schools for building officials, the design profession, and the construction industry.

Plan Review Section, (612) 296-4630

Wayne Stevens, section chief

This section reviews and evaluates 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 section.

Energy Conservation Section, (612) 296-4639

This 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.

Mobile Home/Manufactured Building Section, (612) 296-4628

Richard Hauck, section chief

This section monitors and licenses mobile home dealers and manufacturers, registers mobile home installers, monitors mobile home installation standards and manufactured building plants, and answers consumer concerns and inquiries regarding mobile homes.

Mobile Home Dealers and Manufacturers License — Licenses for mobile home dealers and manufacturers are available from this section. The form needed is the "Dealer/Manufacturer" form. This form is available at no charge by mail or in person from the Mobile Home/Manufactured Building Section 408 Metro Square Building, 7th and Robert Streets, St. Paul, Mn. 55101. The yearly licensing fee is \$44 and must accompany the application. Processing of the application usually takes from one to two weeks.

As a prerequisite for licensing this section maintains records of all bonded dealers and manufacturers. This information is obtained from the application.

Mobile Home Installers Registration — Registration of mobile home installers can be accomplished either by mail or in person. The form needed is the "Mobile Home Installer Registration" form and is available at the above location. The yearly registration fee is \$10 and must accompany the registration. Registration handled through the mail usually takes from one to two weeks. Registration handled in person is completed immediately.

Mobile Home Installations — Seals must be purchased and attached to each mobile home when installed. Seals are required for the installation of mobile home support and anchoring systems. The form needed is the “Seal Order” form and is available at the above location. There is a \$3 fee for each seal and the proper amount must accompany the order. Mail orders are usually processed within three days. Orders handled in person are completed immediately.

Sale of Manufactured Structures — Seals must be purchased and attached to each manufactured structure sold, offered for sale, or installed in Minnesota. The seals certify that the manufactured structures comply with the state building code. The form needed is the “Seal Order” form and is available at the above location. There is a \$20 fee for each seal and the proper amount must accompany the order. Seals are issued to approved manufacturers only. Mail orders are usually processed within three days. Orders handled in person are completed immediately.

Bureau of General Services, (612) 296-6854

William G. Strusinski, assistant commissioner

Documents Division, (612) 296-2874

**117 University Avenue, First Floor
St. Paul, Minnesota 55155
Eda Staudenmaier, manager**

The Documents Division 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 with prices and ordering instructions. There are three of these: the catalog 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. All catalogs are free on request by mail or in person.

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

Laws — statutes, session laws, and some reprints of laws relating to individual agencies. Photocopies 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, studies and reports from the Department of Education, study manuals for peace officers, assessors, etc. boating and field studies from the Department of Natural Resources, special reports, workbooks and manuals from various state agencies.

Decisions and rulings of the tax court, worker’s compensation decisions, Public Employee Relations Board decisions and awards, and the *Minnesota Guidebook to State Agency Services*.

State flags and decals.

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

All the above items are available at the Documents Division new address, 117 University Avenue, first floor, St. Paul, Mn. 55155.

There are no forms necessary for the public to obtain materials from the Documents Division. 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, handling, and overhead. This division operates on a revolving fund, receiving no legislative appropriation and is completely self-sustaining. 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. Cost for individual rules are determined by the Office of the State Register.

Money orders and checks should be made payable to Documents Division 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 send for the appropriate catalog before ordering the document(s) so that the prepayment is exact and there is no delay in shipment.

Orders by letter take two to 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 catalogs. 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. Contact the Documents Division for details.

Ozalid reproductions of architectural and survey tracings are handled through this division. 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 Division handles distribution of state agency publications to libraries pursuant to Minn. Stat. ch. 15.18. At the present time, 45 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 Division.

Federal Surplus Property Division, (612) 296-2853

James Johnson, manager

This division 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 division then requests the items needed by the state and acquires the property paying only transportation costs. The division has established statewide obsolete and surplus liability and utilization procedures for federal surplus property.

Public agencies, non-profit educational, and public health institutions or organiza-

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tions may inspect or pickup federal surplus property at the Federal Surplus Property Division, 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.

Inventory Management Division, (612) 296-6131

Eugene A. Wrobel, director

This 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 central stores section.

Inventory Management Activity, (612) 296-6131

This 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) 296-5704

Sidney A. Zochert, manager

This 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.

The Audit Subsection conducts inventory management-related field audits at all state agencies and provides direct field guidance in inventory management matters. The audits ensure system accuracy, accountability, procedural compliance, and maximum utilization of all state personal property.

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, Mn. 55101.

Fixed Asset Inventory Section, (612) 296-7098

Keith Hovland, manager

This 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, Mn. 55101.

Surplus Property Utilization Section, (612) 296-1048

Paul Krenik, Jr., manager

This 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 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, Mn. 55101.

Surplus Property Sales Section, (612) 296-6132

Warren Woods, manager

This 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, 671 North Robert St., St. Paul, Mn. 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 nontransferable surplus property is provided to agency personnel via training sessions and user's manuals.

Central Stores Section, (612) 296-2111

Walter Sepolski, manager

This 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

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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.

Procurement Division, (612) 296-6152

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 who are on the division's 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:

- department, division and requisition number;
- name and address;
- date of bid issuance;
- date, hour and place of opening bids;
- bond or certified check requirements, if any;
- quantity of supplies or services to be furnished under each item;
- any provision for quantity variation;
- description of supplies and services to be furnished under each item;
- place, method and condition of inspection or testing, if required; and
- 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:

- All bids must be typewritten or written in ink, and include the signature of an authorized person;
- merchandise must be identified by brand names, trademarks, model numbers or other applicable information such as catalog numbers;
- all bids must be on the latest model, crop, or manufacture unless otherwise specified by the state;
- unit and total prices;
- 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;
- any cash discounts applicable to the state;
- unless specifically provided for in the call to bid, a bid containing an "escalator clause," providing for an increase in prices will not be considered;
- 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, manager

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 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 section at 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 Service" 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.

**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 control 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 Control, (612) 296-3122

Beverly Swanson, manager

The Records Center stores official records which are used infrequently. The center also retrieves these records should they be needed. Records Control staff assists agencies in establishing retention and disposition schedules of their records. Records Control 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

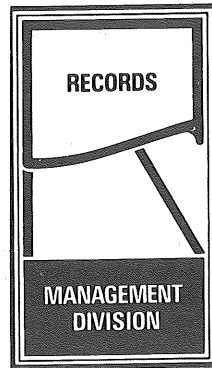
The unit develops micrographic data storage systems for state agencies to reduce the amount of storage needed for records and to make it easier to find needed information. Micrographics services are also available to political subdivisions of the state of Minnesota.

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 Information Services, (612) 296-6990

Nancy M. Abraham, assistant commissioner

The Bureau of Information Services is responsible for operating the state's computers and coordinating the computer systems used in state government, with the goal of



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improving those systems. By monitoring the use of computer systems and analyzing the bureau's expense and income, the bureau manages the data processing resources of the state. The bureau is also responsible for maintaining the solvency of the state's Computer Revolving Fund.

The bureau 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 bureau services should be made to the User Relations Unit, Bureau of Information Services, Fifth Floor, Centennial Building, 658 Cedar Street, St. Paul, Mn. 55155.

Applications Services Division, (612) 296-6326

This division performs systems analysis, design, programming and implementation for new application systems and modifications to existing systems. Rates for computer services provided are charged in accordance with the rate schedule published by the bureau and approved by the commissioner of finance. The division provides the major interface with user agencies by coordinating their information processing needs, and provides assistance in preparing user biennial budget requests for computer services.

Support Services Division, (612) 296-5655

This division deals with standards and controls and internal improvements in operations and management. It provides billing, budget and fiscal control and offers ombudsman support for user agencies.

Facilities Management Division, (612) 296-6351

This division plans, implements, operates, evaluates, and maintains the support software and hardware necessary for state information processing functions. User agencies are billed for computer support services provided according to the published rate schedule. In addition, the division ensures the physical security of the premises.

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 certain services 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) and In-WATS.

Radio and radio paging.

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

Audio, including public address and intercoms.

- Teleconferencing, conference calls.
 - 911 Emergency telephone service.
 - TELPAC acquisition.
 - Data networks.
 - Telephone courtesy and proper telephone network usage.
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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 or receive a message, call 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. Call (612) 296-2300 for additional information.

The division has a facsimile machine capable of sending and receiving copies of pictures, letters, graphs, signatures, and other printed material. To send or receive facsimile transmissions, call (612) 296-7654. There is no charge for this service. When facsimiles 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 or receive messages, call (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 telephone directory, which is distributed to all state agencies. The directory is also available to the public and can be purchased for \$3.50 through the Documents Division, 117 University Avenue, First Floor, St. Paul, Mn. 55155.

The division is responsible for listings of state agencies in the telephone company directories statewide.

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, Mn. 55155.

Bureau of Administration, (612) 296-6950

Thomas E. LaVelle, assistant commissioner

Cable Communications Board, (612) 296-2545

W. D. Donaldson, executive director

The Minnesota Cable Communications Board (MCCB) provides staff services to a seven-member, governor appointed regulatory body. The staff conducts research and provides information and analysis to aid the board in their decision making process. The MCCB board and staff work together to provide assistance to municipalities, cable operators, state agencies, organizations, and individuals interested in cable communications. For a listing of services provided by the board see the entry for Cable Communications Board.

Contract Management Division, (612) 296-8489

William H. Siemers, director

The primary responsibilities of the Contract Management Division 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, or leases.

The objectives are to simplify and expedite contract processing, to protect the state's interest by promoting competition, and to encourage use of services available through other state agencies when appropriate.

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

Data Privacy Division, (612) 296-6733 or 296-6729

Donald A. Gemberling, director

The Data Privacy Division assists state agencies, political subdivisions, and the public in interpreting laws pertaining to data privacy and government records as well as drafting rules under the "Minnesota Government Data Practices Act." They provide information to the public regarding individual's rights under the applicable statutes and methods of enforcing those rights. They provide information to government agencies as to methods of complying with applicable statutes. All requests for information or assistance should be directed to the Data Privacy Division, Room 203 Administration Building, St. Paul, Mn. 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.

State Employee Assistance Program Division, (612) 296-0765

Warren C. Gahlon, director

The State Employee Assistance Program is designed to provide help for any state employee whose job performance is or may be adversely affected by any personal problem. Professional diagnostic and referral services are offered without cost to state employees and their spouses through the program. The program office is located at 2301 Woodbridge Avenue, Roseville, Mn. 55113. Diagnostic and referral services are also available for state employees and their spouses in the following outstate Minnesota communities: Winona, Rochester, Mankato, Marshall, St. Cloud, Willmar, Fergus Falls, Crookston, Bemidji, Brainerd, Virginia, and Duluth.

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

Positive, constructive proposals are solicited to:

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

Awards 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 "Employee Suggestion" 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.

Fiscal Services Division, (612) 296-6271

Lawrence R. Dowdle, director

The Fiscal Services Division does the accounting for the Department of Administration, Office of the Governor, 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, the Spanish Speaking Affairs Council, and the Boundary Water Canoe Area Task Force.

The division processes the A68 (intergovernmental 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, the Office of the Lieutenant Governor, and the Spanish Speaking Affairs Council. The section prepares and reviews budgets, reviews all expenditures, and prepares all requests for services or 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.

Governor's Office of Volunteer Services, (612) 296-4731

Laura Lee M. Geraghty, director

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 and public sector organizations

which either provide or utilize volunteer services in such areas as human services, environmental and cultural affairs and civic involvement. For a listing of services provided by the office see the entry for Volunteer Services, Governor's Office of.

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.

Office of the State Register

(612) 296-8239

Stephen A. Ordahl, director



The office compiles, edits, publishes, sells and distributes four major publications of the state of Minnesota.

The *State Register*, established by the legislature for the purpose of informing the public of all state government activities, is published every Monday. According to Minnesota Statutes, sections 15.01-15.051, agencies must publish notices of public hearings on proposed rules, along with the text of the rules, and are required to publish all adopted temporary and permanent rules in the *State Register*. Executive Orders of the Governor and many other official notices also are published under statutory mandate. The *State Register* also includes notices of availability of state contracts for technical and professional services, synopses of Supreme Court decisions, meeting notices, human rights decisions, vacancies on appointed boards, and other information about state agency activities. Subscription information is listed below. For more information, contact Carol Anderson Porter, editor, (612) 296-0930.

The *MCAR (Minnesota Code of Agency Rules)* is a 15 volume, loose-leaf set of the permanent rules of all state government agencies. The *MCAR* contains information on agency activities affecting the public. The entire set is being recodified and reprinted. All present subscribers will receive the reprint as it is completed. After completion, subscription costs may increase. Present rate information is listed below. For more information, contact Paul Hoffman, editor, (612) 296-0865.

The *Minnesota Guidebook to State Agency Services* contains descriptions of all state agencies in the executive, judicial and legislative branches of government. The book tells how the public may obtain information and services, file complaints, make submissions or requests, and secure assistance. The guidebook is an easy-to-use reference book about state government and provides vital information on obtaining state grants, licenses, publications, guides, maps, permits, information and services. It lists names, addresses, and phone numbers of people to contact and also contains information about the state of Minnesota, its formation and historical development. The guidebook offers

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useful data helpful to students, educators, speech writers, researchers and anyone with a question about Minnesota. Information on purchasing a copy is listed below. For more information, contact Robin PanLener, editor, (612) 296-4273.

Audio Video Resources of Minnesota State Agencies is a catalog with a comprehensive list of state agencies' films, slides, cassettes, audio and video tapes and cassettes, photographs, and records. Subjects include health, education, safety, energy, conservation, natural resources, Minnesota history, economic development, tourism, and Minnesota politics. Twenty-two state agencies are included. Most of the audio video material is available free of charge. Some of the agency material is available for purchase. Information on purchasing a copy of the book is listed below. For more information, contact Paul Hoffman, editor, (612) 296-0865.

<i>State Register</i>	\$118.00 per year for single subscription (includes a <i>Minnesota Guidebook to State Agency Services</i>). \$2.25 Single Copies.
<i>MCAR (Minnesota Code of Agency Rules)</i>	\$325.00 per 15-volume set (includes one year's subscription service). \$140.00 renewals
<i>Minnesota Guidebook to State Agency Services</i>	\$6.25 plus 25¢ sales tax
<i>Audio Video Catalog</i>	\$4.50 plus 18¢ 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 Office of the State Register.

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 St. Peter Street, St. Paul, Mn. 55102.

Bureau of Real Estate and Transportation, (612) 296-7040

John C. Moen, assistant commissioner

Energy Conservation Division, (612) 296-8204

Donald T. Johnson, director

The Energy Conservation Division 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. The division has developed a computer program called SHELTER which lists all state-owned buildings. The past and present energy consumption of the major institutions are maintained by this program. Spending plans are developed from appropriations made by the legislature for building retrofit and other energy related items, based on return of investment.

This division is also responsible for the implementation of the Department of Ener-

gy's emergency building temperature restrictions. All information pertaining to state-owned buildings in reference to these restrictions are kept on file with this office. In addition, emergency energy plans are developed by this division.

Central Motor Pool Division, (612) 296-2163

Glenn Johnston, director

The Central Motor Pool Division rents motor vehicles to state agencies for state business on a daily, weekly and monthly basis. The division acquires, operates, regulates, maintains and disposes of the vehicles owned by the division. Used vehicles are disposed by public auction. The auctions are held by the Materials Management Division of the Department of Administration. The services provided by the Central Motor Pool Division to the public are the disposition of used vehicles and processing complaints of possible misuse of state vehicles.

Travel Coordination Center, (612) 296-6781

Jerry Brunnette, travel coordinator

The Travel Coordination Center coordinates all official travel for state employees, and reserves vehicles for trips. The center also provides information on commercial transportation. The center handles complaints from the public regarding state-owned vehicles. They take all the pertinent information and contact the head of the department to which the vehicle is assigned to insure that an investigation will be made and a report filed. Complaints should be sent to the Travel Coordination Center, 610 North Robert Street, St. Paul, Mn. 55101. No forms are needed.

To Request an Automobile — Employees requesting an automobile must first contact their agency's travel coordinator to determine if other agency employees are going to the same destination. The agency travel coordinator must contact the Travel Coordination Center by calling 296-5658 to see if car pooling is possible with other agencies. If car pooling is not possible, then a car can be requested by completing form MP-00006-02 available from Central Stores. The completed form 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. Requests to be made no later than 2:00 p.m. the day before the car is needed, earlier if possible.

Each month the user agencies will be billed according to their vehicle usage during that period.

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

Accidents — Employees 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. They should give their names, addresses, 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 an injury or property damage over \$300 in value, the "Minnesota Motor Vehicle Accident Report" (DPS 32001) must be completed 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 vending operators for the state are allowed by statute to use the vans with one employee serving as van coordinator (driver) for each van. Purchase and operating costs are borne by users. For further information contact the Travel Coordination Center, 610 North Robert Street, St. Paul, Mn. 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.

Servicing — Gasoline and oil should be obtained from the service center at 610 North Robert whenever 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 to obtain the state discount. If it is impossible to buy fuel from an authorized source, ADM 559-SA (a field order form for gasoline, oil and repairs in each car) should be used.

Any purchase over \$35.00 must be approved by the Central Motor Pool Division prior to purchase by calling (612) 296-8318. Collect calls to the division will be accepted. The purchase of tires or batteries is not done except in cases of emergency. For such items to be shipped to 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 drivers keep their cars over long periods of time, it is their responsibility to see to it, by means of a phone call, that the necessary maintenance is scheduled and performed. Drivers should check the slips on the left door jamb to see if maintenance is required. Oil changes are performed every 5,000 miles or 3 months, and minor tune-ups every 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.



**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 found 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 these buildings and provides flag protocol information by phone to the public. It also provides permits for special public uses of these 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 capitol complex and other related buildings in the metropolitan area. The section maintains the lawns and parking lots year round and 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.

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 and other state offices located in the St. Paul area 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. For a list of state offices on the inter-office mail pick-up refer to the table of contents in this book or the department/agency index in the state telephone book, or call Central Mailing at (612) 296-6801.

Emergency 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 sidewalk sanding or snow removal.

Materials Transfer — This crew handles the movement of office furniture and supplies between all state 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 under contract.

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, Room 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 weekends 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

This section operates, maintains, and repairs building systems (such as heating and cooling) for the state-owned buildings described above. The section makes all general repairs, inspects the buildings regularly and repairs furniture.

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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, Room G-9 Administration Building, St. Paul, Mn. 55155.

Repair and Maintenance Services — Individuals wishing to report such things as a light out, room too hot or too cold, broken window, broken key in lock, etc., may call the maintenance dispatcher at 296-6800, or by using ADM Form 797 if not an emergency.

Special Services Section, (612) 296-9902

Roger C. Quam, special services coordinator

The section administers parking and food service contracts, lost items, flag protocol, permits to use state capitol complex buildings and grounds, conference rooms, and issues keys and key cards.

Cafeterias — There are four cafeterias in the capitol complex which the public may use. Prices are generally moderate. The cafeterias are operated by private contractor.

Centennial Building	Capitol Square Building
Ground Floor	Lower Level
658 Cedar Street	550 Cedar Street
State Capitol	Transportation Building
Basement	Ground Floor
Aurora Avenue	John Ireland Boulevard

There are also three food service units operated by the Services for the Blind, Department of Public Welfare, and one unit in the State Office Building run by private contractor.

Veterans Service Building	State Office Building
5th Floor	Basement
20 West 12th Street and Columbus Avenue	Wabasha Street
State Administration Building	Health Building
1st Floor	3rd Floor
50 Sherburne Avenue	717 Delaware St. S.E. Minneapolis, Mn.

Suggestions or complaints regarding these cafeterias and food service units should be addressed to the Plant Management Division, Special Services Section, Room G-9 Administration Building, St. Paul, Mn. 55155.

Lost Items — Flag Protocol — Permits to Use State Buildings — For reporting or trying to find lost items contact the Special Services Section. The section provides information regarding flag protocol and issues permits to use state buildings for group activities.

Parking — Plant Management maintains parking facilities located at the health building near the U of M campus, 1246 University Avenue in St. Paul, and the capitol

complex. The division is also responsible for administering the parking which is provided pursuant to state 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 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 of each passenger, employing agency, and location, if other than in the capitol complex. Indicate the desired parking location.

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

When agencies have individuals or groups coming into the capitol complex for meetings, hearings, etc., special reserved meter parking can (if available) be obtained on request. 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, Room 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:

- Veterans Building, Room D — seats approximately 100.
- Administration Building, Room 116A and B — seats 40 each or a total of 80 when used together as one room.
- Capitol Square, Room A (first floor) — seats 50 to 60 and Room 305 — seats 20.
- 500 Rice Street — seats approximately 50.

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, Room 83, 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 on request of a department head where a need is clearly 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 and when and where it may have been lost. Articles turned into the Plant Management Lost and Found will be held for 30 days before disposition.

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 the Capitol Complex Security Office by calling 296-6741. Public Safety Form 7015 must be submitted to the Capitol Security Office, Room B4 Capitol, St. Paul, Mn. 55155.

Real Estate Management Division, (612) 296-6674

Marlo W. Hanson, director

The Real Estate Management Division is responsible for the inventory, planning, allocation and leasing of office and storage space in state-owned and privately-owned buildings for all state agencies in the metropolitan area. The division also acquires and disposes of real property for the Department of Administration.

Real 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 or acquisition and disposition, obtaining and certifying real property appraisals, negotiating options, and coordinating the purchase with the Attorney General's office.

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

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

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

Permits will be forwarded within 15 days of compliance with the terms and conditions and written acceptance thereof. The compliance with the terms and conditions portion of the application process could be prolonged if applicant liability insurance is deemed necessary. Information regarding any of the above-mentioned real estate activities is available from the Real Estate Management Division, Room G-22 Administration Building, St. Paul, Mn. 55155.

Minnesota Board on Aging



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

Katherine Sehlin, chairwoman
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 Minnesota.

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. However, this office provides no services directly to the public, except information and referral and help with nursing home complaints. The toll-free statewide AGING INFO-LINE is 1-800-652-9747.

The Board on Aging administers over \$14 million in federal and state grants yearly and has started more than 300 programs for older persons in Minnesota.

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

Twelve Area Agencies on Aging are located throughout Minnesota, most within regional development commissions to maximize their planning capabilities. These agencies, listed on page 428, 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 10,000 hot, nutritious meals are provided daily at 260 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 board also administers Senior Companion and Foster Grandparent Programs. The Senior Companion Program employs about 100 low-income older persons as friends for elderly and handicapped adults living in their own homes or in institutions. The Foster Grandparent Program employs more than 160 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*, (circulation: 14,000) 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 lists, contact the Board on Aging. Other publications include: *Audio-Visual Resources on Aging in Minnesota*, *Minnesota's Services for Seniors*, and *Data Book: The Older People of Minnesota*, all free by contacting the board.

Other activities of the board include the development of legal services for older persons; development of nursing home ombudsman activities throughout the state; state fair senior citizens day; funding for senior citizen center repair, renovation, or alteration; gerontological research; 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.

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 were applicable in 1979:

Outside gate admission	
adults	\$2.00
16 and under	\$1.00
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 site, north of Machinery Hill)	\$4.00
Tickets for evening grandstand information available at (612) 645-2781	Prices vary
Afternoon grandstand	
general admission adults	\$3.00
general admission under 16 and over 64	\$2.00
Coliseum ringside seats	\$3.50
Coliseum box seats	\$3.00
Coliseum reserved seats	\$2.50
Coliseum general admission	\$2.00

(Ticket prices are subject to change)

Handicapped facilities on the fairgrounds include 10 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, Mn. 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 the 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

V. James Sinclair, space rental superintendent

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

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- 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.

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 Nov. 1 and Dec. 1 of the following year. After Dec. 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 from Sept. 15 through July 15.
2. individual storage for automobiles and recreational vehicles (boats, trailers, campers, motor and mobile homes, etc.) is available based on footage. Vehicle storage is available from mid-October through mid-May.

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 a meeting place for all lost persons during the fair, as well as supervision and recreation for lost children. The center is also headquarters for wheelchair and stroller rental.

Public Affairs Division, (612) 645-2781, ext. 223

James G. Frost, director

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

Gerald W. Hammer, publicity superintendent

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 communication 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 has an amateur talent contest open to all amateur acts, and high school bands and fiddlers contests. 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. 215

Elizabeth Forestell, coordinator

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

Department of Agriculture

90 West Plato Blvd.
St. Paul, Minnesota 55107
(612) 297-2200
Mark W. Seetin, commissioner
Rollin W. Dennistoun, deputy commissioner

Minnesota Statutes, chapters 17-34, 41-42, 308, 500

Office of the Commissioner, (612) 296-9310

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

William O. Bulger, 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 also assists local weed inspectors in the enforcement of agricultural weed laws of the state.

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 Room 119, 90 W. Plato Blvd., St. Paul, Mn. 55107.

The application form for antifreeze is "Registration of Antifreeze No. AF-6-69." 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) 296-8547

Steve Rogosheske, 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 is "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

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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) 296-3016

Steve Rogosheske, 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 shipments 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 "Appli-

cation 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 (612) 296-5151 and Inspection (612) 296-6121 Sections

Cecil Dunn, supervisor

Charles Dale, supervisor

The Seed Laboratory Section issues a variety of permits to grain screenings buyers and vendors of 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 table 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

Charles Dale, supervisor

This section administers the agricultural weed law through assistance to local weed inspectors. Department district field inspectors provide training and technical support

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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, Room 173, 90 W. Plato Blvd., St. Paul, Mn. 55107. 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) 341-7190

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 for all inbound and outbound shipments of grain at the export terminals in Duluth, Minnesota. The division provides official weighing of grain that is loaded from inland or country elevators when the containers being loaded are going directly into the export markets. Official weighing services are also provided to any interested person upon request when an official weight certificate is required on specified lots or containers of grain.

The division inspects and grades grain samples according to U.S. standards 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 performs official protein analysis, sedimentation tests and oven dried moisture analysis. Analyses are performed under supervision of qualified cereal chemists.

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

Inspection, sampling and weighing: (612) 341-7198

Protein analysis: (612) 341-7198

The division supplies the necessary forms. The division issues certificates for protein analysis, grain weighing and grading. Fees are charged to the person or firm requesting the services according to the division's fee schedule 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 the operators of livestock market agencies (auction markets and sale barns), to packing companies and their buyers and to livestock dealers and their agents. The division administers the State Weighing Program. Official Certificates of State Weight are issued by division personnel on State-tested livestock scales where State weighing is authorized. State weighing is required at any location where the average daily number of livestock weighed for the purpose of establishing a basis for sale is 500 head or more. Marketing facility locations averaging less than 500 head per day may apply for State Weighing Service in accordance with the rules governing the program. An established tariff or weighing fee is uniformly applied at all locations approved for State weighing. The fees are collected from the owner or seller of livestock by the selling agency, packing company or stockyard owner and remitted to the division semi-monthly. Currently, State weighing is being provided at the South St. Paul Public Stockyards and at four out-state packing companies.

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

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 an 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, 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 division.

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, Mn. 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.

The "Livestock Market News," a second-class mail weekly informational report of livestock marketing activity and prices, is published at South St. Paul by the division in cooperation with the USDA Agricultural Marketing Service. It is circulated free on request and is available by contacting the division at the above address. The latest livestock market news is available anytime day or night by calling (612) 451-3692.

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.

- 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.
- Private Local Warehousepersons must submit a sample of the legal scale ticket to be issued.
- 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.
- Truck Grain Buyers obtain a license for each vehicle used.
- Public Terminal Warehousepersons must publish their tariffs in the local newspaper and submit a copy of the tariff to the division.

- 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 division. Additional information may be obtained from the division at Room 147, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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 division 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 division and in an amount prescribed by the division. Legal actions against the bond may be brought only with the consent of the commissioner and the Attorney General, and brought in the name of the state.

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. Additional information is available from the division at their address above.

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, Room 226, 90 W. Plato Blvd., S. Paul, Mn. 55107.

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 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, Room 226, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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, Room 226, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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, Room 226, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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 and certifies them as disease and insect free, providing they receive proper 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, Room 226, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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

Arthur Mason, 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, Room 226, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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, Room 226, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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

Carroll Rock, agricultural statistician in charge

A full roster of reports is available free to the public on current and projected supplies of Minnesota crops and livestock. Information is also available on farm prices, income, labor, pesticides, fertilizer and other farm-related items. This information is based on surveys of farmers and agricultural industries throughout Minnesota.

Call the number listed above for your subscription form for reports or to get the information you need by phone. Correspondence may be addressed to the Minnesota Crop & Livestock Reporting Service, Room 149, 90 W. Plato Blvd., St. Paul, Mn. 55107.

Marketing Services Division, (612) 296-2847

M. C. Combs, director

The Marketing Services Division promotes and encourages the use of Minnesota produced and processed food products in regional, national and international markets.

On a regional basis the division uses many different medias to promote Minnesota food products, such as development and publication of the *Minnesota Food Buyers Guide* and publication of Minnesota food menus to be used for serving at conventions, meetings, or restaurant adaptation.

The "Pick-Your-Own" strawberries and other fruits and vegetables have resulted in a directory of pick-your-own farms. There is also a directory of farms offering vacation accommodations in Minnesota. Both are available free.

The Minnesota Food Expo program is known nationally among the food industry. Participating companies pay booth rental, furnish their product and pay shipping costs to participate in the Minnesota Food Expo and international shows. Participants can be accepted up to two months prior to the show. Foreign trade shows are on a first come, first serve basis because of limited space. Attendance is by invitation only, and limited to food buyers from the food service and wholesale trade.

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, and participates in three international food shows per year.

A *Food Buyers Guide* is published by the division for use by institutions and other large quantity food purchasers. Guides are free of charge, but are printed in limited

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quantities, and are primarily used to promote foods grown and/or processed in Minnesota. For more information contact the division at Room 103, 90 W. Plato Blvd., St. Paul, Mn. 55107.

Agricultural Promotion Orders Section, (612) 296-6883

Carl W. Aldean, supervisor

The section services existing research and promotion orders and advises agricultural commodity groups on procedures essential to establishing 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 more information contact the Department of Agriculture, Agricultural Research and Promotion Orders, Room 103, 90 W. Plato Blvd., St. Paul, Mn. 55107.

Farm Security Program, (612) 296-8435

D. Daniel Garry, administrator

The 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 \$75,000. For further instructions, requirements, and procedures, interested parties should contact the Department of Agriculture, Farm Security Program, Room 127, 90 W. Plato Blvd., St. Paul, Mn. 55107.

Prospective applicants should contact the above office 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 application forms contact the Department of Agriculture, Dairy Industries Division, Room 205, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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, discriminatory pricing policies, kickbacks, rebates or other hidden favors to retailers. The division is supported by fees from dairy processors. The fees are paid monthly to the department'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
Room 124
90 W. Plato Blvd.
St. Paul, Mn. 55107

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

Garland Birch
Rural Route 2
Battle Lake, Mn. 56515
(218) 864-8190

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, Room 124, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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 each establishment, checks 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 Agricul-

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ture, Food, Meat and Poultry Inspection Division, Room 211, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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	50
meat or poultry inspection program	
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 Council, (612) 296-2627

Bernard J. Steffen, department liaison

The Meat Advisory Council 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 Council member to relay the message to the commissioner. For information or to make a suggestion contact the Meat Advisory Council, Room 211, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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 50% of their sanitation and 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 1981 had to be submitted by November 15, 1980.

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.
-

For information contact the Department of Agriculture, Shade Tree Program, Room 316, 90 W. Plato Blvd., St. Paul, Mn. 55107.

For laboratory tests of tree samples contact the department's Plant Industry Division — Technical Services, Room 227, 90 W. Plato Blvd., St. Paul, Mn. 55107, 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;
 2. any special purpose park and recreation board organized under a charter of a city of the first class;
 3. any non-profit corporation serving a city of the first class; and
 4. any county.
-

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 programs 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, (612) 296-1578

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 is located in Room 335, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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 by an endangered species; i.e. eastern timberwolf. Upon determination by the Department of Natural Resources conservation officer and the county extension agent that the livestock was destroyed by an endangered species, the owner can be compensated by the department for the fair market value of the livestock up to \$400. 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; apiaries; 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, Room 335, 90 W. Plato Blvd., St. Paul, Mn. 55107.

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 ½¢ per case of 303 × 406 cans. For fees or 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

Gerald F. Heil, 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. For information contact the Planning Division, Room 322, 90 W. Plato Blvd., St. Paul, Mn. 55107.

Weather Modification, (612) 296-7686

The department is responsible for licensing 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. A fee of \$100.00 should accompany the application.

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 directors in helping to resolve clerical and/or office management problems. It provides services in clerical overload, space allocation and utilization, inventory control, and O.S.H.A. reporting. For information contact the Personnel and Office Management Division, Room 326, 90 W. Plato Blvd., St. Paul, Mn. 55107.

Laboratory Services Division, (612) 296-3473

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*, 14th edition. In the spring and fall of each year every certified laboratory is required to analyze a set of split samples of milk sent by the division to confirm the certified laboratory's procedures. For information or to request certification contact the Laboratory Services Division, Room 251, 90 W. Plato Blvd., St. Paul, Mn. 55107.

Fees are:

initial certification	\$300
split samples — per set	\$ 60

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.

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

5th Floor Metro Square Bldg.
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 each even numbered year. 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 biennially. Reciprocal applications are reviewed within two to three weeks of receipt by the board.

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**

2500 Park Avenue
Minneapolis, MN 55404
(612) 341-7170
toll-free (800) 652-9747

Stephen Keating, chairman of the board
John M. Ondov, executive director

Minnesota Statutes, chapter 139.10

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

Funds are available in the following categories of grants assistance:

General Operating Support for arts-producing and exhibiting organizations with state-wide or multi-regional impact;

Individual Artist Support for the creation of new works of art, or the continuation of works in progress by professional artists;

Local/Regional Arts Development block grants to regional arts councils for the production or creation of arts programs or services of local or regional impact;

Production Assistance for Arts Activities and Services for organizations producing arts projects, programs, or services of state-wide or multi-regional impact;

Sponsor Assistance for organizations which present residencies, performances, exhibitions, lectures, and conferences by professional artists or performing groups.

Information on all of the arts board's programs and services can be obtained at the arts board office. There are no application fees, however, requests for grants assistance must be made on application forms available from the board. Application deadlines occur twice a year for most categories. During the coming fiscal year nearly 2.8 million will be available for grants assistance. All grants from the arts board to organizations must be matched dollar-for-dollar. Grants to individual artists do not require a match.

All other services of the board are also 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 the submission of a grant application. Technical assistance is also available 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, development of new abilities in arts programs and projects and arts issues. The arts board has offered workshops and conferences in areas such as grant application writing, sponsor development, and most recently a sponsor booking conference. During the next fiscal

year the arts board will continue to offer conferences and workshops in topic areas such as museum development and program accessibility for the handicapped.

The following publications are available free of charge:

The Arts Board — the agency newsletter

The Minnesota State Arts Board Annual Report

Program Information for Fiscal Year 80 — detailed explanation of arts board grants assistance, application forms and instructions

The Directory — a guide to arts organizations in Minnesota which tour

The Minnesota Literature Newsletter — a newsletter on the literary arts in the state

People wishing to receive any agency publications may contact the board office and request to be placed on the mailing list.

The Minnesota State Arts Board is one of five state arts agencies (Minnesota, Iowa, Wisconsin, North and South Dakota) 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 members of the Arts Board staff are also available to assist any organization or individual wishing to apply to the National Endowment for the Arts for grants assistance. A limited number of publications and program guides from the National Endowment for the Arts are available at the board's office.

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) 870-3131.

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 (62 years and over), teachers, union members, blue collar workers and adults enrolled or served by an institutional treatment program. Vouchers are sold in sets of five for \$7.50 and are each exchangeable for a ticket at the box office of your choice (over 75 performing arts groups accept MAT vouchers). The vouchers are accepted as either a full admission or as a discount toward admission, are valid for 6 months from their purchase date and are transferable. For guidelines, an application or more information contact the Metropolitan Arts Alliance at 310 Fourth Avenue South, Room 611, Minneapolis, Minnesota 55415, (612) 332-0471.

Many newspapers, 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. Four continuing educational units must be earned in each 3 year period.

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 5 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 Earl Brown Center 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 \$78,000 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 Building
St. Paul, Minnesota 55155
(612) 296-6196
Warren Spannaus, attorney general

Minnesota Constitution, Article V; Minnesota Statutes, chapter 8

The Attorney General is the state's chief legal officer with the duty of furnishing legal services to the other constitutional officers, as well as providing legal advice and representation for all agencies, boards and commissions within the executive branch of state government. Attorneys for the state agencies are listed with each respective agency. The Attorney General also is a member of the state Executive Council, as well as the Land Exchange and Pardon Boards.

In addition to providing legal representation for other state agencies and officials and thereby assisting the public in related matters, the Attorney General's office has several divisions which offer direct assistance to the public.

Antitrust Division, (612) 296-1797

Alan H. Maclin, special assistant attorney general, division chief

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 state and federal antitrust laws where the state or a state agency as a purchaser was damaged. Examples of antitrust violations are price-fixing, bid-rigging and allocation of customers by competitors.

The Antitrust Division brings actions based on complaints by the public. Under certain circumstances, 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.

There are no fees or forms to file an antitrust complaint. Antitrust litigation may take years to process.

Consumer Division, (612) 296-3353

Jean E. Heilman, assistant attorney general, division chief

The Consumer Division is primarily involved with the enforcement of several consumer protection laws. The division assists consumers with the resolution of their complaints against businesses, initiates lawsuits to prevent further violations of consumer laws, obtains restitution for consumers and recovers civil penalties from violators. The division also investigates potential violations of consumer laws, proposes and drafts consumer protection bills for consideration by the legislature and provides information to consumers and businesses regarding their respective rights and responsibilities through speakers and the distribution of consumer law pamphlets.

The following pamphlets are available from the division at no charge:

- *The Garnishment Process*
- *A Consumer's Guide to Conciliation Courts in Minnesota*
- *Tenants' Rights and Responsibilities*
- *Truth in Repairs Act*
- *Summary of Minnesota Laws on Consumer Protection*

If a citizen has a complaint against a business, they may call the Consumer Division

and request a complaint form. The division will also provide consumers with copies of consumer laws.

Criminal Division, (612) 296-7575

Thomas L. Fabel, deputy attorney general, division chief

The Criminal Division handles criminal appeals and assists local prosecutors with criminal trials. The division helps develop and prosecute certain criminal cases, particularly those of organized and white collar crimes. The division also handles civil 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. There are no forms or fees. All requests for information or assistance are handled as soon as possible.

Office of the State Auditor

Veterans Service Building
20 West 12th Street
Saint Paul, Minnesota 55155
(612) 296-2524
Arne H. Carlson, state auditor

Minnesota Statutes, chapter 6

The Office of the State Auditor is required by law to make annual financial/compliance audits of counties, regional development commissions and cities of the first class. In addition, the State Auditor's Office, through its Municipal Reporting Unit, collects data from all subdivisions of the state and prepares special reports for the Legislature and the public. The State Auditor's Office will also perform audits of school districts and local units of government upon the request of the governing body or upon the petition of the people. The Office of the State Auditor has a strong policy relative to audit compliance and as a matter of course files all of its audits with the county attorney having jurisdiction. If any audit discloses misconduct, the State Auditor immediately notifies the appropriate legal authority.

The State Auditor occasionally contracts with private CPA firms for audits of local governmental units. Firms interested in contracting should send to the State Auditor, at the above address, a letter containing:

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

The State Auditor alone selects the firms. Contracts are let in the fall of the year.

Citizens may petition for an audit of the financial affairs of a city, town, or school district. If the audit request concerns a political subdivision other than a school district, the petition must be signed by a number of registered voters at least equal to 20 percent of those voting in the last presidential election. In a school district audit request, the petition must be signed by ten freeholders (a person having title to land) for each 50 students in average daily attendance.

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

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.

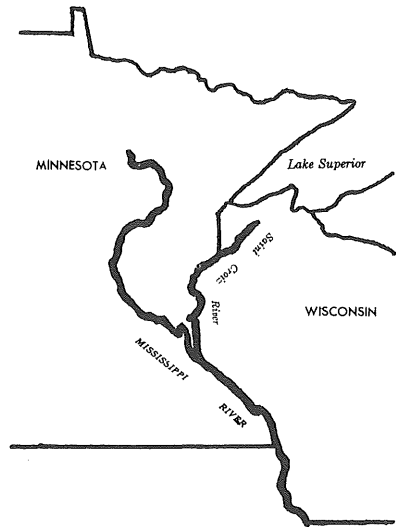
The board receives and investigates all complaints received by the public. The board has the power to suspend or revoke the licenses of professionals, shops or schools, found to be in violation of the law. For information or to make a complaint, contact the Board of Barber Examiners at their address 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 such as the National Wild and Scenic Rivers System and the new master plan for the Upper Mississippi River System.

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, executive secretary

Minnesota Statutes, chapter 341

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

60 / Boxing, Board of

The board renews licenses each year. 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 and renewal fees are:

	Professional	Amateur
Referees	\$25.00	\$10.00
Judges	10.00	10.00
Seconds	5.00	2.00
Boxers	5.00	no fee
Managers	10.00	no fee

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

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

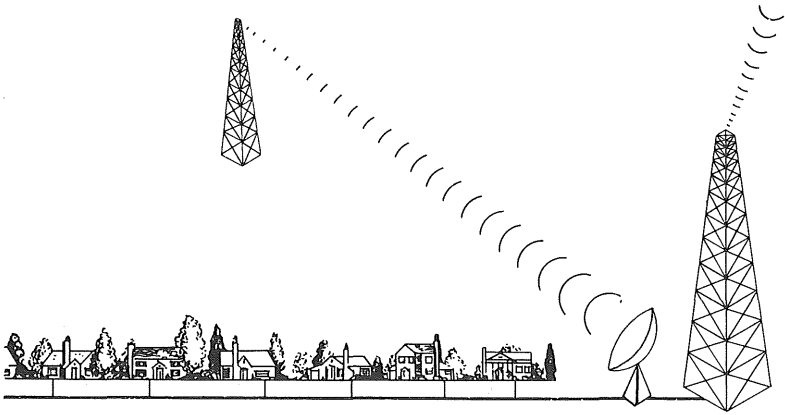
Amateur franchise licenses are issued annually. The fees are:

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 three to four 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
W. D. "Chris" Donaldson, executive director
(612) 296-2545

Minnesota Statutes, chapter 238

The Minnesota Cable Communications Board (MCCB) was established by the legislature in 1973 to promote rapid development of cable and provide information and assistance to municipal officials, cable operators, organizations, state and local government agencies, and individuals involved in development of cable communications throughout the state. The board also seeks to develop a state cable communications policy and helps to set municipal franchise standards and procedures to assure that cable develops within a statewide development plan in the public interest. In order to insure effective use of the medium the board promotes both public and private programming. Currently about 125 cable systems are in operation in Minnesota.

The MCCB staff conducts research and provides information and analysis for the 7-member, Governor-appointed board. The MCCB works with the State Planning Agency, the Department of Administration's Telecommunications Division and other state agencies. The board also works closely with the Metropolitan Council and other regional development commissions in coordinating development plans for cable communications and related technologies.

Board meetings are held the second Friday of every month at 9 a.m. in the board's conference room at their address above and are open to the public.

Staff members make presentations before municipal bodies and civic organizations and also provide consultation services to municipalities on cable communications matters. The MCCB does not offer grants, but encourages and coordinates applications for federal matching funds for equipment to produce programs to be aired via cable. These funds are for use by non-profit organizations and governmental units and come from the Public Telecommunications Facilities Program.

The following publications are available from the board free of charge:

CABLE TV RATES: Your Rights and Obligations, a discussion of some of the issues, procedures, and considerations involved in cable TV ratemaking. Published as an aid to municipal officials, cable company representatives, and interested citizens.

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Cable Communications, a brochure briefly outlining cable in Minnesota, the function of the MCCB, access uses etc.

Franchising Kit, a collection of documents explaining procedures, giving sample forms of public notices, franchise models, and photocopies of MCCB rules for establishing cable service territories, franchising, renewing franchises, and applying for certificates of confirmation.

Interconnect, a newsletter published every two months providing timely information on happenings in cable throughout the state. The newsletter reaches approximately 1,000 interested Minnesotans.

Operating Cable Systems in Minnesota, a listing of names, addresses and telephone numbers of all operating cable companies in Minnesota. Updated annually.

The following publications are available only from the Department of Administration's Documents Section, 117 University Avenue, St. Paul, Mn. 55155, (612) 296-2874.

Cable Communications in Minnesota, an annual report of cable communications relating statistical data summarizing the growth patterns of cable, ownership, levels of service, cable-broadcast coverage, current and potential cable services, maps, charts, and lists. Updated annually, approximately 250 pages. Cost is \$6.00 plus 24¢ sales tax.

Minnesota Code of Agency Rules, Cable Communications Board. A listing of the rules the board has established, contains information such as classification of systems and franchise standards. Cost is \$3.60 plus 14¢ sales tax.

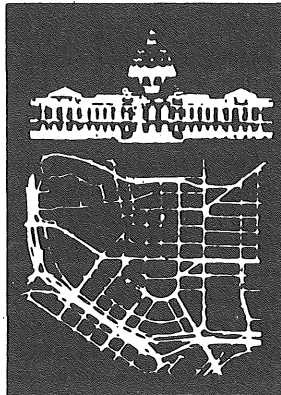
Statewide Development Plan, a planning and development guide for cable communications and related telecommunications facilities. 300 plus pages, published in 1977. Cost is \$10.00 plus 40¢ sales tax.

For more information write or call the Minnesota Cable Communications Board at its office listed above.

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 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. A. Brochman, D.C., executive secretary,
chief administrative officer

Minnesota Statutes section 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.

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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:

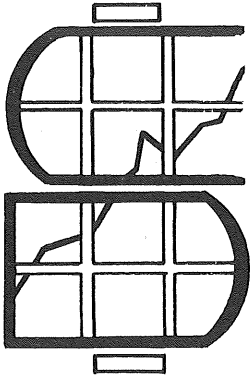
1. The examinee must have two years of pre-professional college toward a B.A. degree (60 credit hours) preferably in the sciences and other subjects the board may require.
2. The examinee must pass the National Board of Chiropractic Examination which consists of basic science and chiropractic subjects.
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 examination in clinical proficiency which includes written subjects in clinical nutrition, x-ray safety and jurisprudence. The practical examinations include case management, x-ray interpretation and 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.



OMMERCE EPARTMENT

Department of Commerce

500 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-4026
Michael J. Pint, chairman, Commerce Commission

Minnesota Statutes, sections 45 (department); 45-59 (banking); 45, 60-79 (insurance); 45, 80-83, 306, 309, 332, 474, 501 (securities); 45, 325 (consumer services).

The Department of Commerce is a regulatory and licensing agency which also has a major consumer advocacy role in providing protection, information and assistance to consumers. The department's objective is to provide a marketplace which adheres to legal standards through efficient regulation, examination and supervision that meets the needs of consumers in the area of banking, insurance, securities and real estate. The department is administered by the Commerce Commission which is composed of the 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 Office of Consumer Services is administered by a director of consumer services. The commissioners and the director of consumer services are appointed by and serve at the pleasure of the Governor.

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

The Department of Commerce also 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

Michael J. Pint, commissioner of banks

The Banking Division is the chartering, licensing, supervising and enforcing agency for financial institutions and credit service organizations doing business under Minnesota law. There are over 1,500 financial institutions in authorized locations under the division's supervision throughout the state, including banks, savings banks, trust companies, certificate investment companies, development corporations, savings and loan associations, credit unions, industrial loan and thrift companies, small loan companies, motor vehicle sales finance companies, insurance premium finance companies, debt prorated companies and safe deposit box companies. The division conducts ongoing examinations and supervision of these financial institutions for compliance with law, adherence to sound operating principles and fair business practices.

The division investigates complaints made by the public concerning these state-chartered financial institutions and licensees. Remedial action and enforcement of law may be taken through cease and desist procedures and license revocation.

No special forms are necessary to file a complaint and there is no charge for investigation and handling of complaints. Copies of material or requested records will be made for a charge of 50¢ per page, or \$1.00 per certified page. For information or to register a complaint, contact the Banking Division at the department's address above.

Bank Section, (612) 296-2135

Scott A. Storm, assistant commissioner

The Bank Section is responsible for carrying out the division's functions relating to the organization and examination of state-chartered banks, savings banks, trust companies, certificate investment companies, and development corporations.

Non-Bank Section, (612) 296-2297

James G. Miller, assistant commissioner

The Non-Bank Section is responsible for the organization and examination of state-chartered savings and loan associations, credit unions, industrial loan and thrift companies, small loan companies, motor vehicle sales finance companies, insurance premium finance companies, debt prorated companies, and safe deposit box companies. It is also responsible for the administration of the Conventional Home Loan Assistance and Protection Act and registration of mortgage lenders under the act.

Insurance Division, (612) 296-2488

Michael D. Markman, commissioner

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 insurance notes are reviewed and when necessary receive approval.

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 outstate residents. The investigators 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 examination 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

Mary Alice Brophy, commissioner of securities

The Securities Division is responsible for the administration of portions of ten Minnesota Statutes including: Securities — ch. 80A, Corporate Take-Overs — ch. 80B, Franchises — ch. 80C, Real Estate — ch. 82, Subdivided Lands — ch. 83, Public Cemeteries — ch. 306.761, Social and Charitable Organizations — ch. 309, Collection Agencies — ch. 332, Municipal Industrial Development Act — ch. 474, and Charitable Trusts — ch. 501.71-.81.

The division's primary activities are those of enforcement of the law and certain licensing and registration functions. Fees applicable for securities, real estate and subdivided land licenses are listed in the Administrative Services Division section.

Copies of the above mentioned laws and related rules may be obtained at a nominal cost from Documents Section, Department of Administration, 117 University Avenue, St. Paul, Mn. 55155.

Securities, (612) 296-2594

Anthony Bibus, examiner (common stocks, exemptions)

Mary McKenna, examiner (investment companies, unit trusts)

Brian Patterson, examiner (oil and gas, broker-dealers, and investment advisors)

Applications for registration or exemption of securities offerings (such as stocks and bonds) are reviewed. Requests for interpretive opinions as to the applicability of the law or availability of exemptions may be submitted in writing. The division, however, does not provide private legal advice.

The division, through the Central Licensing Section, issues licenses for securities agents, broker-dealers and investment advisers. Individual applicants are required to pass two examinations administered by the National Association of Securities Dealers (NASD), including the Uniform Securities Agent State Law Examination (USASLE).

The enforcement staff investigates possible violations of the law. The division responds and reacts to consumer complaints in addition to initiating random examinations and audits of offices and records. Efforts are directed to the earliest possible detection of any fraudulent, deceptive or dishonest practices.

Corporate Takeover, (612) 296-6425

Samuel G. Crecelius, staff attorney

The Corporate Takeover Section accepts filings for ownership information and registers corporate takeovers. Applicable definitions for Minnesota corporate takeovers are found at Minnesota Statutes, section 80B.01, Subd. 1 et seq.

There is no fee for ownership filing. There is a \$100 corporate takeover registration fee and a \$100 fee for a hearing request with possible additional hearing charges. Registration requires 10 days.

Franchises, (612) 296-6328

Clifford G. Maine, senior securities examiner

The franchise section reviews applications for registration of franchising. The section does not provide the names of franchisors nor make recommendations regarding investments.

The Securities Division maintains annual reports filed on active registrations. Interpretive opinions concerning a registration are prepared by the commissioner at a cost of \$25. The time necessary to process a registration varies with the applications.

Real Estate, (612) 296-6319

Patricia G. Stock, 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 licensees.

The section will answer general real estate inquiries concerning sales practices. However, the section cannot give legal advice or comment on the reputability of specific real estate companies. To obtain a salesperson's license, 30 hours of approved pre-licensing education is required. Within a one year period after initial licensing, 60 hours of additional education must be completed. Forty-five hours of continuing education is then required in each successive three year period.

Applications and licenses are processed by the Central Licensing Section of the commerce department. Inquiries should be directed as follows:

Licensing:	(612) 296-6205	Education: (extensions, waivers)	(612) 296-6319
Education: (course availability and approval)	(612) 373-3938	Complaints, inquiries:	(612) 296-2594

Subdivided Lands, (612) 296-2990

Lorraine Rowe, senior real estate examiner

The subdivided land section reviews applications for exemption and registration of subdivided land sales, and investigates complaints or violations.

Unless qualified for an exemption those persons engaged in subdivided land sales are required to obtain a real estate broker or salesperson license in addition to a subdivided land license.

If all applications are in order, a registration will require 30 to 60 days and an exemption will require approximately 20 days.

Public Cemeteries, (612) 296-1888

Thomas E. Collins, staff attorney

Cemeteries (unless exempted) which are larger than ten acres and having a permanent care and improvement fund are required to file reports annually with this section.

Charities, (612) 296-4522

Jan Milnar, securities examiner

The Charities Section registers and regulates charitable organizations soliciting or

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receiving donations in Minnesota unless exempt. The section registers and licenses all professional fund raisers. The licensing fee is \$25.

The section cannot give advice concerning charities, but the Minnesota Charities Review Council, (612) 339-5030, will give advice on contributions to a particular charity.

The section will fill requests for applications and forms the same day. Applications are processed in approximately one week.

Collection Agencies, (612) 296-6789

Ron Zahn, auditor

The office licenses and regulates collection agencies in the state. Application for licenses may be obtained by contacting the office by mail, phone or in person. 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 or denial.

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.

Municipal Industrial Development, (612) 296-1888

Thomas E. Collins, staff attorney

The Minnesota Municipal Industrial Development Act provides that any municipality or redevelopment agencies considering use of revenue bonds may apply to the Department of Economic Development for information, advice and assistance. No project may be undertaken, however, until the commissioner of securities has approved the project on the basis of certain required preliminary information. Such approval is not an approval of the feasibility of the project nor of the revenue agreement. Applications which are in order, are generally processed within a one week period.



Office of Consumer Services, (612) 296-2331

Kris Sanda, director

The Office of Consumer Services, created by Minnesota Statute, chapter 45.15 through 45.17, provides a mediation service for consumers experiencing a problem in

the marketplace or with other government agencies, represents the interest of residential utility consumers before the Public Service Commission, develops and maintains consumer-related research material and represents the consumers' point of view before the legislature and to the Governor.

The office attempts to resolve complaints by negotiating with the consumer and the business, and the normal disposition of complaints is completed within 30 days. If an investigation indicates a pattern of consumer fraud, a civil suit may be initiated against the business through the Special Assistant Attorney General's Office.

Following is a listing of brochures available: "A Consumer's Mini-Guide to Medicare Supplemental Insurance," "Buying a New Car," "Buying a Used Car," "Three Day Cooling Off Period," "Conciliation Court," "How to Shop: A General Guide," "Residential Utility Consumer Fact Sheet," and "Office of Consumer Services Fact Sheet."

The office maintains two offices in the state at the following locations:

Department of Commerce	Department of Commerce
Office of Consumer Services	Consumer Services Regional Office
128 Metro Square Building	Alworth Building
7th & Robert Streets	306 West Superior Street
St. Paul, Minnesota 55101	Duluth, Minnesota 55802
(612) 296-2331	(218) 723-4891

To register a complaint or to request information material, contact the office nearest you and the appropriate forms or brochures will be mailed to you immediately. All services and materials are provided free of charge.

Administrative Services Division, (612) 296-2283

Gothriel "Fred" LaFleur, 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
all other companies	1.00
resident examination fee	\$15.00 per line
non-resident qualification fee	15.00 per line
certification for insurance agents	\$5.00 per certification

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:

new salesperson license fee	45.00*
new broker never licensed in Minnesota	70.00*
new broker possessing salesperson license	50.00
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
renewal fees	
salesperson	10.00
any type of broker	25.00
corporation	25.00
subdivided land	10.00

Securities:

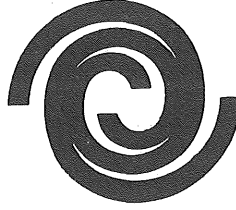
new agent	50.00
transfer of agent	20.00
renewal of agent	50.00
broker dealer, new	200.00
broker dealer, renewal	200.00
investment advisor, new	100.00
investment advisor, renewal	100.00
principal	no fee

*Includes payment of \$20.00 to the Real Estate Education, Research and Recovery Fund.

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 public accountants, 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 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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	\$12.75
Out of state residents per credit, per quarter	\$25.50
Senior citizens per credit, per quarter	\$ 2.00

MINNESOTA



CORRECTIONS BOARD

(Parole Board)

Suite 238 Metro Square Building
7th & Robert Streets
St. Paul, Minnesota 55101

(612) 296-2443
Leslie R. Green, chairman

Minnesota Statutes section 243.05

The Minnesota Corrections Board is the state's parole board and annually reviews adult felons in custody, on probation or on parole. The board grants or denies parole based on adjustment and behavior, provides due process hearings to parole violators, issues warrants for the arrest of parole violators, evaluates the effectiveness of community corrections programs and issues full discharges when sentences expire or as the prisoner's adjustment indicates.

The board is composed of four members appointed by the Governor to six-year terms and a chairman who serves at the pleasure of the commissioner of the Department of Corrections. The board works full-time traveling to each state correctional facility reviewing each inmate once a year.

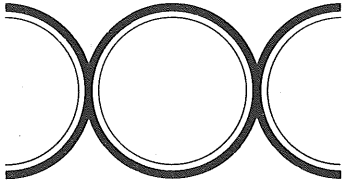
The Mutual Agreement Program (MAP) is offered by the board to motivate inmates

to become involved in rehabilitative programs at correctional facilities. The MAP program, established with a grant from the Crime Control Planning Board, is a three party contract between the Minnesota Corrections Board which provides an early release date for inmates, the Department of Corrections which provides rehabilitative programs, and the inmate who promises to do the work. Inmates are able to receive up to six months off their incarceration time through the program.

The board also 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 obliged to repay their victims as a condition of parole.

For more information about the MAP program, probation, parole and restitution contracts, contact the board. They provide no services directly to the public.

Minnesota Department of Corrections



430 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101

(612) 296-6133

Jack G. Young, 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 administers numerous community programs for the treatment, education and diversion of those persons in the criminal justice system. The department also provides services and assistance to the victims of crime.

Public Information, (612) 296-2827

Daniel O'Brien, director

This office informs the general public, department staff and criminal justice agencies of the programs and activities of the department. The office publishes *Hotline*, a weekly newsletter geared to people in the corrections field which highlights workshops, conferences, training opportunities, media reports and staff changes, and *Perspective*, a bimonthly which provides more indepth information on corrections topics. Also available through the office are brochures on each correctional institution and an annual report. To receive specific information or to be placed on the mailing list, contact the Public Information Office. There are no forms or fees for these materials and services.

Legal Services, (612) 296-3546 and 1352

James Bradford and David Valentini, assistant attorneys general

Legal services to the Department are provided through the state Attorney General's

office. The section provides assistance with statutory construction, drafting of contracts, and legal services which ensure that agency procedures comply with statutory and case law.

Institution Services Division, (612) 296-2372

Orville B. Pung, deputy commissioner

The division is responsible for the supervision and management of correctional institutions, juvenile releases, the Serious Juvenile Offender Program, institutional health, education and chaplaincy services and Indian services. The department operates eight correctional institutions including five adult, two juvenile/adult institutions and one juvenile camp. Questions concerning the operation of these institutions should be directed to this division. Following is a description of each facility.

Minnesota Correctional Facility — Stillwater

(formerly the Minnesota State Prison)

Box 55

Stillwater, Minnesota 55082

(612) 439-1910

Frank Wood, warden, chief executive officer

The Minnesota Security Facility — Stillwater, built in 1914 as an industrial prison, is a maximum security institution for the incarceration of adult male felons age 21 and older who have been convicted and sentenced by the district court. The average population is 973, capacity is 1,075 and the staff size is 482. Included in the facility's industry operation are a foundry, a sheet metal shop, machine shop, wood shop, assembly shop and an engineering and designing division. The facility also houses a farm machinery factory, and a school bus renovation plant. New programs, like the Stillwater Data Processing Program which provides custom program development, software development and computer alterations, bring private industry to the institution. Private industry programs allow inmates to earn standard wages, pay taxes, room and board, and work regular hours. A wide variety of educational programs are available as well as health care, a chemical dependency program, a therapeutic community, indoor and outdoor recreational activities and a minimum security unit.

Minnesota Correctional Facility — St. Cloud

(formerly State Reformatory for Men)

Box B

St. Cloud, Minnesota 56301

(612) 251-3510

William McRae, superintendent, chief executive officer

The Minnesota Correctional Facility — St. Cloud is a maximum security institution built in 1889, remodeled and modernized, which houses male felons under 21 years of age. The average population is 580, capacity is 620 and the staff size is 294. The facility offers a number of treatment programs including individual and group counseling, job counseling, drug treatment and recreation. A wide variety of educational

opportunities are available and include full time high school, evening school and college courses. Vocational training is also provided in auto mechanics, auto body work, baking, barbering, carpentry, electricity, furniture finishing, graphic design, meat cutting, masonry, painting and decorating, small engine repair, upholstery and welding. Self-supporting industry offers inmates employment and job experience and consists of furniture manufacturing, upholstery, metal working, printing, mattress making and manufacture of the state's license plates and tabs.

Minnesota Correctional Facility — Lino Lakes

(formerly the Metropolitan Training Center)

7525 Fourth Avenue

Lino Lakes, Minnesota 55014

(612) 786-2800

James Hulburt, superintendent, chief executive officer

From 1963 when it opened, to 1978, this facility served as a state juvenile reception center and as a juvenile treatment center. In 1978 the center was remodeled and converted to a medium security facility for adult males transferred from the Stillwater and St. Cloud facilities. Five medium security cottages house inmates within a secure perimeter and four minimum security cottages are located outside the perimeter. Average population is 143, capacity for the medium security cottages is 145 and for the minimum security cottages is 80, with staff size at 134. Prior to transfer, inmates are screened for stable work and discipline records. Industry is a primary focus at Lino Lakes providing work experience in printing, assembly, metal fabrication, upholstery and wood fabrication. Inmates pay taxes and are charged for room and board according to their earnings. Complete education, treatment, recreation and health care programs are also available. A pilot program is provided at the facility for sex offenders who are serving their last nine months before release.

Minnesota Correctional Facility — Shakopee

(formerly Minnesota Correctional Institution for Women)

Box 7

Shakopee, Minnesota 55379

(612) 445-3717

Jacqueline Fleming, superintendent, chief executive officer

The Minnesota Correctional Facility — Shakopee, opened in 1920, houses females over 18 years of age committed to the state as felons by the district courts and sentenced to more than one year. Three residential cottages and a main administration building with an upper floor residential area are located on the institution's grounds. Average population is 56, capacity is 65 and staff size is 48.

Most inmates have individual rooms, although group living programs are also provided with living situations ranging from maximum security to honor status. Industry consists of key punch and assembly work through contracts with private industry. Education ranges from high school to college level with keypunch, driver training and individual tutoring also available. Recreation, counseling and volunteer programs are offered as well as health care. Individual written agreements negotiated between the institution staff and the residents set the levels of inmate responsibilities and privileges.

Willow River Camp

Willow River, Minnesota 55795

(218) 372-3101

Ralph Nelson, superintendent

Willow River Camp is a minimum security facility which opened in 1951 as a forestry camp and which today provides a vocational/academic education program to inmates transferred from the Stillwater and St. Cloud facilities. Average population is 49, capacity is 60 and staff size is 39. Because most inmates are paroled within seven months, special emphasis is given to development of vocational and social skills. Vocational training is provided in a specialized truck trailer repair program, machine tool operation, truck driving, welding and auto and diesel mechanics. Academic and trade skill instruction are also required as well as group therapy. Education is available from high school to college level courses. A wide variety of recreational facilities are offered.

Minnesota Correctional Facility — Sauk Centre

(formerly Minnesota Home School)

Box C

Sauk Centre, Minnesota 56378

Harvey Akerson, superintendent, chief executive officer

The Minnesota Correctional Facility — Sauk Centre is a reception, diagnostic and treatment center for juvenile offenders. It also serves adult female felons in minimum security. Opened in 1910, the facility houses about 75 boys and girls between 12 and 17 years old, and approximately 40 adult women. Average population is 97, capacity is 120 and staff size is 99. Juveniles are assigned to a cottage of 15 to 20 students and each has a counselor. Reports, tests and assessments are used to determine whether students should stay at the facility or be released to a group home, foster home or their own home. Curriculum includes basic education, career exploration through vocational/pre-vocational and work habit programs, and creative expression through an electives program. A wide range of recreational and community activities are available.

Adults live in two minimum security cottages, completely separated from the juvenile population. Group therapy sessions are held every week, and individual counseling is offered. A variety of areas offer on-the-job training including grounds maintenance, clerical/steno, food services and production line piece work. Educational opportunities include art, photography, industrial arts, retail floristry, drivers education, family living and high school equivalency degrees. Recreational programs offer team sports and horseback riding and supervised off-grounds activities.

Minnesota Correctional Facility — Red Wing

(formerly Minnesota State Training School)

Box 45

Red Wing, Minnesota 55066

(612) 388-7154

Gerald O'Rourke, superintendent, chief executive officer

The Minnesota Correctional Facility — Red Wing houses delinquent boys, 12 to 18

years old and adult male offenders in minimum security. Opened in 1867, the facility was moved from St. Paul in 1891 to Red Wing where it is situated on 200 acres of wooded land. Average population is 120 juveniles and 25 adult males, with a capacity size of 230 and staff size of 137. Juveniles are assigned to a cottage of 28 youths which split up into smaller groups for schooling and pre-vocational programs and counseling. Reports, tests and assessments are used to determine whether students should stay at the facility or be released to a group home, foster home or their own home. A wide range of curriculum is offered through the school and also the Red Wing Area Vocational Technical School including driver education, drafting, art, physical education, small engine repair, food service, greenhouse maintenance, graphic arts, auto service station work and welding.

Adult residents, separated from juvenile residents, are nearing their release dates and are provided vocational opportunities in food services, landscape architecture and arboriculture. Other academic courses are offered as well as counseling programs, recreational and social programs and furlough weekends to seek jobs and readjust to the community.

Thistledeew Camp

Box W-10

Togo, Minnesota 55788

(218) 376-3811

Walt Odegaard, superintendent

Thistledeew Camp, located in the George Washington State Forest in Itasca County, offers a short term, voluntary program designed to build confidence in young boys between the ages of 14 to 18. Thistledeew is an intensive three month treatment program directed toward involving youths in as many successful experiences as possible. Students are involved in group living, academic programs in small classes with extensive one-to-one help, and special interest classes in downhill and cross-country skiing, arts and crafts, archery, hiking, canoeing, taxidermy, driver's education and photography. Students are engaged in short, meaningful work projects and offered occupational and prevocational training in construction, occupational foods, small engines, forestry, wildlife management and plant maintenance. About a third of the time is devoted to Challenge, an outdoor educational-adventure wilderness survival program modeled after "Outward Bound."

Minnesota Correctional Facility — Oak Park Heights

(under construction)

Construction of a new 400-bed maximum security institution in Oak Park Heights, near the present Stillwater correctional facility, is underway. When completed in the fall of 1981 the facility will be one of the most unique correctional institutions in the world. It will have a tiered construction with a hillside abutting the outside wall for most of the building. This design will provide both security and energy conservation. A unique heat reclaiming system will also allow substantial energy savings.

The entire structure will surround a courtyard area. The building will have 7 separate living units each designed for 52 inmates. It will also include a medical-psychiatric unit with 42 beds. Within each living unit, inmates will have individual securable rooms. Units will have facilities for dining and recreation and self-improvement programs. Units are designed to provide a variety of programs for inmates. Industrial,

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educational, maximum-security and other units are planned. Real work experiences will be available to inmates as well as a variety of volunteer groups and a range of visiting opportunities.

Serious Juvenile Offender Program, (612) 341-7220

Jay Lindgren, director

The Serious Juvenile Offender Program was established to provide appropriate treatment and detention to juvenile offenders (16-17 years of age) who have been adjudicated for murder, aggravated arson, first or second degree criminal sexual conduct, first or second degree manslaughter or aggravated assault, and other juveniles with prior felony histories.

The program provides intense surveillance both in an initial residential phase and in its later community-based stage. A case management team approach is used in which a case manager, a community liaison worker and the program director are assigned to work with each offender throughout his/her program participation. The program uses existing secure and non-secure juvenile correctional facilities for community supervision and community-based programs.

Inquiries concerning this program should be directed to the program director at Suite 60, 2344 Nicollet Avenue South, Minneapolis, Minnesota 55404.

Juvenile Releases, (612) 296-3560

Llewellyn Linde, executive officer

The commissioner of corrections, who is the paroling authority for juveniles, delegates this authority to panels composed of institutional and field staff. The three-member panels are appointed from a list of 100 institutional and field staff on a rotating basis. Clear procedures and guidelines for juvenile releases have been established for use by these panels.

The youth, the youth's parents, field staff, or institutional staff may appeal the panel's decision to a Juvenile Review Board which is composed of three executive officers from the department's central office. The length of stay in a juvenile institution is based primarily on behavior and treatment goals achieved while in a correctional facility.

Education, (612) 296-2703

Alfons Maresh, coordinator

Implementation of new vocational and academic programs and coordination of ongoing programs in the department's institutions are the primary tasks of the Education Section. 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. The Education Section includes the Arts in Corrections Program which offers a means of self-expression for adults and juveniles. It offers classes in studio art, sculpture, painting, creative writing, drama, crafts and photography.

Health Care, (612) 296-2157

Howard Johnson, director

This unit plans, implements and coordinates medical, psychiatric and dental pro-

grams for each of the eight correctional institutions. The health care section is also responsible for supervision of the secure medical unit at St. Paul Ramsey Hospital and provides supervision regarding OSHA activities.

Indian Services, (612) 296-3557

Richard Draves, director

This unit is responsible for identifying the needs of American Indians in state correctional institutions. The unit's director serves as a liaison between American Indian inmates and the Department of Corrections.

Community Services Division, (612) 296-2672

Bruce McManus, assistant commissioner

The Community Services Division is responsible for providing parole and probation services, community support services and victim services. Implementation of the Community Corrections Act and planning and inspection of correctional facilities are major responsibilities of this division. It also functions as a state consultant to local units of government in the development of restitution programs.

Parole and Probation Services

This section has responsibility for providing probation and parole services for both adults and juveniles. These services are provided either directly by state agencies or by contract with the counties, in which case the state reimburses the counties for up to 50% of the salaries of probation officers and agents. For specific information about parole and probation services, contact the following regional directors:

Warren Johnson
Regional Director — Metro
3027 Chicago Avenue South
Minneapolis, Mn. 55407
(612) 827-5753

James Allen
Regional Director — non-Metro West
Box 324, Courthouse
Brainerd, Mn. 56401
(218) 829-9148

Morrie Heilig
Regional Director — non-Metro East
Suite 430 Metro Square Bldg.
7th & Robert Streets
St. Paul, Mn. 55101
(612) 296-3549

Community Corrections Act, (612) 296-2672

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. Services include crime prevention, probation and parole services, community corrections centers, and facilities to detain, confine and treat offenders of all ages.

Community Corrections Act areas currently providing local corrections services include the following:

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Anoka

Dick Fritzke, Administrator
Court Services, Anoka City Hall
Anoka, Minn. 55303
(612) 421-4760 EXT. 1638
Dept. of Corrections contact:
Dick Quick (612) 827-5753

Blue Earth

Ron Wiborg, Administrator
Blue Earth County Court House
402 No. 5th St.
Mankato, Minn. 56001
(507) 625-9034
Dept. of Corrections contact:
Bill Weber (507) 389-2418

Crow Wing-Morrison

Bob Erlanson, Administrator
607 Front Street
Brainerd, Minn. 56401
(218) 829-9214
Dept. of Corrections contact:
Ray Haiden (612) 255-4273

Dodge-Fillmore-Olmsted

Dave Rooney, Administrator
Olmsted County Courthouse
Rochester, Minn. 55901
(507) 285-8119
Dept. of Corrections contact:
Tom Sullivan (507) 285-8174

Hennepin

Jan Smaby, Administrator
A-2308 Government Center
Minneapolis, Minn. 55487
(612) 348-5242
Dept. of Corrections contact:
Don Selger (612) 296-7076

Ramsey

Eugene Burns, Director
Community Corrections
740 American Center Building
St. Paul, Minn. 55101
(612) 298-4434
Dept. of Corrections contact:
Don Selger (612) 296-7076

Red Lake-Polk-Norman

Harley Nelson, Administrator
600 Bruce Street, Box 624
Crookston, Minn. 56717
(218) 281-6363
Dept. of Corrections contact:
Will Najjar (218) 755-2980

Rock-Nobles

Jay Kline, Administrator
Court Services Building
Worthington, Minn. 56187
(507) 376-5747
Dept. of Corrections contact:
Thomas Lehman (612) 235-4166

Todd-Wadena

Wayne W. Wendel, Administrator
Reichert Bldg. 314 Central Ave.
Long Prairie, Minn. 56347
(612) 732-6166
Dept. of Corrections contact:
Duane Erickson (218) 847-7861

Washington

Bodo Suemnig, Administrator
Courthouse
Stillwater, Minn. 55082
(612) 439-3220, EXT. 291
Dept. of Corrections contact:
Leland H. Paulson (612) 439-1910

Region 3 (St. Louis, Cook, Aitken,

Carlton, Koochiching, Lake)
Dave Gustafson, Administrator
Arrowhead Region Corrections
404 W. Superior St.
Duluth, Minn. 55802
(218) 727-4556
Dept. of Corrections contact:
Warren Peterson (218) 723-4635

Region 6W (Swift, Lac Qui Parle,

Yellow Medicine, Chippewa)
Douglas Oxenreider, Administrator
Chippewa Co. Courthouse
Montevideo, Minn. 56265
(612) 269-6513
Dept. of Corrections contact:
Tom Lehman (612) 235-4166

Community Services Support, (612) 296-7019**Thomas Lawson, director**

The Community Services Support Unit is responsible for victim services, the operation of two halfway houses and all department contracts for use of community facilities and programs.

Project Reentry which is for offenders on work release status and Anishinabe Longhouse serving Indian male felons are operated by the department. Contracted programs provide a variety of options to meet changing demands.

Following is a list of current programs on contract with the Department of Corrections. Each is a member of the Minnesota Community Corrections Association (MCCA), a private, nonprofit group of united programs which serve as alternatives to incarceration and which perform contract work with the state and county governments and private agencies. The MCCA publishes a *Directory of Community Based Correctional Services* which costs \$2.00 and includes updates. The directory contains listings of over 1,000 resources throughout the state, is in a looseleaf format and is presently being revised and updated. Copies may be ordered from the MCCA at 2414 Park Avenue S., Minneapolis, Mn. 55404, (612) 871-0221 ext. 247.

Alpha House Jim Martinson, director 2712 Fremont Avenue South Minneapolis, Minnesota 55408 823-5218 or 823-7112	Anishinabe Longhouse John Poupart, director 1016 Newton Avenue North Minneapolis, Minnesota 55411 521-2251
Amicus Louise Stout, director 1009 Nicollet Avenue Minneapolis, Minnesota 55403 348-8570	Freedom House Dean Jensen, director 3020 Lyndale Avenue South Minneapolis, Minnesota 55408 827-7384
Project Elan, Inc. Gunnar Bankovich, director 1027 University Avenue S.E. Minneapolis, Minnesota 55414 331-4110	ReEntry/Work Release Denis Doege, director 900 North Fourth Street Minneapolis, Minnesota 55401 339-1165
Retreat House Frank Johnson, director 532 Ashland Avenue St. Paul, Minnesota 55102 222-5851	TAC Two, Inc. Project Resolve Reentry Services of St. Paul Dick Williams, director Bruce Clendenen, reentry services 475 Cedar Street St. Paul, Minnesota 55102 292-1466
Women Helping Offenders (WHO) Farris Bell, director 711 West Lake Street, Room 417 Minneapolis, Minnesota 55408 824-0741	

Victim Crisis Centers

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

Minneapolis Crime Victim Crisis Center Willie Bridges, coordinator 3801 Nicollet Avenue Minneapolis, Minnesota 55409 (612) 340-5400	St. Paul Crime Victim Crisis Center David Brademus, coordinator 175 Western Avenue South St. Paul, Minnesota 55102 (612) 340-5400
Freeborn-Mower Mental Health Center Victim's Crisis Center Jamie Carlson, director 908 First Drive N.W. Austin, Minnesota 55912 (507) 437-6680	Freeborn-Mower Mental Health Center City Center P.O. Box 649 Albert Lea, Minnesota 56007 (507) 373-1491

All four 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 criminal justice system and help to encourage programs which will reduce victimization and diminish the extent of trauma experienced by crime victims.

Restitution Unit, (612) 296-7019

Thomas Lawson, director

The Restitution Program encourages the use of restitution throughout the state for all types of property offenses. Efforts to expand the concept into community work orders and make it available to juvenile offenders is underway.

Programs and Services for Battered Women, (612) 296-6463

Ellen Pence, project coordinator

Shelters for battered women and their children have been established throughout the state to offer emergency safe housing, a 24-hour phone answering service, legal, medical, police, housing and counseling advocacy.

Harriet Tubman Shelter Minneapolis, (612) 827-8284	Women's Advocates St. Paul, (612) 227-8284
Southwest Women's Shelter Marshall, (507) 537-4604	Coalition for Battered Women Duluth, (218) 728-3679
B. Robert Lewis House Eagan, (612) 894-2424	Mid-Minnesota Women's Center Brainerd, (218) 828-1216
Woman House St. Cloud, (612) 253-6900	Marilyn Brodie House Rochester, (507) 285-1010
Shelter House Willmar, (612) 235-4613	

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.

The Battered Women Program also awards funds to shelters for battered women and collects data to measure the incidence of battering. All efforts to aid battered women are guided by a task force comprised of representatives of both metropolitan and non-metropolitan areas, civic and professional organizations and the Hispanic/Latin, Black and American Indian communities.

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 and direct victim assistance in areas throughout the state. The program educates criminal justice, health care, human services and education professionals to make them aware of the sexual assault problems and to improve coordination between agencies.

The program's community education efforts focus on the scope and nature of the problem of sexual assault. Assisting local communities in establishing programs for victims of sexual assault is an important goal of the project. 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.

Following is a list of sexual assault services throughout Minnesota.

Anoka County

Victim Witness Assistance Program
Anoka County Attorney's Office
Courthouse
Anoka, Minn. 55303
Attn: Marti Gustafson
612-421-4760 x 1192

Beltrami County

Beltrami County Task Force
on Sexual Assault
Box 1112
Bemidji, Minn. 56601
218-751-6672
Hotline 218-751-4333

Carver County

Carver County Program for
Victims of Sexual Assault
Courthouse
Chaska, Minn. 55318
Attn: Justine Phillips/Helen Everett
612-448-3435
Hotline 612-448-2111

Clay County

Fargo-Moorhead Program for
Victims of Sexual Assault
Box 1655
Fargo, North Dakota 58102
Attn: Jean Anderson
701-293-RAPE
Hotline 701-235-SEEK

Crow Wing County

Mid-Minnesota Women's Center
P.O. Box 602
Brainerd, Minn. 56401
218-828-1216

Dakota County

Sexual Assault Advocates
Community Action Council
13710 Nicollet Ave. So.
Burnsville, Minn. 55337
612-894-4212
Hotline 612-894-2424

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- Dakota County Sexual Assault Program
Hastings Government Center
Highway 55
Hastings, Minn. 55033
Attn: Vivian Neiger
612-437-3191 x 226
- Douglas County
Listening Ear Center
111 17th Ave. East
Alexandria, Minn. 56308
Attn: Bettie Genrich
612-762-1511
Hotline 612-763-6638
- Hennepin County
Sexual Assault Services
Office of the County Attorney
2000-C Hennepin Government Center
Minneapolis, Minn. 55487
612-348-5397
- Rape & Sexual Assault Center
1222 West 31st Street
Minneapolis, Minn. 55408
Attn: Peg Edel/Sandy Burke
612-825-4357
- Itasca County
Adult Protection Council
Advocacy Program
P.O. Box 45
Grand Rapids, Minn. 55744
Attn: Celeste Kawulok-Englund
8 a.m.—5 p.m. 218-326-1034
Information and Referral
5 p.m.—8 a.m. 218-326-8565
Nightingale Help Phone
- Kandiyohi County
West Central Community Services
Social Abuse Program, 1125 SE 6th St.
Willmar, MN 56201
Attn: Louise Mack
612-235-4543 x 371
- Martin County
Southern Minn. Crisis Support Center
P.O. Box 214
Fairmont, Minn. 56031
Attn: Valerie Manning
507-235-3456
- Mower County
Crime Victim's Crisis Center
908 N.W. First Drive
Austin, Minn. 55912
Attn: Jamie Carlson
507-437-6680
- Olmsted County
The RAPELINE Program
913 Third Ave. S. E.
Rochester, Minn. 55901
Attn: Connie Fossen Anderson
507-289-3999
Hotline 507-289-0636
- Ramsey County
Sexual Offense Services (SOS)
65 E. Kellogg Blvd.
St. Paul, Minn. 55101
Attn: Eileen Keller/Ann Fisher
612-298-5898
- Rice County
Victim Support Program
Box 171
Northfield, Minn. 55057
Attn: Kathy Ogden
507-645-5555
- St. Louis County
Aid to Victims of Sexual Assault
2 E. Fifth St.
Duluth, Minn. 55805
Attn: Tina Welsh
218-727-4353
Hotline 218-727-8538
- Aid to Victims of Sexual Assault
Room 16, Courthouse
Virginia, Minn. 55792
Attn: Peggy Metzger
218-749-4725
Hotline — outside Duluth area
Toll Free 1-800-232-1300
- Stearns, Benton, Sherburne and Wright Counties
St. Cloud Area Women's Center
Rape & Sexual Assault Crisis Service
1900 Minnesota Blvd.
St. Cloud, Minn. 56301
Attn: Sheryl Lee/Kathy Lenarz
612-252-8831
Hotline 612-254-4357

Washington County
Sexual Assault Services
8155 Hudson Road
Woodbury, Minn. 55042
Attn: Virginia Strand
601-738-3600

Winona County
Sexual Assault Crisis Aides
Women's Resource Center
205 Exchange Blvd.
Winona, Minn. 55987
507-452-4440

We Care Hotline 507-452-5590

Incest Offender Treatment Program, (612) 296-0154

Michael O'Brien, director

The program was set up in August 1979 with a Federal Law Enforcement Assistance Administration grant to develop a comprehensive treatment plan for incest offenders and their families throughout the state. The program matches offenders with psychological, victim crisis and therapy services and treatment centers. The goal of the program is to prevent dissolution of the family and offer alternatives to sentencing offenders.

The staff is collecting data on incest in Minnesota and preparing a catalogue of resources available to offenders and their families. Program personnel are involved in community organizing and coordinating an incest consortium that meets once a month around the Twin City area. Meetings are open to interested people working in this area and they may call for more information and meeting locations.

A manual, *Incest: Confronting the Silent Crime*, is available free to Minnesota citizens and for \$3.50 to non-Minnesotans. The manual is designed to assist educators, counselors, law enforcement, medical, human services, legal personnel and others who provide services to incest offenders and their families. Call or write for the manual or other information.

Facilities Planning and Inspection, (612) 296-7087

Dennis Falenschek, director

This unit is responsible for planning for all new state and local correctional institutions, setting correctional facility standards, and inspecting state and local institutions. The unit serves as a clearinghouse on architectural plans for correctional facilities at the local level and provides technical assistance in the design and remodeling of local facilities. It is responsible for ensuring that standards for all local adult and juvenile detention facilities are developed and maintained. The unit develops standards and compliance ratings for adult and juvenile correctional facilities.

Policy Planning Division, (612) 296-3544

Howard J. Costello, assistant commissioner

The Policy and Planning Division is responsible for developing and analyzing current departmental policies, programs and plans in order that overall departmental goals and objectives are met. This division includes legislative liaison activities, planning for women offenders, juvenile planning, hearings and appeals, research and information systems, interstate and federal compacts, and special projects.

Planning for Women Offenders, (612) 296-3525

Beverly Tallman, director

Planning, programming and advocacy for women offenders in Minnesota's correctional system is provided through this section. Information regarding women offenders is gathered and provided to the department, the legislature and other criminal justice agencies throughout the state.

Juvenile Planning, (612) 296-3553

Jon Penton, juvenile justice specialist

The Juvenile Planning Unit is responsible for studying issues related to juvenile justice and for developing comprehensive long-term plans for the department to follow in meeting needs of juvenile offenders. The Juvenile Justice Specialist is also responsible for acting as a liaison between the department and the various elements of the state's juvenile justice system.

Research and Information Systems, (612) 296-5164

Gerald Strathman, director

Primary responsibilities of the Research and Information Systems Unit include the development of research and statistical data, development of a comprehensive automated corrections information system, and conducting special research projects. The department's information system includes information on institutional and field service activities, the juvenile courts, the Community Corrections Act and jail-type facilities.

Hearings and Appeals, (612) 439-1910

Harold Hansen, hearing officer

The Hearings and Appeals Unit coordinates and conducts hearings for inmates concerning disciplinary violations, parole revocations, and other due process matters.

Interstate and Federal Compacts, (612) 296-3552

John Elholm, administrator

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

Management Division (612) 296-8217

Donald G. Tomsche, deputy commissioner

The Management Division is responsible for providing overall administrative, management, training and staff support functions necessary for the efficient and orderly operation of the department. The division includes correctional industries, personnel, management analysis, fiscal services, office management, training and grants administration.

Correctional Industries, (612) 296-4027

Conrad Solberg, director

The Industry Section provides coordination, supervision and technical assistance to overall industrial operations in all adult correctional institutions. The unit works to ensure that meaningful industrial and vocational programs are provided for inmates. This unit manages the fiscal activities of the industry operations and works to achieve the goal of a self-supporting and profit-making operation.

Training, (612) 296-9248

Jerry Andersen, director

This section administers the employee training and development program in cooperation with the institutions' training coordinators. The section provides a variety of in-service training for all of the department's employees, employees of counties subsidized through the Community Corrections Act and employees of non-profit community service organizations which impact upon the correctional system. The section's Training Academy located at Lakewood Community College provides pre-service training for correctional counselors. The pre-service training provided by the academy is intended to provide trainees with a general understanding of criminal justice and specific knowledge about corrections.

Management Analysis, (612) 296-0143

Gordon Yurich, principal management analyst

The Management Analysis Section provides an in-house management consulting service for the department. This service, assigned on a project basis, is designed to assist all levels of management in solving a wide variety of management problems. Management analysis examines any process or system in terms of cost, efficiency and benefits. Training aids, procedural manuals, forms design and scheduling are among the services provided.

Office Management, (612) 296-3548

Delbert Leaf, director

The Office Management Section is responsible for coordinating department staff support services to ensure efficient office operation. The unit manages office space, inventory control, communication systems, supplies, motor pool services, word processing and other staff support functions.

Personnel, (612) 296-3520

Ted Spencer, director

All personnel matters, including labor relations, civil service classifications, performance evaluations, affirmative action, equal opportunity and examining are conducted through this unit.

90 / Corrections, Department of

Fiscal Services, (612) 296-7086

Bruce Reddemann, controller

All financial accounting is administered through the Fiscal Services Unit. The department's overall fiscal plan is developed and implemented by this unit.

Grants Administration, (612) 296-1304

Kathleen Wulf, administrator

The Grants Administration Section coordinates and administers all federal funds received by the department. The staff conducts both fiscal and program monitoring of grants to ensure compliance with all federal and state guidelines.

The department seeks federal grants which will assist in accomplishing its major goals. Most grants are sought for research, training and short-term projects for unique pilot programs.

Ombudsman for Corrections

Suite 102, 333 Sibley

St. Paul, Minnesota 55101

(612) 296-4500

Theartrice Williams, ombudsman

Minnesota Statutes, sections 241.41-241.45



The Ombudsman for Corrections office investigates complaints concerning actions taken by the Department of Corrections, the Minnesota Corrections Board, the board of pardons, regional correction or detention facilities, and county correction or detention facilities and programs operating under the Community Corrections Act (Minnesota Statutes, chapter 401).

Complaints may be filed with the ombudsman by any person. Each complaint will be investigated thoroughly. If an investigation indicates that a mistake has been made or 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 members of the ombudsman's staff during these visits. There are no forms or fees. Complainants are contacted personally or by telephone usually within six days after the complaint is received. Most complaints are resolved in one month.

Board of Cosmetology

5th Floor Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-8456
Ailie Norlin, 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

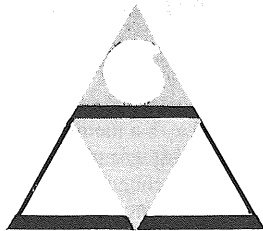
Requests for applications are usually filed on the same day. Applications for examinations should be submitted one week prior to the date of the examination. Applicants can expect a wait of up to three weeks before receiving notification of examination results.

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.

County Attorneys Council

Suite 106, 40 North Milton Street
St. Paul, Minnesota 55104
(612) 296-6972
Stephen J. Askew, executive director

Minnesota Statutes 388.19 and 388.20



The County Attorneys Council is a service and planning agency that works to maintain and improve the quality of legal services provided by county attorneys' offices in

both the enforcement of the state criminal code and the implementation of civil law responsibilities of the county attorney. The council has established advisory standards for county attorneys' offices and provides them with educational, informational and technical assistance. The educational programs of the council are qualified as continuing legal education and provide credits under the mandatory continuing education requirements for lawyers. The informational services of the council primarily relate to changes in the law by legislative or court action to include implementation considerations. The technical assistance services include research on specific legal issues, referrals to other agencies, stimulating the sharing of experience between county attorney's offices, site visits and other communication on how to resolve a problem.

The council provides other state, federal and local agencies with a contact point and information with regard to county attorney's offices. The council provides information on and representation for county attorneys with other state and national organizations, and all branches of government. The council refers citizens and public and private organizations to the appropriate county attorney's office when they have a need to contact a specific county attorney.

The council produces an annual directory of county attorneys and assistants that is distributed and is available free on request. The council also produces and prints a wide range of resource material directed primarily at lawyers on laws relating to the county attorney's duties. The council has available a 20 minute sound or slide program with supplementary written material. This is a public educational unit available free upon request.

The council has developed a series of teaching materials on criminal law and procedure that is utilized for in-service training for police officers. The program qualifies for continuing education credit for police officers and is available at each county attorney's office.

The council is comprised of all 87 county attorneys and the Attorney General. The governing body of the council is called the Board of Governors which is comprised of the Attorney General and 5 county attorneys elected for one year terms at the annual meeting of the council which is held in November of each year. For more information or to request materials contact the council.



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

Robert Griesgraber, executive director

Minnesota Statutes, chapter 299.A03

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 provides technical assistance and awards federal criminal justice improvement funds from the Law Enforcement Assistance Administration to local governments and state criminal justice agencies. In addition, the board

produces research and evaluation reports concerning criminal justice in the state of Minnesota and maintains a clearinghouse of information on this subject.

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: George Benson, Public Information Officer (612) 296-2596 or Marilyn Mills, Librarian (612) 296-2771, 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
(507) 532-5763

Region 9 Criminal Justice Advisory
Council
P.O. Box 3367
120 S. Broad
Mankato, Minnesota 56001
(507) 387-5643

Metropolitan Criminal Justice Advisory
Council
Third Floor, Metro Square Building
St. Paul, Minnesota 55101
(612) 291-6494

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

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

Region D
c/o Regional Development Commission
7W
Room 200
2700-1st Street N.
St. Cloud, Minnesota 56301
(612) 253-7870

Southeastern Minnesota Regional De-
velopment 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 Coor-
dinating Council
A-2308 Government Center
Minneapolis, Minnesota 55487
(612) 348-6497

St. Paul-Ramsey County Criminal Justice
Coordinating Council
1422 City Hall Annex
25 West 4th Street
St. Paul, Minnesota 55102
(612) 298-5652

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.01-299B.16

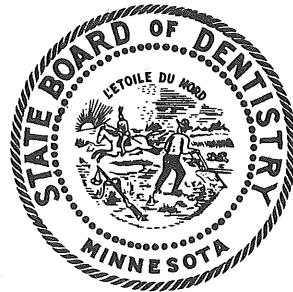
The Crime Victims Reparations Board allows innocent injured victims of crime to recover their medical costs and loss of wages. If death results from a criminal act, the funeral expenses of the victim and dependent's loss of support may be paid by the state.

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



Minnesota Statutes, chapters 150A and 319A

The Board of Dentistry licenses dentists and dental hygienists, and registers dental assistants. Applicants must pass an examination on the Rules of the Minnesota Board of Dentistry, Minnesota Dental Practice Act and the Minnesota Professional Corporations Act. This examination may be taken before 3:30 p.m. on any normal working day at the board office. Contact the board to receive license or registration applications, or information about examinations and annual registration.

Dentists and dental hygienists licensed in other states or Canada may apply for licensure by credentials. These dentists are required to have three years of recent practice experience and dental hygienists one year. Dentists from unaccredited dental schools (schools outside of the U.S. and Canada) may apply to the board for a special evaluation to determine eligibility for examination.

Current license and registration fees are:

Type of license/registration	license application fee	annual registration
Dentist	\$ 70	\$38
Dental hygienist	25	15
Registered dental assistant	15	10
Licensure by credentials — dentist	250	
Licensure by credentials — hygienist	70	
Duplicate licenses or registration certificates	5	

The board registers dental corporations. The corporation must submit a copy of its articles of incorporation before commencing business in Minnesota. The board reviews the articles of incorporation for compliance with the Professional Corporation Act and the Rules of the Board. Annual report forms are sent to all registered corporations at least 30 days before the January due date. Corporation fees are \$100 for the first annual report filed and \$25 for each report filed thereafter. Contact the board for more information on corporation procedures.

The board will investigate all complaints received, written or oral, which allege violations of the Minnesota Dental Practice Act or Rules of the Board. The board has the power to suspend or revoke licenses and registrations. Contact the board to register complaints. Forms are provided. Complaints are processed as they are received, and they take an average of one month to resolve.

The board determines the continuing dental education requirements and enforces all other provisions of the Minnesota Dental Practice Act and rules of the board. The board will offer the names of all accredited schools of dentistry, dental hygiene and dental assisting and will help the public interpret statutes and rules applying to dentistry. The board publishes a pamphlet, "Rules of the Minnesota Board of Dentistry, Minnesota Dental Practice Act and Minnesota Professional Corporations Act," available from the Documents Section at \$1.56, tax included. There are no other fees involved for informational services. All requests are handled as soon as they are received.

Minnesota

Lakes. And a whole lot more.

**Department of
Economic Development**

480 Cedar Street
101 Hanover Building
St. Paul, Minnesota 55101
(612) 296-5005
David L. Printy, commissioner

Minnesota Statutes, chapter 362

The Minnesota Department of Economic Development promotes the development and expansion of industry and business within Minnesota, and encourages out-of-state and foreign businesses and industrial enterprises to relocate or invest in Minnesota. The department also promotes the state's tourism industry, recreational facilities and

attractions available to vacationers and travelers. The Department of Economic Development cooperates with other state departments and agencies to formulate policies concerning state economic development and the use and conservation of Minnesota's natural resources.

All the ventures that comprise the state's complex and diversified economy — from agriculture to mining, tourism to advanced technology, forestry to manufacturing — fall under the department's responsibility to provide and promote an environment needed for economic expansion and diversification.

The department's purpose is to effectively sell Minnesota as a good place to do business and to support businesses with the assistance they need to locate, start up and grow.

An area of special emphasis in the operations of the department is the development of increased and cooperative relationships between the staff and the private financial and business community. Small and medium-sized business operations and communities also need special assistance, because they do not have the resources, expertise or time to accomplish all the functions necessary for economic development and expansion. At the same time the department must give equal attention to Minnesota's large communities and firms, where promising opportunities for economic progress lie.

Bureau of Tourism, (612) 296-5027

Henry (Hank) R. Todd Jr., assistant commissioner

**Tourist Information
Center:
(612) 296-5029**

The Bureau of Tourism coordinates the state's activities with the various efforts of tourism organizations and chambers of commerce to expand the tourism-travel industry in Minnesota. Staff people work with national and regional programs designed to increase tourist traffic into and through the state. In addition, the bureau provides an information service and tourist aids to individuals and organizations.

The tourism industry involves resorts, campgrounds, motels and hotels and also reaches into enterprises such as gas stations, gift shops, grocery stores, sporting goods suppliers and laundries, all of which affect Minnesota's economy. The bureau works with these varied interests to create effective tourism programs that bring more tourism dollars into the state while responsibly using Minnesota's natural resources.

The bureau's staff works directly with Minnesota's many associations, chambers of commerce, tourism organizations and the directors of the state's six tourism regions to make Minnesota's total tourism campaign effort more cohesive and effective. The bureau aids the regions in promoting special events, and brings together participants from all sectors of the industry at an annual tourism conference. The Bureau of Tourism is also promoting Minnesota nationally as an ideal place to hold meetings and conventions.

The following brochures are free: "Vacation Guide," "Winter Recreation Guide," "Fall Guide," "Camping Guide," "Plant Tours," "Calendars of Events," "Houseboat Vacations," "Farm Vacations," "Rocks and Minerals Guide," and the official "State Highway Map."

For information needed by operators of tourism facilities and chambers of commerce, contact the Bureau of Tourism. For travel and tourism information, contact the Tourist Information Center, (612) 296-5029, or request information in person or by mail. Generally there are no forms or fees (for single copies). If in stock, materials will

be mailed as soon as possible after the request is made. Requests made in person are handled immediately. Appointments are preferred if an interview with bureau personnel is desired.

Public Information Division, (612) 296-5025

Judy Rauenhorst, director

The Public Information Division conducts information and publicity programs to promote Minnesota for tourist-travel and business-industrial expansion. To promote these public information programs, the division coordinates the preparation of monthly publications, informational brochures, news releases, speeches and advertising and public relations campaigns.

The division provides overall leadership and support to all operating department divisions with the initial planning and development stages of their public information programs, in addition to implementing those programs. The programs are designed to attract and maintain the awareness of the general public concerning economic development activities and opportunities in Minnesota, especially small and medium-sized businesses and communities. The division also coordinates all the department's advertising and public relations campaigns with department consultants.

The division publishes *Minnesota*, a monthly magazine of approximately 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 letterhead stationery explaining reasons for subscribing. *Minnesota Tourism News*, a monthly four-page newsletter with a circulation of approximately 6,000, is sent to resorts, campgrounds, motels and hotels, chambers of commerce and to national tourism magazines. Due to budget restrictions, subscriptions for this newsletter 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 the magazine, at the department's Public Information Division.

To request brochures, or for other information regarding economic development, contact the Public Information 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 public information personnel.

**Bureau of Business and Community Development,
(612) 296-4039**

Wes Cochrane, assistant commissioner

The Bureau of Business and Community Development is responsible for overseeing the Equal Business Opportunity, Business and Community Contact and the Special Business Development and Small Business Assistance divisions.

Equal Business Opportunity Division, (612) 296-1451

Rodney McGee, director

The Equal Business Opportunity Division provides business assistance to established and prospective business persons who are socially or economically disadvantaged. One of the division's most important functions is coordinating, with the De-

partment of Administration, the state Set Aside Program. This program gives disadvantaged businesses first priority on bidding for selected state goods and services contracts. In addition, the division provides assistance to disadvantaged businesses experiencing difficulty in implementing those contracts.

The division also provides information about financing sources, procurement, bonding, marketing and accounting services to disadvantaged business persons or to those interested in establishing new businesses. For financial assistance, the division refers businesses to other department divisions, state agencies or to the appropriate business assistance organization, such as the Metropolitan Economic Development Association or the federal Small Business Administration.

The division provides recommendations to department heads for drafting proposed legislation that will improve the disadvantaged business climate in the state. Workshops sponsored by the division are planned to provide further assistance to these businesses. The division publishes a free directory of disadvantaged businesses in Minnesota that qualify for the Set Aside Program. To request the directory, call or write the division office. Requests are filled immediately.

Business and Community Contact Division, (612) 296-5010

Michael J. Mulrooney, director

The Business and Community Contact Division markets Minnesota as a good place to do business on both the state and national levels. The division encourages sound economic development through the formation of cooperative working partnerships between communities, manufacturers and government.

To do this, the division has two main roles. One is to act as the state's central resource of information businesses need when they are considering expansion or relocation. This information includes: business and environmental regulations, economic data, availability of buildings and labor, site locations, transportation, utilities, industrial parks and manufacturing opportunities. The division's staff also serves as a liaison between industry and communities to facilitate construction, financing and other aspects of industrial expansion.

The division's second role is to serve as a local representative for communities lacking industrial development staffs of their own. The division helps spur continued economic development by helping Minnesota communities develop efficient and effective methods of selling their communities to industries with expansion plans.

The division also promotes the state in selected national and regional publications by emphasizing the many market-oriented factors that make Minnesota a wise expansion location. Information on available buildings is published monthly in *Minnesota* (see the Public Information Division entry). The division has also compiled and printed community profiles for some 250 communities and 125 industrial parks in the state. This information is sent upon request to manufacturers.

Besides working with Minnesota firms, the division goes outside the state's borders to market Minnesota's favorable business climate. An advertising campaign is run annually to draw attention to Minnesota and its resources.

Special Business Development and Small Business Assistance Division, (612) 296-4039

Daniel Coughlan, director

The Special Business Development and Small Business Assistance Division includes the areas of small business, international trade and agribusiness.

The small business section provides general services to small businesses. One way the division can help the small business person is by getting him or her in touch with sources of specific assistance. One of the responsibilities of the division is to increase awareness of the wide range of services already available to small businesses. The division does not intend to duplicate services already in existence, but instead hopes to help small businesses fully utilize these programs.

The small business section also provides management services to persons who want to start or who already operate a small business. The services include information, advice, assistance and referrals regarding laws, regulations and procedures for establishing corporations, partnerships and sole proprietorships; business and financial management techniques; sources of capital and methods of securing it; and other business related information. The division serves as a liaison ombudsman between entrepreneurs and state and federal agencies and participates in business-related workshops, conferences and seminars.

The international trade section works to strengthen the state's economy primarily by helping Minnesota businesses expand sales in new markets abroad and by assisting foreign industries in locating their new American subsidiaries in Minnesota.

To help exporting Minnesota manufacturers, the section fosters sales of Minnesota goods in world markets in a variety of ways. These include personal contact with manufacturers, microfilmed catalog exhibitions introducing Minnesota products to prospective customers abroad, holding free "How to Export" seminars throughout the state, providing new exporters with personal technical assistance tailored to fit their particular needs, and by publishing an "Exporter's Assistance Guide" designed specifically to meet the needs of the Minnesota business person.

The goal of the international trade section is to make more widely known the comparatively inexpensive services and free assistance available to prospective exporters by local export management companies, international banks, foreign freight forwarders, foreign credit and risk insurance groups, governmental agencies and others.

The division also includes an agribusiness specialist, who encourages manufacturers and processors of agricultural products to locate or expand in Minnesota. The specialist also assists communities and businesses that are interested in supporting new agribusiness development to attract expanding manufacturers.

Research Division, (612) 296-3871

Kirk Watson, director

The Research Division serves two basic functions: it performs research for the other internal operating divisions of the department, and it performs research on the nature of Minnesota's economy in response to requests from business and industry, the media, other government agencies and the general public. The research results in studies and reports that emphasize tourist-travel and industrial development information.

In many cases, the questions received by the division can be answered immediately by forwarding one of its many publications. Other requests may require specialized study or an individual response.

In order to keep response time to a minimum, the division maintains extensive data files and publishes periodic reports on topics of wide interest. By constantly updating these data files and reports, the division can quickly disseminate the most recent information available. Free publications on the following topics are available: retail sales, lodging receipts, new and expanding industry, employment, demographic trends and characteristics, construction activity, economic indicators, mining activity, statistical profiles, taxes, tourism activity and the gross state product. Also available is the

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Minnesota Directory of Manufacturers which is sold for \$20.00 by the Documents Section, 117 University Ave., St. Paul, Mn. 55155, (612) 296-2874.

The division also publishes special reports that are designed to focus attention on important Minnesota businesses and industries and to highlight the advantages of doing business in Minnesota. For statistical information, or to request copies of reports or forms, contact the Research Division. New and expanding industry project forms and the *Minnesota Directory of Manufacturers* update forms are available from the division. There is no waiting necessary to pick up forms or have them mailed. They will be mailed within a day or two of the request if they are in stock. Appointments are preferred if an interview with research personnel is desired.

Bureau of Capital Investment Programs, (612) 296-6616

Harry Johnson, assistant commissioner

The Bureau of Capital Investment Programs is responsible for overseeing the Development Resources, Development Grants and Loans and Indian Loan divisions.

Development Resources Division, (612) 296-3976

Wes Cochrane, director

The division identifies, appropriately plans the usage of and secures federal, state and private resources that are available to assist in economic expansion or diversification. The division does not have financial assistance programs of its own. It works to achieve full utilization of a wide variety of development financing programs that are offered by other organizations.

An information service is provided to all businesses and communities inquiring about assistance for their economic development projects. The division also maintains direct liaison with resource providers. The division provides the direct services of planning and applying for development resources to projects that are being assisted by the Department of Economic Development. Rural counties, small communities and small businesses are especially targeted for the division's attention because they often lack the staff to carry through the complicated search and application process necessary to tap available economic development resources. For more information on applying for assistance for economic development projects, contact the division office.

Development Grants and Loans Division, (612) 296-1368

M. Jean Laubach, director

The Development Grants and Loans Division administers a wide range of financial programs that benefit both businesses and communities by helping them meet their economic goals with technical assistance loans or direct financial aid.

The programs include the state business loan program, called the Area Redevelopment Administration (ARA) program; an ARA Technical Assistance program; the Community Development Corporation (CDC) program; and the "304" program, which is funded by the federal Economic Development Administration. These financial assistance programs allow both businesses and communities to establish economic development projects by pooling their dollars with state, federal and/or private funds.

The criteria necessary for receiving financial assistance include the easing of long term economic decline, continuing job generation and the slowing or elimination of outward migration of jobs and people. Projects meeting the basic criteria are dealt with

on an individual basis, since each request reflects unique goals and funding requirements.

The state ARA loan program allows a maximum state participation of up to 20 percent of the total project cost, with the balance coming from other public agencies, the private sector and from the individual business itself. The program has been successful in leveraging federal and private money in the development of new diversified and expanded industry in Minnesota. Since its inception in 1961, the ARA program has made possible more than 60 loans to Minnesota small businesses and has provided nearly \$2.2 million in financial aid.

The ARA Technical Assistance program has greatly increased the economic development of organizations and businesses. Funds are available for the implementation of marketing, manufacturing and other technical studies that result in job development and sound economic benefit to a community. Technical assistance loans may be provided to private businesses on a limited basis to provide management, accounting and other technical assistance studies that result in expansion and/or job preservation in the state.

In June 1978 the Community Development Corporation (CDC) program was transferred from the State Planning Agency to the Department of Economic Development for administration. This program allows organizations in socio-economically disadvantaged areas (Executive Order #60, June 12, 1970) to receive planning, administration and venture capital grants from state funds. The projects must be community planned, controlled and administered to receive funding from the CDC programs.

The final program administered by the division disburses funds allocated to the state for special projects. Called the Economic Development Administration "304" program, it provides matching grants and business development loans for the portions of Minnesota that are considered EDA qualified and designated counties. This designation is based on high unemployment, outward migration, low per capita income and areas with a deteriorated economic base.

For further information concerning development grants or loans, contact the division office.

Indian Loan Division, (612) 296-2113

Charlotte White, director

The Indian Loan Division is the newest addition to the Minnesota Department of Economic Development. It will provide business loans to individual Minnesota Indians and organizations that are reservation and nonreservation based.

The division will administer a portion of the 1973 Mineral Rights Act, which requires those who own minable land to be taxed 25 cents per acre. Twenty percent of those monies must then be remitted to a state treasurer's account from which the Indian Loan Division will draw. Rules and regulations for implementing the loans will be officially determined during upcoming public hearings held by the department, and the program should be effective by January 1980.

Presently, persons must be of at least 25 percent Indian ancestry to qualify for a loan. The loans may also include an allowance for technical or management assistance. For further information, or for information concerning conditions for the loan program application, contact the Indian Loan Division office.

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Administration Division, (612) 296-2416

Richard Buske, director

The Administration Division provides no services directly to the public. Its purpose is to manage the internal department functions, such as accounting and personnel. In addition, this division handles the day-to-day routine administrative operations of the department.

Department of Economic Security

390 North Robert Street
St. Paul, Minnesota 55101
(612) 296-6791
Rolf Middleton, commissioner
Donald M. Buckner, deputy commissioner

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 gainful 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 obtain 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 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 brochures describing CETA programs. 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, Mn. 55101.

The Vocational Rehabilitation 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.

Intergovernmental Affairs Office, (612) 296-3885

Charles Wrobel, director

The Intergovernmental Affairs Office assists the commissioner with interagency program planning and development and acts as liaison to federal and state agencies, the Governor's office and the legislature. A primary responsibility of the office is to provide direction to the statewide weatherization program operated by the Office of Economic Opportunity. This program is to serve low and moderate income citizens. The office also provides liaison to Vocational Education and Comprehensive Employment and Training Act programs.

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.

**Program and Management Support Division,
(612) 296-3700**

Marijo Olson, assistant commissioner

The Program and Management Support Division provides the department with administrative services including finance, procurement, electronic data processing, statistical research, public information, policy and planning, program support and personnel.

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.

**CETA/Community Services Administration Internal Audits Section,
(612) 296-6069**

Marvin McNeff, supervisor

This section contracts with public accountant firms for independent audits of programs funded by the Comprehensive Employment and Training Act (CETA) and the Community Services Administration. Much of the client and administrative work of those programs is subcontracted with local governments and small businesses. Other responsibilities include special operations audits and field office imprest cash fund audits.

Office of Policy and Planning, (612) 296-9140

James Haynes, director

The Office of Policy and Planning reviews all current policies, programs and plans and prepares recommended modifications. The office also prepares a policy and planning framework for the development of state employment and training policies. The office plans and executes special studies as may be directed by the department, the Governor's office or the legislature and develops position papers on federal initiatives or legislative concerns.

**Statewide Comprehensive Employment and Training Act (CETA)
Coordination Office, (612) 296-8043**

Richard Hokanson, acting 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 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 the office at 690 American Center Building, 150 East Kellogg Boulevard, St. Paul, Mn. 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.

Minnesota Occupational Information Coordinating Committee (MOICC), (612) 296-2072

John Cosgrove, coordinator

This committee is responsible for developing and implementing an occupational information system to assist employment and training program planners and career guidance counselors. The committee produces, and annually updates, a guidebook of information sources to assist occupational information users and producers. The committee includes representation from Vocational Education, Job Service, Vocational Rehabilitation and Statewide Comprehensive Employment and Training Act.

State Economic Opportunity Office, (612) 296-5740

Beverly Gleeson, director

Under Public Law 93-644 and the Governor's 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 the 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, Mn. 55101.

Personnel and Training Office

The Personnel and Training Office provides the department with labor relations, position classification, employee compensation, recruitment of department employees, performance evaluations and such other services as may affect persons during their employment in the department. Call Charles Seefeldt, (612) 296-3662 for Job Service, Balance of State CETA, Unemployment Insurance, Labor Relations, Legislation; Marlene Robertson, (612) 296-6072 for Statewide CETA Coordination, Office of Economic Opportunity, Program and Management Support Division; Susan Lukas, (612) 296-9148 for Vocational Rehabilitation, and Richard Van Wagner, (612) 296-6054 for Affirmative Action, Employee Assistance, Vendor Compliance.

Business and Financial Services Office, (612) 296-3689

Michael Wold, director

The Business and Financial Services 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 (EDP) Services Office, (612) 296-6582

John P. Wirig, director

The EDP Services 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 Niemann, (612) 296-2412 and Marlin Grose, (612) 296-3610, managers

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. Eiyneck, 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 can be obtained by contacting the Research and Statistical Services Office, 390 North Robert Street, St. Paul, Mn. 55101.

Management Information and Operations Analysis Section, (612) 296-3721

John Tazell, 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, 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 Hauwiler, supervisor

This 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, 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, 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.

Office of Public Information and Education, (612) 296-2536

Richard Williams, Sr., director

The Office of Public Information and Education is responsible for internal communications, program support materials, media relations, public information and spe-

cial campaigns. The office distributes informational materials and serves as a central point for public inquiries about agency services.

Employment and Training Division, (612) 296-3625

Merle Kinvig, assistant commissioner

The Employment and Training Division brings together the wide variety of job placement and training services of the Balance Of State Comprehensive Employment and Training Act (CETA) prime sponsor, the Job Service Program, 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) CETA Office, (612) 296-6056

Larry Simmons, director

The Comprehensive Employment and Training Act (CETA) is a federal program through which the unemployed and working poor are offered job training and temporary employment, with the purpose of finding them permanent jobs in business and industry. CETA consists of eight funding categories, or titles, which offer people one or more of the following aids to help them move into the labor force:

Job Assessment — Counselors help enrollees clarify work interests and skills. This may be followed by practical sessions on resume writing, interviewing, job searching, and the handling of personal and family problems that may prevent employment.

Classroom Training — Tuition and often a training allowance are paid to enrollees during necessary basic education and skill learning.

Work Experience — Job seekers may work temporarily in non-profit or public agencies to boost skills and establish a work record.

On-The-Job Training — CETA pays business and industry for teaching enrollees on-the-job.

Public Service Employment — CETA funds full-time, temporary jobs in public and non-profit agencies to provide people with immediate opportunities to work.

Supportive Services — CETA can offer child care and can meet other job-related needs, such as transportation to the job and medical care.

CETA gives only the services needed to move enrollees quickly and effectively into a full-time job.

Entry requirements for CETA's programs vary from service to service, but generally a person who is not working, or who is working but has an income that falls below certain guidelines, qualifies for CETA's help. Other programs are for specific groups: youth, migrant farmworkers, veterans and others. Local CETA offices help people decide if they qualify. An employer with one or more bona fide job openings may request a CETA on-the-job training contract. CETA can pay the employer up to half the wages of the enrollee to compensate for the costs of on-the-job training.

CETA's services are offered at over 50 local offices, each staffed by people who know the community and its resources and who help find local solutions to job needs. Offices serve both job seekers and employers. Offices are run by CETA "prime sponsors." A prime sponsor is a unit of local government, or combination of such units, or one of a limited number of existing Concentrated Employment Program grantees serving rural areas.

Started in late 1973, CETA pulled together many separately funded, federal employment and training programs whose services were fragmented and overlapped. CETA combined these program grants and gave them to local prime sponsors who then

funded their own programs, ending their centralized administration by the federal government.

Under CETA, planners have flexibility to react to local conditions and programmers have enough tools to tailor the program to the client. Minnesota has taken advantage of CETA's flexibility by offering special programs, besides the regular CETA services, to enroll veterans, Vietnamese refugees, drought stricken farmers, ex-offenders and women wishing to upgrade their skills or try non-traditional jobs.

A planning council advises each prime sponsor. Members represent local business, labor, agriculture, community agencies, schools, employment and training programs, veterans and job seekers who use the program. The council looks at the kinds of people CETA should be helping and how this should be done, and then makes recommendations. There are 19 planning councils statewide.

Private industry councils, primarily representing business and industry, have separate funds to design (and if they wish, operate) employment and training programs that improve CETA's usefulness to them. The Governor's Council on Employment and Training seeks to coordinate CETA with other employment and training programs throughout the state and advises the Governor on state employment policies.

The Minnesota Department of Economic Security acts as one of the 10 CETA prime sponsors and this activity is called Balance of State (BOS). The department also has responsibility for CETA in 54 counties, in mostly rural portions of the state, provides staff support to the Governor's Council on Employment and Training, and plans and manages CETA monies available to the Governor for statewide services. Included in this discretionary allocation are funds available to public and private agencies for grants to research, develop and test new employment concepts, programs and systems. Application is made to the Statewide CETA Coordination Division of this department.

CETA is not the only program providing employment and training. The Department of Economic Security runs the Job Service, Unemployment Insurance and Vocational Rehabilitation programs. Other community-based and private organizations also offer employment services.

The Balance of State Office is divided into an administrative office and 14 outside Comprehensive Employment and Training Act (CETA) service centers providing employment and training services. The office offers information on the services available to eligible individuals in the BOS and data concerning services delivered to areas or population groups in the BOS. For information contact the Balance of State CETA 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 14 outstate CETA service centers offer on-the-job and classroom training, work experience, and public service employment. The centers also provide job-related supportive services including supportive service funds to overcome employment barriers such as lack of housing, medical care, tools, transportation and living costs; counseling; job development to find the employment opportunity that will satisfy the eligible individual's capabilities and needs; 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 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 of the Department of Labor. For information or to receive a specific service, contact the CETA service center in your region:

Crookston CETA Center

Serving Polk, Red Lake and Norman Counties.

Roger Wittenberg, supervisor
P.O. Box 422
223 East 7th Street
Crookston, Mn. 56716
(218) 281-5135

Willmar CETA Center

Serving Meeker, Kandiyohi, Renville and McLeod Counties.

Gary Erickson, supervisor
P.O. Box K
1009 N. Lakeland Drive
Willmar, Mn. 56201
(612) 235-6766

Thief River Falls CETA Center

Serving Kittson, Roseau, Marshall and Pennington Counties.

Roger Wittenberg, supervisor
P.O. Box 507
1904 East Greenwood Drive
Thief River Falls, Mn. 56701
(218) 681-7350

Montevideo CETA Center

Serving Big Stone, Swift, Lac Qui Parle, Yellow Medicine and Chippewa Counties.

Orlo Andrist, supervisor
P.O. Box 449
127 West Nichols
Montevideo, Mn. 56265
(612) 269-5561

Mora CETA Center

Serving Pine, Mille Lacs, Kanabec, Chisago and Isanti Counties.

Merle Mattson, supervisor
P.O. Box 4
47 North Park
Mora, Mn. 55051
(612) 679-4511

St. Cloud CETA Center

Serving Benton, Stearns, Sherburne and Wright Counties.

Richard Furcht, supervisor
P.O. Box 1433
2700 First Street North
St. Cloud, Mn. 56301
(612) 255-4262

Marshall CETA Center

Serving Lincoln, Lyon, Redwood and Pipestone Counties.

Rob Labat, supervisor
P.O. Box 245
Woitalewicz Building
700 North Seventh Street
Marshall, Mn. 56258
(507) 537-7166

Worthington CETA Center

Serving Murray, Cottonwood, Rock, Nobles and Jackson Counties.

Don Johnson, supervisor
P.O. Box 704
922 Diagonal Road
Worthington, Mn. 56187
(507) 376-3113

Mankato CETA Center

Serving Blue Earth, Waseca and LeSueur Counties.

Steve Gehrke, supervisor
P.O. Box 3145
709 North Front Street
Mankato, Mn. 56001
(507) 389-6073

New Ulm CETA Center

Serving Brown, Sibley and Nicollet Counties.

Leigh Heilman, supervisor
P.O. Box 696
26 North Broadway
New Ulm, Mn. 56073
(507) 359-2031

Fairmont CETA Center

Serving Martin, Faribault and
Watonwan Counties.
Leigh Heilman, supervisor
P.O. Box 32
932 East Tenth Street
Fairmont, Mn. 56031
(507) 238-4214

Owatonna CETA Center

Serving Rice, Steele, Mower and
Freeborn Counties.
Jane Saunders, supervisor
P.O. Box 669
1929 South Cedar
Owatonna, Mn. 55060
(507) 451-8906

Rochester CETA Center

Serving Dodge, Olmsted, Goodhue and
Wabasha Counties.
Reider Tommeraas, supervisor
205 19th St. NE
Rochester, Mn. 55901
(507) 285-7286

Winona CETA Center

Serving Winona, Fillmore and Houston
Counties.
Mary Brunkow, supervisor
P.O. Box 803
58 East 5th Street
Winona, Minnesota 55987
(507) 457-2003

More information may be obtained by contacting the 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 by 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 Job Service, through its statewide network of no-fee 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, labor market statistics and 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 Job 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

George L. Chase, acting 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

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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.

Albert Lea Area Office

Serving Freeborn County.
Paul J. Shea, manager
916 S. Broadway
Albert Lea, Mn. 56007
(507) 373-3951

Alexandria Area Office

Serving Douglas, Pope and Stevens Counties.
Robert Parkin, manager
418 Third Ave. E.
Alexandria, Mn. 56308
(612) 762-2131

Austin Area Office

Serving Mower County.
Rodney K. Smith, manager
105 Eleventh Ave. N.E.
Austin, Mn. 55912
(507) 433-3457

***Bemidji Area Office**

Serving Beltrami, Clearwater, N. Cass, Hubbard, Lake of the Woods and Mahnomon Counties.
Raymond Mattila, manager
Highway 2 W.
Bemidji, Mn. 56601
(218) 755-2936

***Brainerd Area Office**

Serving Crow Wing and S. Cass Counties.
Ralph Collette, manager
1919 South 6th Street
Brainerd, Mn. 56401
(218) 828-2450

Crookston Area Office

Serving Norman and Polk Counties
William Huggett, manager
Crookston, Mn. 56716
(218) 281-3593

***Duluth Area Office**

Serving Carlton, Lake, Cook and S. St. Louis Counties.
Richard Foss, manager
407 W. Superior St.
Duluth, Mn. 55802
(218) 723-4730

Ely Area Office

Serving N.E. St. Louis and N.W. Lake Counties.
Maynard Thoren, manager
30 S. First Ave. E.
Ely, Mn. 55731
(218) 365-3177

Fairmont Area Office

Serving Martin and Faribault Counties.
Joseph Kurtzman, manager
923 N. State St.
Fairmont, Mn. 56031
(507) 235-5518

Faribault Area Office

Serving Rice and part of Goodhue County.
James I. Cupp, manager
218 Central Ave. N.
Faribault, Mn. 55021
(507) 334-5531

Fergus Falls Area Office

Serving Otter Tail, Wilkin, Grant and Traverse Counties.
Richard Long, manager
116 E. Lincoln Ave.
Fergus Falls, Mn. 56537
(218) 739-2295

***Grand Rapids Area Office**

Serving Aitkin and Itasca Counties.
Clayton K. Riste, manager
310 N.E. Third St.
Grand Rapids, Mn. 55744
(218) 326-6669

Hibbing Area Office

Serving W. Central St. Louis and Itasca Counties.

Roy Skramstad, manager

Mesabi Mall

Hibbing, Mn. 55746

(218) 263-3644

Hopkins Area Office

Serving Part of Hennepin, Carver, Anoka and Scott Counties.

Duane R. Henke, manager

135 Shady Oak Road S.

Hopkins, Mn. 55343

(612) 935-5521

Int'l Falls Area Office

Serving Koochiching County.

Robert Frederickson, manager

344 Third St.

Int'l Falls, Mn. 56649

(218) 283-2641

Little Falls Area Office

Serving Morrison, Todd and Wadena Counties.

Arlynn Zobroski, manager

106 First Ave. S.E.

Little Falls, Mn. 56345

(612) 632-5427

***Mankato Area Office**

Serving Blue Earth, Waseca, LeSueur and Nicollet Counties.

Theodore Waknitz, manager

709 N. Front St.

Mankato, Mn. 56001

(507) 389-6723

Marshall Area Office

Serving Lyon, Lincoln, Redwood and Pipestone Counties.

J. George Senden, manager

107 E. Main St.

Marshall, Mn. 56258

(507) 537-6236

***Minneapolis Area Office**

Serving Hennepin County.

John Marcy, manager

309 Second Ave. S.

Minneapolis, Mn. 55401

(612) 333-0192

Montevideo Area Office

Serving Chippewa, Yellow Medicine, Lac Qui Parle, Big Stone and Swift Counties.

Paul Ehlers, manager

123 S. First St.

Montevideo, Mn. 56265

(612) 269-8819

***Moorhead Area Office**

Serving Clay and Becker Counties.

B. David Aho, manager

Townsite Center

810 Fourth Ave. So.

Moorhead, Mn. 56560

(218) 236-2191

***Mora Area Office**

Serving Kanabec, Isanti, Pine, Mille Lacs and Chisago Counties.

Mary Groeschner, manager

100 S. Park St.

Mora, Mn. 55051

(612) 679-3611

New Ulm Area Office

Serving Brown, Sibley and Watonwan Counties.

Sam B. Schmid, manager

1200 S. Broadway

New Ulm, Mn. 56073

(507) 354-3138

Owatonna Area Office

Serving Steele County.

Fred Strom, manager

1929 S. Cedar

Owatonna, Mn. 55060

(507) 451-5774

Red Wing Area Office

Serving Goodhue and part of Wabasha County.

Allen Tuomela, manager

116 Broad St.

Red Wing, Mn. 55066

(612) 388-3526

***Rochester Area Office**

Serving Olmstead, Dodge and part of Fillmore County.

Gary D. Sherman, manager

107 Fourth St. S.E.

Rochester, Mn. 55901

(507) 285-7315

***St. Cloud Area Office**

Serving Stearns, Benton, Sherburne and Wright Counties.
Dale L. Heimermann, manager
111 Lincoln Ave. S.E.
St. Cloud, Mn. 56301
(612) 255-3266

***St. Paul Area Office**

Serving Ramsey, Dakota and Washington Counties.
L. Michael Ryan, manager
390 N. Robert St.
St. Paul, Mn. 55101
(612) 296-8718

Thief River Falls Area Office

Serving Pennington, Kittson, Roseau, Marshall and Red Lake Counties.
J. K. Stadum, manager
318 N. Knight Ave.
Thief River Falls, Mn. 56701
(218) 681-1100

Virginia Area Office

Serving N.W. & E. Central St. Louis County.
Stuart A. Murray, manager
1325 S. Ninth St.
Virginia, Mn. 55792
(218) 741-6996

***Willmar Area Office**

Serving Kandiyohi, Meeker, Renville and McLeod Counties.
Richard Swenson, manager
324 W. Third St.
Willmar, Mn. 56201
(612) 235-3222

Winona Area Office

Serving Winona, Houston, Wabasha and N.E. Fillmore Counties.
Evert Salo, manager
52 E. Fifth St.
Winona, Mn. 55987
(507) 457-2950

Worthington Area Office

Serving Nobles, Rock, Murray, Cottonwood and Jackson Counties.
William F. Horak, manager
321 Eleventh St.
Worthington, Mn. 56187
(507) 376-3116

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

Additional information may be obtained by contacting the 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 section provides area offices with technical and program assistance relating to services provided to job applicants. These Job Service programs are offered to the public by Field Operations Office area offices:

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;

Services to veterans, handicapped, youth and older workers;

Federal Bonding for persons who otherwise could not qualify for a fidelity bond when required for employment;

Job Corps 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; and

Career Information 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 section provides area offices with technical assistance relating to 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 Job 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, colleges, welfare agencies and other non-profit community organizations. 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 Job 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 Work Incentive Program (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 Job 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.

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Trade Act Services, (612) 296-3026

Richard Reinhardt, 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. Work Incentive Program (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

Norman McGraw

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 690 American Center Building, 150 East Kellogg Blvd., St. Paul, Mn. 55101.

**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

Edith Lallier, coordinator

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.

In order to be eligible to receive unemployment benefits a person must have earned at least \$50.00 in each of at least 15 weeks within the last 52 weeks. The person must be able to work, available for work and actively seeking employment. In order to prove he or she is able, available, and actively seeking work the claimant is required to periodically report to the area office at scheduled times. The frequency of these reports is determined by the area office based on the specifics of the claim.

The highest level of benefits is \$150.00 per week for a maximum of 26 weeks, or a total benefit of \$3,900.00. Benefit levels are re-computed each year during the first week of July. It is possible to extend the number of weeks the claimant receives benefits to 52. This would happen if the claimant received income which would be deducted from the weekly benefit amount. The most common sources of these offsets are Social Security, part-time employment and retirement benefits. Checks are mailed to claimants except in rare instances.

Commissioner's Representatives

Edward Moret, (612) 296-3697

Richard Luis, (612) 296-1457

Philip Franklin, (612) 296-8788

Theodore Miksza, (612) 296-8207

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 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, supervisor

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, supervisor

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 Branch, (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 determi-

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nations 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, Mn. 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 Branch, (612) 296-3642

Eugene Sampson, director

The Benefits Office administers all activity associated with UI claim payments and programs.

Central Benefits Section (612) 296-3644

Walter Lundeen, chief

The Central Benefits Section processes all claims for unemployment insurance and determines benefit duration, amount, and eligibility for the program. The benefits section administers the following programs: Disaster Unemployment Insurance which provides temporary benefits to persons out of work due to a disaster as declared under the Disaster Relief Act of 1974; Unemployment Insurance programs that cover most employees in private industry, 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 CETA and WIN training programs; and Trade Readjustment Allowances and other assistance available for workers whose unemployment is certified by the U.S. Department of Labor as caused by increased imports of foreign made goods. For forms and assistance in filing petitions (available to groups of three or more workers or their recognized union or other duly authorized agents), contact your area Job Service or Unemployment Insurance Office.

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

David Erickson, Northwest
(612) 296-8730

Roger Ellis, Southeast
(612) 297-2176

Terrance Clark, Northeast
(612) 296-8730

Patrick Glassman, Southwest
(612) 297-2176

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

Richard Yurek, acting director

The Tax Branch administers all activities relating to the following unemployment tax 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 and payment reports, benefit charges and rates. For information about employer taxes, contact the section at 390 North Robert Street, St. Paul, Mn. 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 and claimant matters. They also conduct 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 the section at 390 North Robert Street, St. Paul, Mn. 55101.

Investigation Section, (612) 296-3761

James Eichten, chief

The 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 section at 390 North Robert Street, St. Paul, Mn. 55101.

Vocational Rehabilitation (DVR) Division, (612) 296-1822

Edwin O. Opheim, assistant commissioner

The primary goal of the agency is the vocational rehabilitation of physically, mentally and emotionally handicapped persons in Minnesota. These persons are served by thirty-five field offices located throughout the state. Services include orientation to the Vocational Rehabilitation (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 utiliza-

tion 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. The Vocational Rehabilitation Division has offices at 350 Space Center Bldg., St. Paul, Mn. 55101.

Program and Management Support Office, (612) 296-5625

Gary Belisle, acting director

The office plans, organizes and directs the administrative and management support services required to meet agency goals and objectives. It administers the internal system of financial management and budget control, and assesses performance within the Vocational Rehabilitation Division.

These activities include: specialized program consultation and direction to management 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.

Rehabilitation Facilities Services Office, (612) 296-5628

Marvin O. Spears, director

The Rehabilitation Facilities Services Office is responsible for the following activities as they pertain to the state's cooperation with private vocational rehabilitation 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

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. The office is located at 460 Metro Square Building, St. Paul, Mn. 55101.

Client Services Office, (612) 296-5622

William O. Niederloh, director

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

Serving Chisago, Isanti, Kanabec and Pine Counties.

Brian Leet, supervisor
135 NW Second Avenue
Cambridge, Mn. 55008
(612) 689-3250

Fergus Falls Field Office

Serving Becker, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin Counties.

E. William Casey, supervisor
Lincoln Centre, Suite 3
125 W. Lincoln
Fergus Falls, Mn. 56537
(218) 736-5658

Fergus Falls Cooperative Vocational Rehabilitation Program

E. William Casey, supervisor
Box 157, Memorial Building
Fergus Falls State Hospital
Fergus Falls, Mn. 56537
(218) 739-2233, Ext. 246

Moorhead Field Office

Serving Clay County
Wayne Schumacher, supervisor
810-4th Avenue South
2nd Floor, Townsite Centre
Moorhead, Mn. 56560
(218) 236-2206

St. Cloud Field Office

Serving Benton, McLeod, Meeker, Mille Lacs, Sherburne and Stearns Counties.

Victor Schulz and Tom Tillemans, supervisors
54-28th Avenue North
St. Cloud, Mn. 56301
(612) 255-2224 (TTY)

St. Cloud Cooperative Vocational Rehabilitation Program

Louis Wittrock, supervisor
State Reformatory for Men
Box "B"
St. Cloud, Mn. 56301
(612) 251-3510, Ext. 341

Willmar Field Office

Serving Kandiyohi, Swift and Yellow Medicine Counties.

Robert Neessen, supervisor
3rd Floor, Canard Center
200 S.W. 4th Street
Willmar, Mn. 56201
(612) 235-0707

WEST METROPOLITAN AREA

Anoka Field Office

Serving Anoka County.
Bob Leonard, supervisor
403 Jackson Street, Suite 206
Anoka, Mn. 55303
(612) 427-3070

Anoka State Hospital Cooperative Vocational Rehabilitation Program

Joseph Brochin, supervisor
Anoka State Hospital,
Miller East
Anoka, Mn. 55303
(612) 421-3940

Minneapolis North Field Office

Serving North Hennepin County.
Bob J. Johnson, supervisor
1315 Penn Avenue North
Minneapolis, Mn. 55411
(612) 341-7160

Minneapolis Northwest Field Office

Obie Kipper, supervisor
Suite 417, Earle Brown Blvd.
6040 Earle Brown Drive
Minneapolis, Mn. 55430
(612) 341-7140

Minneapolis Southwest Field Office

Serving South Hennepin County
Aileen Blomquist, supervisor
3101 West 69th Street
Minneapolis, Mn. 55435
(612) 962-6537 (TTY)

Minneapolis Northeast Field Office

Pat McCashin, supervisor
392 United Labor Center Building
312 Central Avenue S.E.
Minneapolis, Mn. 55414
(612) 341-7130

Minneapolis South Field Office

Duane Shelton, supervisor
2344 Nicollet Avenue South
Minneapolis, Mn. 55404
(612) 341-7117

EAST METRO AREA

Hastings Field Office

Lee Koskela, supervisor
1250 Highway 55
Hastings, Mn. 55033
(612) 537-2137

Metro Square Field Office

Metro Square Building — Lower Level
7th & Jackson Streets
St. Paul, Mn. 55101
(612) 296-6786 (TTY)

Midway Field Office

Phillip Slotvig, supervisor
1821 University Avenue
180 Griggs-Midway Building
St. Paul, Mn. 55104
(612) 296-9380

White Bear Field Office

Eugene Spott, supervisor
3148 Century Avenue North
Lincoln Square Center
(612) 296-9350

NORTHERN AREA

Bemidji Field Office

Serving Hubbard, Beltrami, Cass and
Clearwater Counties.
Warren Green, supervisor
1705 Highway 2 West
Bemidji, Mn. 56601
(218) 755-3980 (TTY)

Brainerd Field Office

Serving Morrison, Todd, Wadena,
Crow Wing, Cass and Ottertail
Counties.
George Kleinschmidt, supervisor
1927 South Sixth Street
Brainerd, Mn. 56401
(218) 828-2530

Crookston Field Office

Serving Polk, Norman and Mahnomens
Counties.
Lil Bridgeford, supervisor
202 South Main Street
Crookston, Mn. 56716
(218) 281-1946

Duluth Field Office

Serving Lake, Cook and Southern St.
Louis Counties.
Robert Lundahl, supervisor
327 Bradley-Computada Bldg.
10 East Superior Street
Duluth, Mn. 55802
(218) 723-4698 (TTY)

Moose Lake Cooperative Vocational Rehabilitation Program

Serving Koochiching, Lake, Cook, St. Louis, Carlton, Pine, Isanti, Kanabec, Mille Lacs, Chisago, Ramsey, Dakota and Washington Counties.
Curt Frohrip, supervisor
Moose Lake State Hospital
Moose Lake, Mn. 55767
(218) 485-4411

Grand Rapids Field Office

Serving Itasca and Aitkin Counties.
Richard Jackson, supervisor
401-11th Street S.E.
Grand Rapids, Mn. 55744
(218) 326-1201 (TTY)

International Falls Field Office

Serving Koochiching and Lake of the Woods Counties.
Robert Congrage, supervisor
Drawer "M"
South International Falls, Mn. 56679
(218) 283-3436

Thief River Falls Field Office

Serving Kittson, Marshall, Pennington, Roseau and Red Lake Counties.
Robert Handy, supervisor
Labree Avenue South and Zeh Street
Thief River Falls, Mn. 56701
(218) 681-7598

Virginia Field Office

Serving Northern St. Louis County.
George Nieman, supervisor
P.O. Box 1285
Pearsall Industrial Park
1500-8th Street
Virginia, Mn. 55792
(218) 741-5855 (TTY)

Wadena Field Office

Serving Todd and Wadena Counties.
Terry Burkman, supervisor
311 Jefferson Street North
Wadena, Mn. 56482
(218) 631-4601

SOUTHERN AREA

Austin Field Office

Serving Mower County.
Robert Dickinson, supervisor
1900-8th Avenue N.W., Room 124A
Austin, Mn. 55912
(507) 437-3209

Faribault Field Office

Serving Rice, Steele, Dodge and Freeborn Counties.
James Schmitz, supervisor
Depot Square Building
303 Northeast First Avenue
Faribault, Mn. 55021
(507) 334-7572 (TTY)

Mankato Field Office

Serving Blue Earth, Brown, Faribault, LeSueur, Watonwan, Nicollet, Sibley, Waseca and Martin Counties.
Dennis E. Johnson, supervisor
709½ South Front Street
Mankato, Mn. 56001
(507) 389-6511 (TTY)

Marshall Field Office

Serving Lyon, Lincoln, Redwood and Murray Counties.
Richard Tillemans, supervisor
107½ East Main Street,
Box 168
Marshall, Mn. 56258
(507) 537-7280

Red Wing Field Office

Serving Goodhue County
Dennis Zolondek, supervisor
Red Wing Vocational-Technical Institute
Red Wing, Mn. 55066
(612) 388-7811

Rochester Field Office

Serving Olmsted, Wabasha and Fillmore Counties
W. Donald Allert, supervisor
717 Third Avenue Southeast
Rochester, Mn. 55901
(507) 285-7293 (TTY)

**Rochester Cooperative Vocational
Rehabilitation Program**

Serving Houston, Wabasha, Winona,
Olmsted, Fillmore, Mower, Freeborn,
Goodhue, Faribault, Dakota, Ramsey,
Dodge, Rice and Steele Counties.
David R. Thomas, supervisor
2120 East Center Street
Rochester, Mn. 55901
(507) 285-7302

**St. Peter Cooperative Vocational
Rehabilitation Program**

Serving Sibley, Nicollet, LeSueur,
Brown, Watonwan, Blue Earth, Waseca,
Martin and Faribault Counties.
Jeanne Witty, supervisor
100 Freeman Drive
St. Peter, Mn. 56082
(507) 931-3000

Winona Field Office

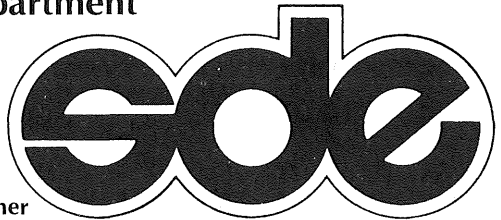
Serving Houston and Winona Counties.
Scott Streater, supervisor
1160 West 7th Street
Winona, Mn. 55987
(507) 457-2198.

Worthington Field Office

Serving Cottonwood, Jackson,
Pipestone, Rock and Nobles Counties.
James House, supervisor
909-4th Avenue
Worthington, Mn. 56187
(507) 372-2149 (TTY)

Minnesota State Department of Education

Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-6104
Howard B. Casmey, commissioner



Minnesota Statutes, chapter 121

State Board of Education, (612) 296-2358

Ruth Myers, 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.

Professional Library, (612) 296-6684

Patsy Tupper, director

The library provides literature and computer searching, file development, 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 or 296-2414

John Maas, deputy commissioner/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 and serves as general interpreter of state law and board rules for the department.

Education Statistics Section, (612) 296-2400

Michael J. Lovett, director

The Education Statistics Section provides information and analyses to state officials, school district personnel, the legislature, the public and the U.S. Office of Education concerning school financing and staffing, public and nonpublic school enrollments,

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education statistics, demographic trends, and various aspects of laws and rules pertaining to education.

The section prepares or cooperates with other sections in preparing:

School District Profiles, an annual summary and interpretation of student, staff and financial data on Minnesota school districts.

State Laws Relating to the Public School System, published after the first session of each legislative biennium, with an update after the session in the second year of the biennium, contains all state statutes relating to elementary and secondary education, and postsecondary vocational education.

Minnesota State Agency Rules of the State Board of Education, a current compilation of all rules of the State Board of Education.

Minnesota Educational Directory, published annually, provides the names and addresses for all educational institutions in Minnesota and for key state and local education personnel.

Minnesota Public School Enrollments in An Era of Decline, a description of the reasons for school enrollment change, including projections of enrollment for each Minnesota school district through 1982-83.

Paying for the Public Schools: The ABC's of Minnesota School Finance, describing how Minnesota public schools are financed.

The Condition of Education, a description and interpretation of information on Minnesota's public schools.

For information about these publications, contact the Education Statistics Section, 737 Capitol Square Building. The following publications are available free upon request: *School District Profiles*, *The Condition of Education*, *Paying for the Public Schools*, and *Minnesota Public School Enrollments in an Era of Decline*. Other publications may be purchased from the Documents Section of the Department of Administration.

Office of Federal/State Relations, (612) 296-3271

John Ostrem, supervisor

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.

Public Information/Publications Section, (612) 296-6418

James Lee, director

The Public Information/Publications 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 Public Information/Publications Section, 810 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 Public Information/Publications Section.

Office of Administrative Services, (612) 296-8418

George W. Fortmeyer, director

This office manages financial affairs, including budgeting and program analysis, and promulgates policies and procedures for the department. The office also handles the acquisition of all services, supplies and equipment and all other office management responsibilities.

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

Randy Johnson, director

Information and technical assistance is provided to school districts (superintendents, boards of education, school personnel), county officials, state legislators, citizens, and

other persons engaged in school district planning related to all aspects of the alteration of school boundaries. State and regional maps of school district boundaries are maintained as well as an historical record of school district boundary changes. There are no fees. The time required varies depending on the service requested.

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 contained in Minnesota Statute 122.90. There are no forms or fees. A Review and Comment statement is provided within 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, Ninth 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 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 6.75¢ 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:

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1. Form F22-50-1 (7/76)
 2. Form F22-50 (7/76)
 3. Form F22-49 (8/76)
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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:

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- | | |
|-------------------|-------------------|
| 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) |
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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 data element dictionary and a catalog of forms for school district reporting; organizes data collection for the federal government; and reviews and approves computer budgets and plans of school districts. 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 Unit, (612) 296-2288

Floyd E. Erickson, assistant director

The Facilities Planning Unit promotes cost effective improvements in educational environments. The unit provides technical assistance and guidance to local school districts in the comprehensive planning involved in the financing, purchase, rental, construction, equipping and operation of facilities. The unit approves proposals for purchase and improvements of facilities consistent with prevailing standards of safety, health, equal access to services, educational adequacy, and operational efficiency. The unit collects and organizes information to help those involved with school planning and recommends changes in standards to the State Board of Education. The unit inspects facilities and reports findings to proper authorities. State and federal involvement in local public educational facilities and operations are normally implemented through this unit.

For information or assistance contact the unit at the Department of Education. Forms are provided by the unit. There are no fees. The time required varies depending on the service requested.

Facilities Operation Unit, (612) 296-2288

William R. Lavelle, assistant director

The Facilities Operation Unit promotes efficient operation of school physical plants. This unit provides consulting services to school districts for improvement in the management of physical plant operation and maintenance. The unit collects, organizes and disseminates information for efficient energy utilization. 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 unit at the Department of Education. 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 ED-00111 (Levy Limitation and Certification)
2. Form ED-00119 (School Tax Report)

3. Form ED-00109 (Annual Financial Report)
 4. Form ED-00110 (School Revenues and Expenditures Budget)
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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) 296-8127

Gary P. Farland, director

The State Aids Section is responsible for various phases of providing the major funding to local educational agencies. It provides assistance to policymakers in deciding funding formulas, makes analytical reports regarding aid allocations, and is responsible for the actual distribution of all major state aids. These state aids include foundation, transportation, vocational, nonpublic, special education, agricultural school credit, capital expenditure equalization, abatement, adult program, G.E.D., community education, teacher mobility, emergency and various minor aids, including educational aids to nonpublic school students. It also computes and distributes all funds paid to AVTI's, including foundation, capital, debt and categorical. For further information, contact the section at 807 Capitol Square Building, 550 Cedar Street, St. Paul, Mn. 55101.

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) 296-7834

Gerald L. Kleve, assistant commissioner

The Division of Instruction provides leadership and technical assistance in educational assessment, planning, implementation and evaluation for the purpose of improving and expanding educational programs, services and opportunities in the 438 local school districts. Program staff also assist other agency staff in completing agency goals.

Program staff administer federally funded programs in the Elementary-Secondary Education Act IV-B, Traffic Safety, Adult Basic Education, Career Education, Community Education, Reading, Gifted and Talented, Integrated Arts and Guidance. Staff administer special state funded programs in pre-school health and developmental screening, summer school, community education and reading.

Program staff also administer state education statutes and state board of education rules that apply to local school district instructional programs and services.

Community Education Section, (612) 296-2587

Lawrence E. Erie, manager

The section provides assistance for the development and operation of local community education programs including adult education, 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 reviewed and approved by this section.

Any school district that levies at least \$1.00 per capita for 1980 is eligible for 75¢ per capita match, or \$5,000, whichever is greater. For 1981 the minimum financial aid will rise to \$7,000. However, all districts in community education may levy at the local level up to \$2.50 maximum. To qualify for financial aid, a district must have an advisory council on community education that is cross representative of the school district. In addition, they must have a certificate of compliance meeting annually between the school board and other governmental units in the school district to discuss mutual ways of cooperation. For more information on financial aids in community education contact the section manager.

Adult Continuing Education Unit, (612) 296-6130

Donald A. Petersen, specialist

The unit provides assistance and funding to school districts for the establishment of basic skills classes to enable adults to pass the GED tests, or for high school classes for adults to earn a high school diploma. Financial aid of 90% of the teachers salaries, not to exceed \$8,000 per teacher, is available to approved programs.

The GED test is a group of five tests in writing skills, social studies, science, reading skills and mathematics that establishes high school competency. The GED tests are offered to individuals who have not graduated from high school and who wish to obtain a secondary school equivalency certificate. Tests are offered at no cost to the individual at approved GED testing centers located throughout Minnesota. A list of approved centers is available from this unit free of charge. Official GED testing centers are reimbursed by state funding through this unit.

Adult Basic Education Unit, (612) 296-4053

Robert O. Gramstad, supervisor

This unit administers the federal Adult Basic Education program. The program provides educational opportunities that assist adults in acquiring basic skills, completing high school education and furthering their training. Education programs are provided for adults, age 16 or older, who do not have a certificate of graduation from a secondary school, who have not achieved an equivalent level of education, who are not currently required to be enrolled in schools and whose lack of the basic educational skills in speaking, reading, writing and math is an obstacle to obtaining or retaining employment. Through this program up to 90% of the cost of the establishment or expansion of adult basic education and adult education programs is paid by federal funds. The local school district pays the remaining amount.

Elementary and Secondary Education Section, (612) 296-4060

Robert Crumpton, manager

The Elementary and Secondary Education Section provides program direction to maintain goal clarification in general and academic instruction in local school districts. The section also aids the Department of Education, ECSUs, professional education associations, teacher education institutions, community based groups and other state

agencies in conceptualizing major issues in curriculum and instruction, developing and evaluating instructional strategies, and identifying and disseminating instructional materials.

Curriculum Development Unit, (612) 296-4067

Gilbert Valdez, supervisor

The Curriculum Unit serves as a resource in assessing curriculum needs, determining curriculum development priorities, developing quality curriculum, and effecting implementation strategies. This unit also produces Essential Learner Outcomes documents, 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 with emphasis on interdisciplinary concerns.

Elementary Education Unit, (612) 296-4064

Richard J. Mesenburg, supervisor

The Elementary Education Unit provides leadership to Minnesota educators, administrators and local boards of education in the assessing, planning, implementation and evaluation of early childhood, elementary, music, art, and communications education. The unit provides service to schools through regional and state-wide workshops and conferences. Service for children birth to age 8, elementary children, individualized education, team building, art, communications skills and music are areas of program development for the unit.

Secondary Education Unit, (612) 296-4055

Donald Johansen, supervisor

This unit provides technical assistance to school administrators and others on all matters concerning the operation of high schools and middle schools. The unit also approves and advises districts on summer schools operation and advises secondary schools on any question concerning secondary education.

Health, Physical Education and Safety Unit, (612) 296-4059

Carl Knutson, supervisor

The unit provides technical assistance, in-service education opportunities and curriculum materials for school health, physical education and safety programs in Minnesota public schools. Curriculum guides are available in drug, family life, health, physical and traffic safety education. The unit works with local school districts, colleges and universities and health and safety service agencies. Guides are available from the Documents Section at cost.

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, videotapes, slides, filmstrips and transparencies; and distributes films and filmstrips. The Media Unit works with local school districts, the Department of Education and education agencies.

Reading Unit, (612) 296-6998 or 296-4058

Alton Greenfield, specialist

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 works cooperatively with the Minnesota Literacy Council, Inc., which is a volunteer program to aid adults who have severe reading disabilities. The unit also works cooperatively with 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 Specialists

The Program Specialists provide special information on curriculum and instructional services. Each of the following areas is served by a program specialist who is available for school visitations, curriculum conferences and workshops. Contact the following numbers for the specific service 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	Nutrition Education	(612) 296-0192

The Program Specialists also publish bulletins and reports to keep teachers and administrators informed on new developments in the subject areas.

Pupil Personnel Services Section, (612) 296-4080

Reynold Erickson, manager

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 and the guidance and counseling parts of federal programs.

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.

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.

Manager of Special Projects, (612) 296-4900

Mary Lynne McAlonie, manager

The Manager of Special Projects directs specific division-wide projects. The manager also directs the implementation of the new building and capital improvement programs at the State Residential Schools and supervises the Bilingual Education Unit.

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 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, Education Opportunity Grant, tribal sources, Bureau of Indian Affairs, 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:

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- 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 classes in Minnesota Chippewa Tribal areas 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. Contact the Indian Education Section, 800 Capitol Square Building for more information. The following forms are used, all prepared by the applicant:

ED-01281-01	Letter of Intent
ED-01282-01	Abstract Form
ED-01283-01	Application Form
ED-01284-01	Budget Form
ED-01285-01	Supplementary Schedule
ED-01286-01	Budget Breakdown

There are no fees. Applications are available in the fall if funds are allocated.

Migrant Education Unit, (612) 296-0326

Peter Moreno, director

The Migrant Education Unit provides special educational programs to children of migratory agricultural workers, including academic instruction, enrichment activities, complete nutritional programs and medical and dental care.

The unit 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. One urban (St. Paul) and nine rural school districts 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.

By special arrangement with certain school districts in Texas the Migrant Education Unit provides a secondary credit exchange program for secondary age migrant students who attend evening classes. Forms used are: F24-41 (3-76) Migrant Student Enrollment Form and F-24-55 (9-75) Application for Grant (LEA).

There are no fees. LEA applications for grants are generally approved and funded within two weeks. For information on programs in your area contact the unit at the Department of Education.

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. They determine 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. They also provide 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. Applications for state and federal funds are acted upon annually within timelines specified by law.

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 Special Education Section. 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, and contributing to achievement of equal educational opportunity.

Assessment Section, (612) 296-6002 or 296-6005

William McMillan, director

This section is responsible for conducting educational assessment testing of elementary and secondary pupils. Testing typically occurs at grades 4, 8 and 11 and results in statewide reportage in major curricular areas. The section provides test booklets, answer sheets and scoring services at cost (currently about \$1.20 per student per subject). Tests are offered in reading, social studies, science, math, computer literacy and personal skills (health maintenance and career development). During the 1980-81 school year a new test in writing will be added. About 165 school districts use the section's services each year. The section conducts regional workshops in the use of these testing materials, and their evaluation and application of test results in curriculum planning. The section also coordinates and conducts the local assessment or "piggyback" option, which provides local school districts with data and processes for local evaluation and curriculum planning.

Development Section, (612) 296-5076

Gayle H. Anderson, director

The Development Section promotes educational change by distributing state and federal grants to school districts for new, innovative educational programs. Grants are awarded on a competitive basis. The section also promotes linkage between locally administered CETA and education programs. Section personnel provide no services directly to the public.

Equal Educational Opportunities Section, (612) 296-5020

Archie L. Holmes, director

The Equal Education 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.

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 and Placement Section, (612) 296-2046

George B. Droubie, manager

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 teachers and administrative personnel.

License fees are:

Original Application	\$20
Renewal Application	20
Limited Permit Application	20
Placement Bureau Enrollment	10

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Licenses are issued within three weeks. The original license is valid for two years. The continuing license is valid for five years. The limited permit license is valid for one year.

The section operates the State Education Placement Bureau which matches licensed Minnesota teachers with teaching jobs around the world. A free vacancy listing service is provided to school districts all over the world, including public, private and parochial schools and Minnesota Community Colleges. The listing is published once a week on Thursday and is sent to teachers on a subscription list. To be placed on the list teachers must fill out an Application for Placement Services form and pay \$10. This entitles a subscriber to receive the weekly vacancy listing from Oct. 1 to Sept. 30. The listing varies in length from 2 to 22 pages.

For more information about licenses, training or teacher placement contact the School Personnel Licensing and Placement Section at 612 Capitol Square Building. The telephone number to the placement service is (612) 296-4773.

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.

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. It has published information on libraries, answers inquiries on library service, makes state and federal grants to improve Minnesota public library services, and makes grants for multicounty/multitype library cooperation. 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, Mn. 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 and CETA.

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 rules for licensing 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 Regional 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, manager

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, manager

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, supervisor

The Equipment Utilization Unit assists institutes and secondary cooperative centers in acquiring surplus, excess, donated and purchased equipment at minimal cost. They maintain inventory control and transfer of equipment systems.

Post-Secondary Unit, (612) 296-3387

James Staloch, manager

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

J. Thomas Strom, manager

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 & Lloyd Petri, managers

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. 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 and the Department of Economic Security Statewide CETA Coordination to provide vocational and related training for unemployed and underemployed Minnesotans. They supervise and evaluate CETA programs in addition to maintaining fiscal accountability of CETA funds.

Program Review Unit, (612) 296-3316

The Program Review Unit provides evaluation and state accreditation to the public vocational-technical institutes, secondary centers, high school vocational programs, and adult education programs. The unit also evaluates CETA vocational offerings. 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 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, colleges, and universities. Teachers, students and school administrations throughout Minnesota use MECC services for instructional purposes, for record keeping, and for obtaining personnel, student, and financial information. The services provided by MECC are not otherwise provided directly to the public.

Management Information Services Division, (612) 376-1600

Dr. Dale Schneiderhan, director

The Management Information Services Division develops computer programs and systems for elementary, secondary and vocational school administrators. By using the computer, school managers can more efficiently administer their finances, keep track of building and equipment needs, analyze student and teacher information, and pay their personnel. Seven regional computer centers to support these services are located in Moorhead, Duluth, St. Cloud, St. Paul, Roseville, Marshall, and Mankato. Data is transmitted from the school districts to regional centers either by computer terminals through the means of telephone lines or by courier service. Division staff train regional and school district personnel in the use of the regional computer and its programs.

Instructional Services Division, (612) 376-1102

Dr. Dale LaFrenz, director

The Instructional Services Division provides instructional computing services to Minnesota students and teachers. The division is responsible for the efficient operation of the large computer which is located in St. Paul and linked to over 400 schools, colleges, and universities in Minnesota. This instructional computer system is the largest of its kind in the world. The schools and colleges use computer terminals, such as teletypewriters, to receive and transmit messages through the use of a complex statewide telephone network. Division services staff are officed in each of the seven regions. They train students and teachers in the use of the large central computer. They also assist in the acquisition, installation, and use of over 500 small microcomputers. The division also produces and disseminates over 100 different computer related learning materials and other publications.

Special Projects Division, (612) 376-1103

Dr. Daniel Klassen, director

The Special Projects Division is supported exclusively by grants and contracts from outside funding agencies. It proposes new educational uses of the computer to private, state and federal agencies. Once funded, division staff conduct the various computer related research, training and development projects. Projects have been supported by the National Science Foundation, the National Institute for Education, the Rockefeller Family Fund, and by state agencies, such as the Minnesota Department of Corrections.

**Board
of
Electricity**

Griggs Midway Bldg. Room N-191
1821 University Avenue
St. Paul, Minnesota 55104
(612) 297-2111
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 ten 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.

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 A & B	\$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. Contact the board to request application forms. The board will issue an electrical contractor's license after an applicant has submitted the following:

- an application form;
- a \$2,000 electrical contractor's bond (performance bond)
- a certificate of insurance showing public liability and property damage insurance as specified by statute;
- evidence that the applicant is a licensed master electrician or that the firm employs a licensed master electrician; and

- a license fee of \$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.

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 required 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.

There are 48 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.

Public Employment Relations Board

Room 598 Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-8947
Claudia M. Hennen, executive secretary

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 represent public employees, two represent public employers, and one represents 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 review of the established record before the director of the Bureau of Mediation Services, hearing of oral argument from parties to an appeal, board deliberations, and issue 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.

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 regulations and arbitrator applications may be obtained from the board's office. Persons may call, write, or stop in the office for these materials.

The board has established the following fee schedule for copies of its documents: hearing transcripts cost 50¢ per page and all other documents cost 25¢ per page.

Appeals and independent reviews are generally decided within two months of the date of the board's hearing. Requests for arbitrator lists are processed within 10 days of the receipt of the request.

Minnesota Energy Agency

980 American Center Bldg.
150 East Kellogg Blvd.
St. Paul, Minnesota 55101
(612) 296-5120
Algernon H. Johnson, director
Dwight Wagenius, special assistant
attorney general, (612) 296-8278

Minnesota Statutes, chapter 116H

The Minnesota Energy Agency collects data on energy, forecasts future energy demands, develops emergency plans in case of energy shortages, and certifies need for large energy facilities. It also develops and implements energy conservation programs, promotes alternative energy development and provides information on energy problems to the public.

Office of Policy Information, (612) 296-5769

Dorothy Hozza, assistant director

This office provides priority response to critical energy issues, particularly current energy supply problems. News media liaison and coordination of public information with the Governor's office and other state agencies are handled by this office. The

office publishes an 8-page bimonthly magazine, *Energy Review*, which contains technical articles on energy topics, new developments, energy supply and demand reports, and reports on energy projects and problems. There is no charge for *Energy Review*. To subscribe, write or call the office to be placed on the mailing list. Persons with general energy questions should call the Energy Information Center in the following listing.

Conservation Division, (612) 296-9098

John Armstrong, 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.

Information and Education Activity, (612) 296-9082

Jean Dick, manager

This activity informs and educates the public about the sources and uses of energy and the ways in which persons can conserve energy. It operates the Minnesota Energy Information Center which answers questions on energy use and conservation through a telephone information service, pamphlets and referrals.

In 1979 three pilot energy technical information centers were established in Area Vocational Technical Institutes at Red Wing, Rochester, and Staples.

Residential energy conservation pamphlets have been developed to show homeowners and renters how to save energy. Copies may be obtained from the information center, 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 is also available.

The energy agency library serves as a research tool for the agency's staff and the public. Technical and general information is 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.

The agency's education program coordinator works closely with the Department of Education to provide energy information to all students. Projects underway include: assessment of energy curriculum materials and teacher needs in order to implement energy education programs, curriculum development, and inservice 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.

Community and Special Services Activity, (612) 296-8899

Karen Martin, manager

This activity promotes consideration of energy conservation in transportation, land use planning and agriculture. 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. This activity also plans and carries out energy conservation programs in communities and counties throughout the state.

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.

Conservation Research and Development Activity, (612) 296-9081

Lynn Olsson, manager

This activity develops building energy conservation standards and related technical materials, collects and analyzes data on building energy use, and coordinates the conducting of building energy audits by school districts and local governments around the state.

Technical Services Activity, (612) 296-4353

Robert Gish, manager

This activity carries out technically oriented conservation programs of statewide impact related to new buildings and industrial energy use. It also provides outreach and technical liaison with school districts and local governments in connection with the state and federal energy audit programs.

**Alternative Energy
Development Division,
(612) 296-6891**

Ronald Visness, assistant director

Alternative energy systems are supported by this division. Staff from the division respond to requests for technical information and evaluate proposals and suggestions concerning alternative energy sources. The energy agency has assisted many organizations in obtaining funding for alternative energy research and demonstration projects. There are no forms or fees. Contact the division for further information on funding availability and proposal formats.

Alternative Energy Projects Activity, (612) 296-6893

Ron Rich, manager

This activity analyzes the technical and economic feasibility of nonconventional energy sources other than direct solar energy and supervises research and demonstra-

BIOMASS ENERGY



tion projects funded by the Legislature. The activity provides free fact sheets describing projects the Minnesota Energy Agency has funded and also federal projects done in the state. Fact sheets cover projects on solar, wind, digesters, earth sheltered buildings, energy storage, biomass and alcohol fuels.

District Heating Projects Activity, (612) 296-9096

Ronald Sundberg, manager

This activity coordinates the agency's program to promote the use of central or district heating systems in urban areas as a way of reducing Minnesota's reliance on oil and gas.

State Solar Office, (612) 296-4737

John Dunlop, manager

Funded by the federal government through the Mid-American Solar Energy Complex (MASEC), this activity promotes the commercialization of solar energy through technical assistance, public information and legislative initiatives.

The office provides introductory information about solar energy and acts as a consumer reporting activity for the state. The office has a full-time engineer who provides detailed technical advice as well as on-site inspection and design trouble shooting. They monitor a number of solar systems in the state and provide reports on how these systems work. Informational packets are provided on solar greenhouses, solar hot-water heaters, solar collectors and design considerations on new and existing houses. Pamphlets are available on retrofit ideas and solar installations.

The office provides free lists of dealers, builders, architects, suppliers and manufacturers of solar equipment. Slide shows are available free to schools, clubs and organizations about solar energy. The staff also gives talks and sets up booths at energy fairs around the state and will speak to groups about solar energy subject to their schedule. All information and materials are free. Contact the office for more information.

Data and Analysis Division, (612) 296-7457

Richard Wallen, 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. It also administers the federal petroleum allocation program in Minnesota and has primary responsibility for the agency's emergency response in times of shortages.

Certificate of Need Activity, (612) 296-7502

David Jacobson, 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 transshipment 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.

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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 and contents are specified by Minnesota Energy Agency rules, chapters 5-11 (refer to the *MCAR-Minnesota Code of Agency Rules*). These rules are available from the Documents Section, Department of Administration.

Data Systems Activity, (612) 296-8282

Linda Limback, manager

This activity collects energy data and designs and maintains computer systems to store and process the data. 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).

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 government buildings, and major private buildings for energy conservation potential.

Forecasting Activity, (612) 296-5783

Ernesto Venegas, 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.

Fuel Allocation Activity, (612) 296-1732

Dixie Diehl, manager

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 should contact the city or county fuel coordinator to request emergency fuel allocations. Form FEA-P106 is used for the request. There are no fees. The activity provides the name and location of the local 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 3% of propane and 4% of middle distillates shipped into the state are allocated to deal with hardship cases. 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.

Policy Analysis Activity, (612) 297-2335

David Buller, manager

This activity analyzes energy supply issues and intervenes in state and federal legal proceedings affecting Minnesota's energy supply situation. Staff members with considerable expertise in critical issues involving energy supplies are available to answer questions and provide information about specific fuels.

Administration Division, (612) 296-5122

Rudy Brynolfson, assistant director

The division coordinates the agency's legislative program and planning process and provides administrative, fiscal, and personnel services for the agency.

Administrative Services Activity, (612) 297-2330

Janice Watts, manager

This activity is responsible for office management, procurement of equipment and supplies, records and forms management, and other agency administrative services. It provides no services directly to the public.

Fiscal Services Activity, (612) 296-8276

Mary Elverum, manager

This activity provides accounting, budgeting, fiscal analysis and related services for the agency. It provides no services directly to the public.

Personnel Services Activity, (612) 296-1256

Karen Ferrell, manager

This activity coordinates recruiting, orientation, training, performance appraisal, salary administration, and other personnel functions for the agency. Resumes are accepted for unclassified job openings which occur from time to time. Information is also available on classified job openings with the agency; these are filled through the Department of Personnel.

**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

Environmental Conservation Library (ECOL)

Minneapolis Public Library
and Information Center
300 Nicollet Mall
Minneapolis, Minnesota 55401
(612) 372-6609
Julia W. Copeland, librarian

Minnesota Laws of 1971, chapter 864

Designated as a state center for environmental information by the Minnesota Legislature in 1971, the Environmental Conservation Library (ECOL) is supported jointly by the state and the Minneapolis Public Library and Information Center. ECOL

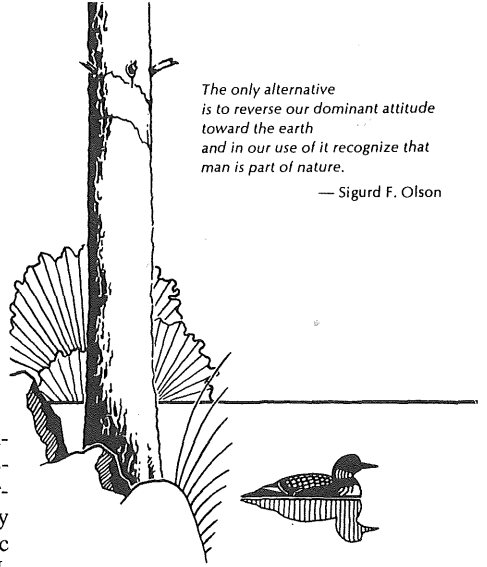
supplies information on natural resources and the impact of civilization's actions on them, with special emphasis on Minnesota and the Upper Midwest.

Environmental information is provided through loans of materials throughout the state, research assistance, referrals to specialized information sources, computer assisted bibliographic searching, and public photocopy machines. Questions can generally be answered immediately, and requests for materials are usually filled within 48 hours. More complex information searches may take up to a week.

ECOL is a depository for state environmental assessments and impact statements, and for documentation on Minnesota's nuclear power plants.

The *ECOL Book Catalog* has been placed in every public and college library in the state. The newsletter *ECOL News*, published approximately three times a year, is free. A directory entitled *Minnesota Environmental Organizations* lists citizen and professional environmental organizations, with subject and geographical indexes. The directory may be purchased at the library for \$2.50 or through the mail for \$3.00; checks should be payable to Minneapolis Public Library.

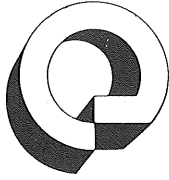
Requests for materials or information may be submitted in person, by telephone or mail. A brochure describing the library and copies of the newsletter will be mailed out on request.



*The only alternative
is to reverse our dominant attitude
toward the earth
and in our use of it recognize that
man is part of nature.*

— Sigurd F. Olson

Ethical Practices Board



41 State Office Building
St. Paul, Minnesota 55155
(612) 296-5148
B. Allen Clutter, executive director

Minnesota Statutes, chapter 10A and the 1974 Ethics In Government Act

The Ethical Practices Board administers programs providing disclosure of lobbying activities, campaign financing, personal economic interests, and public financing for state candidates. The board also handles complaints alleging violations of the law, issues advisory opinions and annual and summary reports, and has the authority to audit, to subpoena individuals and records, to levy late filing fees and to make legislative recommendations.

The board is a six member citizen body appointed by the governor for staggered four-year terms. Two members are former legislators of major political parties; two members may not have held elected public or party office (except precinct delegate) for three years preceding appointment, and no more than three members may be of the same major political party. The board annually elects its leadership in May and meets monthly in meetings open to the public.

Summary reports are available from the board on request. Copies of current reports and past reports are also available for public viewing in the offices of all county auditors as well as in public libraries. Reports and statements filed with the board are available in the office of the board within 48 hours of receipt for public viewing and photocopying. Photocopying charges are 10¢ per page for self service. If the staff provides the service, the charge is 50¢ per page, prepaid.

Copies of the Ethics In Government Act, rules, annual and summary reports, brochures, advisory opinions and findings are available free of charge from the board. Notices, agendas and minutes of meetings of the board may be received by calling the board. An individual may request that his name be placed on a mailing list for receipt of specific items.

Campaign Finance Disclosure, (612) 296-1722

Elsa Carpenter, assistant administrator

The Ethics In Government Act requires every candidate, political committee or fund to register with the board within 14 days after raising or spending more than \$100 per year to influence the nomination or election of candidates for governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator, state representative and state judgeships. Registration forms and handbooks are provided by the board. There is no registration fee.

Registered political committees and funds file reports of receipts and expenditures once in a non-election year and three times in an election year. Reports are mailed out to registered committees and funds automatically before each of the reporting periods.

Copies of registration statements and reports of receipts and expenditures of legislative candidates filed with the board are provided to each county auditor within a legislative district within 72 hours of receipt by the board. Copies of reports and statements at county auditors are available for viewing and photocopying at cost within 48 hours of receipt. Ethical Practices Board Brochure #2 describing the program is available free from the board.

Public Financing, (612) 296-1721

Daniel Lundstrom, staff auditor

The board also administers the program of public financing of candidates, with funds designated by the voluntary checkoff system by taxpayers on the state income tax and circuit breaker forms. 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 general election years. Candidates who wish to participate in public financing must file an agreement with the board by September 1 of each election year. There is no charge for filing an agreement. Agreements are automatically sent to each candidate who files for office.

Candidates who sign agreements are limited to the amount they may raise in contributions and spend for campaign expenditures. Estimates of the amount of public financing that is available is provided each candidate. No public financing is available for special elections.

Tax Credit Agreements provided by the board must be signed by a candidate or officeholder in order for a contributor to claim a tax credit. Contact the board for a list of those who have signed Tax Credit Agreements. Ethical Practices Board Brochure #6 describing the program is available from the board.

Economic Interest Disclosure, (612) 296-5148

Cecilia Gerlach, secretary

The board monitors a system of reporting personal economic interest by public officials and candidates for governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator and state representative.

Statements of economic interest must be filed by candidates with the board 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 on or before April 15 each year, unless the public official has previously filed a statement in that calendar year. Individuals who no longer are public officials are required to file statements covering the period in which they served as public officials. Forms are automatically provided by the board to individuals required to file. There is no filing fee. Brochure #3 describing the procedure is available from the board.

Conflict of Interest Procedure, (612) 296-1720

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 form must be filed by the public official with the board and the immediate superior of the public official, or if a legislator, with the presiding officer of the house in which the legislator serves. Forms are available from the board. There is no filing fee. Brochure #4 describing the procedure is available from the board.

Lobbyist Registration and Reporting, (612) 296-5615

JoAnn Hill, lobbyist technician

The board administers a system of lobbyist registration and reporting of lobbying disbursements by individuals who seek to influence legislative or administrative ac-

tions by communicating with or urging others to communicate with a public official. The definition of a public official includes legislators; constitutional officers and their chief deputies; members, chief administrative officers or deputy chief administrative officers of state boards and commissions which have rule making power; commissioners, deputy and assistant commissioners of major state departments (Minnesota Statutes chapter 15.01); individuals of the executive branch with rule making power; heads and deputies of certain state agencies; hearing examiners, attorneys in the office of the attorney general, certain legislative employees; members and chief administrative officers of metropolitan agencies. A complete listing of each position is available from the board.

Any person who is paid or authorized to spend money to lobby and who spends in excess of five hours in any month or more than \$250 in a calendar year for lobbying purposes must register within five days with the board. Forms are available from the board. There is no registration fee. Registered lobbyists must report lobbying disbursements quarterly with the board. Disbursement forms are sent out automatically to registered lobbyists. Brochure #7 describing the program is available from the board.

A list of registered lobbyists and the associations they represent is issued annually by the board and is available for \$5.20, prepaid, from the Documents Section, 117 University Avenue, St. Paul, Mn. 55155. Three supplements to the list are available in April, July and October. Annually, the board publishes a Lobbyist Disbursement Summary of lobbying disbursements by associations or individuals represented by a lobbyist. Copies are available free of charge from the board.

Representation Disclosure, (612) 296-1722

The board requires a public official, who represents a client in a contested case hearing for a fee, before a state board, commission, or agency to publicly disclose participation in the action within 14 days after participating in the hearing by filing a form with the board. Representation disclosure statement forms are available from the board. There is no filing fee. Brochure #5 describing the procedure is available from the board.

Advisory Opinions, (612) 296-1720 or 296-1722

Any individual or association that seeks to guide his or its own conduct may request an advisory opinion from the Ethical Practices Board regarding an interpretation of the Ethics In Government Act or adopted rules of the board. Advisory opinion requests are published in the *State Register* and distributed to the press and the public. Opinions are solicited by the board. The board publishes approved advisory opinions in the *State Register*. Copies are available upon request of the board. Each year the board publishes a compilation of advisory opinions approved within that year which are available free of charge to the public from the board. An advisory opinion lapses the day the regular session of the legislature adjourns in the second year following the date of approval of the opinion.

Complaints

Written complaints of suspected violations of the Ethics In Government Act may be filed with the board; however, complaints may be anonymous and need not be written. Findings of probable or no probable cause are made by the board within thirty days of the receipt of a written complaint unless by a vote of four board members the time is extended. Procedures for filing a complaint are available from the board. The com-

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plaint is made available to the subject of the complaint. Individuals who violate the confidentiality provisions of the law are guilty of a misdemeanor. Meetings of the board to consider complaints are conducted in executive session and are not open to the public. However, no individual who files, or is subject to, or supplies information concerning a complaint or investigation except to his attorney or other counsel, may disclose to any other individual information supplied to or received from the board concerning the investigation before a public finding is made by the board. The board reports a public finding of probable cause to the appropriate law enforcement authority. On a case by case basis, the board determines the disposition of materials acquired in the course of an investigation. Following the issuing of a finding, the materials are placed in the public file.

Executive Council

2nd Floor Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155
(612) 296-3862
James J. Hiniker, Jr., executive secretary

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 10 copies of the request, including appropriate documentation, are needed.

Department of Finance

309 State Administration Building
St. Paul, Minnesota 55155
(612) 296-5900
Wayne S. Burggraaff, commissioner
Norman E. Dybdahl, deputy commissioner

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.

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 related to state expenditures as well as the state's budget process. Specific financial information concerning a state 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

114 State Administration Building
St. Paul, Minnesota 55155

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.

Lost and Forged Warrant Unit, (612) 296-2742

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 unit 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.

Financial Reporting Section, (612) 297-2429

The Financial Reporting Section publishes an annual financial report which provides financial information on all state funds. The information provided presents the state's

financial position and the fiscal results of state operations in accordance with generally accepted accounting principles.

Central Payroll Section, (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. The Central Payroll Section is located on the 5th Floor Centennial Office Bldg., 658 Cedar Street, St. Paul, Mn. 55155.

Systems and Procedures Section, (612) 296-5600

James H. Stavsick, director

The Systems and Procedures Section provides development and maintenance services for the computerized statewide accounting, payroll and biennial budget systems. They schedule the production of financial reports and provide information about the systems to using state agencies through procedure manuals and training programs. This section prepares all manuals for the state's financial systems and the *Statewide Accounting Tips (SWAT)* newsletter to assist agency personnel in their use and understanding of the state's accounting systems. This section also provides a basic training course on the statewide accounting system and CRT operator training for state employees.

Governor's Council on Fire Prevention and Control

**3300 University Avenue S.E.
Minneapolis, Minnesota 55414
(612) 376-3535
Frank Oberg, secretary**

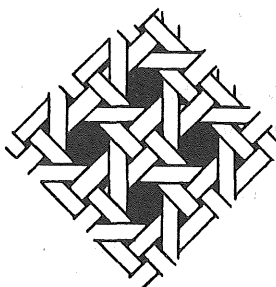
Executive Order #79-6, dated February 23, 1979

The Governor's Council on Fire Prevention and Control has operated under various titles and executive orders since his initial establishment by Statute in 1969. It was created to encourage the development of improved fire protection for the people of the State.

It coordinates the efforts of existing fire protection delivery systems at state, federal and local levels. It advises the Governor, Commissioner of Public Safety and other state agencies and political subdivisions on the development, administration, and scope of fire protection research, fire prevention and control. It advises on the needs of Minnesota's fire suppression and control services, and on the development and provision of education and training programs for them and the general public. It is Minnesota's principal contact with the United States Fire Administration for purposes of the application and receipt of federal funds, and facilitates direct and accurate communication with that agency.

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 research and documentation of traditional culture by enlisting the help of local residents. The center has begun developing a folklore and folklife curriculum and is supported by state funding, grants and private donations.

Workshops are given on a wide range of topics. They are coordinated with other state, county and local organizations. Consultation service is available. Future plans include collecting folklife in the state, various publications, sponsorship of folklife events and financial and personnel support of folklife projects in Minnesota.

A limited number of consultations and workshops are available from the center and may be requested by submitting a letter. 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 (mailing address)
St. Paul, Minnesota 55155
(612) 296-3391
Albert H. Quie, Governor

Minnesota Constitution Article V

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 of January of an odd numbered year.

The Governor is responsible for informing the legislature about the general condition of the state. During his four-year term the Governor makes two major "State-of-the-State" addresses to joint sessions of the Minnesota House and Senate. These speeches outline his goals and the progress he has made toward achieving them.

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 proposes legislation, some of which is drafted by the departments and agencies that make up the executive branch. The chief executive 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. A two-thirds vote in each legislative body is required to pass a bill over the governor's veto. When the governor does not sign a bill passed on the final three days of a session within 14 days after adjournment, he exercises a pocket veto.

The Governor makes more than a thousand appointments including department heads, members of boards and commissions, and judges. Most appointments must be submitted to the senate for confirmation. The terms of such appointments vary from two to six years. The Governor may also establish task forces and advisory committees to assist him and the department heads in the preparation of programs for legislative and/or executive action.

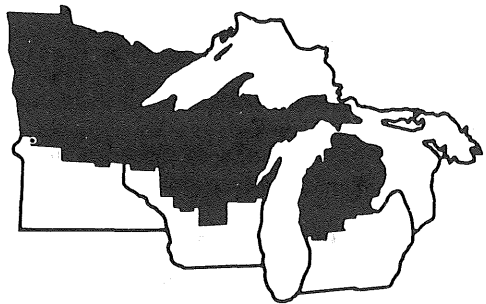
The Governor must safeguard the health and safety of the citizens of Minnesota. He fills vacancies which occur in municipal, district and supreme court judgeships by appointment that does not require senate confirmation. The Governor issues extradition papers, restores civil rights to felons and commissions notaries public (approximately 5,500 each year). The Governor is the commander-in-chief of the military forces in Minnesota. He may call out such forces as necessary to execute the laws, suppress insurrections, repel invasion, and for other emergencies. The Governor also prepares comprehensive long range plans for the orderly coordinated growth of the state and reports and makes recommendations to the legislature about the implementation of these plans. The Governor is ex-officio member of the State Pardon Board, the Executive Council, the State Board of Investment and the Land Exchange Commission. He also presides over the Legislative Advisory Committee.

The Governor's office is available to assist the public with questions concerning state government and its agencies, but encourages people to first contact the appropriate agency in order to receive the most prompt attention.

Upper Great Lakes Regional Commission

200 West Superior Street
601 First Federal Savings Bldg.
Duluth, Minnesota 55802
(218) 723-4949

Ernest Petersen, acting director



Title V of the Federal Public Works and Economic Development Act of 1965 (Public Law 89-136)

The Upper Great Lakes Regional Commission, established in Minnesota in 1967, provides state and local governments in the northern portions of Minnesota, Michigan and Wisconsin with developmental grants for industry, energy, tourism, transportation, human resources, environment, natural resources and governmental services. The

commission is oriented toward the economic development of 119 counties, covering 166,000 square miles in the three states, and gives special emphasis to creating jobs, encouraging private investment and promoting the region.

The commission is made up of the governors of the three states and a federal co-chairman. Four meetings are held yearly at approximately three month intervals. Thirty-eight counties in the northern half of Minnesota are within the commission's region.

Direct state participation occurs through two types of federally funded grants. The supplemental grant is a partial grant for a project which qualifies under a prime grant making agency's regulations. The grant is contingent on funds received from another funding agency and is usually given for industrial parks, marinas, roads, regional recreation sites, and water and sewer projects. The combined prime agency and supplemental grants may not exceed 80% of the total project. Technical assistance grants provide up to 100% funding, usually in smaller amounts than the supplemental grants, for feasibility and marketing studies.

To apply for funding write to the commission director requesting the type of grant desired. Grant applications and instructions will be provided free if the grant request receives preliminary approval by the regional office. All grants must be approved by the state directors and the federal coordinator before the grant is awarded. Waiting time for a grant is approximately 90 days.

The commission offers free of charge a data book about the region; an *Upper Great Lakes Regional Atlas* listing the region's labor statistics, industrial employment, unemployment and other data; *News and Views* an 8-page newsletter appearing periodically; an annual report listing projects funded in the three states; and an Upper Great Lakes Regional Recreation Map in full color 24 × 30 inches.

State Council for the Handicapped

208 Metro Square Building
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-6785 - Local
1-800-652-9747 - Statewide Toll-Free Number
Richard L. Ramberg, Executive Director



Minnesota Statutes, 256.481

The State Council for the Handicapped (originally known as the Minnesota Commission for the Handicapped) was created by the state legislature in 1973. It is composed of 30 members appointed by the Governor to four-year terms as well as non-voting ex-officio representatives from state departments and agencies dealing with issues of importance to people with disabilities. The council has a full-time staff to carry out its day-to-day activities.

At least half the appointed members must be disabled themselves or the parents or guardians of disabled children. There must be at least one member from each of Minnesota's eleven development regions, and twenty must be from the general public and ten from service-providing organizations.

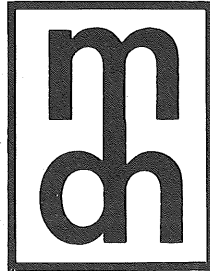
The council advises the Governor, the legislature and service-providers about services, programs and legislation necessary for people with physical, mental or emotional disabilities. It also gives to the general public and disabled people information about disabilities and about services, programs and legislation currently in effect which can assist disabled people in resolving problems they have encountered. Finally, it encourages inter-agency coordination and improvement of services and programs.

Two specific activities which the council has undertaken in carrying out its mandates are: providing information to recipients of federal financial assistance about how they can best comply with their obligations under Section 504 of the Rehabilitation Act of 1973, and giving technical assistance to the public, architects, building officials, contractors and builders concerning the accessibility provisions of the state building code.

To increase council effectiveness in providing information, the council publishes a bimonthly newsletter, *Handi-Captions*, which is available to interested persons without charge. Also, the council maintains a toll-free information line so that Minnesotans living outside of the Minneapolis-St. Paul area can call for information or assistance at no cost to themselves. The council prefers telephone or written inquiries, but in-person requests 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
George R. Pettersen, M.D., commissioner



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) 296-5316

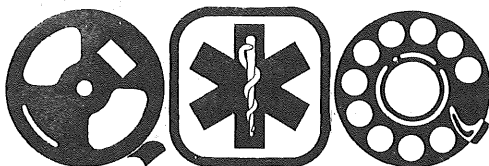
Frederick King, section chief

Vital records services maintains a statewide file of birth, death and fetal death certificates. To request a birth or death certificate contact the Vital Records Services

Section at the Department of Health. There is a \$3.00 fee for these certificates. Two free brochures entitled "Original Birth Certificates: New Law, New Rights, Adopted Persons, Birth Parents" and "Answers to Your Questions About Adoption" are available free from the Department of Public Welfare, Adoption Unit, St. Paul, Mn. 55155, (612) 296-3740.

**Health Education
and Information
Section, (612) 296-5272**

**Davis Mills, M.P.H.,
section chief**



The Health Education and Information Section encourages people to stay healthy by providing them with information on good health practices. The section provides information, consultation and assistance in the planning, use and evaluation of programs and materials for public health education and information. The section helps health professionals determine what kinds of information and education will help change the health behavior, knowledge and attitudes of specific groups of people.

The section provides free health information to schools, health programs and the public in the form of pamphlets, films, news releases and radio spots. Any state resident can get a literature and film catalog through the department's headquarters in Minneapolis.

**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 routinely issues publications and statistics pertaining to phenomena associated with birth, the family, leading causes of disease and death, and the health status of Minnesota communities. 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 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. Special requests may take from two weeks to a month or more to process.

Community Health Services Office, (612) 296-5384

Robert W. Hiller, assistant commissioner

The office of community health services directs and coordinates the organization of the community health services system throughout the state. 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, section chief

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, section chief

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, section chief

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, section chief

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 and representatives 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.
SW State University
Marshall, MN 56258
(507) 537-7151

LeMar J. First
Box 38
1848 - 3rd St. N.
St. Cloud, MN 56301
(612) 255-4216

200 North 50th Ave. W.
Duluth, MN 55807
(218) 723-4642

Eric Anderson
1220 4th Ave. S.W.
Rochester, MN 55901
(507) 285-7289

Rodney Church
Box 3047
75 Navaho Ave.
Mankato, MN 56001
(507) 389-6025

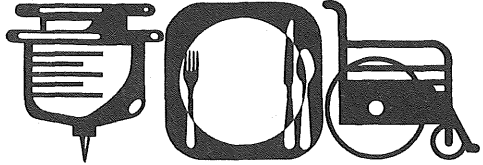
Robert Poyzer
Box 675
Fergus Falls Hospital
Grounds Bldg. 4-C
Fergus Falls, MN 56537
(218) 736-6922

Departmental Programs, (612) 296-5391

Ellen Z. Fifer, M.D., M.P.H., assistant commissioner for programs

Personal Health Services Division, (612) 296-5581

Warren R. Lawson, M.D.,
division director



The Personal Health Services Division conducts a variety of programs to maintain and improve the health of Minnesota residents. Some services are provided directly to special population groups. More typically, however, the activities support and assist health professionals, community health services agencies, voluntary organizations, other state agencies and local government officials.

The division identifies health problems in population groups by surveys, case reports and other data collection systems. It develops methods for the control and prevention of health problems, and provides technical expertise, standards and financial support as well as active program promotion.

Maternal and Child Health Section, (612) 296-5265

Ronald Campbell, M.D., section chief

The section focuses on improving the health of mothers and children. In addition to the following unit activities the section offers services relating to parenting, prenatal and perinatal health care, adolescent health concerns, hearing and vision screening and child abuse.

The Family Planning Unit, (612) 296-5285, administers a statewide system of family planning services through grants and contracts with local private and public agencies. Family planning is voluntary planning and action by individuals to attain or prevent pregnancy. Family planning services include public information, outreach, counseling, contraceptive methods, infertility diagnosis and treatment, medical/laboratory work, referral and follow-up. Approximately \$1 million is available yearly through this unit to agencies throughout Minnesota for family planning services. Staff members will respond to requests from agencies interested in providing any family planning service component. The unit offers technical consultation, training, films, pamphlets, a bibliography and will research information not at hand.

The Human Genetics Unit, (612) 296-5269, provides counseling to families and individuals concerned about genetic diseases upon referral by a physician. There is no fee for counseling. Laboratory studies regarding specific genetic diseases are available and a fee of \$100 is charged for this service, except in special financial circumstances. The unit provides consultation to physicians, nurses and other professionals.

The Nutrition Unit, (612) 296-5280, offers training, information and individual consultation to nutritionists, dietitians and other health professionals throughout the state. In addition, the unit promotes and administers the U.S. Department of Agriculture food supplement program for Women, Infants and Children (WIC). Local agencies and non-profit organizations with ongoing health services for mothers, infants and children are eligible to apply for annual funding cycles that run from Oct. 1 to Sept. 30. Applications must be submitted by Aug. 1 prior to the funding period. Information and assistance in preparing applications can be obtained from the unit. The allotment from the U.S. Department of Agriculture for 1980 is approximately \$7 million.

Dental Health Services, (612) 296-5287, provides advice and information to health professionals, schools and agencies. Current efforts focus on promoting fluoride dental rinse programs in schools where significant numbers of students do not have the benefit of fluoridated water at home.

The Comprehensive Child Health Screening Unit, (612) 296-5286, works with the state departments of public welfare and education to promote and guide health and developmental screening services for children in community settings. It provides specialized training for nurse screeners and monitors and evaluates screening programs.

Services for Children with Handicaps Section, (612) 296-5372

Richard Nelson, M.D., section chief

This section administers state and federal funds for the diagnosis, treatment and rehabilitation of handicapped children. Any physically handicapped child under 21 years of age who lives in Minnesota is eligible for diagnostic evaluation without charge. Three hundred clinics are held throughout the state each year. For information about clinic locations and dates contact this section at 2829 University Avenue S.E., Suite 840, Minneapolis, Mn. 55414. Total or partial subsidy of the cost of treatment and rehabilitation is available. Eligibility depends upon the financial status of the parents or guardian. Approximately \$4.2 million is available each year.

The section also administers special state appropriations to help individuals over 21 years of age pay for treatment of hemophilia and cystic fibrosis, and to assist children in need of the growth hormone somatotropin.

Disease Prevention and Control Section, (612) 296-5414

Andrew Dean, M.D., M.P.H., state epidemiologist and section chief

The prevention, investigation and control of communicable and chronic diseases are responsibilities of this section. The section assists local agencies in investigating disease outbreaks and in establishing measures to control these outbreaks. Related activities include statistical and research studies to identify patterns of occurrence of diseases and unusual clusters of cases of disease. These studies help to identify causes or sources of disease so that control methods can be devised.

The epidemiologic analysis and control of hypertension, heart disease, diabetes, cancer and other chronic diseases is a responsibility of the section. For example, the section encourages health professionals and public and voluntary agencies to recognize the importance of controlling hypertension to help prevent strokes, heart disease and kidney disease. The section has developed guidelines for public awareness, public education, community screening, and for making referrals to treatment or for follow-up to assure long-term compliance. These guidelines are available for use by local agencies, voluntary organizations and health professionals. Section staff further support these local activities by providing them with consultation and technical materials. Statistical data are made available to identify risk populations and measure impact of control activities. The section also publishes a monthly "Disease Control Newsletter" for physicians, nurses and public health workers. The newsletter is free and interested persons can call the section to be placed on the mailing list.

The Acute Disease Epidemiology Unit, (612) 296-5414, logs reports of communicable diseases from physicians in the state. The unit reports to the public about reported acute and chronic diseases in the state. Consultation services are provided free

to physicians, nurses and clinics. Statistical information is available from this unit, but copying services and research are not provided.

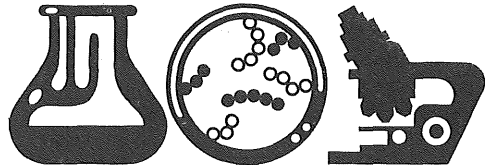
The Tuberculosis Unit, (612) 296-5206, investigates all cases of tuberculosis and their contacts in order to control the disease and to prevent others from contracting it. The unit provides advice and assistance to physicians and furnishes certain types of drugs to infected persons without charge for treatment of the disease.

The Venereal Disease Unit, (612) 296-5203, provides laboratory services to physicians and to public and voluntary agency clinics for the diagnosis of gonorrhea, syphilis and other sexually transmitted diseases. The unit investigates cases of venereal disease and their sexual contacts to ensure prompt treatment and control of the spread of the diseases, and provides public and professional education.

The Immunization Unit, (612) 296-5327, promotes and assists community and school programs in immunizing children. It also maintains a surveillance system to identify outbreaks of the immunizable diseases, particularly rubella and rubeola, so that they may be quickly controlled; promotes public education; trains immunization clinic personnel and volunteers; purchases vaccines in bulk to reduce costs for local clinics and physicians; furnishes equipment; and provides some supplies for the convenience of community immunization projects.

**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. These services are offered through the following sections:

Section	Section Chief	Telephone
Microbiology	John McCullough	(612) 296-5251
Serology	James Anagnost	(612) 296-5245
Virus and Rickettsia	Robert Siem, Ph.D.	(612) 296-5258
Cytogenetics/Metabolic Screening Laboratory	Lloyd Boyd	(612) 296-5257

These sections provide testing which extends and supplements medical laboratory services of hospitals, clinics, other medical laboratories and local health units throughout the state. They provide reference and confirmatory testing using sophisticated methodology not generally available in routine clinical laboratories. They offer a continuous program of studies, research and investigation to maintain and improve the quality of medical laboratory services.

There is a handling fee of \$1.50 per specimen for certain specimens submitted to the Medical Laboratories Division. Information concerning this handling fee and its collection and on obtaining specimen kits for submitting specimens can be obtained by calling office manager Dorothy Pasket, (612) 296-5210.

The medical laboratories also act as a referral center for special specimens to be submitted to the Center for Disease Control, U.S. Public Health Service, in Atlanta, Georgia. It is required that all specimens of this nature be submitted through the Division of Medical Laboratories, Minnesota Department of Health.

The Medical Laboratories Division also operates a clinical laboratory improvement program. Included are a uniform, statewide proficiency program and training and consultation activities for 387 hospital, clinic and other medical laboratories throughout the state. A variety of self-study laboratory oriented slide tape programs are available on loan from this program. The program also publishes a quarterly newsletter, the "Medical Lab Forum." These services are available to medical laboratorians and others interested in laboratories in the state. To subscribe to the free newsletter, call (612) 296-5243.

Division of Health Systems, (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 educational services to health care providers in relation to state and federal requirements for licensing and certification. Areas include nursing, physical and occupational therapies, medical records, sanitation, social services, diet, pharmacy, patient's rights, patient care planning and utilization review. The section publishes a quarterly newsletter, "The Medicine Dropper," for pharmacy consultants and administrators of long term care facilities. The newsletter is free, runs between 2-6 pages, has a circulation of 1,000 and is sent to county public health agencies. To be placed on the mailing list, call the section.

Engineering Services Section, (612) 296-5451

Hans P. Larsen, section chief

The Engineering Services Section reviews and approves construction plan drawings and specifications for new health care facilities, for additions, and for remodeling. It inspects the completed projects to assure that they qualify for state licensing and are in compliance for federal certification. The section also provides consultation to health care providers, architects, engineers and contractors.

Plans for projects that have already received a certificate of need must be submitted by the facility or its representative 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. Consultations should be scheduled as far in advance as possible.

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.

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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.

Every spring, the section publishes a directory of Minnesota's licensed and certified health care facilities. The directory is alphabetized by county and town, and contains the names, addresses and telephone numbers of all facilities, as well as type of ownership, administrators' names, and number of licensed beds. It sells for \$5 plus 20¢ tax (prepayment is required) and may be obtained by contacting the Documents Section, Department of Administration, 117 University Avenue, St. Paul, 55155, (612) 296-2874.

Quality Assurance and Review Section, (612) 296-5295**Marian Lewis, 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 levels of services are being received according to state guidelines.

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 (HMOs), receives and investigates complaints about HMOs, and reviews and processes applications for certificate of need for construction or expansion of health care facilities. The staff of this section ensures that eligibility standards are met for federally funded construction and modernization projects, collects data and reports to the legislature on hospital malpractice claims. To obtain information about health care facilities which are required to provide a certain amount of uncompensated care to fulfill their Hill-Burton obligation, contact this section at the department's address.

Minnesota Hospital Rate Review System, (612) 296-5572**Frederic L. Sattler, director**

The Hospital Rate Review Program annually reviews and comments on the costs and charges of all Minnesota's acute care hospitals. Information concerning hospital budgets can be obtained by contacting this program at the department's address.

Emergency Medical Services Section, (612) 296-5281**James Stoffels, section chief**

The Emergency Medical Services Section regulates and licenses more than 300 ambulance services. Its staff develops and administers the state plan for emergency services, including all of the program components for the improvement of the statewide emergency medical services system. They also process complaints against ambulance services. The section has developed a statewide radio communications plan.

To obtain a license or other information, or to register a complaint, contact the Emergency Medical Services Section at the department's address.

Division of Manpower Activities, (612) 296-5393

Corrine Larson, director

The Manpower Division 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. It maintains a system for collection and dissemination of data on health manpower in the state, reviews and comments on the rules of the health-related licensing boards and coordinates Department of Health administrative services offered to the health related licensing boards. The division also licenses morticians, funeral directors and funeral establishments, registers hospital administrators, emergency medical technicians and environmental health specialists and maintains information on the federal Health Professions Student and Nursing Student Loan Program.

Rules are being formulated for the registration of chemical dependency practitioners, speech/language pathologists and audiologists, contact lens technicians, paramedics, and physicians assistants. 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, and must have worked for two years as an administrator of 50 beds or more or for 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, and must have worked for two years as an administrator of a hospital of any size, or for two years as an assistant administrator of a hospital of 25 beds or more, or for two years as a head of a duly established department in a hospital of 50 beds or more. The **Hospital Administrator Registration Advisory Council, (612) 296-5393** evaluates registration applications and meets bimonthly. For information or forms for registration, contact the advisory council at the department's address. The registration fee is \$40.00.

The division licenses all morticians, funeral directors and funeral establishments. For the licensing of cemeteries see the Department of Commerce, Securities Division. In order to obtain a mortuary science license (formerly embalmer and funeral director's license), certain requirements must be met. 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

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The division registers emergency medical technicians and environmental health specialists/sanitarions. To be registered as an emergency medical technician, an individual must complete the 81-hour basic emergency care course, pass both a written and a practical examination and submit the \$11 biennial registration fee. To be registered as an environmental health specialist/sanitarian, an individual must provide evidence of receiving at least a baccalaureate degree in environmental health or a related field, completing one year of supervised related employment, and completing the required examination. The biennial registration fee is \$30.00.

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 the continued practice of individuals in shortage areas for the purpose of loan cancellations. For information on 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.

Division of Environmental Health, (612) 296-5320

Roger L. DeRoos, Ph.D., M.P.H., 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. 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 department's **Public Water Supply Unit, (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, (612) 296-5338**, at the department's address. 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 administers the program for certifying public water supply operators. For information regarding the requirements for certification, contact the **Water and Wastewater Operator Certification Council**, (612) 296-5517. Fees for certification are:

application for examination	\$15.00
issuance of certificate	15.00
re-examination resulting from failure to pass exam	15.00
renewal of certificate (every three years)	15.00
replacement of certificate	5.00
reinstatement or reciprocity certificate	20.00

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**, (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, (612) 296-5328. Examination and license fees are:

master's bond filing fee	\$25.00
per year, concurrent with license	
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, (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	

The section publishes three quarterly newsletters: "Waterline" for water utility operators, "Catch Basin" for licensed plumbers, water conditioning installers and contractors, and "The Minnesota Groundwater Newsletter" for people in the well drilling industry. The newsletters are all free. To be placed on the mailing list contact the section at (612) 296-5517.

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 Health Department.

The annual license fees for lodging facilities are based on the following schedule (effective 1980):

number of sleeping rooms, units and/or cabins:	annual fee:
1-18	\$23.00
19-35	45.00
36-100	60.00
100 and over	75.00

The annual license fees for beverage services are based on the number of employees working in each establishment as follows:

number of employees:	annual fee:
1-4	\$21.00
5-18	36.00
19-28	54.00
29-35	75.00
36 or more	90.00
limited or temporary food service	15.00

Annual license fees for food service is also based on the number of employees working in each establishment as follows:

number of employees:	annual fee:
1-4	\$21.00
5-18	36.00
19-28	54.00
29-35	75.00
36 or more	90.00
limited or temporary food service	15.00

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, 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 Health Department.

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. The section regulates the transportation of radioactive materials in the state. For registration information contact the Radiation Control Section at the Health Department. 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 performs physical, chemical, bacteriological and radiological examinations of air, water, waste water, sludge, sediment, soil and tissue samples. The ability to make these analytical measurements is essential to the standard-setting and compliance-monitoring activity of state and federal environmental control programs. Fourteen such programs (including occupational health; health risk assessment; hotels, resorts and restaurants; water supply; and radiation control) depend on the section for laboratory support. In addition, the Minnesota Pollution Control Agency and the Minnesota Department of Transportation utilize laboratory services provided by the section.

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. The section

also inspects and issues permits to children's camps and inspects migrant labor camps and public water supplies.

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. Examples include: St. Louis Park creosote contamination, 2,4-D used in forestry management in northern Minnesota, mercury contamination of fish in northern Minnesota and effects of high voltage transmission lines.

Minnesota Office of Health Facility Complaints, (612) 296-5562

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, about 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 Department of Health. There are no forms or fees. A complaint may be resolved in a matter of days or weeks depending on its complexity. However, matters involving a potential hazard to patient/resident health or safety are acted upon immediately.

The office distributes two free brochures: one describes the office, and the other, titled "Looking for a Nursing Home," assists in nursing home placement. The office prepares an annual report for the legislature and the commissioner of health. Requests for copies may be made through the Health Education Section of the Health Department.

**Office of
Hearing
Examiners**

**Room 300-1745 University Avenue
St. Paul, Minnesota 55104
(612) 296-6910
Duane R. Harves, chief hearing examiner**

Minnesota Statutes, sections 15.0411-15.052

The Office of Hearing Examiners is an independent state agency which is responsible for conducting both rulemaking hearings (a legislative-type hearing where an

agency seeks to adopt a rule which will apply to many people) and contested case hearings (a trial-type hearing where an agency seeks to take an action in regard to specific persons). The office conducts hearings for other state agencies, with the exception of the Corrections Board, the Pardons Board, the unemployment insurance program in the Department of Economic Security, the Mediation Services Bureau, the Workers' Compensation Division of the Department of Labor and Industry and the Department of Military Affairs. The office is authorized to contract with cities, counties, school districts or other political subdivisions to conduct hearings.

The office employs 12 full-time hearing examiners who conduct hearings and ensure that all parties to a case are treated fairly. The chief hearing examiner is the administrative head of the office. Persons wishing to request a hearing must first make the request to the affected agency and the matter is then referred to the Office of Hearing Examiners.

Virtually all hearings are open to the public. The Secretary of State maintains a mailing list of persons who wish to be notified of upcoming rulemaking hearings. Notice of rulemaking hearings must also be published in the *State Register* at least 30 days prior to the hearing. Any person attending a rulemaking hearing may offer oral or written testimony that may influence the recommendation of the hearing examiner and the final decision by the agency. Inquiries about procedure can be directed to the hearing examiner assigned to the hearing.

Following the hearing, the hearing examiner prepares a report consisting of findings of fact, conclusions and a recommendation which is filed with the agency. The agency then makes a final decision after reviewing the record. The hearing examiner's report may be reviewed at the Office of Hearing Examiners or the Legislative Reference Library. A copy may be obtained from the office for the cost of reproduction. Inquiries about the date of a hearing or its current status may be directed to the office.

Higher Education Coordinating Board

400 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-3974

Clyde R. Ingle, executive director
David B. Laird, Jr., deputy director

Minnesota Statutes chapter 136A



The Higher Education Coordinating Board conducts planning for all post-high school education in Minnesota and coordinates the state's post-secondary education systems which include the University of Minnesota, the state universities, community colleges, area vocational-technical institutes, and many 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

H. James Leskee, director

The Financial Aid Division administers the following student financial aid programs for Minnesota students.

State Scholarship and Grant-in-Aid Programs

State scholarships and grants ranging from \$100 to \$1,100 are awarded 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, the University of Minnesota, community colleges, public area vocational-technical institutes, private colleges and universities, private technical schools, schools of nursing and related health professions and private vocational institutions.

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 board.

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 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 \$4.50 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.

Minnesota Student Loan Program

Under this program, eligible undergraduate students may receive loans of up to \$2,500 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. 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.

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 will be employed either in a post-secondary institution, in a non-profit, non-sectarian agency located in the state, or at the residence of a handicapped person or person over 65 years of age.

To apply for the work-study program, students should contact the institution they attend or plan to attend. Forms are obtained from the 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.

Foreign Student Assistance Program

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 at each school will give the student an estimate of the time it takes applications to be processed.

Minnesota Veteran's Dependents Student Assistance Program

The Minnesota Veterans' Dependents Student Assistance Program provides tuition-free education to dependents of prisoners of war or persons missing in action after August 1, 1958. Most Minnesota post-secondary education institutions are eligible for the program. Students must apply for assistance at the financial aid office of the school they attend. There are no forms or fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

Minnesota-Wisconsin Reciprocity Program

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.

Minnesota-North Dakota Reciprocity Program

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 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.

Minnesota-South Dakota Reciprocity Program

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.

Part Time Grant Program

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.

Nursing Student Grants

A program of grants for nursing students provides grants that 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 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.

AVTI Tuition Subsidies

A program of tuition subsidies is offered to Minnesota residents attending public area vocational-technical institutes. Any Minnesota resident 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 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.

Minnesota Medical and Osteopathy Loan Program

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.

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

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education regional centers in Rochester, Wadena and the Iron Range, and 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 the nearest coordinator in your region from the following list:

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
A102 Rochester Community College
Rochester, Minnesota 55901
(507) 285-0304

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. There are no fees for this service.

Minnesota Inter-Library Telecommunications Exchange (MINITEX)

The Minnesota Inter-Library Telecommunications Exchange (MINITEX) program makes most of the state's library resources available to the public. 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, Mn. 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.

Private College Contract Program

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.

Private Institutions Registration Program

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.

Community Service and Continuing Education Program

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.

Undergraduate Instructional Equipment Program

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.

Academic Facilities Program

The Federal Academic Facilities Program awards federal funds 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.

Optometry and Osteopathy Contracting Program

The board administers a program of optometry and osteopathy contracting. It contracts with schools located outside the state to assure that a limited number of seats will be available to Minnesota residents seeking to pursue professional studies leading to degrees in these fields. The program does not provide direct financial assistance to students. While the program guarantees admission to a limited number of seats, the student still is obligated to pay tuition and fees charged by the school.

Any Minnesota resident who is accepted into an optometry or osteopathy program at any of the schools with which the state has signed a contract is eligible to apply for one of the spaces. Applicants must agree to practice optometry or osteopathy in Minnesota for a period of not less than three years. The board reviews the list of applicants and submits to each contracted institution a list of those students eligible to occupy contract seats. The schools then select and match candidates with seats available during the regular admissions process. Students interested in applying for a contract seat may obtain information and applications from the coordinating board.

Matching Grants Program

The coordinating board administers a program of matching grants to colleges and universities in Minnesota that receive grants under the small business management

assistance program of the federal Small Business Administration. For more information on the program, contact the board.

Policy Planning and Research Division, (612) 296-9679

Robert Rustad, director

The Policy Planning and Research Division conducts long-range planning for Minnesota post-secondary education. It identifies issues, analyzes and evaluates alternative policies, and develops recommendations for state policy. The division collects and studies information about the financial conditions of post-secondary education and the financing of post-secondary education. It analyzes budget requests and appropriations for the University of Minnesota, the State University System, the State Community College System, and the state's public area vocational-technical institutes.

The division also collects and analyzes information on post-secondary education enrollments in the state and 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 \$3.25 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 study 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.

Southwest and West Central Consortium, (507) 537-6226

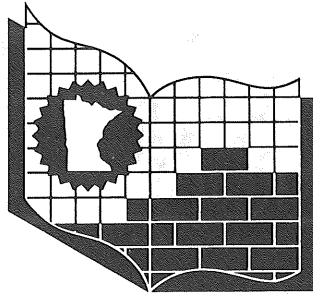
Doug Easterling, coordinator

The purpose of the consortium is to improve the efficiency and effectiveness of post-secondary education in southwestern Minnesota through increased cooperation among schools and planning in the region. It covers the area served by Southwest State University, University of Minnesota at Morris, the community colleges at Willmar and Worthington and the area vocational-technical institutes at Canby, Granite Falls, Jackson, Pipestone and Willmar. The consortium operates with an eight-member governing board and an advisory committee. The Higher Education Coordinating Board provides the personnel and acts as fiscal agent.

Persons interested in post-secondary education in the southwest region can contact the consortium by phoning or mailing a letter to the coordinator at 16161 Science & Math Building, Southwest State University, Marshall, Minnesota 56258.

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

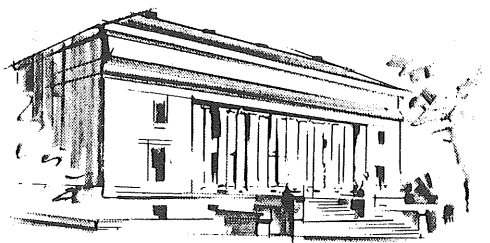


Minnesota Statutes 1974, Sections 136A.25 to 136A.42

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 the 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
- 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

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- 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.-7p.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

The Oliver H. Kelly Farm will be closed for restoration during 1980.

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 campus
St. Paul, Minnesota 55108
(612) 373-1031
Glenn H. Ray, executive secretary

Minnesota Statutes, chapter 37.03; Laws of Minnesota 1976, chapter III, Section 3, Subdivision 1(a).

The Minnesota State Horticultural Society was founded in 1866 by pioneer leaders in Minnesota dedicated to developing the art and science of horticulture in the severe, and hitherto unfamiliar, northern climate. It was their conviction that horticulture was "vital to the prosperity of the state, and the welfare of the people." The society's principal objective is "to collect, condense, and collate information relative to all varieties of fruits, flowers, and other horticultural productions, and dispense the same among the people." The society's membership is open to any interested person.

The society publishes the *Horticulturist* nine times a year. First published in 1873, this journal carries articles written by experienced amateur gardeners as well as university and other professional horticulturists, with emphasis on information specifically for the northern gardener. The *Horticulturist* is free to members, yet is sold to the general public for \$1.00 per copy.

A library of more than 2,000 volumes is maintained by the society in its offices and is open to the public. Only members may borrow books and they may do so via the mail. A library of 2" by 2" slides is also maintained for loan to members only.

An annual statewide public meeting featuring workshops and informational sessions is conducted by the society. Through its district and local organizations, the society conducts similar educational sessions in all sections of the state. The society also sponsors an annual plant show at the Minnesota State Fair.

The horticultural society assists local garden clubs with organization and program planning, supports public gardens and other civic landscaping projects, assists in the establishment of long term horticultural programs or institutions such as the Minnesota Landscape Arboretum and the University of Minnesota Horticultural Research Center, and provides speakers and other program material for community organizations. The cost for a speaker varies with the group and the distance the speaker must travel.

Minnesotans who make notable contributions to state horticulture are honored through the society's annual awards. The society also sponsors the Minnesota Heritage Tree Program which identifies Minnesota trees of outstanding size and/or historical significance. The horticultural society instructs and certifies judges for horticultural shows, and provides information on rules for horticultural exhibition.

To obtain these services, more information, or to join the society contact the society. Membership fees are \$7.50 a year, or \$6.00 a year for a member of an affiliated organization. A life membership is \$150. A family membership is \$10.00 a year. A special contributing membership is any donation beyond the membership fee.



**Minnesota
Housing
Finance
Agency**

333 Sibley Street
Suite 200, Nalpak Building
St. Paul, Minnesota 55101
(612) 296-7608
James J. Solem, executive director
Don Wyszynski, deputy director

Minnesota Statutes, chapter 462A

The Minnesota Housing Finance Agency (MHFA) was created by the state legislature in 1971 for the purpose of providing “. . . sanitary, decent and safe residential dwellings at prices or rentals which persons and families of low and moderate income can afford.” MHFA has developed a variety of housing assistance programs for low and moderate income residents of Minnesota, which are funded primarily through the sale of tax-exempt bonds. The nature of those bonds enables MHFA to make below market interest rate loans to qualifying applicants for the construction, rehabilitation and/or mortgage financing of single and multifamily housing. The Minnesota State Legislature provides the other basic source of funding for MHFA programs. Appropriations have been made for a number of purposes, including: the maintenance and improvement of Minnesota’s existing homes; the increase of homeownership opportunities for low income people; the development of new techniques in housing design and construction; the promotion of energy conservation; and enhancement of the ability of Indians, handicapped people and large families to meet their housing needs.

A financially self-supporting state agency, MHFA maintains the ability to repay its bond holders from the revenues generated by its finance operations.

Home Improvement Programs, (612) 296-9807

Mary Tingerthal, manager

The Home Improvement Grant and Home Improvement Loan Programs are designed to assist low and moderate income homeowners in the rehabilitation of existing homes.

Home Improvement Grant Program, (612) 296-9807

Kathy Anderson, supervisor

The Home Improvement Grant Program makes up to \$5,000 available to a qualifying applicant, for the purpose of making basic repairs to an existing home. To be eligible for a home improvement grant, an applicant must: 1) own and occupy the property, of no more than two units, to be improved; 2) have an annual adjusted gross

income of \$5,000 or less; and 3) have assets, excluding the value of the house to be improved, of no more than \$25,000. All grants are subject to a repayment provision if the improved property is sold, transferred or otherwise conveyed within seven years of the grant date. The amount of repayment depends on when, during that seven year period, the transfer takes place.

MHFA contracts with community action agencies, public housing authorities and other public agencies for the processing of grant applications. Contact the agency for a list of processing agencies, to which grant application is made, or for further information on the program.

Home Improvement Loan Program, (612) 296-7615

Jim Cegla, supervisor

The Home Improvement Loan Program provides reduced interest rate loans to assist low and moderate income homeowners in the rehabilitation of their homes. The program offers interest rates from one to eight percent, depending on the applicant's annual adjusted gross family income, which cannot exceed \$16,000. The maximum loan amount on a single family dwelling is \$15,000 for a term of not more than 15 years. Improvements may be made on homes with up to six dwelling units.

Energy conservation improvements and other permanent improvements that encourage the stabilization and upgrading of existing homes and neighborhoods generally qualify under the program. Acceptable improvements include additions, interior remodeling, exterior work, plumbing, heating and electrical improvements.

The MHFA contracts with financial institutions and public housing agencies for the origination and processing of loans. Application for an MHFA loan should be made directly to one of these participating lenders. Please contact your local lender or the MHFA, at the above address, for further information on the program.

Accessibility Improvement Program, (612) 296-9807

Mary Tingerthal, manager

The Accessibility Improvement Program will make up to \$10,000 in grant assistance available to a qualifying applicant, for the purpose of making improvements to an existing house, which would increase the accessibility of that house to a handicapped individual. Grants may also be combined with home improvement loans up to a maximum total amount of \$15,000 for accessibility improvements. In order to participate in this program, an applicant's annual adjusted gross income may not exceed \$16,000, however, both household income and outstanding indebtedness will be considered in determining eligibility.

Funds will be available statewide for this program in the spring of 1980. MHFA will contract with several local agencies for the processing of accessibility applications. Contact the MHFA at its above address after March 1, 1980, for a list of processing agencies or for further information on the program.

Home Mortgage Program, (612) 296-7613

Alan L. Hans, acting director

The Home Mortgage Program is intended to provide financing to low and moderate income residents of Minnesota for the construction or purchase of housing at below market interest rates. Applicant eligibility is based upon annual adjusted gross family

income, and the applicant must establish the fact he or she is a reasonable credit risk, with financial ability to repay the loan. Maximum annual adjusted gross income for eligibility under this program is \$19,000 in the Twin Cities area and \$17,500 outside the Twin Cities area.

Private financial institutions contract with the agency for the processing of mortgage loans, which may be made for owner-occupied property of up to four dwelling units. Maximum purchase price for both new and existing homes is set by program guidelines.

For people to whom a reduced interest rate mortgage still does not make homeownership possible, the state legislature created a Homeownership Assistance Fund (HAF). Assistance is in the form of a separate, no-interest "piggyback" loan, secured by a second mortgage on the property. This permits lower mortgage payments in the early years of homeownership and larger payments in later years, when real increases in income make increased payments affordable. HAF money is also available in the form of downpayment assistance of up to \$1,000.

To be eligible for a HAF loan, an applicant must be approved for a mortgage under MHFA's Home Mortgage Program. Eligibility for monthly HAF assistance is limited to applicants with annual adjusted gross incomes of \$13,000 or less. For more information contact MHFA Home Mortgage staff at the address listed above.

Indian Housing Programs, (612) 296-3789

Ramona Jones, Indian/rural housing specialist

Through contractual arrangement with MHFA, three major tribal organizations — the Minnesota Chippewa Tribe, the Red Lake Band of Chippewas, and the Minnesota Sioux Tribe — have established low-interest housing loan programs to serve Indians both on and off the reservation. Financing is available for the construction, purchase, and/or rehabilitation of single and multi-unit dwellings. Funds appropriated by the state legislature are committed on a revolving loan basis, which provides for the reinvestment of monies for the on-going operation of programs. Mortgage and rehabilitation loans are provided at the same terms and using the same eligibility criteria as those established by regular program guidelines (see Home Mortgage Program and Home Improvement Loan Program entries). Interest rates are determined by tribal organizations, subject to MHFA approval, and have generally been between 3-½ and 5 percent. Loan application should be made to the tribal organization, which makes initial determination of eligibility.

An annual allocation of home improvement grant funds is made to Indian reservations throughout the state, under the Home Improvement Grant Program. In addition to that, a 1979–1980 legislative appropriation provides \$250,000 in home improvement grant funds for the four Sioux communities of Prairie Island, Shakopee, Lower Sioux (Morton) and Upper Sioux (Granite Falls). Grants under this set-aside will be made according to MHFA Home Improvement Grant Program guidelines.

Funds have been appropriated by the state legislature for urban Indian housing programs which would serve Indians in Minneapolis, St. Paul, the seven county metropolitan area, and the cities of Duluth and Rochester. The programs, which must demonstrate innovative methods of providing housing for urban Indians, may involve the construction, purchase, or rehabilitation of housing. The Minneapolis Housing and Redevelopment Authority and Little Earth of United Tribes have contracted with MHFA to deliver an Urban Indian Housing Program in Minneapolis, funded by 1978–1979 appropriations. Housing programs to serve urban Indians in other areas will be implemented, pending proposal development. Organizations or agencies in-

terested in developing a proposal for the delivery of an urban Indian housing program in any of those designated areas should contact MHFA staff at the above listed address.

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 multifamily 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. 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.

Apartment Development Program, (612) 296-7620

Marvin J. Tero, director

Under the MHFA Apartment Development Program, mortgage loans are made for the construction or substantial rehabilitation of multifamily housing intended primarily for low and moderate income renters. There are tenant income limits and rent limits for most of the units in MHFA-financed apartment developments, which are eligible to receive federal rent subsidy. Under the Section 8 Housing Assistance Payments 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 total rent of a unit.

Interim and permanent mortgage financing may be made available to eligible housing sponsors, either limited dividend or nonprofit. A limited dividend sponsor may be in the form of a general or limited partnership, corporation, joint venture or trust. The sponsor and members of the development team should have sufficient experience to assure MHFA of the successful completion and operation of the development.

Application for residency in an MHFA-financed apartment development must be made to the apartment management agent. For more information concerning the location of MHFA-financed developments, or to initiate the development application process, contact MHFA Apartment Development staff at the agency. Sponsors must complete a preliminary application indicating the proposed site and outlining the development concept and local market information.

Developmentally Disabled Program, (612) 296-9953

Kathryn Beebe, coordinator

The Developmentally Disabled Program provides permanent mortgage financing for community-based, non-institutional residences housing a maximum of 16 developmentally disabled individuals. Eligible residents are mentally and/or physically developmentally disabled adults who are ambulatory or mobile and who are eligible for Life

Safety Certification through Minnesota's Department of Public Welfare. Non-profit sponsors are eligible for up to 100% permanent mortgage financing. To obtain additional information concerning this program or to initiate the mortgage application process, contact MHFA staff.

Fair Housing and Equal Opportunity, (612) 296-5602

Charles Williams, director

The Fair Housing and Equal Opportunity Division is involved in all MHFA operations, both external and internal, to assure that all low-income, moderate-income and protected class persons have access to agency programs and projects. Staff work in the following areas:

Affirmative Action

- Contract compliance — monitoring of all developments under construction to assure equal employment opportunity.
- Recruiting — maintaining special outreach programs to inform protected class persons of job opportunities within the agency and those created by companies which do business with the agency.
- Community liaison with special interest groups — serving as agency's handicapped coordinator, maintaining resource bank of protected class groups, conducting training and information sessions for agency programs.

Affirmative Fair Housing Marketing

- Multifamily developments — approving and monitoring all fair housing plans.
- Single family housing — preparing and implementing Affirmative Marketing Plan.
- Providing liaison between MHFA and housing-oriented groups.

Research and Information, (612) 296-7608

Riva Lee, director

The Research and Information Division assists MHFA staff in several areas: 1) the development of policies and programs; 2) the formulation of systems for allocating MHFA resources; 3) the monitoring and evaluation of MHFA performance in meeting identifiable housing needs throughout the state; and 4) the development and maintenance of ongoing program information systems. The division conducts research on various housing issues and prepares agency publications, which are generally available free of charge. For more information contact MHFA staff.

Finance and Accounting, (612) 296-7611

Alan L. Hans, director

This division provides financial data to the agency's management for internal decision making purposes, and to the investment community in conjunction with the agency's bond sales.

Legal Services, (612) 296-9793

Karl Herman, chief counsel

This division provides legal services to the other divisions of the agency in the implementation of programs, and to the agency's board of directors.

**Department
of
Human Rights**

240 Bremer Arcade Building
St. Paul, Minnesota 55101
(612) 296-5663

or

206 West 4th Street, Room 25
Duluth, Minnesota 55805
(218) 723-4616

Marilyn E. McClure, commissioner

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 St. Paul and the other in Duluth.

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 Bureau, (612) 296-5663

Judith B. Langevin, assistant commissioner for enforcement

The Enforcement Bureau 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.

Case Processing Division, (612) 296-5663

The Case Processing 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. Case processing units also attempt conciliation and meritorious charges and expedite voluntary pre-determination settlements.

Litigation Unit, (612) 296-9059

When departmental efforts to conciliate a complaint fail, the complaint is handled by the Litigation Unit, which is staffed by special assistant attorney general personnel. 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 Unit, (612) 296-5663

The Compliance Unit issues certificates of compliance to businesses that operate in accordance with fair employment laws and 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**

Curman Gaines, deputy commissioner

The Planning, Information, and Administrative Services Program includes personnel, 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 of no probable cause, is also an administrative procedure.

Administrative Services, (612) 296-5666

Annette Calloway

Administrative Services includes office management, personnel management and training and accounting functions.

Planning Division, (612) 296-5674

Barbara S. McCarty

The Planning Division provides planning, program development, research and evaluation services for the department as such services apply to: research topics assigned by management, public information, the management information system (computerized case tracking system), educational programs and projects, community and constituent relations, and policy analysis. 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 Rules and Regulations* and the *Minnesota Human Rights Act*, are available for \$1.75 each from the Department of Administration's Documents Section located at 117 University Avenue, St. Paul, Mn. 55155 (612) 296-2874. Other publications are distributed free of charge.

Minnesota Humane Society

(Society for the Prevention of Cruelty)
500 Rice Street
St. Paul, Minnesota 55155
(612) 296-3613
Ruth Deschene, executive director
W. D. Ramsey, chief investigator

Minnesota Statutes, 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. Board members are appointed by the Governor.

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 society. 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 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, sheriffs' 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 area. For applications or requests for training, contact the society. All letters of application should include three references from non-relatives and a resume. Registration fee varies. 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. 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 society issues "Winter Thoughts" and "Summer Thoughts" on animal care which serves as a 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 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	\$5.00 per year
Children	.50 per year
Lifetime	\$100.00

Indian Affairs Intertribal Board

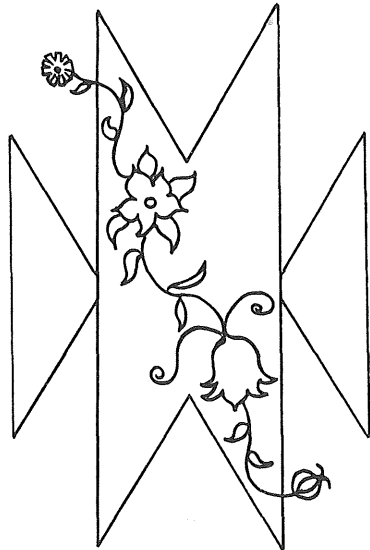
N 360 Griggs-Midway Bldg.
1821 University Avenue
St. Paul, Minnesota 55104
(612) 296-3611

or

State Government Service Center
1705 West Highway #2
Bemidji, Minnesota 56601
(218) 755-3825
Donald G. Gurnoe, Jr., executive director

Minnesota Statutes, section 3.922

The logo for the Indian Affairs Intertribal Board is made up of two parts. The geometric figure is the Dakota butterfly symbol of eternal life, and the woodland flowers are associated with the Ojibwa culture, used commonly on Ojibwa beadwork, leatherwork and basket designs.



The Indian Affairs Intertribal Board, created by the state legislature in 1963, is composed of the chairmen of the tribal governments of the 11 reservations in Minnesota plus two at-large members elected by the Indians who live in Minnesota but are enrolled in tribes with reservation bases outside the state borders. An Urban Advisory Council, consisting of five Indian residents of Minneapolis, St. Paul and Duluth, advises the board on the unique problems and concerns of Indians living in the major urban areas. Seven staff members operate the board's offices in St. Paul and Bemidji.

The board advises the legislature and state agencies on the nature of tribal governments, the relationship of tribal governments to the Indian people of Minnesota, and on other Indian affairs issues. Board responsibilities include assistance in resolving concerns of both the urban and reservation Indian communities. These include employment, health, education, welfare, corrections, law, housing, energy and discrimination. Although the board has no enforcement powers, it will conduct investigations.

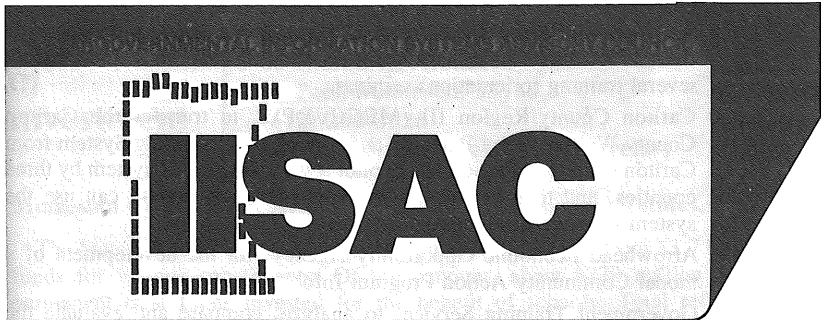
The staff assists with the development and introduction of legislation affecting the statewide Indian community, conducts workshops in Indian communities about the legislative process, advises Indian communities about state and federal legislation

which may affect them, and provides advocacy services on behalf of tribal governments and their constituents. The staff also provides technical assistance to reservations regarding the Community Development Block Program, assists state agencies in the allocation and disbursement of monies for energy related needs (i.e. weatherization, emergency fuel assistance, etc.), and helps organize community meetings and/or workshops to provide information or to solicit opinion regarding employment, housing and other issues at the request of the board or the Urban Advisory Council.

Information packets on Indians in Minnesota are provided to students by the board including a map showing location of the seven Chippewa and four Sioux reservations, a brief history of the Sioux and Chippewa and a description of each reservation, a description of early Ojibwa culture, data regarding population, economic levels, etc., of the reservations and a current events summary. This information is provided free of charge to written, phone or in-person requests. The board also publishes an annual report for the legislature, other governmental bodies, organizations and agencies. Contact the board for free copies. The board will refer unanswered questions to the appropriate resources.

Intertribal board meetings and Urban Indian Advisory Council meetings are arranged and facilitated by the staff which also maintains job opportunity files listing openings in public and private sectors. The board participates in the Governor's Internship Program in which metropolitan area college students receive a work experience dealing with critical Indian issues at a state level.

For information or aid, contact the Indian Affairs Intertribal Board at either of its addresses above. There are no forms or fees for these services. Clients may walk in any time during office hours (8:00 a.m.—4:30 p.m.). All requests are handled as soon as possible.



Intergovernmental Information Systems Advisory Council

**305 Hanover Building
480 Cedar Street
St. Paul, Minnesota 55101
(612) 297-2172
Roger I. Sell, executive director**

Minnesota Statutes, sections 16.911

The IISAC is composed of 25 members appointed by the Governor to four-year terms. These members represent both the local government environment (cities, coun-

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ties, regions, school districts) and the state agencies of administration, auditor's office, education, legislative auditor and revenue. The council works to promote the effective use of automated (computer assisted) information systems. Such systems, properly developed, installed and maintained, contribute to sound internal management, more informed decision making, improved information flow within the local jurisdiction and between the jurisdiction and state and federal governments.

The council awards grants to local governments whose grant requests contribute to cost/effective automation and meet the criteria of the council's rules. The council provides educational and training opportunities to local government units in the process of automation to keep officials informed of the state of the art of automation. It also acts as an information resource to local governments contemplating automation and finally assists the commissioner of the Department of Administration in the development of guidelines for the improved use of computers by local governments.

The Council operates through one standing committee, the executive committee, and subcommittees as they are needed. The executive committee provides counsel in current operational processes by reviewing budgets, addressing immediate management prerogatives and other normal administrative functions. Typical supporting subcommittees include those of human resources, data security and privacy, fiscal data and land records. These subcommittees serve the council, when needed, by reviewing relevant grant applications from local governments, developing standards for data processing, drafting rules and regulations on data security and privacy, and providing the necessary coordinating and technical support for authorized projects.

The council and its committees provide no services directly to the public. The following is a partial list of grants awarded during fiscal year 1979 by the council:

-
- \$11,490 Government Training Service, to determine the level of need for education in the area of automation, to establish the educational materials required to satisfy the existing need(s), and to conduct three seminars in outstate locations.
 - \$87,400 Association of Minnesota Counties, to develop a standard county-wide chart of accounts, procedure manuals, training materials, and conduct several training (orientation) seminars.
 - \$52,800 Carlton County/Region III (MECC)/DPW, to transfer the Carlton County Welfare Grant Payment and Financial Accounting System from Carlton County to Region III, to pilot test the Region III system by three counties, and to purchase a system whereby any county can use the system software at no cost.
 - \$43,954 Arrowhead Economic Opportunity Agency, for the development of a model Community Action Program Information System.
 - \$64,500 Government Training Service, to analyze, compare and evaluate the various automation approaches taken by Minnesota local governments for the purposes of upgrading the educational seminars with objective information relevant to the Minnesota experience, and to provide IISAC with a better understanding of future grant priorities.
-

Contact the Intergovernmental Information Systems Advisory Council for more information on automation development, grants and information systems.

Interstate Cooperation Commission

2nd Floor Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155
(612) 296-3862
James J. Hiniker, Jr., secretary-treasurer

Minnesota Statutes 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: the adoption of compacts, the enactment of uniform and reciprocal statutes, the adoption of uniform or reciprocal administrative rules and regulations, the informal cooperation of governmental offices with one another, the personal cooperation of governmental officials and employees with one another, individually, the interchange and clearance of research and information and any other suitable process.

State Board of Investment

Room 105 MEA Building
55 Sherburne Avenue
St. Paul, Minnesota 55155
(612) 296-3328
Jonathan P. White, executive secretary

Minnesota Constitution, Article XI, section 8; Minnesota Statutes, chapter 11

The State Board of Investment, created in 1960, manages about \$3.7 billion in state funds for various constituents. Of this amount, about \$270 million represent the permanent trust funds invested for the benefit of schools. Total retirement funds amount to nearly \$2.55 billion. Many other individual accounts, including the Invested Treasurer's Cash Fund, three constitutionally dedicated transportation funds, the proceeds from various bond sales, and numerous endowments, welfare and departmental accounts comprise the remaining \$900 million. The board handles 94 accounts, some amounting to many hundreds of millions of dollars, and others representing small bequests by individuals for educational or welfare institutions.

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.

The board provides no services directly to the public, but publishes an annual report

each fall. To obtain a copy write to the board at its address above. A limited number of copies are available.

The board consists of the Governor, State Auditor, State Treasurer, Secretary of State and Attorney General. In 1961 an Advisory Committee was formed to assist the board. The legislature established a new Advisory Council in 1977 made up of eleven voting members: the Commissioner of Finance and ten members named by the State Board of Investment. Three ex-officio non-voting members, executives of the three major retirement associations whose pension funds are invested by the board, also serve on the Advisory Council.

The accounts supervised by the State Board of Investment are divided into several groups, each governed by individual statutes and managed under different policies. The fund grouping, together with their approximate book valuations as of May 31, 1979 are as follows:

Invested Treasurer's Fund	\$ 437 million
Transportation Funds	\$ 296 million
Miscellaneous Welfare, Departmental and Temporary Funds	\$ 167 million
Minnesota Adjustable Fixed Benefit Fund	\$ 905 million
Basic Retirement Funds	\$1,491 million
Supplemental Retirement Fund	\$ 97 million
Minnesota Variable Annuity Fund	\$ 60 million
Trust Funds	\$ 266 million



highway 53 south - p.o. box 678 eveleth, minnesota 55734 (218)749-8260

Patrick J. McGauley, 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

David Akerson, deputy commissioner

The 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

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

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

Donald Grubich, division supervisor

The 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

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

Ralph Potami, director

The section will assist local governmental units and private individuals in the removal of dilapidated, abandoned, unwanted and hazardous structures. All requests for assistance must be directed through the local units of governments in which the building is located. Release forms are available at the coordinating agencies of these governments and is mandatory before demolition can begin. This service is provided at no direct cost to the property owners. A waiting list is used and crews are dispatched when the program reaches a given geographic area. Waiting time varies from one day to several months, depending on when crews can reach the area.

Land Ownership Map Section

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

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.

Public Information Division

Richard A. Nordvold, director

The division conducts an on-going program of media and public relations concerning the activities of the board and its divisions, administers the Anchor Lake Tourist Information Center near Eveleth, and coordinates the College Internship Training Program for the agency.

Information Office Section

The section produces news releases for general media distribution, conducts a speakers bureau for public use, administers an extensive program of advertising and promotion for the Iron Range Interpretive Center and the board and is responsible for the production of all publications issued by the agency.

The *Resource* is the agency's quarterly newsletter. Published in July, October, January and April, the *Resource* features articles of interest on the operation of the agency. It is distributed free of charge to governmental units, colleges and universities, libraries, government officials and the general public.

The *Underground Gazette* is a public relations tool for the Iron Range Interpretive Center, Chisholm, Minnesota. Published four times each year, the *Underground Gazette* contains light-hearted articles concerning the programs and operation of the center. It is distributed free of charge to season ticket members of the center, area resort/hotel/motel and restaurant associations and the general public.

The *Biennial Report* is published and submitted to the legislature by November 15th of every even calendar year. It contains the division reports of the activities of the agency during the biennium and also a complete financial report. It is distributed free of charge to the legislature, governmental agencies, local units of government, libraries and the general public.

To be included on the mailing list for any of the above publications, submit your name and address to the Iron Range Resources and Rehabilitation Board's Public Information Division.

Anchor Lake Tourist Information Center Section

Margaret Larson and Virginia Irwin, travel information counselors

The center, located on Highway 53 is operated in conjunction with a traveler's rest area operated by the Minnesota Department of Transportation. The information center assists the motoring public with tourist information, itinerary planning, highway information, travel brochures, hotel/motel/resort association materials and conducts a program of tourism promotion for northeastern Minnesota. The rest area is open 24 hours a day, seven days a week. The Tourist Information Center is open every day except Thanksgiving Day, Christmas Day and New Year's Day. Hours of operation: October through the Friday before Memorial Day 9:00 a.m. to 5:00 p.m.; the Friday before Memorial Day through Labor Day 7:00 a.m. to 10:00 p.m.; and the day after Labor Day through September 30th 8:00 a.m. to 8:00 p.m.

College Internship Training Program

This program makes available internship training positions within the agency's divisions. Interns are assigned to and report to the division supervisor and are given responsibility in their areas of specialization. The intern receives no financial remuneration. College credit is available through cooperating colleges and universities. Internship positions in public information, park and recreation, tourism, natural resource management, history, geology, public information, accounting and library science are available.

Iron Range Interpretative Program Division

Marvin Lamppa, director

The division is involved in the development of an overall program of historical interpretation for the iron regions of northeastern Minnesota.

Iron Range Research Library Section

This facility provides archival storage for historical documents, publications relating to Iron Range history, government records, industry papers, personal papers of prominent Iron Range figures, research materials, oral histories and historical photographs. Conference rooms, reading rooms and listening rooms are available for bona-fide students of history for research purposes. The research library is located at the Iron Range Interpretative Center near Chisholm.

Iron Range Trail Section

The section administers a program of historical points of interest, industrial archaeology sites, recreation areas along the Iron Range highway system. Brochures of points of interest are available by contacting the Iron Range Trail Section.

Iron Range Interpretative Center Division, (218) 254-3323

Robert T. Scott, director

The center is a facility open to the public that interprets the dynamic story of the history and heritage of the people and industry of northeastern Minnesota. The center features 34 exhibits, a Hall of Geology, an Ethnic Arts and Craft Center and an Oral

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History Library. Self-guided tours are available year around. The center encourages use of the facilities for seminars and conferences. The complex includes facilities for picnics, ample parking, a nature trail and scenic beauty. The center is open daily: summer hours 9:00 a.m.-9:00 p.m. (May 15-October 15) winters hours 10:00 a.m.-6:00 p.m. Admission is \$1.00 for adults and 25¢ for students and children 17 and under. For further information or to arrange group tours, contact the Iron Range Interpretative Center, P.O. Box 392, Chisholm, Mn. 55719.

Taconite Area Environmental Protection Fund Division

The division administers an extensive grants program for water, sewer, recreational and other public works programs and operates a program of mineland reclamation.

Water, Sewer, Recreational and Other Public Works Grant Section

Michael Gentile, grants analyst

This section administers grants to Iron Range communities, screens applications for submission to the Iron Range Resources and Rehabilitation Board, the Legislative Advisory Commissioner and the Governor for approval. For further information, guidelines and program specifications contact the Grants Section.

Mineland Reclamation Section

Marvin Lamppa, director

The section administers a program of reclamation of inactive and abandoned state owned minelands. The program provides no direct assistance to the public.

Department of Labor and Industry

5th Floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-6107
Harry D. Peterson, commissioner



Minnesota Statutes, chapters 175-178, 181-184 & 326.01-326.53

The Department of Labor and Industry is primarily a regulatory agency for the protection of rights of working people in Minnesota. It provides advisory services to employers and the general public. The department seeks to preserve the human and material resources of the state by providing safe and healthful working environments, assuring payment of legal compensation for work performed, administering apprenticeship programs and providing care and benefits for individuals suffering from occupational injuries and diseases. The department also provides general protection to the public by licensing and inspecting establishments operating with high pressure boilers and steam equipment.

General Support Division, (612) 296-6444

Gene R. Larson, administrator

The division provides the administrative and accounting services of the department. This office provides no services directly to the public.

Occupational Safety and Health Division, (612) 296-6529

R. Bruce Swanson, deputy commissioner

The division enforces state laws that guarantee a safe and healthful workplace. The legislative purpose of the Minnesota Occupational Safety and Health Act (OSHA) of 1973 is "to assure so far as possible every working man and woman in the State of Minnesota safe and healthful working conditions, and to preserve our human resources."

Compliance Unit, (612) 296-2116

Ivan W. Russell, director

All places of employment are subject to inspection to ascertain compliance with the published Minnesota occupational safety and health standards. Any employee may file a complaint with Minnesota OSH requesting a compliance inspection of his/her employer's workplace. 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 due to filing a complaint about unsafe conditions. The department acts within one to two weeks after receiving a complaint. An employee can write, call or pick up forms in person at any OSH office. If violations are found, a citation will be issued and a mandatory abatement date will be specified. A monetary penalty may also be issued against the employer.

Compliance offices are located at:

444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2116

70½ East Fourth Street
Winona, Minnesota 55987
(507) 457-2958

415 Washington Avenue N.E.
Brainerd, Minnesota 56401
(218) 828-2455

200 S.W. Fourth Street
Willmar, Minnesota 56201
(612) 235-4080

801 First Federal Savings Bldg.
Duluth, Minnesota 55802
(218) 723-4678

Training, Education, Consultation Unit (TEC), (612) 296-2973

B. R. Bracht, supervisor

The TEC Unit provides free consultation service to assist public and private employers in voluntary compliance with OSH law and standards. No citations or penalties are issued by the TEC Unit. To request an on-site consultation, contact the TEC Unit/OSH Division at the department.

Research and Statistics Division, (612) 296-4893

Art G. Gasche, supervisor

This unit compiles data regarding occupational injury and illness for the Federal Bureau of Labor Statistics. This office provides no services directly to the public.

Occupational Safety and Health Advisory Council, (612) 296-6529

This twelve-member council appointed by the Governor represents the statewide community and advises the Department of Labor and Industry on matters relating to occupational safety and health. No services are provided directly to the public.

Occupational Safety and Health Review Board, (612) 296-8946

This three-member body appointed by the Governor reviews contested citations and monetary penalties issued under the Occupational Safety and Health Act of 1973 and all final orders of the commissioner. Any employer, employee or representative of employee who wishes to contest an OSH citation may do so by notifying the Commissioner of the Department of Labor and Industry within 15 working days of the receipt of the citation. The board may affirm, modify or revoke a citation, penalty or contested order. To file a review of a case contact the OSH Review Board.

Copies of the rules of the Office of Hearing Examiners cost \$1.55 and the Rules of Procedure for Practice before the Governor's Occupational Safety and Health Review Board cost \$5.00 and both may be obtained from the Documents Section, Department of Administration, 117 University Avenue, St. Paul, Mn. 55155.

Workers' Compensation Division, (612) 296-6107

Raymond Adel, assistant commissioner

The 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 he or she has a claims problem may call, write or visit any of the following Workers' Compensation Division offices:

620 Board of Trade Building
Duluth, Minnesota 55802
(218) 723-4670

310 Fourth Avenue So.
Minneapolis, Minnesota 55415
(612) 341-7240

444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-6107

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.

Workers' Compensation Advisory Council, (612) 296-6490

The council 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. Its findings also list the 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 court 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.

Appeals can be made within 30 days after a compensation judge rules on a claim. An appeal form must be completed and accompanied by two copies of a notarized affidavit of service by mail. The court of appeals provides free notary service for court use only. There is also a \$10 fee which goes toward payment of a copy of the transcript of the original hearing before the compensation judge. Persons who have questions regarding appeals should contact: Workers' Compensation Court of Appeals, M.E.A. Building, 55 Sherburne Avenue, St. Paul, Mn. 55155.

Labor Standards Division, (612) 296-2125

Kurt Pinke, director

The division advises and enforces compliance of state laws relating to minimum wage, overtime, child labor, wage claims, handicapped workers, fee employment agencies and illegal use of lie detectors by employers. Persons wishing to make complaints or needing information in any of these areas may write or visit the Labor Standards Division at the department's address or call either of the following numbers:

Fee Employment questions:	(612) 296-2125
Labor Standards questions:	(612) 296-2282

The Labor Standards Division, as a public service, addresses groups to instruct and explain the provisions of the laws relating to the division's activities. There are no fees for any of the services provided to the public. There is a specific form for each area available from the division. A complaint may be answered in a few hours or it may take over a year.

Employment Agency Advisory Council, (612) 296-2125

The council advises the Department of Labor and Industry on Minn. Stat. § 184.21 to 184.40 and gives advice on matters relating to employment agencies or employment counselor' licensing. They provide no services directly to the public.

Prevailing Wage Division, (612) 296-6452

Leo Young, director

The division sets wage rates for all classes of laborers and mechanics on state-funded projects so they are comparable to similar wages paid throughout the area.

Two separate wage determinations are made after a county-by-county survey. One wage determination is for highway-heavy construction and the other is for building work construction wage determinations. Anyone performing highway or building work

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in a county where state-funding is being used must pay the rates for each classification as determined.

Copies of the wage rates may be obtained by contacting the 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 division advises inquiring parties, employee and employer, of their rights and duties under the Minnesota Mandatory Retirement Law of 1978 (amended 1979) and their rights and duties under applicable law governing retirement or other benefits.

Employees denied employment after age 65 may request information of law and conciliation with employers. No fee is charged. Complaints must be filed within 180 days of discrimination.

Employees whose pensions or other benefits have been terminated, denied or reduced should contact the Pension Protection Division for information on possible coverage under the Minnesota Private Benefits Protection Act. 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.

Voluntary Apprenticeship Division, (612) 296-2371

Robert Wickland, acting director

The division is the official registration agency for apprenticeship and on-the-job training programs in the State of Minnesota and is also the recognized approval agency for federal purposes for the U.S. Department of Labor, Bureau of Apprenticeship and Training.

The division develops, reviews, revises, approves, registers and inspects apprenticeship programs and individual apprenticeship agreements with the sponsor to assure compliance with Minnesota Statute, section 178, and the Minnesota Plan for Equal Employment Opportunity in Apprenticeship. The division approves all veteran's apprenticeship and on-the-job training programs and agreements found to meet the requirements of Title 38 U.S. Code. The division provides and maintains current vital statistics on apprenticeships and on-the-job training programs for the U.S. Department of Labor, the Veterans Administration and all interested citizens of Minnesota.

For assistance in setting up apprenticeships or information, contact the Voluntary Apprenticeship Division. 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 services within five weeks.

Apprenticeship Advisory Council, (612) 296-2371

The council proposes occupational classifications for apprenticeship programs, minimum standards for apprenticeship programs and agreements, and advises the commissioner on policies, procedures and rulings.

Steamfitting Standards Division, (612) 296-2193

Lloyd Willie, director

The division examines journeymen and contractor steamfitters to determine their qualifications to install high pressure steam piping and appurtenances. Applications to take the examinations are sent out upon request and, when filled out and returned, are reviewed by the Advisory Council for Steamfitting Examinations. If approved, examinations are given and if passed, licenses granted.

Class	Experience or Training	Examination Fee	Renewal
Journeyman	4 Years	\$15.00	\$ 8.00
Contractor	5 Years	50.00	45.00

The division inspects high pressure steam piping and appurtenances, checking on license, material, design, workmanship and, if work is welded, the welder's qualifications. Information on license and inspection may be obtained by contacting the Steamfitting Standards Division.

Advisory Council for Steamfitting Examinations, (612) 296-2193

The council is a seven-member board appointed by the commissioner of Labor and Industry. They certify to the commissioner the accepted candidates for steamfitter's license. The council also helps conduct examinations, grades and signs the papers, and recommends any changes needed in the examination or the rules and regulations. Information on the duties of the council may be obtained by calling the number above.

Boiler Inspection Division, (612) 296-4531

Henry Baron, chief boiler inspector

The division is responsible for the safety of boilers and pressure vessels in the state of Minnesota. It is the primary responsibility of the division to prevent injuries, loss of life, and property damage from boiler and pressure vessel explosions or malfunctions. The division regulates the safety of boilers and pressure vessels during manufacture, installation, operation and maintenance.

Boilers and pressure vessels in the state are inspected annually either by the state's 13 inspectors, or, if the vessels are under insurance, by authorized insurance company representatives. If under insurance, these vessels are exempt from state inspection and annual reports are issued to the division from the insurance companies with recommended changes. The division issues annual exemption certificates to the owner or operator.

Boiler operating engineers must be licensed with the state in whatever classification is necessary for the type of equipment they will be working with. In order to obtain a license the applicant must pass an examination and have the number of years of service and knowledge required to take an examination in whatever category is necessary for his occupation. Licenses are renewed annually. To receive information on inspections or an application for an engineer license contact the Boiler Inspection Division. Fees and experience requirements are:

Class of License	Required Experience	New License	Renewal License	Expired License Renewal (under 5 years)
Chief Engineer	5 years	\$20.00	\$10.00	\$15.00
First Class Engineer	3 years	15.00	10.00	12.00
Second Class Engineer	1 year	13.00	8.00	10.00
Third Class (Special)	6 months	8.00	6.00	8.00
Fourth Class (Special)	Equipment familiarity	8.00	6.00	8.00
Pilot Engineer (Boats)	30 days	8.00	6.00	8.00

Licenses which have expired less than five years prior to the date of application for renewal may be renewed without taking the examination by paying a higher renewal fee. Licenses which have expired five years or more prior to the date of application for renewal may be renewed by filing an application for a license, taking an examination and paying the new license fee.

Office of the Lieutenant Governor

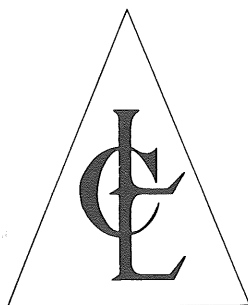
Room 122 State Capitol
 St. Paul, Minnesota 55155
 (612) 296-2374
 Lou Wangberg, Lieutenant Governor

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 represents the Governor and the State of Minnesota within the state of Minnesota, nationally and internationally. The Lieutenant Governor has the statutory responsibilities of serving as Chairman of the Capitol Area Architectural and Planning Board. He is a member of the Executive Council. The Governor, by executive order, has delegated the following responsibilities to the Lieutenant Governor: the coordination and direction of the legislative process between the Office of the Governor and both houses of the Legislature; development and coordination of a systematic program to preserve and enhance the relationship between the state and local units of government, and between the state and business, industry and labor; assisting the Governor in preparation, revision, implementation and analysis of the biennial budget; advising the Governor on matters of policy and personnel; representing the Governor at public presentations and public events as designated. The Lieutenant Governor has been appointed to serve as a member of/or Governor's liaison to numerous boards and commissions. The office is available to assist the public with questions concerning state government and its agencies. For information and assistance, contact the Office of Lieutenant Governor.

Lifelong Learning Center

North Hennepin Community College
7411-85th Avenue North
Brooklyn Park, Minnesota 55445
(612) 425-4541, ext. 333
Linda Neil, program coordinator



The Lifelong Learning Center is an inter-district information and referral service for adult education programming. The center, open to all adults 16 years and older, specializes in placements for GED or high school diploma programs, basic skills improvement in reading and math, English as a Second Language classes and entry into college or vocational school programs.

The center provides counseling services and encourages a personal interview. There are no geographic restrictions since referrals are made to classes located within or near an individual's particular community. All referrals emphasize long-term career development and vocational planning.

A brochure about the Lifelong Learning Center and what it can do for you is available by contacting the center. Also available are administrative handbooks on outreach strategies and creative volunteerism. Requests are handled the same day they are received. Interested persons may call, write or stop by the center, but a personal interview is strongly encouraged. Appointments should be made to avoid unnecessary waiting.

The center also provides information on child care/transportation facilities, financial aid information for those seeking post secondary education and reading and math testing to determine ability level. It will follow-up either by phone, mail or in-person until the individual completes his/her educational program and provides volunteer tutors who work individually with students in classes. Volunteers for the office are also accepted. To volunteer, contact the center. There are no fees for services provided by the center. These services include the interview and any reading or math tests which may be necessary.

The center began in 1979 as a demonstration project from 309 funding under the Adult Basic Education section of the Minnesota Department of Education. At that time, the resource center was the joint venture of North Hennepin Community College and Osseo School District #279. The center now has additional funding through Title I, Higher Education Act of 1965 for a program entitled OPENS (Outreach Programs for the Education of Non-traditional Students). This new program is designed for the adult who has been out of high school for several years and feels he/she lacks the skills or confidence to enroll at a post-secondary institution. This new program is a collaborative effort of North Hennepin Community College and Hennepin Technical Center, North Campus.

Livestock Sanitary Board

1170 Metro Square Bldg.
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 296-2942

Dr. J. G. Flint, secretary and executive officer

Minnesota Statutes, 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 funds furnished by Veterinary Services, Animal and Plant Health Inspection Service, U.S.D.A. and the Livestock Sanitary Board.

Many services involve testing throughout the state. State and federal field veterinarians can be contacted for information and assistance.

State Field Veterinarians:

Dr. G. H. Adkins
Route 2, Box 62
Sebeka, Minnesota 56477
(218) 472-3240

Dr. M. J. Fa
1702 Riverwood
Little Falls, Minnesota 56345
(612) 632-6933

Dr. D. B. Hicks
Rte. 1, Box 4-A
Tracy, Minnesota 56175
(507) 629-3022

Dr. J. F. Larson
Box 58
Deerwood, Minnesota 56444
(218) 534-3569

Dr. P. H. Pugh
1900 Westview Drive
Hastings, Minnesota 55033
(612) 437-4012

Dr. H. J. Ruebke
Ada, Minnesota 56510
(218) 784-4203

Counties Served:

Becker, Beltrami
Cass, Clearwater
Hubbard, Lake of the Woods
Wadena

Benton, Crow Wing
Kanabec, Mille Lacs
Morrison

Lincoln, Lyon
Murray, Nobles
Pipestone, Rock

Aitkin, Carlton
Cook, Itasca
Koochiching, Lake
Pine, St. Louis

Dakota, Goodhue
Le Sueur, Ramsey
Rice, Scott
Wabasha, Washington

Clay, Kittson, Marshall
Mahnommen, Norman, Pennington
Polk, Red Lake, Roseau

Dr. L. A. Zehrer P.O. Box 326 Brooten, Minnesota 56316 (612) 346-2380	Kandiyohi Meeker, Pope Renville Stearns
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Following is a list of employees of Veterinary Services, Animal and Plant Health Inspection Service, U.S.D.A., the cooperating federal agency involved in most of the disease control programs.

Federal Field Veterinarians:

Counties Served:

Dr. E. S. Hettig
 R.R. 1
 Chatfield, Minnesota 55923
 (507) 867-3171

Dodge, Fillmore
 Houston
 Olmsted
 Winona

Dr. D. P. Jacobs
 P.O. Box 151
 Springfield, Minnesota 56087
 (507) 723-4332

Brown, Cottonwood
 Jackson
 Nicollet, Redwood
 Watonwan

Dr. D. W. Maas
 148 Glendale Drive
 Long Lake, Minnesota 55356
 (612) 473-7905

Anoka, Carver
 Chisago, Hennepin
 Isanti, McLeod
 Sherburne, Wright

Dr. R. W. Page
 Box 245
 Alexandria, Minnesota 56308
 (612) 846-5044

Douglas, Grant
 Ottertail
 Todd
 Wilkin

Dr. L. A. Payne
 528 N. Main
 Blue Earth, Minnesota 56013
 (507) 526-2588

Blue Earth, Faribault
 Freeborn, Martin
 Mower, Steele
 Waseca

Dr. K. A. Soltowski
 P.O. Box 97
 Appleton, Minnesota 56208
 (612) 289-1565

Big Stone, Chippewa
 Lac Qui Parle, Stevens
 Swift, Traverse
 Yellow Medicine

Brucellosis and Tuberculosis Division, (612) 296-4139

Dr. G. E. Keller, division head

The division directs disease eradication programs for bovine brucellosis and tuberculosis and swine brucellosis, and disease control programs for bovine paratuberculosis, swine tuberculosis, goat brucellosis and goat 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. Brucellosis 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 them for interstate or international shipments. There is no fee to cattle owners. Certified Brucellosis and Accredited 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. 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 goats quarantined for brucellosis or tuberculosis. There is no fee to goat owners. Certified Brucellosis and Accredited Tuberculosis Free certificates are issued by the division to goat herds which meet the requirements outlined in 3 MCAR § 2.022 and 3 MCAR § 2.023.

The division tests swine quarantined for brucellosis or herds suspected of being infected by testing blood samples collected from sows at slaughter houses. There is no fee to swine owners. It issues Validated Brucellosis Free certificates for swine herds which meet requirements outlined in 3 MCAR § 2.021. Tests are conducted on schedule prescribed in the rule 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. There is no fee to swine owners. Services for tuberculosis are offered within 30 days after the problem is known to exist.

For information on the eradication and control programs for brucellosis, tuberculosis and paratuberculosis contact the Brucellosis and Tuberculosis Division at the Livestock Sanitary Board.

Licenses are issued to persons who offer three or more bulls for public service. Certificates are issued for each bull that is qualified by brucellosis and tuberculosis tests and confirmation examination. 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.

Applications for accreditation in Minnesota are available free. A list of veterinarians accredited in Minnesota is available for \$3.50 plus tax from the Documents Section, Department of Administration.

Export Division, (612) 296-3593

Dr. L. T. Christensen, division head

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

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

For information about shipment of animals to other countries contact Veterinary Services, Animal and Plant Health Inspection Services, U.S.D.A. LL58 Metro Square, 7th and Robert, St. Paul, Minnesota 55101 (612) 725-7691. There is no fee for this information.

The division tests cattle quarantined because of anaplasmosis and arranges for a field veterinarian to conduct the tests. There is no fee for testing anaplasmosis quarantined cattle. Tests are conducted approximately 30 days after the quarantine is established or by arrangement.

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

The division tests swine quarantined because of pseudorabies and arranges for a field veterinarian to conduct the tests. There is no fee for testing pseudorabies quarantined swine. Tests are conducted on a schedule planned to eliminate the disease in the herd. The Export Division issues Qualified Pseudorabies Negative Herd certificates to owners of swine herds who have met the testing requirements in 3 MCAR § 2.024 Control of Pseudorabies. There is no charge for the certificate. The cost of testing the swine is paid by the producer.

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

The division issues a certificate to mink ranches, who at their own expense have tested their herds twice for Aleutian disease without any positive tests, certifying the herds to be free of Aleutian disease. There is no charge for this service.

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

The Export Division registers livestock brands on cattle, horses and sheep as a means of documenting ownership. A brand book with annual supplements is published by the division. Fee for brand registration through 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. Supplements for 1977 and 1979 are available for \$1.50 each plus tax. Brand certificates are issued within 2 working days after receipt of applications.

Imports and Markets Division, (612) 296-1286 or 296-2967

Dr. R. G. Pyle, division head

The division promulgates rules for the importation of livestock and companion animals into Minnesota. It also issues licenses for garbage feeding establishments and permits for livestock auction markets and consignment sales.

The division provides information on requirements for importation of livestock and companion animals into Minnesota. Permits, prior to importation, are required for the following classes of livestock:

Calves under 2 months of age, not accompanied by dams, need the following permit information: 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;

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, the age and breed of heifers, the name and address of the herd of origin and the name and address of the destination;

Cattle to be tuberculosis tested upon arrival into 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;

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.

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 certificates, 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 Markets Division, LL70 Metro Square Building, 7th and Robert Streets, St. Paul, Mn. 55101, (612) 296-2967 (days), 296-2942 (nights and holidays). Permits are free. Permits are mailed on the day requested. The permit number on 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. 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 Markets 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. 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) 296-3429

Dr. H. R. Olson, division head

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

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, LL70 Metro Square Building, 7th and Robert Streets, St. Paul, Mn. 55101. 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 veterinarians to purchase and administer anthrax vaccine. The division maintains a list of laboratories approved to conduct the AGID test for equine infectious anemia and issues permits to owners for movement of EIA positive horses to other premises or to slaughter.

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 this 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. 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. 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 issued.

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

Brucellosis Laboratory, (612) 373-1491

R. C. Tiller, supervisor

This laboratory conducts brucellosis tests on serum samples from cattle, swine and other species 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, E-110 Diagnostic and Research Building, College of Veterinary Medicine, U of M, St. Paul, Mn. 55108. Veterinarians are supplied with forms to be submitted with the blood serum samples. There is

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no fee for the laboratory tests. Brucellosis test results are available on the day serum samples are received for some kinds of tests, for other kinds of tests 48 to 72 hours are required for results. The laboratory is a cooperative venture of the Livestock Sanitary Board, Diagnostic Laboratory College of Veterinary Medicine and Veterinary Services, Animal and Plant Health Inspection Services, U.S.D.A.

Veterinary Diagnostic Laboratory, (612) 373-0774

Dr. G. R. Ruth, director

This laboratory provides veterinary diagnostic services on specimens and samples from diseased or dead animals submitted by animal owners or veterinarians. The laboratory is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except holidays. For service contact the Veterinary Diagnostic Laboratory, E-220 Diagnostic and Research Building, College of Veterinary Medicine, U of M, St. Paul, Mn. 55108. The veterinarian referring a specimen to the laboratory completes a submission form which can be obtained from the laboratory. Fees charged depend on the services requested and usually 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. The laboratory is a cooperative project of the Livestock Sanitary Board and the College of Veterinary Medicine, University of Minnesota.

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 the State Poultry Testing Laboratory, Highway 71 South, Box 126, Willmar, Mn. 56201. There are no fees for these services. Test results and bacteriological findings are made available promptly after completion of tests and examinations.

Bureau of Mediation Services

**Veterans Service Building
St. Paul, Minnesota 55155
(612) 296-2525
Peter E. Obermeyer, 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:

- Hearings on petitions for determination of appropriate units from employee organizations and/or employers.
- Hearings on petitions from employee organizations requesting certification as the exclusive representative of employees.
- Conducting elections for the purpose of determining whether or not employees desire to be represented by an exclusive representative.
- Mediating labor disputes arising in contract negotiations and in contract administration, and assisting the parties in reaching mutual agreement.
- 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:

To Practice Medicine-Surgery

Examination application fee	\$125
Reciprocity and endorsement application fee	\$100
Annual registration fee	\$ 20

To Practice Physical Therapy

Examination and application fee	\$ 50
Professional examination service endorsement application	\$ 15
Annual registration fee	\$ 5

To Practice Midwifery

Examination and application fee	\$ 2
Endorsement application fee	\$ 1
Annual registration fee	\$ 1

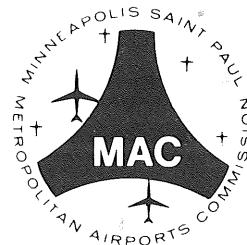
Professional Corporations

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 Airports Commission

6040-28th Avenue South
Minneapolis, Minnesota 55450
(612) 726-5770
Frank P. Befera, chairman
Raymond G. Glumack, executive director



The Metropolitan Airports Commission (MAC) has jurisdiction over an area lying within a 35-mile radius of the city halls of Minneapolis and St. Paul. MAC owns and operates one major hub airport, Minneapolis-Saint Paul International Airport, and five reliever airports: Saint Paul Downtown Airport, Lake Elmo Airport, Flying Cloud Airport, Crystal Airport and Anoka County-Blaine Airport.

The commission consists of 15 members from the metropolitan area and is charged with the promotion, development, commercial and efficient passenger use, safety and environmental impact of the metropolitan area's air transportation facilities. The commission cooperates with the federal government, the commissioner of aeronautics of the Department of Transportation and the Metropolitan Council.

The commission's air carrier airport, Minneapolis-Saint Paul International Airport, handled almost 11 million ticketed passengers in 1979, and is currently enlarging its passenger terminal space and parking ramp facilities as well as its baggage handling and ticketing spaces to meet increased public needs. Corporate aviation needs are served both at the Saint Paul Downtown Airport (Holman Field) and the International Airport. Other general aviation needs are served at Anoka County (Blaine), Flying Cloud, Crystal and Lake Elmo Airports. In 1978, approximately 1,000,000 aircraft operations took place on the MAC's system of airports — the third largest system in terms of operations in the nation.

The commission possesses the authority to levy 1/3 mill on the assessed valuation of the seven-county area, but currently does not exercise its option to levy this tax.

As a service to the public, the MAC publishes guides to the facilities at the Minneapolis-Saint Paul International Airport, an airport guide for the handicapped and elderly and a guide to the parking lots at the airport. These pamphlets are free and available at the airline ticket counters and other locations in the airport terminal building. Information on airport parking availability is broadcast at 530 on the AM radio dial.

Metropolitan Council of the Twin Cities Area

Suite 300, Metro Square
7th and Robert Streets
St. Paul, Minnesota 55101
(612) 291-6359 General Offices
(612) 291-6464 Public Information
Charles R. Weaver, chairman
Eugene Franchett, executive director



Minnesota Statutes, chapter 473

The Metropolitan Council is the regional planning and research organization for the Twin Cities metropolitan area. The council prepares the long-range plan for the Twin Cities area, called the *Metropolitan Development Guide*, and reviews a wide variety of development and human service-related proposals in the Twin Cities area to insure their compatibility with the development guide. The council also conducts urban research in several areas and provides technical assistance to the area's local governmental units.

The council is comprised of 17 members, all appointed by the Governor. Sixteen are part-time citizen members who serve four-year terms and represent equal-population districts covering the seven-county Twin Cities area. The seventeenth is the chairman, who is full-time, appointed on an at-large basis, and serves at the Governor's pleasure.

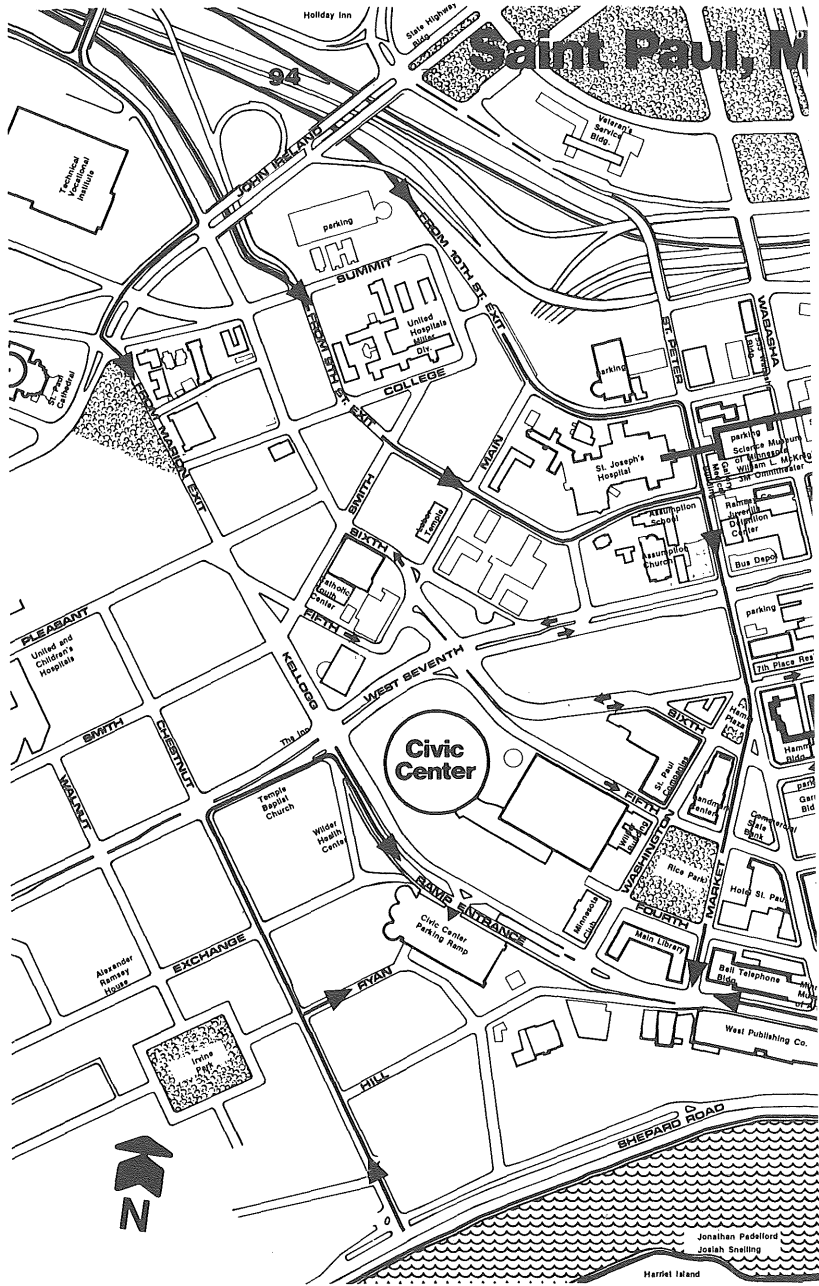
Several committees advise and assist the Metropolitan Council in its planning and development programs. These are the Advisory Committee on Aging, Arts Advisory Committee, Criminal Justice Advisory Committee, Developmental Disabilities Task Force, Metropolitan Emergency Medical Services Advisory Committee, Metropolitan HRA Advisory Committee, Metropolitan Land Use Advisory Committee, Metropolitan Health Board, Committee on Solid and Hazardous Waste Management and the Transportation Advisory Board. Persons interested in appointment to any of the Metropolitan Council's committees when vacancies occur should contact the Metropolitan Council at (612) 291-6461, or write to the appropriate committee at the council's address.

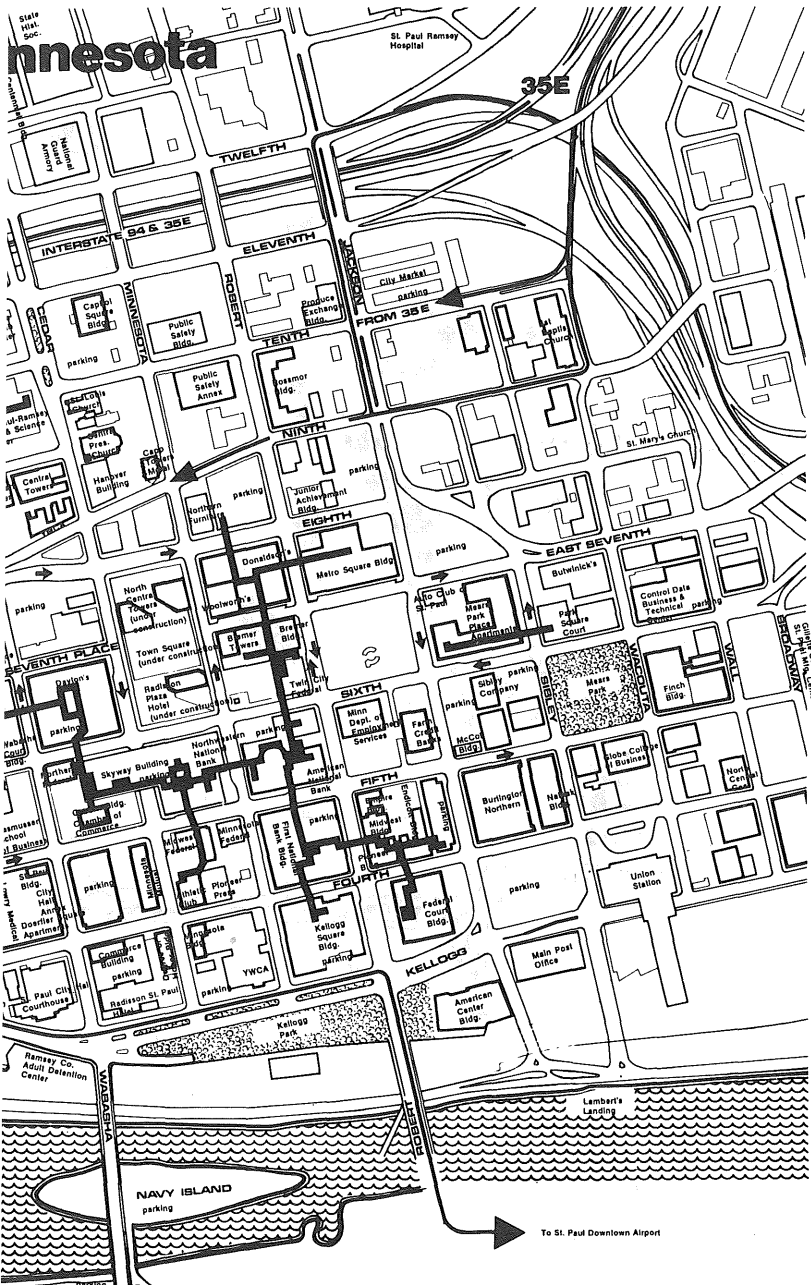
The council's development guide establishes regional policies and disseminates data about the region — its economic, demographic, physical and social characteristics — to the public. The guide contains the following regional plans: aviation; criminal justice; development framework (a generalized growth plan); health; housing; investment framework (fiscal plan); protection of open space; recreation in open space; solid and hazardous waste disposal; transportation; water quality management; and water resources. Copies are available to the public. Most single chapters cost \$1.50. The set sells for \$20.

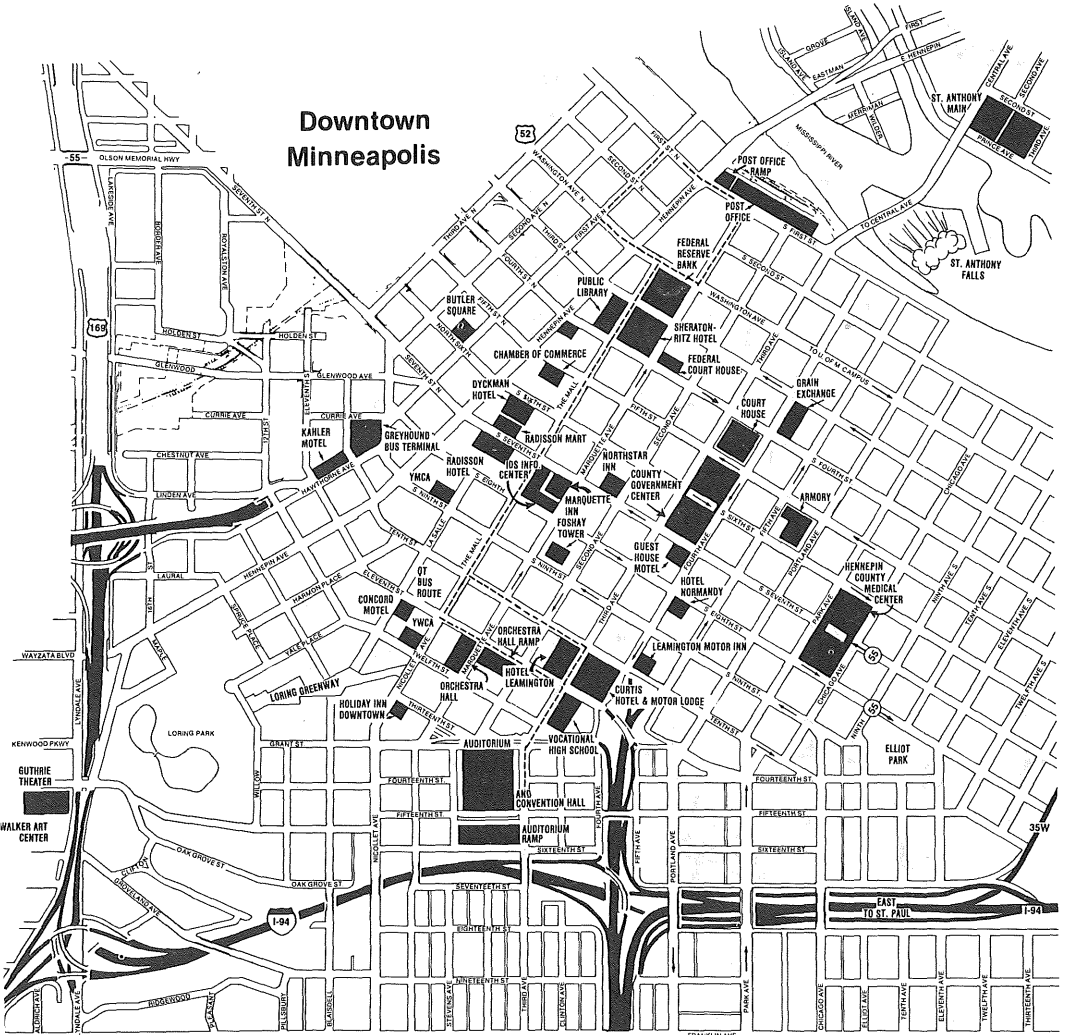
The council actively encourages the public to participate in the preparation of regional plans and has developed a number of mechanisms to stimulate citizen participation in council activities. Council meetings are open to the public. The full council meets the second and fourth Thursday of the month at 4 p.m. in the downtown St. Paul offices.

Development guide plans are formulated from technical research performed by the council staff and by a public participation process. The research studies performed by the council are also available to the public, and contain data that often is valuable in

Saint Paul, MN







private sector decision-making. Much of the data is available in published form at minimal cost.

In addition, the council collects data from other sources in the Twin Cities area and makes it available through its public information office. Persons needing planning-related information should contact the Public Information Office as a first step.

Except as noted below, the publications and services listed are available by calling 291-6464.

Direct-Service and Grant Programs

Housing Assistance — The council is predominantly a planning organization. However, it administers one large direct-service program for the public in its role as the metropolitan area housing and redevelopment authority. This is the federal Section 8 housing assistance program. Under the program, lower-income individuals and families receive a housing rent subsidy so they pay no more than 25 percent of their income for housing. The council takes applications, determines program eligibility, and assists people in finding rental housing in the private rental market that meets U.S. Department of Housing and Urban Development (HUD) rental limits and local housing codes. More than 2,600 individuals and families are under the program. Information about the program can be obtained by calling the Metro HRA at 291-6300.

Grant Programs — The council also administers several grant programs. Persons interested in securing grants for local arts development should contact the program at 291-6529. Information about grants for services to elderly persons can be obtained by calling the council's aging program at 291-6304. Information about the housing rehabilitation grant program can be obtained by calling 291-6300.

Publications

Publications are available to keep people informed about the Metropolitan Council. Citizens can, by request, have their names added to a mailing list to receive the following free publications:

Metro Monitor is an 8-page monthly newsletter summarizing council activities. It addresses the major issues the council is looking into, lists new publications and covers items of general regional interest.

Weekly Review is a weekly 2-page publication listing council and committee agendas for the coming week and summarizing council activities in the preceding week.

Specialized Newsletters are written for special interest audiences, usually professionals in the field. Published monthly are: *911 Planning News*, *Planning Briefs*, *Emergency Medical Services Newsletter*, *Developmental Disabilities Newsletter*, *Metro HRA Newsletter*, *Housing Relocation Newsletter* and *208 (Water Quality) Planning News*.

Special Public Service Publications

1979 Legislative Districts Map, 17×22 inches, shows legislative district boundaries and legislators. Free of charge.

Solid Waste Disposal System Map, 1979, 17×22 inches, shows locations of sanitary landfills and other places to dispose of solid waste and gives detailed information (rates, house, precise locations) on each facility. Free of charge.

Schools and School Districts Map, 1979, 17×22 inches, shows school district boundaries in Twin Cities region. Free of charge.

Recycle It!, 1979. A consumer directory of locations to take recyclable material in Twin Cities area (paper, glass, metals, oil). Free of charge.

Consumer's Guide to Long-Term Care: Nursing Homes and Alternative Services, 1979. The guide contains information on services available, alternatives to nursing homes, and information about nursing homes in the region. Cost is \$2.50.

How the Council's Referral Process Works . . . The Nuts and Bolts, 1979. This free pamphlet is designed to explain how proposals are reviewed by the council.

Citizens Guide to the Metropolitan Council, 1979, introduces the public to the organization and describes its responsibilities and planning goals for the Twin Cities region. Free of charge.

Emergency Medical Services Information Kit, 1979, is free and contains consumer information about emergency medical assistance.

Council Advisory Committee brochures. Each of a dozen free brochures summarizes the responsibilities of regional commissions and advisory committees to the council. They also explain how citizens can become candidates for appointment to regional committee posts under the council's open appointment program.

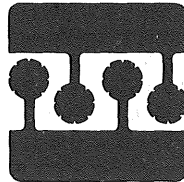
A Guide to Housing Rehabilitation: Where to Get Help, 1979. The booklet answers basic questions about rehabilitation and where you can go for assistance. Cost is \$1.

Audio-Visual Presentations. The following automated 35 millimeter slide shows about regional programs are available for loan. The council also has speakers available to talk to groups. No honorariums are accepted. "The Twin Cities Metropolitan Area, A Region that Works" — A 12-minute slide-tape show, "The Council's Aging Program" — 13 minutes, "The Development Framework" — 16 minutes, "Health Quest" — 16 minutes, "Long-Range Hospital Planning" — 10 minutes and "Let a Thousand Flowers Bloom" — A 13-minute developmental disabilities show.

The Metropolitan Council has many other publications including reports on criminal justice, economics of the metro area, government, health, housing, population, transportation, planning and others. Several other maps are available for 25¢ and a free list of the council's printed material is available upon request.

Metropolitan Parks & Open Space Commission

300 Metro Square Building
7th & Robert Streets
St. Paul, Minnesota 55101
(612) 291-6461
Elliott Perovich, chairman
Robert Nethercut, director



The commission is a nine-member group of citizens who advise and assist the Metropolitan Council in developing long-range plans and funding for adequate park and open space facilities in the region. The commission also gives advice concerning grant requests from local governmental units for federal and state monies for park acquisition and development.

The guiding document for the program is the *Recreation Open Space Policy Plan/Development Guide* which defines the policy direction and identifies those sites and facilities in the metropolitan area which are deemed to be regional in nature. Regional parks are 200-500 acres in size and park reserves are 1,000 acres or more. Facilities for recreation include swimming, boating, fishing, picnicking, camping and trail activity. Regional trail corridors and special recreation use facilities are also included in the system.

Funding for the system has averaged about \$13.5 million per year from 1974 through 1980 and is dependent on legislative authorization. Grants are approved primarily to counties for purposes of carrying out the program.

Established by the state Legislature, the commission meets on Monday afternoons twice a month. Commission members are appointed by the Metropolitan Council. Two

council members nominate one resident from their two council districts, which make up one commission precinct. The council chairman nominates the commission chairman. Terms are for four years.

To be considered for appointment when vacancies occur on the commission, contact the office of the chairman for more information.

Metropolitan Sports Facilities Commission

Administrative Offices
330 Marquette Building
4th & Marquette Avenue
Minneapolis, Minnesota 55401
(612) 332-0386
Dan Brutger, chairman
Don Poss, executive director

The Metropolitan Sports Facilities Commission was established by the state legislature in July 1977 to operate the Metropolitan Stadium, the parking lots around the stadium and the Metropolitan Sports Center and to decide whether a new stadium should be built and, if so, what type and where. Revenue for the commission comes from operating both the stadium and sports center parking lots and from renting the stadium facility.

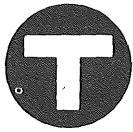
Background information on the new stadium and other handouts are available upon request and are free. Copies of the commission's budget are available also. An architect's report of the conceptual design study for the new stadium can be obtained while copies last. The report includes drawings and designs of the new stadium facility and the seven design alternatives to the present facilities. These materials can be picked up at the commission's office or will be mailed free of charge.

The commission handles complaints dealing with the administration of the stadium and sports center, as well as public opinion concerning the new stadium. Public speakers are available occasionally, depending on the flow of work at the time, and there is no charge for a speaker.

The commission is a seven-member group appointed by the governor to three and six-year terms. Commission meetings are held the third Wednesday of every month in the Metropolitan Council's chambers and are open to the public. For more information contact the commission administrative offices listed above, or the facilities listed below.

Metropolitan Stadium
8001 Cedar Avenue S.
Bloomington, Minnesota 55420
(612) 854-4040

Metropolitan Sports Center
7901 Cedar Avenue S.
Bloomington, Minnesota 55420
(612) 854-4411



Metropolitan Transit Commission

801 American Center Building St. Paul, Minnesota 55101

150 East Kellogg Blvd., (612) 221-0939

Bus Schedule Information: (612) 827-7733; John Yngve, chairman

The Metropolitan Transit Commission (MTC) is a public agency that owns and operates the present metropolitan transit system and has jurisdiction within the seven-county metropolitan Twin Cities area. The MTC was created in 1967 by the Minnesota Legislature. The agency prepares a transportation development program covering the detailed technical planning, engineering, financing and scheduling information necessary to implement the Metropolitan Council's transportation policy plan.

The transit system, owned and run by the MTC since 1970, consists of 1,017 buses, 36 mini-buses and 20 articulated buses. Four bus barns are located in the Twin Cities with a 5th planned for completion in 1981 near the Mpls./St. Paul International Airport.



For bus schedule information call 827-7733. To charter buses call 827-4071 or write to the MTC at 3118 Nicollet Avenue, Minneapolis, Minnesota 55408. To file a complaint or commendation, call Customer Service 827-4025. For lost or found information call 827-4071 and ask for Lost and Found. Information booths are manned in downtown Minneapolis in the IDS Tower's Crystal Court at the Nicollet Avenue entrance and in downtown St. Paul in the Skyway entrance near the Osborne Tower on Wabasha Avenue. Information is also available at information booths at the University of Minnesota campuses and at banks and stores in the metropolitan area.

The commission is a nine-member group whose chairman is appointed by the Governor and serves at his pleasure. The other eight members are appointed by the Council: two Metropolitan Council members nominate one resident from their two districts, which make up one commission precinct. Members serve four-year terms. The commission meets Wednesday afternoons, twice monthly, and meetings are open to the public.

The MTC publishes *Quick Transit*, a bulletin summarizing commission news, *Transit News Quarterly*, a magazine about transit in the Twin Cities, and an annual summary of its budget. These publications are available without charge. It also operates a speakers bureau. For more information or to receive any of the above publications, call, write or stop in at the MTC offices.



350 Metro Square Building
7th & Robert Streets
St. Paul, Minnesota 55101
(612) 222-8423
Salisbury Adams, chairman

A nine-member group, the commission constructs and operates the regional water pollution control program in the Twin Cities metropolitan area. The commission owns, operates and maintains various kinds of water pollution control facilities. These include interceptor sewers, lift stations and wastewater treatment plants each designed as part of the metropolitan collection and disposal system.

As the regional planning agency, the Metropolitan Council has the responsibility to prepare the overall regional policy plan and exercises its approval on the commission's capital budget. The council also reviews the commission's applications for federal grants for treatment facilities and planning studies in the metropolitan region. Reviews are based on how well proposed projects mesh with the council's policy plan and other regional plans.

Regularly scheduled meetings of the commission are held on the second Tuesday (for Committee business) and on the third Tuesday of each month. These meetings are open to the public. Also each month the commission submits an official report to the Minnesota Pollution Control Agency (MPCA) on the effluent quality discharged from each of the commission's treatment plants under the National Pollutant Discharge Elimination System of permit regulations.

The commission's chairperson is appointed by and serves at the Governor's pleasure. The other eight members are appointed by the Metropolitan Council. Two Metropolitan Council members nominate one resident from their two districts, which make up one commission precinct. Commission members serve four-year terms. To be considered for appointment when vacancies occur on the commission, contact the office for more information.

There is no set procedure for handling complaints at the commission, but letters and telephone calls are referred to engineering or environmental experts on the staff and are handled at the various levels to which a complaint is addressed — for example, at a treatment plant a caller or letter writer is referred to the area supervisor or management as appropriate.

This office provides informational services directly to the public; indirectly it provides engineering, conceptual design, planning and community services in the course of developing and sustaining effective wastewater treatment. Slide shows on the topics of residual solids management and a general slide show are available to the public. These shows are given by a staff narrator and should be scheduled through the speakers bureau of the public information office. The commission produces an annual report, which is available free to the public. The *OUTFALL*, a monthly newsletter, describes the activities of the commission and is also available at no charge. To be added to the mailing list for either of these publications, simply call 222-8423, ext. 181. The commission also produces various engineering, water quality and treatment plant, and budget and financial reports.

Although the commission provides no lab testing services directly for the public, it conducts extensive internal testing to maintain good quality effluent throughout the system, and to ensure the safety of the Land Application of Sludge Program.

Department of Military Affairs

Veterans Service Bldg., 4th Floor
20 West 12th St. & Columbus Ave.
St. Paul, Minnesota 55155
(612) 296-4662

Major General James G. Sieben,
adjutant general,
Brigadier General Leo C. Goodrich,
deputy adjutant general, air
Brigadier General Edward W. Waldon,
assistant adjutant general, army

Minnesota Statutes, section 190.07

The Department of Military Affairs consists of the military forces of the state of Minnesota, the office of the Adjutant General, civilians employed for administration and maintenance, and the state-owned military installations.

The Minnesota Army and Air National Guard are the organized militia of the state of Minnesota, under the command of the Governor. At the same time, National Guard men and women are members of a reserve component of the active U.S. Army and Air Force, and may be called into federal service by the president of the United States.

The Minnesota National Guard provides units that are organized, equipped and trained to function efficiently at existing strength, in the protection of life and property and the preservation of peace, order and public safety under orders of the Governor. The federal mission of the Guard is to provide units for mobilization in time of war or national emergency to augment the active army and air force.

The Adjutant General, as military chief of staff to the Governor, heads the Department of Military Affairs and is responsible for the Guard fulfilling its state and federal missions. The Adjutant General accepts federal monies on behalf of the state of Minnesota for military forces and executes related agreements and contracts. He is the Minnesota National Guard's contracting officer for Guard construction, improvement and maintenance programs.

Comptroller Section, (612) 296-4671

CW4 Thomas J. Ryan, comptroller

The section budgets, distributes and audits all state of Minnesota funds appropriated for the Minnesota Army and Air National Guard. The section also prepares and manages federal reimbursements for certain state expenditures, provides personnel services for the department's state employees, and supervises custodial services for Minnesota's 66 armories and three air bases.

U.S. Property and Fiscal Office Section and State Quartermaster, (612) 632-6631, ext. 331

Col. Duane W. Kunde

The section, located at Camp Ripley, is the funnel through which all federal money and equipment issued to the Minnesota Army and Air National Guard must pass. This



section maintains all necessary records concerning receipt, disbursement and accounting of all federal resources loaned to or used by the Minnesota Guard. In a state capacity, the section is accountable for the receipt, storage, issue, maintenance and accounting of state-owned property used by the Minnesota Guard.

Recruiting and Retention Section, (612) 296-4676

Capt. Elwyn L. Kropuenske, section chief

The section supervises the Army Guard's statewide recruiting force, as well as plans, organizes and implements recruiting programs and functions directly related to recruiting efforts. Additionally, the section handles reenlistment of current Guard members, and other reserve and active component members who enlist in the Army Guard. Questions relating to enlistment benefits and procedures should be directed to this section.

Public Affairs Section, (612) 296-4684

First Lieut. John L. Plaster, public affairs officer

The section releases information about the department to both military and civilian media. It publishes two quarterly publications about the Minnesota National Guard, and answers questions for the public and newsmen. For information contact the Public Affairs Section at the department's address mentioned above.

Administrative and Personnel Section, (612) 296-4040

Lt. Col. Richard L. Hayes

The section maintains Army Guard personnel records and a reference library of Army, Air Force and National Guard regulations, directives and circulars. The section is responsible for Army Guard promotions, separations and Skill Qualification Testing of Army Guard enlisted personnel. In addition, the section microfilms and stores all Army Guard permanent and historical records, and sends and receives all Minnesota National Guard teletype messages.

**Plans, Operations, and Training Section,
(612) 296-4675**

Col. Harry L. Moore, plans, operations and training officer

The 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.

**Camp Ripley Field Training Site Section,
(612) 632-6631 ext. 321**

Col. Larry Kiefer, site supervisor

The section operates and maintains Camp Ripley Training Site, located seven miles north of Little Falls, a facility established for training the National Guard and other

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military components from throughout the United States. The 53,000-acre site has accommodations to house over 11,000 troops during summer training and 2,500 for winter training. Camp Ripley is widely regarded as the top winter training site in the continental U.S.

In addition to its strictly military usage, Camp Ripley facilities are used by civic groups, such as Scouts, Civil Air Patrol units and sports clubs. In support of the state of Minnesota's economy-in-government programs, Camp Ripley has been made available to other state agencies for meetings and training courses.

Technician Personnel Section, (612) 296-4668

Col. Robert L. Blevins, technical personnel officer

The section provides personnel services and management to the 1,100 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

Lt. Col. Adrian W. Beltrand, section chief

The 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 section at the Department of Military Affairs.

Equal Employment Opportunity Section, (612) 296-4000

Capt. William D. McNally, section chief

The 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.

Military Architect and Engineer Section, (612) 632-6631, ext. 314 or 341

Col. John W. Hohncke, section chief

The section supervises the construction of all Army Guard facilities and is responsible for their maintenance and repair, with the exception of facilities at Camp Ripley. The office is the state representative of all Army and Air Guard construction contracts and distributes funds for maintenance service contracts.

State Maintenance Office Section, (612) 632-6631 ext. 348

Col. Dewayne J. Schwanke, state maintenance officer

The section directly supervises Camp Ripley's Combined Support Maintenance Shop and provides technical supervision for 19 Army Guard organizational mainte-

nance shops located across the state. At Camp Ripley, the section provides direct and general maintenance and calibration of surface Army Guard equipment. The 19 organizational shops located across the state provide unit-level maintenance on surface equipment issued or loaned to Minnesota Army Guard units.

**Army Aviation Support Facility Section,
(612) 224-5670 or 296-4585**

Lieut. Col. Jerome Litschke, facility commander

The section operates and maintains all Minnesota 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.

Schools Section, (612) 296-6506

Lieut. Col. Allan Osborne, training administrator

The 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.

Air National Guard Section, (612) 296-4673

Col. Joseph A. Kazek, section chief

The section is the link between the Adjutant General and the Minnesota Air National Guard and its two air bases. Major Air Guard personnel actions — enlistments, separations, discharges — are processed by this section and all current personnel records are stored here. The section also develops policies and directives for the Minnesota Air National Guard and provides guidance in ensuring that U.S. Air Force regulations are adhered to by all Minnesota Air Guard units. The section supervises Air Guard logistics, training, spending, operations, maintenance, recruiting and personnel.

133rd Tactical Airlift Wing, (612) 725-5630

Col. Robert W. Schaumann, wing commander

Headquartered at Minneapolis-St. Paul International Airport, the 133rd Tactical Airlift Wing encompasses all Twin Cities-area Air National Guard units and three Air Guard units located in the eastern U.S. The 133rd Wing's four-engined C-130A transports have a worldwide cargo and troops airlift mission, a mission that makes the 133rd Wing an integral part of the U.S. Air Force's Military Airlift Command. Minnesota elements of the 133rd Wing possess their own medical and legal staffs, communications and electronics capability, aircrews and maintenance crews and are independent of outstate units.

The 133rd Wing also 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.

148th Tactical Reconnaissance Group, (218) 727-6886

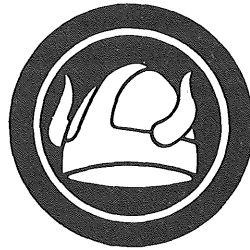
Col. William H. Carr

The Duluth-based 148th Tactical Reconnaissance Group, like its sister unit in the Twin Cities, includes support and service units which enable it to operate independently. Equipped with RF4 'Phantom' jets, the 148th offers low-level, high-speed reconnaissance, providing the units it supports with aerial photographs and sensor-produced intelligence. This includes all-weather, day and night photography at high or low altitudes to military air and ground forces in training for their tactical reconnaissance missions.

**47th "Viking" Infantry Division,
(612) 296-4653**

**Maj. Gen. Robert G. Walker,
division commander**

The 47th "Viking" Infantry Division, one of our nation's eight Army National Guard Divisions, is based in St. Paul and incorporates 74 of Minnesota's 89 Army National Guard units, as well as Guard units from Iowa, Illinois and New Mexico. The 47th Division contains infantry, armor, artillery, aviation, engineer and service and support units, the full complement of an infantry division.



**Minnesota
Municipal
Board**

**Suite 165, Metro Square Building
St. Paul, Minnesota 55101
(612) 296-2428
Terrence Merritt, 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 assistance in understanding boundary change and incorporation statutes, advice to citizens regarding their rights in boundary change proceedings, information to citizens on proper filing procedures, and 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.

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 bound-

ary 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.

**Centennial Office Bldg., 3rd Floor
658 Cedar Street
(612) 296-6157**

Minnesota Statutes, chapter 84

**Office of the Commissioner,
(612) 296-2549**

Joseph N. Alexander, commissioner

**Steven G. Thorne, deputy
commissioner**



The commissioner of the Department of Natural Resources (DNR) has charge and control of all the public lands, parks, timber, waters, minerals and wildlife of the state and of their use, sale, leasing or other disposition. He is also responsible for encouraging programs promoting the safe use of watercraft and firearms and has jurisdiction over the harvest of wild rice from public waters. He has jurisdiction over 65 state parks and 16 waysides, approximately 900 state-owned Wildlife Management Areas, more than three million acres of state-owned lands within state forest boundaries and 1,235 miles of recreational trails. He is also responsible for providing fire protection within the state's forested areas.

Legal Bureau, (612) 296-3294

Paul Faraci, deputy attorney general

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.

Community Liaison Program, (612) 296-0133

Roger Head, 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

Karen Loechler, executive director

The board 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.

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. There are no fees. Information is generally provided the same day.

MEEB communicates information concerning the environment by means of statewide and regional 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 bi-monthly statewide 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 board at Box 5, Centennial Bldg., 658 Cedar Street, St. Paul, Mn. 55155. There are no fees. Requests for placement on the mailing list or for publications will be filled within one week.

Information and Education Bureau, (612) 296-3336

John McKane, administrator

The bureau provides news and information to the public concerning Minnesota natural resources and DNR programs, policies, activities and regulations. There are no fees for the various pamphlets, brochures and booklets offered by the bureau except for those booklets which are available from the Documents Section, Department of Administration. The bureau answers all requests for information as soon as possible.

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) 296-0899 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. The section produces a thirteen-week series of television programs which are shown throughout the state on commercial television stations as a public service.

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 re-

source 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 Kelley, radio news

This section prepares and distributes news releases to the media. Radio stations have access to taped news bulletins and feature material through an automatic "answer phone" unit which makes it possible to record a message at the station by calling a special number at the bureau.

Publications Section, (612) 296-0900

Charles Wechsler, editor

This section produces *The Minnesota Volunteer*, the official magazine of the department. This bimonthly is delivered free to 80,000 year round residents of Minnesota. Names of new subscribers are placed on a waiting list to be added to the regular mailing list on a first-come, first-serve basis. The magazine features articles on natural resources, conservation, Minnesota history and lore, fish and wildlife. 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 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 free monthly Boat and Water Safety Newsletter.

Office of Administration, (612) 296-6922

Gene Gere, assistant commissioner for administration

DNR Regional Offices

Region I

Merlyn Wesloh, administrator
Route 5, Box 41A
Bemidji, MN 56601
(218) 755-3955

Region IV

Maynard Nelson, administrator
Box 756, Hwy. 15 South
New Ulm, MN 56073
(507) 354-2196

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Region II
Milt Stenlund, administrator
Box 388, Hwy. 2
Grand Rapids, MN 55744
(218) 326-0311

Region V
Robert Story, administrator
2300 Silver Creek Rd. N.E.
Rochester, MN 55901
(507) 285-7418

Region III
Roger Lorenz, administrator
1102 Willow Road
Brainerd, MN 56401
(218) 828-2613

Region VI
Harold Murck, acting administrator
1200 Warner Road
St. Paul, MN 55106
(612) 296-3572

Engineering Section, (612) 296-2119

The 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

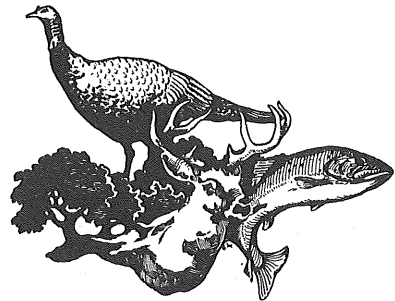
Wayne Frankenberg, administrator

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, administrator

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 at 625 Robert Street North, St. Paul, Mn. 55155. 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's License Bureau issues most licenses immediately. Licenses requiring evidence of eligibility are issued when the evidence is given to the department.

Minnesota Hunting and Fishing Licenses and Stamps

Type of License	Restricted	Unrestricted	Leech Lake Stamp
resident senior citizen small game	\$ 4.50	\$ 6.50	\$2.00
veteran 100% total disability fishing	4.00		2.00
resident individual fishing for mentally retarded	4.00		2.00
resident individual fishing	5.00	7.00	2.50
resident combination fishing	8.00	10.00	3.00
resident to spear from dark house	5.00	7.00	2.50
resident whitefish, tullibee or herring (1 net)	3.00	4.50	1.50
resident dark house or shelter	3.00	4.50	1.50
resident dark house or shelter rental	10.00	12.00	3.00
non-resident individual fishing	10.00	12.50	2.50
non-resident combination fishing	15.00	18.00	4.00
non-resident short term fishing	5.00	7.50	2.50
resident small game	7.00	9.00	3.00
resident deer using firearms	10.00	12.00	3.00
resident deer bow and arrow	10.00	12.00	3.00
resident trapping	5.00	7.00	2.50
resident beaver trapping	2.50	3.75	1.25
resident individual sportsman	11.00	15.00	5.00
resident combination sportsman	14.00	18.00	5.00
non-resident shooting preserve	7.00		
non-resident small game	27.00	30.00	4.00
non-resident deer using firearms	60.00	63.00	4.00
non-resident deer bow and arrow	25.00	28.00	4.00
resident bear	7.50	9.50	3.00
non-resident bear	25.25	28.25	4.00
migratory waterfowl stamp	3.00		
wild rice harvesting	4.00		
non-resident racoon	50.00	53.00	4.00

The department charges an additional 50¢ issuing fee on all licenses except the four deer licenses 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 and Snowmobile Licenses and Park Permits

Boat licenses for 3 years for	
craft 19 feet or less	\$ 5.00
craft over 19 feet	\$10.00
Snowmobile licenses for 3 years	\$12.00
State Park Permit for motor vehicle and passengers	
from Oct. 1 to Oct. 1	\$ 5.00
for one day at issuing park only	\$ 1.50

Qualifications and Special Licenses

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.

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.

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 the appropriate 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.

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.

Bureau of Management Systems, (612) 296-0654

George Roberts, administrator

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, administrator

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 benefits 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

Dorothy Ewert, administrator

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, (612) 296-6235

Vonny Hagen, assistant commissioner for planning

Bureau of Planning and Research, (612) 296-4940

Jim Newland, administrator

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. It also prepares management plans for outdoor recreation facilities such as parks, rivers, and trails.

Environmental Review, (612) 296-4796

Tom Balcom, 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 services are provided.

Grants Programming Section, (612) 296-4790

Robert Johnson, manager

This unit administers the federal Land and Water Conservation Program for state agencies' use in acquiring and developing outdoor recreation facilities.

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Project Planning Section, (612) 296-4940

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 and trails in state parks and forests.

Research and Policy Section, (612) 296-4892

George Orning, supervisor

The section exists to develop and maintain interdisciplinary departmental long-range policies to guide land and water resource management and use on a statewide basis. The activity also directs and coordinates multi-agency policy planning efforts assigned to the department. These are consistent with Minnesota law which directs the commissioner to maintain a long-range plan.

The program involves land and water use planning through the collection of resource information and analysis of resource issues. Such efforts permit the development of program, policy and management strategies/alternatives for long-term resource allocation and use. These alternatives enable the commissioner's office to make knowledgeable decisions relative to resource utilization and management.

Land Use Classification Program, (612) 296-2790

This program is an ongoing program in the Department of Natural Resources involving computerized land record system maintenance and the development of information for use in planning, management and administration of state and county administered lands. The program provides direct, interdisciplinary input and liaison between planning and operations' functions within the department. In addition to providing specific site information on questions of ownership, retention vs. sale, land leasing, and land exchange, Land Use Classification data is utilized for large area analysis (from management unit to statewide) on matters such as potential management unit designations, cooperative management and planning activities with other governmental agencies, payments in lieu of taxes, and DNR policy and program analysis.

**Minnesota Natural Heritage Program,
(612) 296-9782**

**Barbara Coffin,
coordinator**

This program, a cooperative effort between the Minnesota Department of Natural Resources and The Nature Conservancy, is a statewide inventory of rare species and unique natural areas. The inventory identifies and locates significant examples of Minnesota's plant and animal species, plant and aquatic community types, special wildlife habitats and special geologic features. The inventory creates a centralized information system useful to planners interested in conservation or development. This system will aid both the process of identifying natural areas most needing protection and the environmental review processes that must evaluate potential impacts from alternate routing and siting decisions on public and private development projects. A brochure describing the Natural Heritage Program information system in more detail is available upon request.



State Comprehensive Outdoor Recreation Planning Process, (612) 296-4795

This program exists to assist all levels of government in making optimum outdoor recreation investments. Information is developed on outdoor recreation needs, priorities and patterns as well as the distribution of facilities and location of natural resources having recreation potential. This information is regularly updated and inter-agency discussions of outdoor recreation needs and strategies are held. Staff use the data base and inter-agency discussion results in preparing a State Comprehensive Outdoor Recreation Policy Plan and a State Comprehensive Annual Action Plan. The two plans are utilized in evaluating the merits of proposed outdoor recreation projects.

Enforcement Division, (612) 296-4939

Richard A. Tarte, 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

Ray Sanbeck, supervisor

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 Ulm, supervisor

This unit is responsible for the proper disposition by public auction of all nonperishable articles confiscated from violators of Minnesota game and fish laws.

A raw fur auction is held in the spring and is open only to licensed fur dealers. The firearms and sporting goods auction is held in the late summer or early fall and is open to the public. This auction is publicized in three 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 preceding the sale.

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

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 Firearms 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.

Snowmobile 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 D. Hultengren, administrator

The bureau acquires land for state parks, public access, trails and for sites required for fish, wildlife and forest management purposes. Lands are acquired by various means including outright purchase, easements, leases and gifts. The bureau reviews and investigates proposed exchanges of state lands for lands held by other owners. The bureau makes recommendations to the State Land Exchange Board, the authority on all land exchanges.

The bureau maintains a record of each parcel of state-owned DNR-administered land. The bureau supervises the leasing and sale of state lands. Leasing provides the public with the use of land when the department is prohibited (by law or policy) from selling the land. State lands are sold when they are better suited for private development or are not necessary for conservation purposes.

Records, Sales and Leases Section, (612) 296-4097

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. It holds auction sales of State DNR owned land better suited for private development or not necessary for DNR purposes. The section also administers approximately 9,000 leases and permits. The administration includes legal approval, billings, collections and lease amendments.

Acquisition and Exchange Section, (612) 296-7945

Merton V. Christian, 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.

Division of Fish and Wildlife, (612) 296-2894

Charles Burrows, director

The division manages all programs concerning fish and wildlife. The division also acquires land to be developed as Wildlife Management Areas. In cooperation with the Bureau of Information and Education it 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. There are no forms or fees except for the depth contour maps. Fees for the maps are set by the Documents Section, Department of Administration.

Section of Fisheries, (612) 296-3325

Jerome Kuehn, 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 six 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 is available from the fisheries central office in St. Paul where a coordinator for these activities is located.

The following reports are available from the Documents Section, Room 140 Centennial Bldg., 658 Cedar Street, St. Paul, Mn. 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.

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 (612) 634-4573	

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
(218) 384-6147

Fish & Wildlife Area Headquarters
501 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
Box 12
Centennial Office Building
St. Paul, Minnesota 55155
(612) 296-3325

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. This section will answer any information requests concerning wildlife programs and rules. Three research units serve the Wildlife Section along with the wildlife biologist and wildlife biometrician.

The Farmland Wildlife Population and Research Group coordinates and conducts all the censuses, surveys and research dealing with wildlife species occurring in the agricultural areas of Minnesota. The group conducts May and August roadside counts which are used to estimate population changes for pheasants, Hungarian partridge, cottontail rabbits, jackrabbits, mourning doves, red fox and skunk. Other census and survey projects consist of aerial deer counts, deer reproduction (examination of does killed by cars from January to June) and turkey gobbler counts.

Research projects conducted by the group consist of deer feeding studies, deer population modeling, deer mortality determinations, roadside cover manipulation, use of 10-row windbreaks for wildlife, experimental stocking of wild turkeys and the effects of pesticides on nesting wildlife.

The farmland wildlife group is located 5 miles south and 2 miles west of Madelia on State Trunk Hwy. 60 and Watowan Co. 109. The facility is open weekdays and the public is welcome. The area is being managed as a demonstration area for wildlife habitat practices as well as a facility to house the research staff. For more information contact the group leader, Dr. Alfred Berner, at Rte. 3, Box 127, Madelia, Mn. 56062, (507) 642-8478.

The Forest Wildlife Population and Research Group designs and analyzes all the census and survey data, and conducts original research, dealing with wildlife in the forested area of Minnesota. The group conducts deer, moose and aerial beaver censuses, surveys deer reproduction, determines the beaver and otter harvest and does ruffed grouse drumming and sharp-tailed grouse dancing ground counts.

Research projects involving the group are forest predator ecology, deer population dynamics, habitat selection by white-tailed deer, deer physiology and an experimental census of otter. In addition, the group operates a wildlife forensics laboratory in cooperation with Enforcement Field Services. The group is located on the south side of the city of Grand Rapids. For more information contact the group leader, Patrick D. Karns, at 201 S.W. Golf Course Road, Grand Rapids, Mn. 55744, (218) 326-0311, ext. 300.

The Wetland Wildlife Populations and Research Group conducts surveys, censuses and research into the state's wetland wildlife. The group conducts statewide waterfowl breeding population estimates and fall distribution and abundance of waterfowl on selected areas. It bands locally reared ducks during the summer and determines the breeding populations of waterfowl on selected automobile transects and lakes. The group cooperates with the Mississippi Flyway Council and assists in a project of pre-season banding of waterfowl in the early fall and helps conduct brood counts on the Chippewa National Forest.

Current research projects involving the group are ecology and life history of the ring-necked and wood ducks, the importance and impact of small refuges on waterfowl in western Minnesota, the importance of habitat enhancement of small wetlands and

studies of chemical and limnological relationships in waterfowl breeding habitats. The group also researches the distribution and chronology of diving duck harvests in Minnesota and analyzes band recovery information and the harvest components of waterfowl in Minnesota by species, sex and age. The group is located within the DNR area complex in Bemidji. For more information contact the group leader, Robert L. Jessen, at 102 23rd Street, Bemidji, Mn. 56601, (218) 755-2973.

Ecological Services Section, (612) 296-2835

Oliver Jarvenpa, supervisor

This 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.

Forestry Division, (612) 296-4484

Ray Hitchcock, director

The division directs the sale of timber for state-owned lands, acquires and manages state forest lands and operates two state forest nurseries to provide seedlings to private individuals, forest industries and public agencies for conservation plantings. It directs forest fire protection in all forested areas of the state, controls forest pests and conducts a forest management assistance program for small woodlot owners. The division also 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.

Information on forest campgrounds, woodlot owners assistance programs and the procedure for ordering trees from state nurseries is available through the Forestry 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 × 6 trucks and ¾-ton 4-wheel drive pickups are obtained by the division and assigned to community fire organizations needing that type of equipment.

More information about these programs can be obtained by contacting the DNR Rural Fire Protection Forester, Grand Rapids, Mn. 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 Street, St. Paul, Mn. 55155.

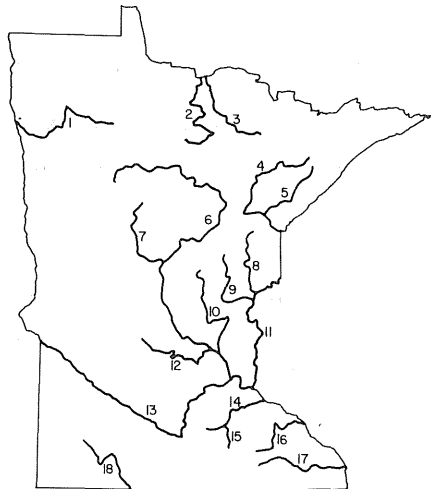
**State Parks and Recreation
Division, (612) 296-2270
Don Davison, director**

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 cooperation 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 with questions on specific accesses should call the regional headquarters.

Minnesota Canoe Routes

- | | |
|---------------------|--------------------------|
| 1 Red Lake River | 10 Rum River |
| 2 Big Fork River | 11 St. Croix River |
| 3 Little Fork River | 12 North Fork Crow River |
| 4 St. Louis River | 13 Minnesota River |
| 5 Cloquet River | 14 Cannon River |
| 6 Mississippi River | 15 Straight River |
| 7 Crow Wing River | 16 Zumbro River |
| 8 Kettle River | 17 Root River |
| 9 Snake River | 18 Des Moines River |



Division of Minerals, (612) 296-4807

Elwood Rafn, director

The division is responsible for the administration and 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, Department of Administration.

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 cores 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, Department of Administration.

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 this DNR office in St. Paul or the DNR, Division of Minerals, Box 567, Hibbing, Mn. 55746, (218) 263-7545.

Waters Division, (612) 296-4810

Lawrence Seymour, 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

The 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., U of M, St. Paul, Mn. 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 gauging 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, Mn. 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, Mn. 56601
(218) 755-3973

Region II — Waters Division
East Highway 2, Box 388
Grand Rapids, Mn. 55744
(218) 326-8307

Region III — Waters Division
217 N.W. Fourth Street
Brainerd, Mn. 56401
(218) 829-1455

Region IV — Waters Division
Route 2
New Ulm, Mn. 56073
(507) 354-2196

Region V — Waters Division
2300 Silver Creek Rd., N.E.
Rochester, Mn. 55901
(507) 288-3129

Region VI — Waters Division
1200 Warner Road
St. Paul, Mn. 55106
(612) 296-7523

Bureau of Field Services, (218) 326-0311

Ivan Holden, administrator

The bureau's 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:

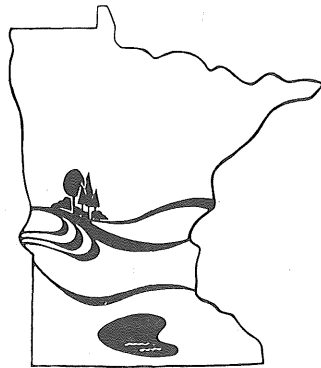
Northern Service Center
 Box 388 E. Hwy. 2
 Grand Rapids, Mn. 55744
 (218) 326-0311

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 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 board 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 board 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 board 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: DNR, Soil and Water Conservation Board, Box 19, Centennial Bldg., (office located second floor, Space Center), St. Paul, Mn. 55155.

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 also 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 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.

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. If a practicing nurse chooses to become a non-practicing nurse the board will make this change of license status upon notification. A non-practicing nurse is not required to renew the license during the period of non-practice. However, the nurse may not practice during this period. The board will change this status back to active status upon request. 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. 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. 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 hours or four semester hours. Contact the board for information regarding continuing education programs. Fees and application 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);

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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.

Examinations are scheduled approximately every 90 days. Applications are accepted any time. To receive the application form or specific information on licensing contact the board. Fees are as follows:

Application fee	\$30
PES examination fee	\$30
State rules examination fee	\$20
Annual license fee, renewable each July 1	\$75

Board of Optometry

717 Delaware Street S.E.
Minneapolis, Minnesota 55440
(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 the above address.

The board issues new licenses and renewals. A new applicant must fulfill the following requirements: shall prove that she/he is of good moral character; 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 pass an examination including both a written test and a practical demonstration which thoroughly tests 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. 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

Professional corporation registration fee	\$100.00
Professional corporation renewal fee due Jan. 1	\$ 25.00

The board schedules examinations annually and will supply information upon request.

Complaints regarding possible violations of the optometry statutes may be filed by writing to the board. The board has the authority to revoke or suspend licenses as a result of investigation instigated by a complaint. To file a complaint, contact the Board of Optometry.

Board of Pardons

430 Metro Square Building
7th & Robert Streets
St. Paul, Minnesota 55101
(612) 296-3546
James N. Bradford, secretary

Minnesota Constitution, Article V, section 4; Minnesota Statutes, chapter 638

The Board of Pardons consists of the Governor, the Chief Justice of the Supreme Court and the Attorney General. The board may grant pardons, reprieves and commute the sentence of any person convicted of any offense against the laws of the state of Minnesota. They can also grant a pardon extraordinary to a convicted person who has been discharged of the sentence imposed and has been law-abiding for a reasonable time after a discharge. The commissioner of the Department of Corrections, or his designee, is secretary to the board.

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 30 days before the next scheduled meeting of the board. The board meets on or about the second Monday in January, April, July and October. Each application for pardon extraordinary must be accompanied by at least three letters of recommendation attesting to the good character and law-abiding conduct of the applicant. Except for compelling reasons, as determined by the board, 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 for pardon, or request application forms, contact the board at its address above. There are no fees for this service.

Minnesota Board of Peace Officer Standards and Training

Fifth Floor, Metro Square Building
Seventh and Robert Streets
St. Paul, Minnesota 55101
(612) 296-2620
Mark K. Shields, executive director

Minnesota Statutes, chapters 214 and 367; sections 382.28 and 626.843-826.855

The Minnesota Board of Peace Officer Standards and Training (POST board) licenses peace officers employed in the state of Minnesota, regulates their pre-service and in-service training, and establishes standards of professional conduct for the law enforcement profession. Minnesota is the only state which licenses peace officers.

The POST board's rules require all new peace officers to be United States citizens; in possession of, or eligible to possess, a Minnesota driver's license; have no felony conviction or history of misconduct, and successfully complete a written and medical examination, a job-related test of physical strength and agility, a psychological evaluation and an oral interview.

There are three routes to licensure for a candidate who meets these minimum standards:

Traditional route. The candidate is hired by a state, county or local law enforcement agency without having had any previous training or education. He/she is then enrolled in a certified basic training course conducted either by the Bureau of Criminal Apprehension or by the agency's own training academy, passes the licensure test upon completion of this training, and completes a year of probation following basic training.

Vocational-technical route. The candidate completes a certified law enforcement program in a vocational-technical institute, passes the licensure test, is hired by a law enforcement agency and completes a year of probation.

College-plus-skills-training route. The candidate completes a certified two-year program in law enforcement or a certified four-year program in criminal justice studies. He/She passes the academic portion of the licensure test upon successful completion of the program, then enrolls in a law enforcement skills course and passes the practical portion of the test upon successful completion of the skills course. Then the candidate is hired by a law enforcement agency and completes a year of probation.

The POST board has published two books of learning objectives for the academic and skills courses. These books may be purchased from the Documents Section, Department of Administration, 117 University Avenue, St. Paul, Mn. 55155, (612) 296-2874. The prices are \$3.50 plus tax per copy for *Learning Objectives for Post-Secondary Programs in Law Enforcement*, \$4.00 plus tax per copy for *Learning Objectives for Skills Courses in Law Enforcement*, and \$1.50 plus tax per set for a set of skills checklists.

Licensure examinations are administered by the board's staff several times each year in various locations. Application forms and information are available from the board's office as well as from all schools which have certified programs in law enforcement or criminal justice studies. Examination fees are \$25.00 for the combined academic and skills test, or \$12.50 for either the academic test or the skills test. Applicants may take the licensure test a maximum of three times.

Peace officers must renew their licenses every three years. The renewal fee is \$10.00. Applicants for renewal also must have completed 48 hours of POST-certified continuing education or training within the preceding three years.

The POST board provides reimbursement to local units of government which send

new peace officers to a basic training course under the traditional route into law enforcement. This reimbursement defrays part of the local unit's costs in salary and living and travel expenses. The amount of reimbursement is limited by the funds appropriated for that purpose and by the number of officers who have completed their basic training within a given fiscal year. Local units must establish their eligibility by verifying that they have complied with the state-wide hiring standards and the other requirements that are specified in the board's agency rules. Application forms are provided by the board in May of each year. The completed forms must be returned within 60 days of receipt, and payments are made as soon as possible after the expiration of the deadline for application.

The board will receive and process a citizen's complaint about unprofessional conduct by peace officers. The citizen's complaint will be referred to the local law enforcement agency which employs the officer whose conduct is in question; the local agency, in turn, will investigate the complaint and report its final disposition to the board. If further board action is necessary, hearings will be conducted in accordance with the state administrative procedures act.

The POST board provides a number of free services to local law enforcement agencies. These services include assistance in complying with the statewide hiring standards, notification of forthcoming educational or training programs, and information on state legislation which affects the law enforcement community. The board's staff also answers inquiries with regard to selection or training of peace officers, professional standards, reimbursement, or any other matters within the board's jurisdiction. Most requests for information can be answered immediately. Detailed requests may require a few days in which to compile the information and/or arrange a meeting with a staff person at a mutually convenient time and place.

Minnesota State Personnel Board

3rd Floor Space Center Bldg.
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-7516
Cornell L. Moore, chairperson

Minnesota Statutes, section 43.06

The Minnesota State Personnel Board advises the commissioner of personnel on rules, proposed rules and proposed alterations of rules. The board approves the lifting of individual salaries above the base rate of a department head. 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 assistant department head level, which are not directly established by law. The board reviews the compensation for, and recommends to the commissioner, appropriate compensation levels for department heads in the executive branch, constitutional officers, judges and members of the legislature.

The personnel board with the Office of Hearing Examiners conducts appeal hearings concerning employment status (demotion, suspension or removal) of employees in the classified state service. Based on the hearing record the board may uphold, modify or overrule a disciplinary action. An employee must file an appeal within 30 days of the disciplinary action. For information or to file an appeal, contact the board. An

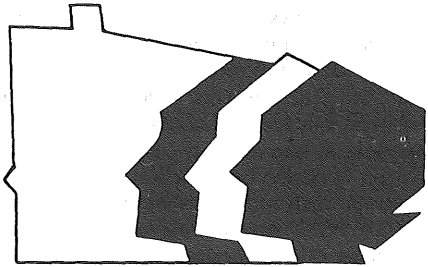
employee must send a letter requesting a hearing to the board. There are no fees charged by the board. Resolution of an appeal usually takes from three to six months.

Unless special action is taken, the activities of the board will be transferred to other state agencies and the board will go out of existence on June 30, 1980.

Department of Personnel

3rd Floor Space Center Bldg.
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2616

Barbara L. Sundquist, commissioner



Minnesota Statutes, chapters 16.86, 43, 179.61-179.76, 260.311 and 355

The department 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.

Special Assistant Attorney General, (612) 296-7960

Andrea Mitau Kircher

The Department of Personnel and the Board of Personnel are represented by a special assistant attorney general in all legal matters.

**Personnel Management Services and Recruitment Division,
(612) 296-2398**

Edward G. Peetz, manager

The staff of this division serves as the primary liaison between the Department of Personnel and other state agencies to insure that needed personnel management services are provided in a coordinated manner. The division provides guidance, professional support and consultative and evaluative services to all state agencies, assists them in the acquisition and management of their human resources, and ensures that their personnel policies and practices are consistent with the state's personnel management system, rules and law.

Services to the agencies include assistance in the recruitment and selection of staff for managerial positions and for positions in labor-short occupations; administration and interpretation of diagnostic personnel management reviews and subsequent development of action-oriented recommendations to address diagnosed problems; coordination of unique studies and transactions between the operating agencies and the various divisions of the Department of Personnel; provision of policy, procedure and program-related communications with operating agency personnel offices and program managers; and participation in projects and task forces instituted to explore ways to

improve the design and administration of the state's personnel system and programs. Contact with the public is generally limited to responses to inquiries generated by recruitment efforts.

Examining and Referral Division, (612) 296-3448

Julie Vikmanis, manager

This division publishes and distributes listings of state service positions open for application, receives applications, develops and administers job-related examination procedures in compliance with federal guidelines, and refers successful applicants to state agencies with vacancies. The division also assists in the selection of employees for the state's Career Executive Service and, upon request, advises regional development commissions about personnel policies and procedures, and assists counties and municipalities in screening candidates for positions.

The "Minnesota Career Opportunities Bulletin" lists positions open for application to the general public as well as to current employees of the state of Minnesota. It is published bi-weekly and distributed to recruiting and referral agencies, colleges and universities, county courthouses and main post office buildings, and to all Job Service offices of the Department of Economic Security. The listings also appear bi-weekly in the *Twin Cities Courier*, the *Minneapolis Spokesman*, the *St. Paul Recorder*, and the *Sunday Minneapolis Tribune* and *St. Paul Pioneer Press* in the "Help Wanted" section. In addition, all classes currently open for application appear on the job bank at area Job Service offices.

Every two months, the department issues a special edition of the "Minnesota Career Opportunities Bulletin," which lists positions that are open to continuous application. The department does not maintain a mailing list for individuals. "Minnesota Career Opportunities Bulletins" and applications may be obtained by calling the numbers listed below or writing to the address above. No fees are charged. Announcements and applications may also be obtained in person. Applications must be received in the Department of Personnel by the deadline stated in the job announcement. The bulletins specify the type of test required and/or the minimum education/training or licensure requirements. Applicants will be notified by mail of the time and place of the test, generally within four weeks after the deadline. Notification of test results will be mailed within 2-6 weeks, depending upon the complexity of the examining process and the number of participants.

The Department of Personnel has instituted a state-wide, toll-free Helpline to provide information on application, examination, referral, and selection processes within state service. The number for Minnesota residents inside the Twin Cities area is 296-6700. The toll-free number for Minnesota residents outside the Twin Cities metropolitan area is 800-652-9747. Any calls through toll-free numbers will first be answered by the Capitol switchboard operator; callers should then ask for State Personnel.

Local Government Selection Services, (612) 296-1487

The Examining and Referral Division provides examining services for a number of classifications including entry and promotional level police and fire positions, dispatcher, clerical, and maintenance positions. Written guidelines on testing services and procedures are available to city and county representatives upon request. The division provides referral of qualified candidates for county probation officer positions, and examining services at the request of county court services divisions. Instructions for requesting county probation officer testing are provided to county judges.

Requests for local government examination services must be made by phone or mail at least two weeks in advance of the anticipated test date. Tests may be sent only to authorized representatives of a 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 \$1.00 for each person taking the written test. If less than five candidates are tested for entry level police officer, the fee is \$10.00 per person. 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 upon the availability of oral interviewers and can normally be arranged within three weeks. Test results are mailed to the county within one week of the oral examination.

Training and Development Division, (612) 296-2380

Mark L. Sundquist, manager

The division coordinates a state-wide system of training and development activities and administers training policy consistent with state law and personnel rules. This includes agency training plans, standards and reports, pre-service training programs and management development requirements. The division also offers state and local government agencies direct training, services and resources to help them meet their staff development needs. These include an ongoing curriculum of more than thirty training courses and an audio-visual library of equipment and materials. The division also provides technical assistance to state agencies in management development, training and performance appraisal.

Intergovernmental Personnel Act (IPA) Administration, (612) 296-2329 or 8924

Greta Hartman, 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 technical 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, 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 the Title VI-VII provisions of the Civil Rights Act of 1964.

Social Security Division, (612) 296-2808

Harry Groschel, director

This division administers federal social security coverage for all state and local governmental employees. The division negotiates the required social security agreements with federal authorities as directed by state law. It is responsible for collecting social security contributions, receipt of properly completed wage reports, consolidating reports and payment of proper remittance, auditing and reviewing records of the governmental units for compliance with applicable state and federal laws

and serving 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.

Personnel Planning and Information Services Division, (612) 296-3210

Richard R. Cottrell, manager

This 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 division. 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 may include the actual cost of computer time required to produce it, as well as costs for programmer/analyst services. 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.

Classification, Compensation and Benefits Division, (612) 296-6685

Michael Koebnick, manager

This 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. The division collects salary, benefit, 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. This division provides no services directly to the general public.

Employee Benefits Division, (612) 296-2457

Clements Oliver, manager

This 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 division. There is no fee and most information requests are handled immediately. Claim settlement problems take varying amounts of time to resolve.

Equal Opportunity Division, (612) 296-4600

Stanley A. Gardner, state director

This division has the broad responsibility of ensuring the state's compliance with federal and state Equal Employment Opportunity/Affirmative Action laws, rules and regulations. It establishes regulations, guidelines, and procedures, and monitors all state agencies for compliance with the state's Affirmative Action program.

The division provides information to employers, both public and private, who wish assistance in the areas of affirmative action and equal employment opportunity. The division maintains a resume bank of qualified minority, female and handicapped individuals, provides job counseling and assistance to protected group members who are seeking employment, and authorizes trial placements of severely handicapped individuals in lieu of standard testing. 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.

Complaints alleging discrimination by the state, based on race, creed, color, sex, pregnancy, national origin, age, marital status, disability, religion, reliance on public assistance, or political opinions or affiliations, may be filed by writing to the director. Current and former employees are encouraged to file complaints through the procedure in their department's Affirmative Action Plan. All complaints receive immediate attention, although the length of time needed to process complaints may vary depending on the specific circumstances in each case.

The division participates in personnel management reviews and receives quarterly and annual reports on the affirmative action status, progress and plans of executive branch agencies.

There are no fees for any service unless the service requires duplicating costs. The client would pay these costs. Most requests for information are handled immediately. Requests for information and assistance may be made by phone or mail. If an immediate response is impossible, an estimate of the time needed for completion will be furnished.

Governor's Internship Program, (612) 296-6868 and 6858

Grace Johannessen, director

This program is designed to provide an opportunity to upper division college and graduate students, high school youth and mid-career minority persons to have a professional work experience in their academic or training area in state agencies.

The director matches internship applicants with agencies' requests and refers prospective interns to agencies for interviews. Each intern is required to work with a faculty advisor or supervisor whose function is to insure that the internship provides a valid contribution to the intern's education. An agency provides an assignment with specific goals, which will challenge the intern and provide a valuable service to the agency.

Information or applications for internships may be secured by calling the above-listed numbers or writing to the Governor's Internship Program, at the Department of Personnel's above address. In addition to the application applicants must submit a resume and transcript or list of coursework. Agencies should submit a "Request for Student Intern" form and job description at least six weeks before the starting date. Agencies are encouraged to pay interns but may also accept volunteer interns. Interns are also encouraged to seek work study funding. Prospective interns should submit applications 8-10 weeks before desired starting date. There is no fee for these services.

Communications Office, (612) 296-2917

Marjorie A. Borchard, communications officer

This office develops and manages communication's activities within the Department of Personnel and between the department and the public, the media, state agencies, the legislature and the Governor's office. This includes reviewing department policy and procedure communications to ensure consistency and accuracy, developing brochures and other information materials about the department and replying to requests for general information about the department programs.

Labor Relations Division, (612) 296-2516

James Geissner, chief negotiator

This division negotiates the 34 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, grievance arbitration and interest arbitration.

Administrative Services Division, (612) 296-6538

Richard Thorkee, manager

This 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 listing 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.

Board of Pharmacy

Room 351, 717 Delaware Street S.E.
Minneapolis, Minnesota 55414
(612) 296-5411
David E. Holmstrom, executive secretary

Minnesota Statutes, chapter 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 develops rules governing drug storage, distribution and recordkeeping for individuals, institutions and facilities. The board tests and licenses all pharmacists, and inspects and licenses all pharmacies, drug wholesalers and manufacturers. They determine the continuing pharmacy education requirements for all pharmacists and approve 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.

License and examination fees are:

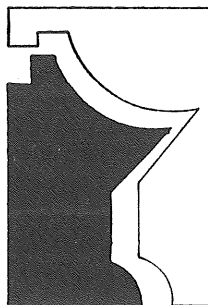
Type of License	Initial and Renewal Fee	Examination Fee
Pharmacist	\$ 35	\$ 75
Pharmacy	\$ 50	
Drug wholesaler and manufacturer	\$ 75	
Reciprocity examinations	\$150	

Licenses must be renewed annually. Pharmacist's 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. Pharmacists examinations are given each fall and spring, and reciprocity examinations are given quarterly. 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

101 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2007
Arthur E. Sidner, director
A. Edward Hunter, deputy director



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 and human resources. It also provides planning assistance to state and local units of government and stimulates public interest and participation in the development of programs of the state. Much of the information from the agency is presented in the form of reports and most of these are available to the public.

Economic Development Section, (612) 296-5726

Mary Jo Richardson, director

The program conducts studies on a broad range of social and economic development issues. For example, the program has undertaken the analysis of the relationships between employment changes and demographic shifts, studied migration of firms, worked with regional development commissions on studies of industries vital to the economic base of individual regions and will be assisting other state agencies in identifying key economic issues.

Program Review, (612) 296-3698

Tom Harren, manager

The activity reviews federal grant applications submitted by state agencies, local governments and private organizations. Under the provisions of the federal Office of Management and Budget Circular A-95 applicants for federal funds from selected programs are required to notify the State Planning Agency of their intent to apply 30 days before submitting the formal application to the federal funding agency. These applications may be reviewed by the State Planning Agency to determine their consistency with state programs and policies.

Governor's Task Force on Educational Policy, (612) 296-1755

Donna Knight, director; John W. Mooty, chairman

The task force is responsible for conducting a review of major elementary-secondary educational policy issues, exploring alternative strategies for public policy action, and

making recommendations by January 1, 1981 to the Governor and the Legislature based on its findings. Deliberations will build upon the local and regional self study process mandated by the Legislature since 1976.

The task force is composed of fifteen members appointed by the Governor to a single two-year term who represent the lay public, legislators, and educators. A monthly newsletter describes task force activities. Subscription information may be obtained by calling or writing the staff director. Task force meetings are open to the public. The task force was set up by Minnesota Laws of 1979, chapter 333, section 9.

Developmental Disabilities Planning, (612) 296-4018

Marylee Fithian, director

The 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). The division carries out activities in conjunction with the Governor's Planning Council on Developmental Disabilities. The division awards grants to public and private non-profit agencies to implement demonstration projects in order to improve service delivery to persons with developmental disabilities.

Health Planning, (612) 296-2407

John Dilley, director

This division plans and develops health delivery systems for the state. This includes 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. Other areas of planning are disease prevention, public health education and the training of physician assistants. The division oversees seven local health systems agencies around the state through the Statewide Health Coordinating Council. This council reviews applications from the health systems agencies for planning grants and funds available through the federal Public Health Service Act.

Human Resources Planning, (612) 296-3865

Dean Honetschlager, director

This unit works to improve the effectiveness of education and human service programs in public assistance, social services, employment, health and corrections. It implements directives issued by the Governor and the state legislature and responds to trends influencing the public. The unit focuses on issues involving many state agencies and problems which arise from the fragmented and decentralized nature of decision making about human resources. The unit assists policy bodies in making resource allocations and improving their planning and management. It conducts policy studies, develops planning and management assistance materials, provides technical assistance, coordinates planning efforts among state agencies and develops data sources and information which supports interagency, cross-program and intergovernmental planning and management.

The following free publications are available on request while supplies last. *The Condition of Education: Facts and Issues about Minnesota's Public Schools* (1977), *Needs Assessment: A Guide for Human Services Agencies* (1977), *Human Services: A*

Guide to County Planning and Decision Making — A Reference for Human Services Administrators and Planners (1979), *Planning for Effective Decision Making in Human Services: A Guide for Minnesota's County Commissioners and Other Elected Officials* (1979), and *Public School Educators in Minnesota — Final Summary Report* (1979).

Office of the State Demographer, (612) 296-2557

R. Thomas Gillaspay, state demographer

The office prepares population projections and annual population estimates and designs and tests research methods to develop demographic data. *Population Estimates for Minnesota Counties* and *Median Income Estimates for Minnesota Counties* are published annually. The office has also published *Faces of the Future*, *Age Estimates for Minnesota Counties: 1975*, *Revised Population Projections for Minnesota Counties*, and *How Many Workers?: Projections of the Minnesota Labor Force 1977-1990*. In addition, a series of reports on the demographic and labor force characteristics of the Minnesota population has been generated from the Minnesota Household Survey conducted in April 1977. To order these free publications, contact the Office of State Demographer, Room 101 Capitol Square Building, 550 Cedar Street, St. Paul, Minnesota 55101.

Environmental Planning, (612) 296-2712

Joe Sizer, director

The division collects information on Minnesota natural resources and makes recommendations to environmental decision-making state, regional and local government agencies and to the legislature. Regular reviews of state and federal environmental programs are undertaken to provide a basis for coordinated activities and for the preparation of recommendations to the Governor.

Land Use Planning, (612) 296-2633

Roger S. Williams, manager

The section conducts and coordinates programs for improving state, regional and local decision-making processes for determining the best use of land in the state. It also conducts short-term research projects for the Environmental Planning Division and carries out the Planning Agency's responsibilities for implementing the provisions of the Outdoor Recreation Act of 1975.

Environmental Quality Board (EQB), (612) 296-6662

Arthur E. Sidner, chairman; Mary Sullivan, administrator

The EQB 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. The EQB has a public advisor to advise and assist the public in the process of siting power plants and high voltage transmission lines. The advisor works with individuals or groups telling them about the

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siting and routing process and advising them on how to effectively participate in it. For information and assistance contact the EQB Public Advisor at (612) 296-9923.

Program Analysis and Project Evaluation, (612) 296-8254

Charles Kenow, manager

This section provides interagency coordination, program analysis, and short-term project management of special environmental issues assigned to the State Planning Agency. Staff responsibilities include solid and hazardous waste studies, copper-nickel mining study, selected public information programs, Governor's environmental report, water resources programs and technical review of state and federal impact statements for the planning agency. The manager serves as the State Planning Agency's technical representative to the Environmental Quality Board.

Environmental Management, (612) 296-2319

Tom Rulland, manager

The section ensures that proposed major construction actions are adequately reviewed for their effect on the environment. It offers information and assistance to the public in meeting the many government requirements when using the state's air, land and water resources. The section also provides planning and management assistance to local governments for protection of critical areas.

Environmental Review, (612) 296-9032

Shirley Dougherty, coordinator

To ensure that proposed major construction is adequately reviewed for its effect on the environment this program prepares 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. Subscriptions cost \$8.00 per year. Call or write to be placed on the subscription list.

Environmental Permit Coordination, (612) 296-3617

Gary Heiting, coordinator

The 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 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 unit are provided free of charge, however the applicant pays the cost of three newspaper notices.

The information center makes available an inventory of state environmental permits and regulatory programs, procedures for processing proposals affecting the environment, standards used by regulatory agencies to evaluate proposals, a directory of contact persons in regulatory agencies, copies of environmental permit application forms and 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 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. Financial and technical assistance is provided to local governments for the development of critical area plans and regulations.

Power Plant Siting Section, (612) 296-2641

Allen Jaisle, manager

The section processes applications for electrical utilities for large electric power plant sites and high voltage transmission line routes. A public advisor from the Environmental Quality Board assists the public in participating in the siting and routing processes. The section has developed and maintains mailing lists of interested citizens and groups as part of its effort to ensure broad based public awareness of the siting and public hearing processes. To be placed on these mailing lists, or for information on sites or routes, contact the section at the State Planning Agency.

Land Management Information Center, (612) 296-1211

Al Robinette, manager

The center was created in 1977 to provide land use and natural resource information to land managing agencies within state government, local units of government, the Regional Development Commissions, and other interested individuals.

The center serves as a first-stop referral source for information on state mapping and air photo programs, plus information on computerized data bases dealing with the state's natural resources. The center houses and maintains the Minnesota Land Management Information System (MLMIS). This computerized data^A bank of the state's natural resources has data available at two scales — one based on the 40-acre parcel from the Public Land Survey and more generalized data using a cell 5 kilometers on a side. Information from either computer file is available to anyone at the cost of producing the requested maps, charts, tables or graphs.

To assist training in the use of available natural resource data, the center has developed several slide/tape shows, and obtained several other shows developed by federal agencies. The shows may be viewed in the center's office during normal office hours or they may be borrowed for outside use by written request to the center.

The center has published a vast variety of documents dealing with MLMIS computer system and the state's mapping and air photo programs. A detailed publications list, complete with ordering information, can be obtained from the center. Some publications of the center are available from the Documents Section, Department of Administration. The center publishes two newsletters — a monthly one-page update of the center's activities and a quarterly newsletter of mapping and remote sensing activities in Minnesota. Both newsletters are free and available to public agencies and interested individuals by contacting the center.

Office of Local and Urban Affairs (OLUA), (612) 296-2102

Leland Newman, director

The office is responsible for conducting research into urban and rural problems and providing information to local governments and interested parties on solutions to urban and rural problems. It does this through the activities of the following four sections and in cooperation with other state agencies.

Regional Planning Assistance, (612) 296-2115

The 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.

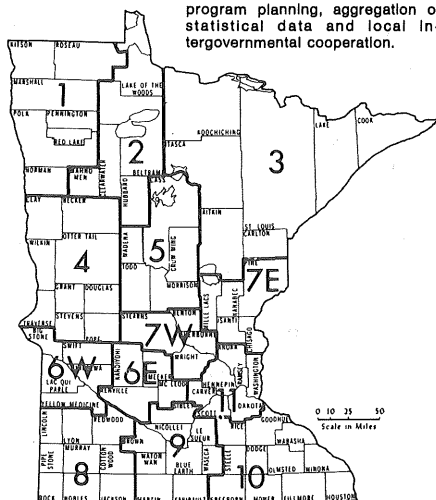
Local Planning and Community Development Assistance, (612) 296-2103

Ron Kaliszewski, manager

The 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 officials and employees on such topics as downtown improvement, growth management, zoning, capital improvements financing, and other subjects. A publication entitled *Publications, Slide-Tape Shows, Workshops Available from OLUA* is provided free of charge by stopping in at the office or by calling or writing. In addition, this section administers the state land use planning grants to cities, counties, Indian tribes and towns and also the "701" planning grants which are available to cities, counties, regional development commissions and towns.

Development Regions

State Development Regions represent a grouping of counties based on natural, social and economic factors and were established to facilitate statewide program planning, aggregation of statistical data and local intergovernmental cooperation.



Parks and Recreation Grants, (612) 296-4705

Jeff Hanson, manager

The section administers federal and state grant programs to local units of government for the acquisition and development of parks and outdoor recreation facilities. The section seeks to develop ballfields and game fields, large outdoor game courts, picnic areas, campgrounds, swimming beaches, nature areas, boat access and hiking, bicycling and ski touring trails. Also administered by this section is a special grant program for units of government in outstate metropolitan counties to acquire and develop parks, trails, conservatories, zoos and other special use facilities of regional significance. It advises 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

Shirley M. Rutherford, director

The 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.

Administrative Services Division, (612) 296-6077

Leo M. Steiner, director

The division provides the general administrative support services necessary for the operation of the State Planning Agency. Its functions include general administration, accounting, personnel, purchasing, and publications activities. Administration provides for internal administrative policy, facilities and equipment of the agency. This division, except for the Publications Section, provides no services directly to the public.

Publications Section, (612) 296-2981

Karen Whiting, information officer

The 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 agency publications available to the public. Persons interested in the activities of certain agency divisions should call the divisions themselves for reports which are available. For further information, contact the Publications Section. There are no fees.

Accounting Section, (612) 296-6000

Leonard O. Hislop, supervisor

The section handles agency financial activities; administers state, federal and revenue funds received by the agency; assists in preparation of and monitors agency budgets; provides financial reports for management use; directs internal control of agency property and equipment; prepares the agency payroll, and handles contracts. This office provides no services directly to the public.

Personnel Section, (612) 296-8201

Judith Coggins, personnel officer

This section handles all agency personnel actions including recruiting, appointments, salary adjustments and classifications. It maintains the central personnel files and administers the agency's affirmative action program, the employee training program and the employee performance appraisal. This office provides no services directly to the public.

**Board of
Podiatry**

717 Delaware Street S.E.
Minneapolis, Minnesota 55415
(612) 296-5513
Eugene M. Larson, secretary

Minnesota Statutes, sections 152.12 & 153.01-153.15

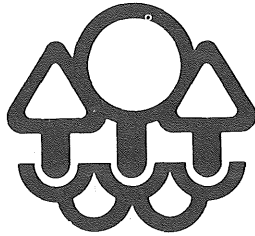
The Board of Podiatry establishes and enforces rules for the practice of podiatry (treatment of the foot). The board annually examines candidates for licensure, renews licenses and investigates complaints. The board has the power to revoke or suspend licenses. To register a complaint, contact the board.

The board gives licensing examinations to approximately six 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 an accredited college of podiatry. Tests are given at the board office, and licenses are issued to successful applicants. To receive information about examinations or application forms, contact the board. 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. The examination is scheduled to coincide with the graduation dates of schools of podiatry across the country. Applications for the test are accepted any time. The license 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.

Minnesota Pollution Control Agency (MPCA)

1935 West County Road B-2
Roseville, Minnesota 55113
(612) 296-7373

Minnesota Statutes, chapters 115 and 116



Minnesota Pollution Control Agency Board, (612) 296-7373

Art Engelbrecht, chairman

The board consists of nine members appointed by the Governor and confirmed by the Senate to four-year terms. One of the members must be knowledgeable in the field of agriculture. Regular meetings are held the fourth Tuesday of every month at the agency's board room and are open to the public. To be considered for appointment to the board contact the Governor's office.

Office of the Executive Director, (612) 296-7301

Terry Hoffman, executive director

The MPCA was established in 1968 to meet the variety and complexity of problems relating to water, air and land pollution in affected areas of the state. The agency seeks to achieve a reasonable degree of purity of water, air and land resources which provide for their maximum enjoyment and use, and which further the welfare of the people of Minnesota. The agency 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 E. Gendler, director

The office answers questions of a general nature concerning pollution control. It also distributes news releases, printed materials such as brochures and reports, and films to the media and to the general public. A free monthly newsletter, *Inside Report*, is available to the public. To receive the newsletter, send your name and address to the Public Information Office of the agency with a card requesting that you be added to the *Inside Report* mailing list. For more information or materials contact this office at the agency's address. There are no forms or fees.

Division of Water Quality, (612) 296-7354

Barry C. Schade, acting director

The division enforces and administers all laws relating to water pollution in the state. The division collects water quality data on lakes and rivers, establishes water quality standards to protect all water uses, issues and enforces wastewater treatment facility discharge and operating permits, provides management planning to alleviate

pollution from 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 section regulates all discharge of materials into Minnesota's waters. The section issues both federal and state permits, which are generally required by federal and state law, as well as by MPCA regulation, for any discharge into either underground waters or surface waters. Application must be submitted at least 180 days prior to a new discharge and a permit must be obtained prior to the solicitation of bids for the construction of new disposal facilities. For more information, or for permit applications, contact the Permits Section. No fee is charged for applications and permits. Processing usually takes approximately 15 weeks, allowing for a 30-day public notice comment period. Permit processing may require more time when controversial issues arise or a public hearing is requested.

The section also issues "Section 401" certifications. Certification is required of any applicant for a federal license or permit to conduct any activity which could result in a discharge into navigable waters. The "Application for Section 401 Certification" may be obtained from the MPCA Roseville office. There is no fee for this service, and processing normally takes approximately three months, including a possible 30-day public notice comment period.

The Permits Section also develops and issues Certificates of Exemption for the use, possession, sale, purchase or manufacture of polychlorinated biphenyls (PCBs) or products containing PCBs. The application form required is MPCA form E. It may be obtained by mail or in person at the MPCA Roseville office. There is no fee charged for application of Certificates of Exemption. 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.

The Permits Section also issues permits for construction and operation of animal waste facilities. For information or applications, contact the section. Applications 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 takes a maximum of 15 working days.

Facilities Section, (612) 296-7201

Perry Beaton, chief

The 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 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 wastewa-

ter 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 MPCA'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 or five months.

The Operator Training Unit of the Facilities Section certifies wastewater treatment plant operators. For information and application forms contact the unit at (612) 296-7233. Fees for certification are:

application for examination	\$15.00
issuance of certificate	\$15.00
re-examination	\$15.00
renewal (for lapsed certifications)	\$15.00
reinstatement or reciprocity	\$20.00

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 MPCA Operator Training Unit, (612) 296-7233. Fees for most seminars are \$30.00 and last three or four days.

The Operations Unit offers a program to assist in proper operation and maintenance of municipality owned wastewater (sewage) treatment facilities. The overall objectives are to provide training for the facility operator and to improve the performance of municipal wastewater treatment facilities. This service 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 MPCA, (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.

Surface and Groundwaters Section, (612) 296-7242

John F. McGuire, chief

The 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 MPCA'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.

282 / Pollution Control Agency, Minnesota

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 MPCA'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 **Citizen Clean-Lake Monitoring Program** is 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. Participants in an "advanced" program may also collect water samples for evaluation by the MPCA. For information or application forms for this program contact the MPCA's Surface and Groundwaters Section. 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. The fee for the advanced program is \$10. Equipment is usually sent within one month of the application.

Effluent limitations for all discharges 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 limitations or to request the establishment of additional effluent limitations contact the MPCA's Surface and Groundwaters Section, (612) 296-7242. There are no forms or fees. Establishment of 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, chief

The section enforces all regulations applying to discharges. It investigates all complaints, and insures 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 MPCA's Compliance and Enforcement Section, (612) 296-7236.

The section's **Spills Unit** 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 MPCA's Spills Unit, (612) 296-7235, or after regular working hours, (612) 296-7373. 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 Compliance & Enforcement Section at (612) 296-7367.

Planning Section, (612) 296-7241

Paul E. Davis, chief

The 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 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 MPCA'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 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 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. The division also enforces and administers state noise standards.

Engineering Section, (612) 296-7334

Louis M. Chamberlain, chief

The 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. For information or applications contact the 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.

Enforcement Section, (612) 296-7371

Gary A. Pulford, chief

The section handles all complaints regarding air pollution in the metro area, regulates open burning permits and enforces 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 MPCA 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 investigation to be completed.

The section processes permit applications for open burning in special instances under controlled conditions. For information or applications contact the 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, and in certain areas, 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, chief

The 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 Technical Services Section (612) 296-7263. Requests for more detailed air quality information not presented in the APEX are made to the section at (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 MPCA's Technical Services Section, (612) 296-7282. There are no forms or fees.

Transportation and Planning Section, (612) 296-7265

Bradley J. Beckham, chief

The section is responsible for developing specific strategies for achieving national air quality standards. The section has prepared a State Implementation Plan, as required by the federal Clean Air Act, which is a strategy of policies, procedures, and regulations aimed at attaining healthy air in all of Minnesota by the end of 1982. The plan focuses on abating both stationary sources of air pollution (such as factories) and mobile sources (such as automobile traffic). The section also performs all other air quality related planning, and reviews Indirect Source Permit Applications, which are required for new facilities (such as shopping centers) that are expected to attract large volumes of traffic. For application forms, contact the section. There are no fees. Review of applications normally takes approximately one month.

Noise Pollution Control Section, (612) 296-7340

Al Perez, chief

The section studies and helps control noise pollution. The section, at the request of the public or local officials, will work with local governments to develop an appropriate noise ordinance for the community. Furthermore, local officials will be trained in its enforcement and the MPCA staff will advise in the selection and procurement of instrumentation.

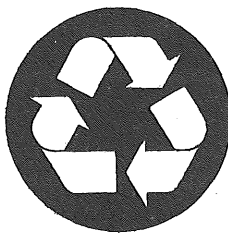
The section investigates complaints and performs noise surveys and evaluation to try to find solutions to noise problems. For information or to file a noise complaint, contact the section. There are no forms or fees. At least two weeks are required for a survey to be performed and an additional two to 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 MPCA's Noise Section. There are no forms or fees.

Division of Solid Waste

Dale L. Wikre, acting director

**Resource Planning Section,
(612) 296-7323**



Curtis J. Sparks, chief

The section provides encouragement through grants and permits to those interested in recovering usable materials from waste products.

The section also issues permits for solid waste recovery and energy recovery facilities. For information or applications contact the MPCA'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 MPCA. 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 division. The form needed is the "County Abandoned Motor Vehicle Reimbursement Form." This form may be obtained by mail or in person from the MPCA. 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.

Permits Section, (612) 296-7325

Bruce Brott, chief

The section issues permits for solid waste disposal facilities such as sanitary landfills, demolition waste landfills, and transfer stations. The section also issues permits for hazardous waste and industrial waste disposal facilities. For information or applications contact the Permits Section. The form needed for solid waste disposal facilities is "Permit Application for Construction and Operation of a Solid Waste Disposal System." Forms needed for the management, operation and transportation of hazardous or industrial waste include: "Hazardous Waste Management Disclosure Form," "Hazardous Waste Management Facility Application Form," and/or "Hazardous Waste Management Shipping Paper." Forms may be obtained by mail or in person. There are no fees. Processing of applications usually takes from two to three months.

Enforcement Section, (612) 296-7319

Thomas Clark, chief

The section ensures compliance with the agency's regulations at permitted solid and hazardous waste disposal facilities and investigates solid waste complaints received by the MPCA. For information or to register a complaint contact the Enforcement Section. 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.

Support Units

Environmental Planning and Review Unit, (612) 296-7293

Dale McMichael, manager

The Environmental Planning and Review Unit reviews and prepares environmental impact statements 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.

Regional Offices, (612) 296-7339

Robert R. Hamilton, coordinator

The MPCA maintains five regional offices throughout the state to assist the public. If complete service cannot be provided by a regional office, requests for MPCA services will be referred to the MPCA's headquarters in Roseville, Minnesota.

Region I

John Pegors, Director
1015 Torrey Building
Duluth, Minnesota 55802
(218) 723-4660

Region II

Larry Shaw, Director
304 East River Road
Suite 3
Brainerd, Minnesota 56401
(218) 828-2492

Region III

Willis Mattison, Director
116 East Front Street
Detroit Lakes, Minnesota 56501
(218) 847-2164

Region IV

Larry Johnson, Director
Box 286
1104 East College Drive
Marshall, Minnesota 56258
(507) 537-7146

Region V

Larry Landherr, Director
1200 South Broadway
Suite 140
Rochester, Minnesota 55901
(507) 285-7343

**Board of
Psychology**

717 Delaware Street S.E., Room 343
Minneapolis, Minnesota 55414
(612) 296-5419

Harriette Hartung, executive secretary

Minnesota Statutes, sections 148.88-148.99

The Board of Psychology grants and renews licenses for the practice of psychology, receives and acts on complaints against board licensees and registers professional psychology corporations.

Licensure is granted to psychologists and consulting psychologists who meet the statutory educational and experience requirements and who take and pass the examination required by the board. Educational and experience requirements for the licensed psychologist are a doctorate or a master's degree in psychology or the equivalent of a master's degree in a doctoral program in psychology and at least two full years of professional experience as a psychologist after receiving the training upon which application for licensure is made. Requirements for the licensed consulting psychologist are a doctorate plus two years of post doctorate professional experience.

Waiver of examination may be granted to persons who are American Board or Professional Psychology Diplomates or who have been licensed by other states whose requirements are equal to or greater than those of Minnesota. Examinations are held semi-annually in April and October. Application for admission to examination must be submitted at least 60 days prior to examination. Application information and materials are available in the board office and may be requested by mail, telephone or in person. Licenses must be renewed every two years.

Application Fee
Renewal Fee

\$100.00
75.00

Duplicate License Fee	10.00
Penalty Fee for Late Renewal	50.00

Complaints against board licensees are directed to the office of the Attorney General for investigation. The board may suspend or revoke licenses of those licensees found guilty of infraction of the licensing statute or board rule. Complaints should be directed to the board office. Complaints must be submitted in writing.

Professional Corporations involving board licensees are registered with the board. Annual reports must be filed by January 1st of each year. Initial registration fee is \$100.00, annual report registration fee is \$25.00.

Public Employees' Retirement Association

203 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-7460

Gordon J. Williams, acting executive director

Minnesota Statutes, chapter 353

The Public Employees' Retirement Association (PERA) provides annuities, survivor benefits, and total and permanent disability benefits for public employees. The PERA membership includes over 91,000 persons employed by counties, school districts, cities and townships in Minnesota and 4,355 members of the statewide Police and Fire Fund. The Association deals directly with government officials and employees.

Total PERA assets amount to \$797 million, of which \$501,967,000 is invested in long term investments, \$33,255,000 in short term investments and \$248 million in an adjustable fixed benefit fund. Total Police and Fire Funds are \$117,802,000, of which \$85,921,000 is in long term investments, \$4,469,000 in short term investments and \$24,746,000 in an adjustable fixed benefit fund.

The governing board of the association is made up of 11 elected members: 9 representing active PERA members, 1 representing the Police and Fire Fund, and 1 representing the retirees; plus 4 appointed members: one each from the Minnesota School Board Association, the League of Minnesota Cities, the Association of Minnesota Counties, and the labor union that represents the most PERA members. Board meetings are held once a month at 10 a.m., usually on the 4th Tuesday of the month, at varying locations. Contact the association for specific dates and locations.

The association provides forms and instructions for filing for benefits. To receive application forms and assistance, contact the association's office. There are no fees for this service. When applications are properly filed, benefits are payable as of the date of eligibility. An annual report is available each November free of charge and is mailed to every member of the fund. Contact the association for free copies.

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: employee contributions, employer contributions and 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 regular income. The program is entirely voluntary.

The retirement system provides information on its programs upon request and regularly sends employees information. All benefits of 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.

There is no fee to apply for retirement benefits. The deferred compensation plan has a 2% administrative charge per pay period. Retirement, disability and deferred compensation benefits are paid monthly. Refunds of contributions are paid approximately 15 days after receipt of application.

Department of Revenue

Centennial Office Building
658 Cedar Street
St. Paul, Minnesota 55145
(612) 296-3401

Minnesota Statutes, chapters 270-299

Office of the Commissioner, (612) 296-3401

Clyde E. Allen, Jr., commissioner/Arthur C. Roemer, deputy commissioner

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 gross earnings taxes, and taxes paid by the iron ore and taconite mining companies.

The department makes special state aid payments to cities, towns and counties, and evaluates the revenue impact of suggested tax law changes for the Governor and legislature. In addition, the department collects the local sales tax for Minneapolis and Rochester and the liquor/lodging tax for the Metropolitan Sports Facilities Commission.

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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 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.

Office of the Research Attorney, (612) 296-1022

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 represents the department at hearings and meetings.

Research Office, (612) 296-3425

Daniel Salomone, 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.

The following publications are available to the public on state taxes or state tax collections. For free copies contact the Research Office, Department of Revenue, Centennial Office Bldg., 658 Cedar St., St. Paul, Mn. 55145.

Minnesota Tax Guide, a booklet about all types of state and local taxes, licenses and permits;

Annual Sales and Use Tax Reports, a statistical bulletin on the amount and source of quarterly sales and use tax collections;

Individual Income Tax, an annual statistical bulletin on state income tax collections; and the

Corporation Income Tax, an annual tabulation of business income tax collected in Minnesota.

Revenue Management Program, (612) 296-3403

George Winter, assistant commissioner

The assistant commissioner for revenue management provides overall management direction for the department and is responsible for department administration, operations and production.

Operations Auditing Office, (612) 296-1022

Robert Turnquist, director

This office determines methods to increase the effectiveness of the department.

Financial Services Office, (612) 296-3416

Richard Ristow, director

This office helps the commissioner's office in the preparation and review of the department's budget. It also prepares annual spending plans and provides all fiscal services to the department.

Personnel Office, (612) 296-3414

Ron Olson, director

This 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

Mel Karnitz, acting supervisor

This office identifies the department's information systems needs and coordinates all activities associated with acquisition of the computer services required to satisfy those needs. The Systems Office also has the major responsibility to coordinate and manage the department's forms control program and printing requirements to ensure efficient use and compliance with state and department standards.

Publications Office, (612) 296-1022

Esme Evans, publications officer

This office is responsible for establishing and maintaining readability standards for the department's instruction booklets, forms, and other publications.

Administrative Services Division, (612) 296-3411

Jon Schaefer, director

The division provides support services for the department, including tax returns processing, accounting, new business applications, word processing, and the securing of office space, supplies, equipment and miscellaneous services.

Cashier Section, (612) 296-3489

Taxpayers may file their tax returns in person at the Cashier Section. To pay your tax in person, come to the Department of Revenue, Cashier Section, 1st Floor, Centennial Building, 658 Cedar Street, St. Paul, Minnesota 55155.

Refund Section, (612) 296-2041

The 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 information about a refund for an earlier year, call (612) 297-2030.

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For forms and assistance concerning refunds, contact this section. Forms needed for reissuing a refund are:

Form 506, Statement of Claim to Refund due Deceased Taxpayer.

Form 506-A, A Waiver of Claimant to Refund Due on Behalf of Deceased Taxpayer. An Affidavit Concerning a State of Minnesota Warrant must be completed before a duplicate warrant can be issued to replace a lost or stolen refund check.

Accounts Section, (612) 296-3431

Steve Kraatz, supervisor

This section processes transactions and maintains tax accounts for the Department of Revenue and provides information on prepayment of estimated taxes. 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. The form needed is Form IC-134, Affidavit for Obtaining Final Settlement of Contract. For information or affidavit forms, contact the Accounts Section.

Master File Section, (612) 296-2863

Janet Latulippe, supervisor

The 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 this section.

Income, Sales and Use Tax Management Program, (612) 296-1022

Gregg Miller, assistant commissioner

Income Tax Division, (612) 296-3781

Gerome Caulfield, director

The division administers all individual income taxes including withholding and fiduciary income taxes, property tax refunds, corporation excise, and bank 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 the amount set for his or her category. Specific filing requirements are listed each year in the income tax instruction booklet.

The division provides information and assistance to taxpayers. For help with income tax questions or forms, persons in the Twin Cities area should call 296-3781. Those outside the metro area should call the division's toll-free number, 800-652-9094, or go to one of the 11 district offices listed on the inside cover of the income tax instruction booklet.

Deaf, hearing impaired, and speech impaired persons can call the department's TTY number, 297-2196, for information or help with tax questions.

For assistance or forms, including withholding tax instructions and tables, contact the 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, 117 University Avenue, St. Paul, Minnesota 55155.

Field Operations Division, (612) 296-6948

Chauncey Peterson, director

The division makes field audits for the Income Tax and the Sales and Use Tax Divisions. They also make field collections for the Tax Compliance Division. The division maintains offices outside the Twin Cities Metro Area. Individuals needing copies of forms or instructions can stop in at one of the following locations. All are open Monday through Friday, 8 a.m. to 4:30 p.m.:

Brainerd 108 South 6th Street	Moorhead 8th Street & 4th Avenue South Townsite Center, Room 200
Duluth Lonsdale Building, Room 412 300 West Superior Street	Rochester 316 Elton Hills Drive
Mankato Southwest State University Social Science Building, Room 237	St. Cloud 2700 First Street North Suite 103

Sales and Use Tax Division, (612) 296-6181

Donald S. Mundahl, director

The division administers the state sales and use taxes. The division also administers the local sales tax for Minneapolis, Rochester, and the Minneapolis Stadium Liquor/Lodging Tax.

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 and how to fill them out. For a copy, write to this division, in care of the Department of Revenue. Copies of the Minnesota Sales and Use Tax Law and Minnesota Sales and Use Tax Regulations are available for \$2.00 plus tax, from the Documents Section, Department of Administration.

Service and Information Group, (612) 296-6181

Clarence F. Ganje, group chief

The group answers all questions about the state sales and use tax and the local sales taxes for Minneapolis, Rochester, and the Minneapolis Stadium Liquor/Lodging Tax. For help with sales and use tax questions and for all types of forms, contact the Service and Information Group at the Department of Revenue.

Tax Compliance Division, (612) 296-3455

Garfield Smith, director

The division collects the balance of any unpaid taxes assigned to the Department of Revenue, except for alcohol, cigarette and tobacco taxes.

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Review and Information Group, (612) 296-7046

Robert Zehoske, group chief

The group examines all delinquent tax accounts to determine the best method of collection. They decide whether to telephone or write the person, to visit the home or business, or take immediate legal action.

Communications Group, (612) 296-3455

Dorothy Bratager, group chief

The group calls or writes persons who owe delinquent 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 Group.

Actions Group, (612) 296-7983

Don Trimble, group chief

The group takes the needed administrative, enforcement or legal steps to ensure that delinquent taxes are paid.

Transactions Group, (612) 296-1905

Gayle Monson, group chief

The group researches data on file to determine if any internal errors exist and makes the necessary adjustments to accounts. The group also reviews requests to reduce penalties and/or interest for late payment of withholding, sales, or income taxes. Requests to reduce penalty and/or interest for late payment of taxes should be made in writing to the commissioner of the Department of Revenue.

**Property and Special Taxes Management Program,
(612) 296-1022**

Dennis Erno, assistant commissioner

Property Equalization Division, (612) 296-5131

Lyle H. Ask, director

The division provides overall supervision for the state's local property tax administrators and agencies. It issues guidelines to ensure 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

William E. Slavin, assistant director

The section supervises local and county assessors and boards of review and provides technical assistance for the appraisal of unique or complex properties. 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

Patricia Zentzis, supervisor

The unit issues deeds to persons who buy tax-forfeited land. Each county board of commissioners administers the sale of tax-forfeited land within its county. The unit also processes applications for reduction 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 they are 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 Properties Section, (612) 296-5134

Gerald D. Garski, manager

The section assesses certain properties not assessed by county or local assessors, including commercial airflight property, public utilities, pipeline companies and railroad property. For information or forms, contact the section.

Classroom Education Section, (612) 296-5145

John M. Krueger, manager

The 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 information about new property tax laws. For information about classes and application forms, contact the section.

Educational Information Section, (612) 296-5138

Ralph A. Pavek, manager

The 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 section.

Inheritance and Gift Tax Division, (612) 296-3475

Michael N. Lyons, Jr., director

The 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. The inheritance tax applies to the estates of persons who died before January 1, 1980.

A person receiving real or personal property from a deceased person must file an

inheritance tax return within one year after the person's death. The form needed is Form IG-1, available at this division. The inheritance tax has been repealed as of January 1, 1980. A new estate tax law will apply to the estates of persons who die on or after that date.

For information about the new estate tax or help with inheritance tax questions and forms, or to obtain a free information booklet on inheritance taxes, contact this division. A detailed booklet about inheritance taxes is also available for \$.50 from the Documents Section, Department of Administration.

The gift tax applies to gifts made before January 1, 1980. The person making the gift must file a gift tax return no later than April 15 of the year after the gift is made. The form needed is Form IG-100. There is no state tax on gifts made on or after January 1, 1980.

The Inheritance and Gift Tax Division also is responsible for audits of Fiduciary Income Tax Returns.

Alcohol, Tobacco, and Special Taxes Division, (612) 296-3482

Howard W. Anderson, director

The Alcohol, Tobacco and Special Taxes Division collects taxes on alcohol and tobacco, and 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

The Beer and Liquor Tax Section collects taxes on wines, distilled spirits and fermented malt beverages imposed at the wholesale distribution level. For more information contact this section. The following forms are used:

Form LB-52-C, filed monthly by beer wholesalers.

Form LB-300, manifest of liquor shipment, filed by wholesalers shipping liquor into Minnesota.

Form LB-56, filed monthly by liquor distributors.

Cigarette and Tobacco Tax Section, (612) 296-3482

The 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 section. Forms used include:

Form CT-101, license application for distributors and subjobbers of cigarettes and tobacco.

Form CT-206, information return filed by common carriers transporting tobacco products into Minnesota.

The following license fees are required annually:

tobacco products distributor fee is \$37.50 per year

cigarette distributor fee is \$150 per year, plus assessment fee of \$100 per year.
subjobbers:

tobacco fee is \$10 per year

cigarette fee is \$12 per year, plus cigarette assessment fee of \$43.75 per year.

Gross Earnings Tax Section, (612) 296-3482

The section administers the various gross earnings taxes. Rates are from 4 to 7 percent depending on the type of company. For information and forms, contact this section. 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:

- Rural electric cooperative tax — form SP-1
 - Boxing exhibition tax — form SP-5
 - Mortgage registry tax — form SP-8 (filed by county treasurers)
 - Deed transfer tax — (forms filed by county treasurers)
-

Local Government Aids and Analysis Division, (612) 296-2246

Wallace Dahl, director

The division conducts yearly assessment/sales ratio studies to determine the adjusted assessed valuations of school districts. These studies 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 commissioner of revenue uses the studies to correct grossly unfair and inequitable assessments of properties made by local assessors, and to ensure 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 division.

Petroleum Division, (612) 296-3511

James F. Dagen, director

Office Address:	Mailing Address:
1276 University Avenue	Centennial Office Building
St. Paul, Minnesota 55104	St. Paul, Minnesota 55145

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License Section, (612) 296-3511

Ronald E. Doughty, supervisor

The License Section issues and renews licenses for distributors, special fuel dealers, bulk purchasers and motor carriers. The section also receives the financial statements and surety bonds which may be required for filing with the license application. For an information packet describing the types of taxes or licenses, contact this section. Licenses, permits and fees issued by this section are:

Motor carrier license — \$10 fee annually. If an interstate motor carrier uses Minnesota highways 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.

Petroleum distributors license — \$5 fee annually. This license is required of a distributor of petroleum products in Minnesota.

Special fuel and bulk purchasers license — \$5 fee annually. Dealers in special fuel and bulk purchasers need this license.

Petroleum transport permit. There is no fee. Businesses transporting petroleum products in Minnesota must obtain this permit annually.

Collection Section, (612) 296-3518

Ronald E. Doughty, supervisor

The Collection Section collects the motor fuel and aviation fuel taxes received from tax returns filed by distributors, special fuel dealers, bulk purchasers and interstate motor carriers. For necessary gasoline and special fuel tax forms and help in filling out forms, contact the section. Tax return forms are listed below:

Form PDA 46 — gasoline tax and inspection fee return. This form must be filed monthly by distributors who receive petroleum products in Minnesota for further distribution.

Form PDA 49A — special fuel tax return. This form must be filed monthly by special fuel dealers and bulk purchasers of special fuel.

Form PDA 70 — road tax return. This form must be filed no later than the last day of April, July, October and January by motor carriers base licensed in other states who travel in Minnesota. However, motor carriers base licensed in North Dakota, Pennsylvania and Wisconsin do not have to be licensed or file a Minnesota road tax return.

Office Audit Section, (612) 296-6112

Raymond (Brin) Rauscher, supervisor

The section performs office audits of tax returns and terminal reports and maintains files on licensed accounts.

Field Audit Section, (612) 296-6112

Donald W. Sahlin, supervisor

The 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, contact the Audit Section.

Refunds, (612) 296-3511

The section handles aviation gasoline, aviation special fuel, and road tax refund claims and issues refunds. Claims for refunds on aviation gasoline or aviation special fuel must be filed on or before April 15 of the year following the year in which the fuel was purchased. Claims for refunds on the road taxes must be filed within 30 days of the date of payment of the tax to the other state. Claim forms are available from the Petroleum Division on request.

Southern Minnesota Rivers Basin Board

Room 600 American Center Bldg.
150 East Kellogg Boulevard
St. Paul, Minnesota 55101
(612) 296-0676
Marilyn D. Lundberg, executive secretary

Minnesota Statutes, chapter 114A

The Southern Minnesota Rivers Basin Board (SMRBB) has eleven members, all residents of the basin. Five plus the chairman are appointed by the governor, and five are elected by county commissioners in the basin.

The board was created in 1971 to develop and implement a comprehensive plan for the basin. The major flood disasters of 1965 and 1969 highlighted the need for such a plan based on the actual drainage area. This area includes the watersheds of streams tributary to the Minnesota River and streams tributary to the Mississippi River south of its confluence with the Minnesota River at Fort Snelling in the Twin Cities. This includes all or parts of 45 counties.

The board cooperates with U.S. Department of Agriculture as they conduct a federally funded study of the area. They also work closely with a number of state and local agencies. They involve local people during the planning effort through local policy committees established in five areas of the basin.

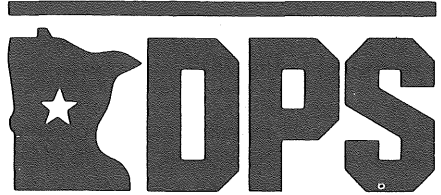
The board is also involved in carrying out various aspects of the plan. An example of this is the progress of a federal implementation study (Public Law 87-639) by the Soil Conservation Service and the Corps of Engineers in southwest Minnesota as proposed by the board. The board created and chairs an advisory committee for this study comprised of federal, state, and local agencies, and is assisting with citizen participation.

The board sponsors tours and meetings to keep citizens informed about various aspects of the plan.

The information the board compiled about resource problems and recommendations for a course of action on how to manage them is published in *The Minnesota River Basin Report*, February, 1979 and *The Southeast Minnesota Tributaries Basin Report* published in the fall of 1979. The board also has a *Southern Minnesota Rivers Basin Board 1979 Report* which summarizes the boards activities and recommendations. For free copies of these reports contact the board.

Minnesota Department of Public Safety

211 Transportation Building
St. Paul, Minnesota 55155
(612) 296-6911 Driver
and Vehicle Services
(612) 296-6953 Public Information
John P. Sopsic, commissioner



Minnesota Statutes, chapters 12, 168-171, 297A-1991, 340.

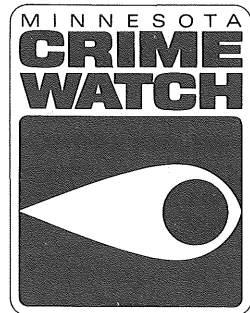
The Department of Public Safety administers and enforces laws relating to drivers, vehicles, traffic, liquor, natural and man-made disasters, criminal activities and fire risks. Its principal responsibility is to maintain a safe environment for citizens by developing, operating and coordinating programs and activities relating to the safety and convenience of the public.

Office of Public Information, (612) 296-6652

Harlan Olson, director

The office provides information and educational services concerning the operations of the department and safety oriented topics. The office has available a variety of pamphlets and written material, including the *Minnesota State Drivers Manual*. The office will answer specific questions about Minnesota's traffic laws. They do not offer legal opinion or interpretation, but can tell an inquirer the applicable state statute. For information or to request materials, contact the Office of Public Information, 318 Transportation Building, St. Paul, Mn. 55155. There are no charges 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 sheriffs' departments. Information, assistance and a variety of materials are available to those local representatives. For information or to request materials, contact the Minnesota Crime Watch at the Office of Public Information, (612) 296-7541. There are no charges for any of the materials.



Office of Personnel, (612) 296-2905

Alfred Bunnett, director

The office provides professional development and training opportunities for department employees and handles the personnel services for employees and job applicants. They screen all job applicants for the department, schedule interviews, and give some

civil service tests. Interested applicants can find out about current job openings and request application forms by calling or stopping at the Office of Personnel. Information regarding upcoming tests is available from the Department of 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 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. It also provides inventory management and a storage facility for records, general office and some special supplies for the department.

Office of Traffic Safety, (612) 296-6953

Thomas A. Boerner, director

The office is responsible for the planning and administration of a statewide traffic safety program in accordance with the requirements of the Highway Safety Act of 1966. Federal funds are available to assist counties, municipalities and school districts in improving local traffic safety programs. Specific program areas include bicycle and pedestrian safety, police training, motorcycle safety, selective traffic law enforcement, training of judges and prosecutors, alcohol testing equipment, driver education, railroad crossing safety, school bus driver training, and 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.

Office of Planning and Analysis, (612) 296-7589

Leroy J. Mullerleile, director

The office provides professional staff support to the department's management and operating divisions by assisting in short and long-range planning, conducting internal management studies, legislative and budget review, development of computerized systems, and implementing approved recommendations of studies and audits. This office provides no services directly to the public.

Bureau of Criminal Apprehension, (612) 296-2662

Floyd Roman, acting superintendent

The bureau assists local law enforcement officials and other peace officers of the state in the apprehension of criminals. The bureau places investigators throughout the state to assist in investigations of major crimes including the illegal sale or possession of prohibited drugs, homicide, burglary, and organized criminal activities. The bureau also conducts police science training courses, scientific examination of the crime scenes, and laboratory analysis of evidence and maintains a criminal justice information and telecommunications system.

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Law enforcement officials may avail themselves of these services by writing to the Bureau of Criminal Apprehension, 1246 University Avenue, St. Paul, Mn. 55104. For special services, all without charge, call the following numbers:

General investigative services	296-2662
Narcotic investigative services	296-2831
Police training services	296-6482
Laboratory services	296-2665
Criminal justice information services	296-2252

The bureau issues police radio permits to qualified persons. Minnesota Statutes, section 299C.37 states that no person other than a peace officer within the state shall equip any motor vehicle with radio equipment capable of receiving a police emergency frequency without first obtaining permission to do so from the superintendent of the bureau. Persons seeking a radio permit must provide the bureau with information concerning the frequency to be monitored, the need for such monitoring, the type of equipment to be used and the make of the vehicle in which it is installed. Written authorization bearing the signature of the chief law enforcement official whose frequency is monitored must also be submitted. Specific information and application forms may be obtained by contacting the Bureau of Criminal Apprehension. There is no fee for this permit. Application forms are available from the bureau. It may take three to five weeks to receive a permit.

The bureau provides statistical information relating to crimes and crime trends in Minnesota. This information may be obtained by contacting the Bureau of Criminal Apprehension. There are no fees or forms. All requests are handled as they are received.

The bureau performs administrative tasks for the Private Detective and Protective Agent Licensing Board. The board reviews all applications for private detective 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. The form must be completed in duplicate. The licensing procedure takes at least four weeks. To determine the appropriate licensing fee and application requirements contact the board at 1246 University Avenue, St. Paul, Mn. 55104.

Driver and Vehicle Services Division, (612) 296-6911

Marlene Swanson, acting director

The division registers motor vehicles, issues ownership certificates, processes applications received through the mail, licenses motor vehicle dealers and registers bicycles. It tests, evaluates and licenses all drivers, maintains records of all moving violations and accidents, records locations of every reported accident and assists in driver education efforts. The division also 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.

Vehicle Services, (612) 296-6911

Don Lee, administrator

Public Counter Title and Re-registration Processing Section, (612) 296-7932

Marilyn Gaiovnik, supervisor

The 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 personnel of this section answer inquiries concerning driver license, motor vehicle registration, motor vehicle records, and motor vehicle registration and excise tax. Motor vehicle record information may be obtained by mail or in person at the public counter in the Transportation Building in St. Paul. Annual tax notices will be sent to owners who indicate that they have not received their notice.

For information write, visit, or call the Driver and Vehicle Services Division, 159 Transportation Building, St. Paul, Mn. 55155. There are no forms for information requests. The charge is \$1.25 for record search by license plate number and \$2.00 for search by name or vehicle identification number. Most questions are answered 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, and handles vehicle title transfers. The section also handles duplicate title and plate applications. The section is responsible for its own record processing.

Forms Used Include:

Title and registration application	DPS 2000
Duplicate title and plate application	DPS 2067
Grant, reassign, or release a lien	DPS 2017
Refund request form	DPS 2511
Correct certificate of title	DPS 2025

Taxes and Fees are:

Add \$1.75 filing fee to charges listed below for each vehicle transaction whether conducted by mail or in person. No transactions are conducted by phone. 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
Street rod vehicle tax	25.00
Handicapped plates	no charge
Tax exempt plates	1.25
Personalized plates (issued for five years)	50.00
Amateur radio operators and citizen band plates	2.50

All other trucks, trailers, recreational vehicles and buses are taxed on the basis of gross weight. Excise (sales) tax is 4% of vehicle sale price.

Title fee	2.00
File lien on title	2.00

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Reflectorized plate fee	
a pair	.50
a single plate	.25
Duplicate plates	3.00*
Duplicate title	4.00
Duplicate title card	.50
Reassign security interest	1.00
Amend registration	3.00
PCA (recycle) tax	1.00
*Note: Exceptions for duplicate plates for:	
Pioneer, classic, and collector plates	2.00
Street rod	5.00

When annual vehicle tax is less than \$3.00, the duplicate plate fee shall be the same as the annual tax.

Deputy Registrar Title and Re-registration Processing, and Bicycle Licensing, (612) 296-6911

Carl Peaslee, supervisor

The section audits every application submitted by the deputy registrar offices to assure payment of fees for license plates or stickers, transfer of vehicles or other services offered by the deputy registrar offices. The documents submitted to a deputy registrar are examined and processed, and motor vehicle registration and excise tax is refunded to qualified applicants. Applicants are informed of any additional information that must be submitted for registration or title application, and they are provided with a telephone number on all correspondence. Forms and fees are the same as those for the Public Counter Section above.

Bicycles are licensed at the central office, and through deputy registrars and bicycle dealers appointed as registrars. The proper form is provided by the section. The license fee is \$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.

Mail Title and Re-registration Processing Section, (612) 296-6911

Al Lindholm, supervisor

The section examines and processes documents submitted through the mail. The section's functions are similar to those of the Deputy Registrar Title and Re-registration Processing Section above, except the plates and stickers that are issued must also be mailed to the applicants. Forms and fees are the same as those for the Public Counter Section, above. The section is also responsible for processing of special plates such as personalized plates.

Accounting and Agency Services Section, (612) 296-6911

Ray Pogue, supervisor

The section provides the division with the services of inventory and audit control, mail, microfilm, records retention and licensing motor vehicle dealers. For information, contact the Driver and Vehicle Services Division, Dealers Service, 158 Transportation Building, St. Paul, Mn. 55155.

Partial Pay Section, (612) 296-6911

Ed Kopcinski, supervisor

The section registers trucks and truck-tractors other than prorate with an annual tax greater than \$300.00 per unit by accepting a down payment and two installments. For information, contact the 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.

Prorate and Reciprocity Section, (612) 296-2138

Alice Gonzalo, supervisor

The 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, 162 Transportation Building, St. Paul, Mn. 55155. Forms are available from the section. Fees depend on the gross weight of the vehicle licensed. The standard filing fee of \$1.75 per vehicle is also charged. Trip permits and temporary authorization may be obtained during the working day (7:30 a.m. to 4:30 p.m.).

Driver Services, (612) 296-6911

Licensing, Records and Control Section, (612) 296-6911

Robert Knutson, supervisor

The section processes applications, issues driver 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.

This section will provide a copy of violations and license status of an individual. They also issue donor certificates (allowing the use of all organs for transplants), identification cards for non-license residents, and 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 driver license examination station, contact the Driver and Vehicle Services Division, Licensing, Records and Control Section, 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 axle vehicles under 24,000 pounds gross weight	5.00

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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 a 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 section interviews individuals whose record warrants possible license suspension, cancellation or revocation. Hearings are held for drivers with suspended, cancelled or revoked licenses.

The section interviews, by appointment, drivers who may possibly lose their licenses. These interviews inform the individual of the possible action that may be taken if the poor driving habits continue. Interviews are held at county clerk of court offices, driver license examination stations and section offices. A hearing will be held for any person whose license has been revoked, suspended or cancelled. The person may qualify for a limited license. A limited license allows an individual to continue to drive for specific purposes. No appointments are given for license hearings. Requirements for a limited license are shown on the notice of withdrawal of the license.

For information, a hearing or an interview, contact the 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

Mark Pelletier, supervisor

The 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 photocopy 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 photocopy. 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 Compliance Section, (612) 296-6911

Jerome L. Jacobson, supervisor

The section identifies uninsured motorists by verifying motorist certified insurance statements from motor vehicle registration records and monitoring insurance information from all reported accidents. If the section has no record of a motorist's insurance they will contact the motorist. If the motorist does not provide proof of insurance the section will suspend the license. For information on license suspension due to lack of insurance contact the No-Fault Insurance Section.

Field Services, (612) 296-6911

John Mittelstadt, administrator

Driver Clinics and Training Section, (612) 296-6911

Rollis Odendahl, supervisor

This section assists county courts with alcohol safety legislation, DWI (driving while intoxicated) and driver improvement clinics, driver education programs, and licensing commercial driver training schools. The section will provide locations of all clinics and answer all questions concerning driver education or driver training schools. Contact the section for more information.

Driver Examining Section, (612) 296-6911

Harold Peterson, chief examiner

This section conducts written and road tests for all persons attempting to qualify for any class of driver license. Tests are given throughout the state. Contact the local clerk of court office for location and time of examination in that area. The section prints a *Driver Manual* which is available to the public. For information or to receive the manual contact the section.

There are no forms or fees for regular tests. There is a fee for motorcycle and school bus endorsement tests of \$2.50. The fee for a test required because of DWI (driving while intoxicated) 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 court office.

Field representatives provide training, supervision, technical assistance, guidance and counseling for all driver license activities in their assigned area, and also provide training and technical assistance to motor vehicle deputy registrars and their employees.

Motor Vehicle Violations and Inspectors Section, (612) 296-2994

Al Pezella, supervisor

This section coordinates the operations of the deputy registrars with the division. The deputy registrars are located throughout the state. They issue plates/stickers, handle applications and transfers, and are approved by the commissioner of public safety and the division director. The section has motor vehicle violation inspectors and motor vehicle dealer examiners who monitor licensed dealers with title and registration problems. For more information contact the Motor Vehicle Violations and Inspectors Section.

Emergency Services Division, (612) 296-2233

Gerald R. Kittridge, director

The division is responsible for planning and coordinating emergency operations within the state. This includes coordinating those actions of all agencies which have the capability and responsibility for emergency actions as spelled out in executive order and supporting in technology, equipment, and funding the efforts of local units of government. The support provided to local government is coordinated through seven regional offices in Minnesota. The division administers the State Natural Disaster Plan, the State Emergency Plan for nuclear plant accidents, the State Emergency Fuel Allocation and Conservation Plan, and the Federal Disaster Assistance program, providing funding for disaster recovery to both individuals and political subdivisions. The division also assists in the development of local plans for warning, evacuating and housing people. The division maintains a duty officer 24-hours a day to respond to emergency requests. Call (612) 778-0800.

Plans and Operations Section, (612) 296-0453

Robert C. Smith, assistant director

This section develops and provides emergency operational plans at the state level, and coordinates these operations in the event of a disaster. They also provide guidance and assistance to political subdivisions in developing local emergency plans and procedures. These include utilization of local resources for protection of lives and property and coordinating any needed additional support from the state and federal governments.

Administration, Training and Resource Management Section, (612) 296-0455

Stanley C. Anderson, assistant director

This section administers state and federal financial assistance programs for state, county, and municipal governments. They provide training to political subdivisions in civil defense related subjects such as first aid, safe handling of hazardous material accidents, estimating damages resulting from disasters of any kind, and pre-disaster protective measures. The section also coordinates the Resource Management Program, which includes the Economic Stabilization Program at the county level.

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 or materials contact the Emergency Services Division, Room B5 — State Capitol, St. Paul, Mn. 55155, (612) 296-0467. There are no forms or fees for borrowing films.

Fire Marshal Division, (612) 296-7641

Wes Werner, state fire marshal

The 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.

The division conducts inspections of hotels, rooming houses, other multiple dwellings, public and parochial schools, hospitals, nursing homes, dry cleaning establish-

ments, motion picture theatres, places of assembly and all installations where petroleum products, l.p. and natural gas are manufactured, stored or distributed. Fire investigations are requested 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 more information and plan review, contact this division at the Department of Public Safety. There are no forms or fees. Plan reviews take two to three weeks.

The Natural Gas Pipeline Safety Act of 1968 charged the Fire Marshal Division to inspect and keep 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 division. 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. Licenses are renewed annually, or newly issued at any time during the calendar year. To apply for a license, contact the Fire Marshal Division. The proper form is provided by the division. Fees are:

License	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

The Fire Prevention Awareness Program is conducted by all assistant fire marshals to identify problem fire areas. They investigate fires and inspect buildings for compliance with minimum fire life safety requirements, 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.

310 / Safety, Department of Public

Life Safety Survey Program, (612) 296-7645

Paul G. Williams, coordinator

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 necessary for federal certification. They provide no services directly to the public.

Liquor Control Division, (612) 296-6159

Joseph V. Novak, director

The division issues certain licenses, approves others, has the authority to suspend or revoke licenses, regulates advertising, assures purity of content of intoxicating liquor and true statements of content, and provides investigative assistance to local enforcement agencies.

Licensing Section, (612) 296-6258

John A. Muer, assistant director

The Licensing Section processes all licenses and permits approved by the Liquor Control Division. Some of the licenses are issued directly by the division and some are issued by the county or municipality and approved by the division.

For information on policy matters and licenses, interpretation of liquor laws, application forms, or bond forms, contact the Liquor Control Division, Licensing Section, 480 Cedar Street, Hanover Building, St. Paul, Mn. 55101. All application forms, surety bond forms, or any necessary certificate is available from the division. For a license which is issued by a municipality or county, the application forms are available at the city clerk or county auditor's office.

The surety bonds for all licenses are \$1000-3000 for off-sale liquor and \$3000-5000 for on-sale liquor licenses. Licenses issued directly by this division are:

Type of License	Fee
Manufacturers & wholesalers liquor license	\$5000.00
Wholesalers of wine license	500.00
Sacramental wine license	25.00
Brewers license	1000.00
Import brewers license	100.00
Wholesale strong beer license	200.00
Wholesale 3.2 beer license	10.00
Common carriers of retail liquor license (duplicate)	100.00 10.00
Common carriers of retail Sunday liquor license (duplicate)	50.00 5.00
Import liquor license	150.00
Transfers of liquor, wine, wholesale and import license	10.00

Permits issued directly by this division:

Public and private consumption and display permits	\$ 100.00
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

Liquor licenses issued by county board or 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 population	150.00
Cities over 10,000 with the exception of cities of the first class	200.00

Enforcement and Inspection Section, (612) 296-6979

Walter E. Perlt, liquor enforcement chief

The section carries out investigations of liquor violations upon complaint of citizens and local authorities and makes all pre-license and compliance inspections. For assistance, contact the section at 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.

Brand Labels and Registration Section, (612) 296-6936

Don Manney, superintendent of labels and imports

The section registers all alcoholic beverages imported and sold in Minnesota. All distilled spirits and wines imported into the state must come in with a manifest. This manifest shows whether the consignee and consignor are properly licensed, that the label is currently registered in this office and the 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. Contact the section for more information at 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.

Price Filing and Affirmation Section, (612) 296-6939

Clarice C. Ehrler

This section receives wholesale price filings from Minnesota liquor and wine wholesalers. Such prices are required by law to be filed with this office before products can be sold or offered for sale to retailers. Affirmation prices are also filed in this office by importers of distilled spirits as required by law. Each importer affirms that his

product is being sold to Minnesota wholesalers at no higher price than the lowest price such items are being sold to any wholesaler in any other state of the United States.

There are no forms. Fees for copies of these filings are \$2.00 for the first copy and 15¢ for each additional page. For information contact the section at 480 Cedar Street, Hanover Building, St. Paul, Mn. 55101.

State Patrol Division

Colonel D. Roger Ledding, chief

The division is responsible for providing emergency first aid and traffic control in motor vehicle accident situations, enforcing all laws relating to the safe and proper use of state trunk highways and the directing of traffic, as necessary, upon state trunk highways. The division also serves warrants, legal documents, and orders of the commissioner of public safety, conducts the roadside inspection of all types of motor vehicles on a random basis; inspects all stations authorized to test brake and light equipment on motor vehicles and provides security and protective services to the Governor and other state officials.

In case of emergency, the State Patrol Division can be contacted any hour of the day or night by dialing 0 and asking the operator for Zenith 7000. In the seven county metro area, dial 482-5900.

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 use of films. Demand is heavy so persons desiring films should plan their program well in advance and make film requests as early as possible.

The State Patrol also provides traffic safety talks by uniformed Troopers. Interested groups should contact the nearest State Patrol Office listed below. Complaints about unsafe school buses or traffic conditions will result in investigations. To register a complaint contact the nearest state patrol office. There are no forms or fees.



Minnesota State Patrol Offices

Brainerd, Mn. 56401
305 Laurel Avenue
(218) 828-2400

Duluth, Mn. 55801
Entrance: 901 East Central
Mailing: 1123 Mesaba Ave., Box 39
(218) 723-4885

Detroit Lakes, Mn. 56501
1000 Highway 10 West
(218) 847-5633

Eveleth, Mn. 55734
P.O. Box 717
(218) 741-5575

Mankato, Mn. 56001
 Box 205
 (507) 389-1171

Training Center
 New Brighton, Mn. 55112
 1900 West County Road I
 (612) 636-4990

St. Cloud, Mn. 56301
 3725-12th Street North
 (612) 255-4224

St. Paul, Mn. 55112
 East Metro District
 3800 North Dunlap
 (612) 482-5922

Marshall, Mn. 56258
 1403 East College Drive, Route 3
 (507) 537-6277

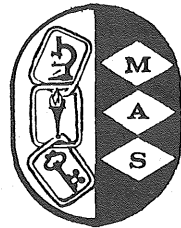
Rochester, Mn. 56901
 Highway 52 North, Box 6177
 (507) 285-7411

St. Paul, Mn. 55112
 West Metro District
 3800 North Dunlap
 (612) 482-5900

Thief River Falls, Mn. 56701
 Zeh and State Avenue
 (218) 681-3741

Minnesota Academy of Science

Room 410 Pioneer Building
 4th & Robert Streets
 St. Paul, Minnesota
 (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 also offers memberships to the public which entitles one to receive academy newsletters, the *Journal of the Minnesota Academy of Science* free and to attend academy sponsored meetings at reduced registration fees.

Information about membership can be obtained from the academy by phone or by writing. Requests for memberships are usually processed within a week to ten days after they are received. Membership forms are available from the academy and fees are:

Junior/Senior High School Student (from within Minnesota)	\$.50
Undergraduate	\$ 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.)	

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 talent search students should contact school authorities or the academy. It takes approximately three months to receive notification of awards. Awards can be scholarships, all-expense-paid trips to scientific events in other cities and varying amounts of monetary awards.

The Minnesota Mathematics Contest is held every February in junior and senior high schools throughout the state. All students are eligible to enter. Students wishing to participate should contact school authorities or the academy. It takes approximately one and one-half months to receive notification of awards. The award for first place is a \$50.00 bond.

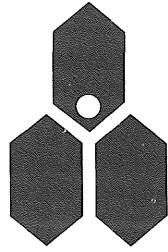
Grants of less than \$50.00 are available for junior and senior high school students for scientific research depending upon available funds. To apply for a grant or for more information, contact the Minnesota Academy of Science. There are no fees or forms. There is a wait of from one week to ten days from the date of the request to receive a 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. Forms are sent out to all secondary schools in Minnesota in the fall. There are no fees charged for this service, but in some cases the speakers request travel expenses. Requests for speakers must be made at least two weeks in advance.

The Minnesota Academy of Science publishes the *Journal of the Minnesota Academy of Science* two or three times a year with hopes of publishing on a quarterly basis soon. The *Journal* is distributed to 75 libraries in the United States and 300 copies are given to the University of Minnesota. The University of Minnesota distributes their copies to 300 libraries around the world. To request a copy of the *Journal* or for more information contact the Minnesota Academy of Science. There are no forms. The *Journal* is available to the public at a price of \$2.50 an issue. Subscriptions are available at the same price, or are received with a membership in the organization.

The Science Museum of Minnesota

30 East Tenth Street
 St. Paul, Minnesota 55101
 (612) 221-9488
 Dr. Wendell A. Mordy, president



Laws of 1979, section 1, subd. 3 and section 11, subd. 2, #5

The Science Museum of Minnesota, founded in 1907, was designated a semi-state agency in 1972 in recognition of the work it performs as archivist and science resource for a variety of state agencies and for its programs which draw participants from throughout Minnesota. This unique educational resource is not duplicated anywhere in Minnesota and is used by all levels of the public. The state's colleges and universities use it for teaching and research and school classes use it to support their curriculum. Family groups and tourists visiting the state make use of the museum for their enjoyment, as a source for science information and specimen identification and in furthering their hobby interests.

The museum serves as a central facility for all of the colleges and universities in the state, many of whom have transferred their collections to the Science Museum. Major collections have come from Macalester, Hamline, St. Thomas and several state universities besides the University of Minnesota's Geology and Anthropology museum collections. The collections are made available to their staffs and students. Internships are available at the Museum in special projects as well as opportunities to work towards advanced degrees. The museum shares and exchanges staff with other institutions. Because the museum is involved in many research projects, it also provides opportunities for students and staff from other institutions to gain field experience.

The museum's science collections are world wide in scope and cover several different disciplines. The museum has more than 1.5 million specimens in its collections. Many of the objects are irreplaceable or one of a kind. Many resulted from research done in various parts of the world by museum staff. In most foreign countries important science specimens are considered national treasures and museums provide the only transfer of these materials from one country to another. The Science Museum of Minnesota has made it possible for important science collections from foreign countries to come to Minnesota.

In some specific areas the collections in Minnesota represent the best in the world. For example there are only three mounted *Triceratop* dinosaurs. Of these, the one at the museum is the most important scientifically. The museum's collection of Highland Maya cultural materials is the best in the country and people all over the world doing research on ancient reptiles use the materials in Minnesota as reference.

The knowledge gleaned from the museum's interactions with scientists from other institutions is used to enrich exhibits and educational programs. School classes come to the museum from all parts of the state and teachers use the exhibits and educational programs to expose their students to "hands on" experiences with scientific objects. The museum's Education Division provides many programs for school children and the community. Through its continuing education programs, the museum functions as a forum providing workshops and seminars to discuss current scientific topics that affect public policy.

The collections require special care for future generations. Many of the objects are

fragile; some represent the only material documentation of human cultures that have disappeared or are disappearing.

The new museum opened in September 1978 and includes the William L. McKnight-3M Omnitheater and an additional 30,000 square feet of exhibit space. About 60,000 visitors per month come to the new museum.

Since 1971 the state has provided approximately 5% of the museum's operating budget. The museum's operating budget is currently about 4.5 million dollars. The museum is a member of the American Association of Museums, the International Council of Museums and the Association of Science-Technology Centers. It is governed by a board of trustees and administered by its president and staff.

The museum also operates the planetarium and exhibit hall in the Minneapolis Public Library, 300 Nicollet Mall, the Lee and Rose Warner Nature Center near Marine-on-St. Croix and the Metcalf Natural History Study Center in Afton, Mn.

The museum's hours of operation in St. Paul are:

Monday	open only during the summer
Tuesday thru Saturday	9:30 a.m.-5 p.m. and 6:30 p.m.-9 p.m.
Sunday	11 a.m.-5 p.m. and 6:30 p.m.-9 p.m.

Omnitheater and museum ticket prices:

Omnitheater (includes a pin which admits visitors to the museum exhibits the same day of attending the Omnitheater performance):

Adults	\$3.50
Senior Citizens	2.50
Children 12 and under	2.50

Museum exhibits only:

Adults	\$1.00
Senior Citizens	.75
Children 12 and under	.50

Group rates (20 or more) for admittance to both the Omnitheater and Museum:

Weekdays and Sunday evenings	
Adults	\$2.75
Seniors and children under 12	2.00
Friday evening, all day Saturday and Sunday morning and afternoon	
Adults	\$3.25
Seniors and children under 12	2.00

The museum in Minneapolis, 300 Nicollet Mall, is open Monday through Saturday 9 a.m. to 5 p.m. and on Sunday from 2 p.m. to 5 p.m. Public shows in the planetarium on Saturday are at 2 and 3 p.m. and cost 50¢. On Sundays public shows are at 2 and 3 p.m. free of charge. The store in the museum is open the same hours as the museum.

During the summer of 1980 the planetarium will be closed for renovation and will be reopened in September with the following new schedule: The planetarium and museum will be closed on Monday and open from 9 a.m. to 9 p.m. Tuesday thru Thursday, and from 9 a.m. to 10 p.m. Friday thru Sunday. Public shows at the planetarium will be shown at 8 p.m. Tuesday thru Thursday; at 7 and 8 p.m. on Friday, Saturday and Sunday; and at 1, 2 and 3 p.m. on Saturday and Sunday. These shows will include lectures along with the planetarium show. Admission to the planetarium shows will be \$2.50 for adults and \$2.00 for senior citizens and children under 12. Free planetarium programs will be shown during the weekday mornings for school children. Prices listed above are subject to change. For further information call the following numbers:

* Omnitheater show times (recorded information) and directions to the museum	(612) 221-9400
* Group sales	-9404 or 9448 (Mon.-Fri.)
* School groups	-9444 or 9445 (Mon.-Fri.)
* Advance Ticket Sales	-9457 (Mon.-Fri.)
* Museum General Information	-9488
* Membership Information	-9409 or 9422

Administrative Division, (612) 221-9488

This division includes the President's Office and the Departments of Accounting, Finance and Investment; Building and Facilities, and Personnel.

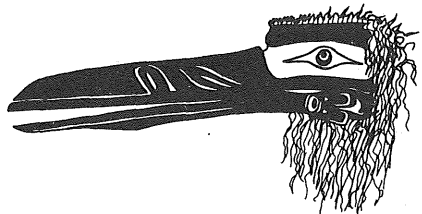
The Personnel Department, (612) 221-9443, handles all hiring for the Science Museum of Minnesota. The museum does not operate on the civil service system and does not require applicants to take tests. Applicants are advised to call first to inquire about position openings. The department will ask for a resume, references and have each applicant fill out a form. Job openings are posted at the museum; listed in the newspapers and with the state Job Service. Priority in hiring is given to staff and museum volunteers for open positions. For more information contact the department director, Todd Driscoll, at the Personnel Department, 4th floor Gallery Medical Bldg., St. Peter and Exchange Streets, St. Paul, Mn. 55102.

Science Division, (612) 221-9431

Bruce R. Erickson, director

The Science Division includes the departments of Anthropology (archeology and ethnology), Biology, Geography, Paleontology and a staff reference library. Each department has a curator in charge and one or more assistants. The total collection of the Science Museum of Minnesota numbers approximately 1.5 million specimens with a world wide scope. Questions and requests about obtaining exhibits on loan from the museum should be directed to this division. Each of the scientific departments conducts research programs in their respective areas, provides free identification of natural history items brought to the museum, and periodically offers courses through the Continuing Education Department.

The **Anthropology Department** curates over 100,000 documented and catalogued specimens. Eighty percent of these are from North, Central and South America with the balance largely from the Pacific region (including the Philippines) and Africa. Outstanding holdings include material from historic Indian cultures of the northern Great Plains, from the modern Highlands Maya of Mexico and Guatemala and from prehistoric Minnesota. For information contact Louis Casagrande, curator of ethnology (612) 221-9432 or Orrin Shane, curator of archeology (612) 221-9436.



The **Biology Department** curates reference collections of bird and mammal skins and skeletons and distribution record collections of selected arthropod and mollusk groups. For information contact Dale Chelberg, curator of biology (612) 221-9450.

The **Geography Department** is engaged in exhibit development and research and is preparing to open a major exhibit entitled "Our Minnesota: The Geography of a People and Land" in late 1980 in the exhibit hall of the Minneapolis museum, 300 Nicollet Mall. The exhibit will interpret information about Minnesota through a geographical perspective. The department also works with the Continuing Education Department to present short courses, field trips and workshops, and acts as an information clearing house about Minnesota geography. For more information contact Tom Baerwald or Rob Britton at (612) 221-9460.

The **Paleontology Department** curates large collections of invertebrate and vertebrate fossils representing nearly all major groups, as well as paleobotanical and geological (rocks and minerals) specimens. Of major significance are the fossil reptile collections (including numerous "Type Specimens"). These collections are especially important for the late Mesozoic and early Tertiary periods. For more information contact Bruce Erickson, curator of paleontology (612) 221-9431.

The **Museum's Library** holdings of books, journals and periodicals total about 15,000. The library is not staffed to handle the general public, but persons engaged in research may use the library by making arrangements with a curator or department head. The library is primarily for staff use with only members and staff free to check out materials. The library participates in the interlibrary loan system. Hours of operation are from 9 a.m. to 5 p.m. weekdays. For more information call the librarian, Mary Finlayson, at (612) 221-9430.

Omnitheater, (612) 221-9407

Mike S. Day, acting director

The William L. McKnight-3M Omnitheater presents science related films in 70 millimeter format utilizing a 76-foot domed screen reflecting a 7,300 square foot image. The \$4 million Omnitheater utilizes the world's largest film projector which produces a picture of unmatched color saturation and contrast. The Omnitheater achieves a unique capacity for putting audiences "into the picture" by means of its design and highly advanced technology. The Omnitheater also has planetarium capabilities.

The Omnitheater is a popular attraction, drawing more than 735,000 visitors during its first year. It is suggested that you purchase tickets early on the day of the performance you wish to attend. Advance tickets are available by calling (612) 221-9457. Omnitheater programs geared especially for school groups are held weekday mornings, Tuesday through Friday. Teachers may make arrangements by calling Joan Van Reyper, (612) 221-9444 or 9445 during regular work hours, Monday-Friday.

Minneapolis Facility and Metcalf and Warner Nature Centers, (612) 221-9466

Philip S. Taylor, supervisor

The museum currently operates the Lee and Rose Warner Nature Center near Marine-on-St. Croix, a 600 acre center of trails, outside museums and animal enclosures. The center's programs are family oriented with attendance by reservation only. To make reservations, call the Science Museum of Minnesota. The museum will send free maps on how to get there.

The Metcalf Natural History Study Center in Afton, Mn. is an 80 acre site being developed for adult programs. The center will be used to study animals at the lower

end of the food chain, lower invertebrates and small vertebrates important in animal environment studies. Plans are to involve the public in original research studies in animal distribution and behavior, work with colleges and universities, and the Department of Natural Resources to establish a baseline data depot for further study.

The Science Museum of Minnesota operates the Science Museum and Planetarium at 300 Nicollet Mall in downtown Minneapolis under an agreement with the Minneapolis Public Library. Beginning in January 1980, the planetarium programs in Minneapolis will be planned for and coordinated by the Omnitheater staff and programs will be booked by Joan Van Reyper (612) 221-9444.

During 1980 the museum plans to open a new exhibit hall in the Minneapolis facility called Our Minnesota: The Geography of a People and Land. For information on the new exhibit plans call Tom Baerwald or Rob Britton at (612) 221-9460.

Education Division, (612) 221-9442

Sondra Quinn, director

The goal of the Education Division is to create programs for youth and adults that promote understanding of science and its effects upon our daily lives.

**Education Department,
(612) 221-9434**

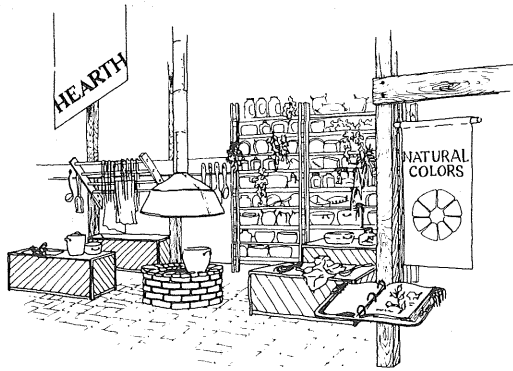
Exhibit Floor Programs

— The Education Department seeks to encourage visitor participation at every opportunity. A "hands on" approach allows the visitors to explore, experience and be entertained. Current demonstrations on the anthropology exhibit hall include:

Decorating Containers, Language of the Robe, Raising a Tipi, Tools: Past and Present, American Indian Beadwork, Egyptian Hieroglyphics, Stringed Instruments that Twang, Instruments that Clang and Thump, Grain Processing, Native American Food Preparation, Navaho Weaving, Preparing Fiber for Weaving, Everyday Living of the Maya, Maya Weaving, Making a Huipil, Different Dyes, Papermaking, Paper Cutting and Folding, and Paper Marbling.

Classes for school age groups accept a maximum of 30 students. Classes last an hour for grades five and up and 45 minutes for grades two to four. Offerings include "The Modern Maya Family," "Maya Weavers," "How the Cannibal Giants Became Mosquitoes" (a Northwest Coast Indian Myth), "Natural Dyes," "The Delicate Art of Papermaking," "The Ojibwe," "The Dakota," "Fur Trade," "Egyptian Scarab Making," and "Ancient Egypt." Advance reservations are required. Classes will be held through April, 1980. Call (612) 221-9444 for reservations and information.

The museum is a recognized leader in the use of theater to communicate science to the public. The staff has created character cameos and interpretive monologues performed in the exhibit area. Performances to date have been "Maya Weaving



Woman," "Doc Hiller," and "Ak and Ka, the Spirits of the Mummy." One act plays have included "The Animal People: A Creation Myth," "Games Around the World," "Spider Woman," "In Celebration of Harvest," and an "Eskimo Song Duel."

"Al's Science Shed" is a small physical sciences demonstration area with exhibits on light, electricity, meteorology and perception. Visitors are encouraged to use the equipment themselves and watch demonstrations.

Workshops for teachers on services of the museum and how to use them effectively are conducted on a regular basis. Special school/museum partnership cooperative ventures have been developed for more intensive academic experiences. These range from one to eight week courses.

Special Program Events — In addition to regularly scheduled programs on the exhibit floor the museum holds special events such as "Toy Fair," "Indian Week," "Winter Celebrations," and "Harvest Activities."

American Indian Cultures Outreach — Through the American Indian Outreach Program the museum brings programs to schools throughout the state. Participants will be able to touch, examine and use artifacts from four different tribes. Presentations are made by an American Indian. For further information and reservations, call Elizabeth Higgins at (612) 221-9447.

Internships in education are available at the museum. A paid internship for students from Minnesota colleges is available through a grant provided by the Otto Bremer Foundation. Other internship opportunities can be specially arranged. Call the Education Department for more information at (612) 221-9434.

Profiles In Science is a series of one person shows 35 to 45 minutes long which presents biographies of modern and ancient scientists describing their contributions. The shows are staged in a conventional theater setting. For further information call Margaret Chase at (612) 221-9449.

School Programs — The museum accommodates school groups daily in making its facilities available to teachers and students throughout the state. In addition to class offerings for all age levels, curriculum materials, including pre and post activities, are available to supplement the museum experience.

Evaluation Program — In order to ensure the quality of its programs and exhibits the museum has developed an evaluation program. Because of the variety of museum programs, a range of evaluation techniques have been employed including interviews, mail surveys, questionnaires and observation. Whatever method, the aim is to provide data that is useful and can be acted on. The evaluation staff is available for consulting on cooperative projects with similar institutions. For further information contact Bob Gordon at (612) 221-9440.

Volunteers — The museum's staff is augmented by volunteers who contribute their time as museum educators (working in the exhibit halls), greeters, staff for the information desk, laboratory assistants, museum library assistants, membership and office assistants, and in development tasks. Volunteers receive certain benefits including discounts in the museum store, museum membership, continuing education programs, parking, use of the volunteer library and headquarters and an annual recognition event and awards. Monthly volunteer orientation programs are held by the volunteer office. In the past year about 400 volunteers contributed nearly 15,000 hours to the museum. For information about the volunteer program or to volunteer, call Louise Cameron at (612) 221-9443. Participants in the volunteer training program are eligible to receive academic credit from the University of Minnesota.

Continuing Education Department, (612) 221-9439

The department develops and presents programs and services which extend the resources of the museum's scientific departments, collections and other ongoing programs to the museum's membership and the community. Through this program the department stimulates the discussion of scientific issues which are important to the community. Short courses, workshops and lectures introduce scientific topics to the public. The past year, programs examining weather forecasting, earth-sheltered houses, astronomy and space studies, Minnesota's geology, and home computers have been conducted. The Continuing Education Department seeks opportunities to work cooperatively with other institutions and agencies to develop and sponsor conferences and workshops for the general public and special audiences. The department provides complete program development and support services and is available to consult with other organizations regarding planned or desired programs. For more information contact David Chittenden, director of Continuing Education.

Exhibits Division, (612) 221-9470

Terry Sateren, director

The museum's exhibit facilities offer a total of 58,000 square feet of exhibit space. The Exhibits Division works closely with museum scientists to design and install permanent and temporary exhibitions. In addition to professional designers, the exhibits staff includes graphic artists, carpenters, welders and lighting designers, all of whom contribute their skills to the creation of aesthetically attractive and scientifically accurate exhibits. People in the division have extensive training and experience in theater and set design.

Development Division, (612) 221-9464

JoAnn C. Fannin, director

This division conducts fund raising by way of an annual fund drive and administers grants for the museum. The division also handles gifts the museum receives whether money, land, specimens or materials. Memberships in the Science Museum of Minnesota are processed by this division. Membership in the museum, priced at \$18.00 for individuals and \$28.00 for families, entitles one to a 10% discount in the museum store, one free viewing of each new Omnitheater show, a newsletter, announcements and information about museum programs, lower fees for museum sponsored courses and continuing education programs. As of fall, 1979, 14,000 memberships have been sold which translates into more than 60,000 people who are either family or individual members. Memberships in the museum are available by contacting Priscilla Farnham at (612) 221-9409.

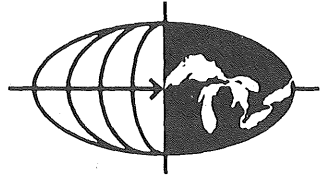
Community Relations Division, (612) 221-9423

John Hodowanic, director

The Community Relations Division provides news releases, other printed materials and audio-visual reports to inform its publics about museum programs. The division supervises communications, audience development, marketing, group sales, special events and the Explore Store which is open the same hours as the museum.

Seaway Port Authority of Duluth

1200 Port Terminal Drive
P.O. Box 310
Duluth, Minnesota 55801
(218) 727-8525
Davis Helberg, executive director



Minnesota Statutes, chapter 458

The Seaway Port Authority of Duluth is in charge of the public port terminal (Clure Public Marine Terminal), Harbor Park and Airpark Industrial Park sites in the Duluth area. The port authority also serves as the industrial development agent for the city of Duluth. Created in 1955 by the state Legislature, the authority is charged with promoting the general welfare of the port district, to increase the volume of commerce through the port, and to promote the safe and economical handling of such commerce. The authority is governed by a seven member board of commissioners; two appointed by the Governor, two by the St. Louis County Board and three by the City Council of Duluth.

Revenues generated by ships and cargoes moving through the Clure Public Marine Terminal are used to cover operational, maintenance and administrative costs. The state Legislature since 1965 has provided funds for the port's promotional activity as mandated in the original act creating the port authority.

Since the opening of the St. Lawrence Seaway in 1959, the Port of Duluth-Superior has consistently ranked in the top ten ports in the United States on the basis of total tonnage. As the state of Minnesota's only direct import/export outlet to overseas trade, the port competes for ships and cargoes with Atlantic, Gulf, West Coast and other Great Lakes Ports. In 1978, total tonnage shipped through the port was 45,988,618 tons.

Finance Section

Howard Wicker, director

The 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 of int'l sales and marketing
Sam L. Browman, manager-trade development

The section solicits import and export cargo for the port. The section works with growers, manufacturers, shippers, shipping companies and companies requiring shipping to insure an increased cargo flow through the port. It provides no service directly to the public.

Industrial Development Section, (218) 727-2913

Jerome Marks, director

The section offers airpark (land near Duluth International Airport owned by the authority), harbor park (land on the waterfront owned by the authority), and lands in

the Oneota Industrial Park and U.S. Steel Morgan Park site (owned by the city of Duluth) for industrial development. The Industrial Development Section serves as the city's development agent and provides aid in obtaining financing for potential industrial developments.

The section contacts out of region and local industries to persuade them either to build new facilities or expand and renovate existing facilities on these sites. The section leases land to industries and also has the bonding authority for industrial development purposes in the Duluth area. They provide no direct services to the public. For inquiries contact Port Authority Industrial Development at (218) 727-2913.

Public Relations Section

William Cortes, director of port promotion

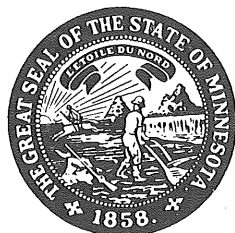
The section promotes the Duluth port area by offering informational brochures, a quarterly magazine, *Minnesota's World Port*, films, speakers and other presentations. The section also provides for tours of the port facilities through prior arrangement. The section answers all written and phone inquiries from the public and provides the nationwide media continuing information on the port and its related industries. In addition the port promotes the region and the port through advertising in periodicals and other publications aimed at promoting greater utilization of the port and its facilities.

Inquiries may be made by phone, in person or by writing or calling the Seaway Port Authority of Duluth or their toll free number in Minnesota, (800) 232-0703. There are no forms or fees. All requests are handled as they are received. Obtaining speakers, films and slide presentations depend 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, train-

324 / Secretary of State, Office of the

ing 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) 296-2805

Mary Ann McCoy

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.

Fiscal Operations Division, (612) 296-7976

Terri Elizondo, supervisor

The division handles all money taken in by the Secretary of State. Any person purchasing materials from the office of the Secretary of State must contact the appropriate division. 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

The 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 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. It also files amendments which are used to change a financing statement, continuations which are used to renew the five year period in which the financing statement is effective, assignments which are used to assign all or part of the covered collateral to another party, and releases which are used to release part or all of the collateral from a security agreement.

For information or aid in filing any of these forms 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

The Corporations Division receives incorporation papers filed by all business, non-profit, foreign, professional, cooperative, bank and insurance corporations. The division receives certificates of amendment, mergers, consolidations, changes of registered address, certificates of dissolution and certificates of trustee. The division registers trademarks, auctioneer's licenses, and 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.

Domestic Corporations Section, (612) 296-2803

Dorothea Brodt

The section recommends to prospective incorporators the booklet, *Laws Relating to Minnesota Business Corporations*, which is available from the Documents Section, Department of Administration. The section will give the corporate name, registered address, date of incorporation, capital 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 Domestic Corporations Section. Certified copies are \$3.00 plus the cost of the photocopy, photocopies are 25¢ per page, good-standing short-form certificates are \$3.00, and long-form certificates are \$5.00. 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 business corporation for any lawful business purposes. The articles of incorporation of a business 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. See the Department of Commerce entry for these.

For information or to file articles of incorporation call the section's office. There is a \$10 filing fee for all filings under Minnesota Statute, chapter 301. Also, add the county recorder's fee of \$1 per page, minimum \$13 fee, and the treasurer's fee of \$62.50 for the first \$25,000 of stock and \$1.25 for each \$1,000 thereafter. Forms are available from the section for some of the filings. All filings are handled as the proper documents and fees are received.

The Domestic Corporations Section 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 paying no dividends either directly or indirectly. A nonprofit corporation may be formed for agricultural, allevia-

tion 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 section.

Fees for Nonprofit Corporations are:

Articles of incorporation	\$12.00
Merger or consolidation, amendment	6.00
Change of registered address	2.00
Court dissolution	2.00

Legal Newspaper Section, (612) 296-9213

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.

Assumed Names and Trademark Section, (612) 296-9212 or 9216

Kathy Hjelm

The section files all assumed names and trademarks, renewals of trademarks and assignments of trademarks. The section also files money order and employment bonds and auctioneer's licenses. The section files special censuses. Cities and school boards may request authority to conduct a special census 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 to comply with Minnesota Statutes, chapter 333.01.

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. The section files all trademarks after forms and fees are received. Information requests are handled immediately. 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 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 8981**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 division also provides to the public information about election procedures, files of affidavits of legal newspapers, information about chapter numbers and originals of laws passed each legislative session, inspection of copies of federal campaign committee and candidate expense reports and 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 4, 1980, general election, opens July 1, 1980, and closes at 5 p.m. on July 15, 1980.

The Election Procedures Section provides directly to the public information on election procedures, voter registration, precinct caucuses, and absentee voting; file of precinct maps of Minnesota cities; election calendars for regular and special state elections; voting and registration statistics for regular and special state elections; statistics for regular and special state elections. For assistance and information call the section.

Legislative Manual Section, (612) 296-2805

The 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.

Rules Section, (612) 296-2805

The 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:

- rules for ballot preparation
- rules for voter registration
- rules for certification and experimental and general use of voting machines
- rules for training election judges by county auditors
- rules for administration of absentee ballot procedures

Session Laws Section, (612) 296-2805

The 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 opinion resolutions relating to session laws.

Voting Machine Certificate Section, (612) 296-2805

The 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

This 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.

Regular and Special 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

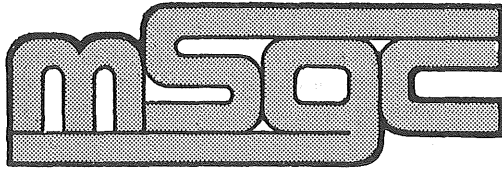
Jurisdictions affected by special laws enacted by the legislature are required to file resolutions required by such laws. Communication about filing resolutions may be directed to the Secretary of State, Election Division. Required forms are mailed by the Secretary of State to the respective jurisdictions, 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 and the Minnesota Indian Affairs Intertribal Board. 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.



Minnesota Sentencing Guidelines Commission

Suite 284 Metro Square Building
7th and Robert Street
St. Paul, Minnesota 55101
(612) 296-0144
Dale G. Parent, director

Minnesota Laws of 1978, chapter 723

The commission was established to promulgate and submit to the legislature by January 1, 1980, sentencing guidelines for trial court judges. The guidelines shall be advisory to the court in order to reduce the disparity in sentencing practices throughout the state in terms of length of incarceration as well as incarceration versus probation. In developing the guidelines, the commission must rely on appropriate combinations of reasonable offender and offense characteristics, and must give substantial consideration to current sentencing and releasing practices and to available correctional resources. The guidelines become effective on May 1, 1980, unless the legislature provides otherwise.

The commission is required to monitor and modify the guidelines once operational, and must evaluate their effectiveness. In addition, the commission is required to conduct ongoing research and to make periodic recommendations to the legislature regarding improvement of sentencing, the criminal code or criminal procedures.

In accordance with Article I of the law, there shall be nine commission members, each appointed for four years: the chief justice of the supreme court or his designee; two district court judges appointed by the chief justice of the supreme court; one public defender appointed by the governor upon recommendation of the state public defender; one county attorney appointed by the governor upon recommendation of the board of governors of the county attorney council; the commissioner of corrections or his designee; the chairman of the Minnesota corrections board; and two public members appointed by the governor.

The commission meets the third Thursday of each month, or as often as necessary. All meetings of the commission are public. Progress reports are prepared every six to eight weeks which provide an update on the commission's activities. Anyone desiring to be placed on the mailing list to receive notice of meetings and copies of progress reports may contact the administrative assistant at the above address or call (612) 296-7508.

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

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) 296-6025

Eugene V. Avery, 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 four divisions. These divisions are: Commission Support Division, Weights and Measures Division, Utilities Division and Management Services Division.

Public Service Commission (PSC), (612) 296-8994

Mary L. Harty, executive secretary

The Public Service Commission regulates telephone, gas and electric utilities, weights and measures devices, transportation rates and authority. 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 executive 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 which acts on each petition as it is received. All public petitions or complaints must be filed with the executive secretary of the commission. All petitions are handled as they are received.

Commission Support Division, (612) 296-7526

Randall Young, director

The division sends all official filings received by the executive secretary of the commission to the appropriate department division. The division serves all commission orders relating to gas, electric and telephone utilities, transportation rates and motor vehicle transportation. In addition, the division's Technical Support Section performs analyses of parties' positions on issues, and assists in drafting orders at the direction of the commission.

The division maintains a schedule of all evidentiary hearings, oral arguments, and

meetings of the commission. It also publishes a weekly calendar of hearings and decisions of the commission, keeps a copy of the docket file and hearing transcripts for review by the public, and provides information to the public on the specific documents needed to file a petition with the secretary of the commission.

For information on the commission's schedule, filing of specific documents, subscription to the calendar, or to inspect a docket file, contact the Commission Support Division. 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.

The division provides information to the public concerning motor bus and truck matters and transportation rates ruled on by the commission, and information on commission policy and case precedents. A case precedent is a previous case ruled upon which may aid the presentation of a similar case. All requests are handled immediately and without charge, unless xerox copies of commission files are requested. All xerox copies are 25¢ a page.

Weights and Measures Division, (612) 341-7200

Edward P. Skluzacek, director

The 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 transaction. The division is located at 1015 Currie Avenue, Mpls., Mn. 55403.

Heavy Capacity Scales Section, (612) 341-7200

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) 341-7200**

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 50,000 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. All 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) 341-7200

The section inspects all kinds of petroleum products wherever they are processed, held, stored or offered for sale or use. An inspection fee must be paid by all distributors selling or delivering gasoline to storage facilities operated by licensed bulk purchasers. For information about inspection programs, contact the Petroleum Inspection Section, at 1015 Currie Ave., Mpls., Mn. 55403. 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) 341-7200

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, 320 registered repair services, various law enforcement agencies, and the city of Minneapolis, and 71 industrial operations submit standards to the laboratory.

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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 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

The division investigates and monitors telephone, electric and gas utility rates, customer service, service areas, accounts, records, construction, acquisition and investigates consumer complaints. Municipal utilities and cooperatives are exempt from most of the rate provisions of the law. The division includes sections dealing with rates, financing and engineering and a customer service unit.

Utility Rates Section, (612) 296-0406

Richard McMillen, section chief

The section processes tariff and rate matters for regulated telephone, electric and gas utilities in Minnesota. The section investigates filings for rate changes by utilities and maintains updated files on all utility tariffs by class and utility's rate and service policies. They represent the public position in rate proceedings.

Financial Evaluation Section, (612) 296-8295

Harold Nicholson, section chief

The 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, section chief

The section is composed of the Engineering Unit and the Rates and Service Investigation Unit.

The **Engineering Unit** evaluates plant capacity, appraisal of plant, depreciation matters, administers the depreciation certification program, and handles electric and telephone utility service area disputes and service area boundary matters, and is responsible for all quality of service matters. They represent the public in all proceedings and hearings arising from these responsibilities.

The Rates and Service Investigation Unit, (612) 296-7126 or 2387, answers consumer inquiries and complaints against regulated gas, electric and telephone utilities, mediates disputes between customers and utilities which have reached an impasse and provides information on utility service rules and standards.

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, depending on its complexity, but the unit tries to respond to the complaint within one week.

Management Services, (612) 296-8214

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 Management Services.

Central Files Section, (612) 296-7100

Lorraine Pelton, supervisor

The 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 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 a viewing booth available for public use. Telephone and electric service area maps are available for viewing in the viewing booth. Copies of service area maps may be obtained at cost from Engineering Services Inc., (ESI), Suite 102, 10501 Wayzata Boulevard, Hopkins, Mn. 55343, telephone 546-2104. 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. All xerox copies are 25 cents per page. Printouts from microfilm are \$2.00 for the first page and \$1.00 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.

Sibley House Association

Mrs. Boyd M. Lien, president
5148 Twenty-ninth Avenue South
Minneapolis, Minnesota 55417
c/o Mrs. Sidney D. Pidgeon,
financial secretary
5840 Colfax Avenue South
Minneapolis, Minnesota 55419
(612) 861-6554

Home of the First Governor of Minnesota



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 Faribault. 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 reservations contact Mrs. A. J. Kranz, calendar chairwoman, 11533 River Hills Drive, Burnsville, Minnesota 55337, (612) 890-7872.

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. A. J. Kranz at her address listed above.

Admission fees for tours are:

Adults	\$1.50
High school students	.50
Children 6 through 12	.25

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.

Minnesota Tax Court

5th Floor, Space Center Building
444 Lafayette Road
St. Paul, Minnesota 55101
(612) 296-2806
John Knapp, chief judge

Minnesota Statutes, chapter 271

A 3 judge court is maintained for taxpayers to file appeals related to any state or local tax, except for special assessments. Taxpayers may appeal orders of the state commissioner of revenue, local property tax assessments, and classifications. Appeals may be filed in person, or by mail, at the Tax Court's office in St. Paul or at the taxpayer's District Court. Appeals may be filed in the regular or small claims divisions.

The filing fees are \$25 in the regular division (plus library fee) and \$2 in small claims. However, the District Court clerks may also charge an additional library fee if the appeal is filed there. Motions, pretrial conferences and hearings are set. Decisions are filed and published and, except for small claims decisions, may be appealed to the Supreme Court by either party.

Judges travel throughout the state rather than have the taxpayer come to St. Paul. Procedures are similar to those of the District Courts. Jurisdiction was expanded to cover local property tax cases when the Tax Court became full time on July 1, 1977. In addition, the District Courts may also transfer their property tax cases to the Tax Court. For information on how to file an appeal contact the clerk of Tax Court at the above address.

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

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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.

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 licenses interns and teachers. The board promulgates rules for licensing and relicensing public school teachers and interns and establishes rules governing teacher education programs. The board also establishes a code of ethics. The board has representation from the public, the teaching profession and the institutions of higher education having approved programs of teacher preparation.

All teachers employed by a state funded school need a Minnesota state teaching license. Parochial and private schools, colleges and universities may require teachers to have a state license at their own option. A teacher's, intern's, or any license renewal costs \$20. If a teacher has never had a Minnesota Teacher's License before, an original application must be filled out. These original applications will be sent free to persons requesting them by phone or mail, or can be picked up at the board's office. Renewal of a Minnesota Teacher's License can be accomplished by sending in a renewal form. Renewal forms may be picked up at the teacher's school office or obtained from the board. A free booklet is available from the board which describes the licensing guidelines for public elementary and secondary schools and is entitled *Personnel Licensing Handbook*.

To obtain a five-year renewal for a teaching license a teacher must have 120 renewal units, or 12 college credits. Included in these units or credits must be a Minnesota approved course in human relations. Wisconsin human relations courses are acceptable for the Minnesota human relations course requirement according to a present reciprocal agreement.

To obtain a two-year renewal an applicant needs a human relations course and one successful year of teaching. Without a year of teaching, an applicant may obtain a two-year license renewal by completing an approved human relations course.

Vocational teachers must also be licensed. Forms for license application may be obtained at every vocational school personnel office or by contacting the Board of

Teaching. Without academic background applicants for a vocational teacher's license must have 6,000 hours (three years) of occupational experience in their field of teaching (500 hours must be recent work experience hours outside of teaching). Non-degreed vocational teachers have to go through a teacher education sequence of the following five courses: Introduction to Vocational Teaching, Philosophy of Vocational Education, Vocational Methods, Vocational Course Construction and Vocational Tests and Measurements. Also necessary is an approved human relations course. Vocational teachers who have degrees need 3,000 hours for secondary, and 4,000 hours for post secondary teaching licenses. A five-year license is issued if a vocational teacher meets the full certification requirements. Without full certification the board issues one, two and three-year licenses to vocational teachers. To renew a five-year vocational teaching license an applicant must obtain 108 clock hours of continuing education courses during the previous five years. Individual cases and vocations vary, so contact the board for more specific information. A free brochure is available from the Board of Teaching entitled *Vocational Education Licensing Requirements*.

The board has the power to suspend or revoke a license according to Minnesota Statutes 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 complaints and in the investigations and hearings relating to them.

For information regarding teacher licensure in Minnesota, contact the Board of Teaching. Applications for license forms can be made at the board's office. The licensing process requires two to three weeks.

Department of Transportation

Transportation Building
St. Paul, Minnesota 55155
(612) 296-3131

Richard P. Braun, 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.

Administration Division, (612) 296-3005

Judith A. Pinke, assistant commissioner

The division provides central financial accounting, budgeting, communications, purchasing and personnel services for the department. The division plans internal information, organizational and managerial improvements.

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Audit Section, (612) 296-3254

Edwin H. Cohoon, acting section chief

The 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.

Office of Budget and Finance, (612) 296-7942

Edwin H. Cohoon, acting director

This office prepares and administers Mn/DOT's budget, and administers all accounting and financial systems and records for the department.

Budget Section, (612) 296-3225

Gordon W. Kordosky, acting director

This section develops, maintains, and monitors the budget. It provides assistance to managers with budgetary responsibilities; prepares, analyzes and interprets budget information and reports. It also plans, forecasts and monitors revenues and expenditures, and approves and authorizes investments.

Financial Administration Section, (612) 296-3120

Richard R. Swanson, director

This section performs centralized accounting for all revenues and expenditures of Mn/DOT accounts. It manages department accounting and cost accounting systems, and prepares, monitors and distributes accounting reports. Financial Administration maintains the department's financial records.

Office of Communications, (612) 296-3581

Wallace Green, director

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, it 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 distributes a weekly newsmagazine, *Mn/DOT Dateline*, for all media. Sample copies are mailed free of charge to anyone calling or writing to *Mn/DOT Dateline*, Room 410 at the Department of Transportation. Copies of the *Official Transportation Map of Minnesota* are provided free to individuals at the Department of Economic Development and will be mailed to anyone requesting them by calling (612) 296-5029. Special requests by schools and public or private agencies for larger numbers of maps can be made to State Map, Room 410 at the department's address. The office also provides information services to the public in the main lobby of the Trans-

portation 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.

Office of Management Resources, (612) 296-3006

Gerald F. Tessman, acting director

This office assists Mn/DOT managers by facilitating the development of management practices designed to improve operational effectiveness. This includes services in management planning such as strategic management planning, manpower planning and administering a management by objectives program. The office assists in developing management systems, identifies needs and coordinates planning for management information systems. The staff consults and facilitates team building, job clarification, management development and problem identification and solving. They select and direct certain management consultants retained by Mn/DOT. Management research and information services are provided through special studies, library services and management statistics.

Office of Personnel, (612) 296-3100

Donald G. Wicklund, director

The office provides centralized personnel administration, along with programs for employee safety and development. This office works closely with the state Department of Personnel in recruiting and selection, job classification, salary determinations, training, labor relations and affirmative action. 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 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 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.

Employee Safety Section, (612) 296-1362

Richard V. Anderson, section chief

The 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.

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Labor Relations Section, (612) 296-7875

Jack C. Davis, section chief

The 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 section 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.

A department Training Center with classrooms and dormitory facilities is 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, Mn. 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 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 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 office, Room 315 Transportation Bldg., St. Paul, Mn. 55155. Employment interviews are generally

delayed until applicants have had an opportunity to take civil service examinations and have their name placed on eligible lists.

Office of Systems and Support Services, (612) 296-6406

George L. Kieffer, director

This office provides for computer systems, administrative procedures and methods, and centralized management of administrative support services.

Systems and Analysis Section, (612) 296-3007

Max Zamansky, acting assistant director

This section is responsible for the development of computer and administrative systems needed by Mn/DOT. The section is also responsible for records management. **The Computer Services Unit**, (612) 296-0975, provides to the department computer systems design, maintenance and technical support, analysis of computer systems needs, administration of time-sharing systems, computer systems audits and data processing services. **The Management Analysis Unit**, (612) 296-9772, provides departmental needs in design, implementation, and review of administrative methods and procedures, administrative studies, feasibility studies and cost benefit analyses, administrative manuals and administration of the Employee Suggestion System. **The Records Systems Management Unit**, (612) 296-9773, handles records retention schedules and central storage and analysis of records systems and methods.

Administrative Support Services Section, (612) 296-3114

Lee J. Nelson, director

This section provides blueprinting, photographic services, central office motor pool, mail, photocopy facilities, and the typing center services. It processes requisitions for equipment and commodities and administers supplies and printing programs. It manages both fixed and expendable assets, including administration of department inventory systems. Allocation and design of central office space and the coordination of related building services is conducted by this section. The section will coordinate the development of consultant agreements, administrative rules, and maintain the distribution systems for manuals and communications.

The section stocks maps used in transportation planning. These maps are available to the public: 8 metropolitan Twin Cities bikeways maps, 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; 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

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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) 296-2216. There are no forms. 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.

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
BIKEWAYS MAPS	
8 metropolitan Twin Cities bikeways maps	.50 per map
STATE WORK MAPS	
48" × 60"	1.00
38" × 48"	.75

16" × 20"
8½" × 11"

Not stocked — Order
Not stocked — Order

OFFICIAL TRANSPORTATION MAP

1" = 16 miles 26" × 30"
1" = 10 miles 40" × 46"

Individual copies free
1.00 (includes sales tax &
mailing charge)

Aeronautics Division, (612) 296-8046

Lawrence E. McCabe, assistant commissioner

The 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 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 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*. There is no charge for the newsletter. For information or to be placed on the mailing list for the newsletter, contact the section at the Department of Transportation.

Airport Development 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 this section, Transporta-

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tion Bldg., St. Paul, Mn. 55155. Forms are provided as needed by the section. There are no fees.

This 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 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

Susan Senko, chief

The 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, Mn. 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.

Enforcement Inspection and Safety Section, (612) 296-8056

Larry R. Myking, chief

The 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 section at the Saint Paul Downtown Airport Administration Building, 644 Bayfield Street, St. Paul, Mn. 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 and Electrical Section, (612) 296-3531

Robert R. Engelhardt, chief

The 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 can be addressed to this section, Room 417 Transportation Bldg., St. Paul, Mn. 55155.

This 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.

Air Transportation Services Section, (612) 296-9853

James G. Baker, chief

The 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.

Operations Division, (612) 296-3008

William C. Merritt, assistant commissioner

Office of Field Operations, (612) 296-3156

Edward J. Heinen, director

The office 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 Field Operations develop the emergency services of the Department of Transportation.

Construction Section, (612) 296-0860

Robert G. Brennan, construction engineer

The 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 section at G-4 Transportation Bldg., St. Paul, Mn. 55155.

Maintenance Operations Section, (612) 296-6761

The 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 and rents necessary equipment. It establishes specifications for vehicles purchased by the department, supervises repair pro-

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grams, 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, Mn. 55101. There is no charge for road information.

Road Travel Information:	(612) 296-3076, 3077, 3078 & 3079
Emergency Operations:	(612) 296-3072
Other Questions:	(612) 296-6761

Office of Equal Employment Opportunity (EEO) Contract Compliance, (612) 296-3934

Robert P. Elcan, office director

The office coordinates EEO/affirmative action programs both internally and externally for the Department of Transportation. Internally the department hires and trains minority groups and brings them into the mainstream of employment within the department. Externally the department sees that no discrimination takes place in regard to work performed by contractors or the selection and retention of subcontractors (minorities in particular). This also includes outside consultant services.

The office manages 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. The office also acts as liaison between public, private and federal agencies responsible for providing transportation needs to the general public. The department participates in the "set aside" program which sees that a certain percentage of state business is offered to minority group businesses.

District Offices

The Operations 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 2-B
1301 S. Main Street
P.O. Box 617
Crookston, MN 56716
(218) 281-3503

District 3-A
301 Laurel Street
P.O. Box H
Brainerd, MN 56401
(218) 828-2463

District 3-B
3725 N. 12th Street
P.O. Box 370
St. Cloud, MN 56301
(612) 255-4231

District 4-A
1000 W. Trunk Hwy. 10
P.O. Box 666
Detroit Lakes, MN 56501
(218) 847-4401

District 4-B
2 South Street
P.O. Box 410
Morris, MN 56267
(612) 589-1515

District 6-B
W. Trunk Hwy. 14
P.O. Box 307
Owatonna, MN 55060
(507) 451-1215

District 7-A
501 S. Victory Drive
Mankato, MN 56001
(507) 625-6261

District 7-B
South County Road 26
P.O. Box 427
Windom, MN 56101
(507) 831-1666

District 8-A
Tenth & Pacific Streets
P.O. Box 758
Willmar, MN 56201
(612) 235-4554

District 8-B
220 S. Sixth Street
P.O. Box 29
Marshall, MN 56258
(507) 537-6146

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 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.

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District Preliminary Engineering Section, (612) 296-3276

The 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.

District Construction Field Operations, (612) 296-3008

The 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.

District Area Maintenance Office, (612) 296-3008

The nine district offices are subdivided into 16 maintenance areas and are further subdivided into approximately 60 maintenance sub-areas. The 16 area maintenance sections preserve and maintain state roadways, clean rest areas and roadsides, ensure unobstructed drainage facilities, repair bridges and other structures, install signs, signals, barricades and stripping, 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 (see page 350).

The Area Maintenance Offices issue permits for special use of all Minnesota highways. The drainage and access driveway or entrance permits require a bond which ranges from \$100 to \$1,000. Utility permits or obstruction on trunk highway right-of-way authorizations may require a bond ranging from \$500 to \$100,000. Outdoor advertising device permits and junkyard control fees range from \$2 to \$20. The person issued the permit shall furnish all signal lights, warning lights or flags, wide load, oversize load or long load signs, and escort vehicles required by the permit. A permit may be revoked for conviction of any violation of the terms of the permit or for furnishing false information in the application. For more information on specific permits, contact the local district offices.

Forms used:

Cost:

Form 1720 — application for transportation permit
Validation stickers:

free

Form 1720A — general use for buildings, single trips, monthlies and job permits	\$ 5.00
Form 1720B — general use seasonal or annual permit	25.00
Form 1721 — access driveway or entrance permit (see bond requirements above)	
Form 1722 — application for permit to move buildings	free
Form 1723 — short form permit to construct or modify utility facilities, place an obstruction on a trunk highway right-of-way or place an object on state lands (usually requires no bond)	
Form 1724 — supplemental transportation permit (extends date for permits 1720A & B and 1722)	free
Form 1758 — loading data for buildings	free
Form 1796 — special requirements for movement of buildings	free
Form 2188 — drainage (see bond requirements above)	
Form 2525 — long form permit to construct or modify utility facilities, place an obstruction on a trunk highway right-of-way or place an object on state lands (usually requires a bond)	
Form 17284 — application for twin trailer permit	free
Validation stickers:	
Form 17284A — single trip, trailer up to 60 feet long	\$ 10.00
Form 17284B — annual permit, trailer up to 60 feet long	75.00
Form 17284C — single trip, trailer up to 65 feet long	20.00
Form SD6 — annual trip, trailer up to 65 feet long	200.00
Form 17293 — application for annual refuse compactor permit	50.00

District Right of Way Section, (612) 296-3286

The 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 this section at the Transportation Building, St. Paul, Mn. 55155.

District Traffic Section, (612) 296-6164

The 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.

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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.

District Materials Section, (612) 296-3164

The 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.

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 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 by the office are inspection of rail lines to assure that adequate maintenance is performed for safe operation, investigation of complaints from the public concerning hazardous conditions on the railroad tracks, and 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. The office provides public service in regulating grade crossing safety, track removals, clearance variances and agency service; administers the federal highway safety act concerning grade crossing safety; negotiates the right of way and facility changes with railroads to accommodate trunk highway construction; arranges for and monitors requested regulatory hearings and negotiations, and processes and enforces the results; and selects and programs

crossings needing improved warning systems, and negotiates the construction of the improvement. Forms or procedures necessary to obtain these services are:

Grade crossing safety — resolution/petition from road authority.

Track removal — petition from railroad.

Clearance variance — petition from party desiring variance.

Agency service — petition from party desiring service change. (All to the commissioner of the Department of Transportation).

Letter requesting consideration to railroad operations engineer.

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.

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 this 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

Robert Works, office director

The office 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 this office at Room 419 Transportation Building, St. Paul, Mn. 55155.

Office of Transportation Rates and Regulation, (612) 296-0331

Ronald L. Anderson, director

The office 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:

Regular Route Common Carrier (RRCC) which carries passengers or freight between fixed boundaries;

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- Petroleum Carrier (PC) which carries only petroleum products;
 - Irregular Route Common Carrier (IRCC) which is usually restricted by commodity and area;
 - Contract Carrier (CC) which is designed to meet the specialized service needs of shippers or receivers of freight;
 - Charter Carrier of Passengers (CCP) which is usually restricted to specified origin points;
 - Livestock Carrier (LS);
 - Reciprocity Carrier (RC) which is an interstate carrier with a company or corporation located in states reciprocal to Minnesota;
 - Local Cartage Carrier (LCC) which operates entirely within the seven county metro area of Minneapolis and St. Paul;
 - Interstate Carriers (IC) which are interstate carriers with their company or corporate offices located in states non-reciprocal to Minnesota.
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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 this office at the Transportation Building, St. Paul, Mn. 55155. Any registration that does not require a correction, investigation or a public hearing will be processed in ten working days. 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

Strategic Planning Division, (612) 296-8529

Peter A. Fausch, assistant commissioner

The division is the focal point for the development of all public transportation plans, policies and programs in Mn/DOT. The division conducts and coordinates studies to determine state transportation needs and allocates funds for the development of all types of transportation.

The division 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 division 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 division.

Office of Policy Development, (612) 296-1608

Chuck Anders, office director

The office 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 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

Al Schenkelberger, office director

The office 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 formulates and updates all transportation improvement programs including federal aid interstate, trunk highway, safety improvement, resurfacing, bridge

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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. 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.

Office of Program Evaluation, (612) 296-8532

The office 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

Richard Stehr, office director

The office 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, St. Paul, Mn. 55155, (612) 296-2216.

Office of Environmental Affairs, (612) 296-1636

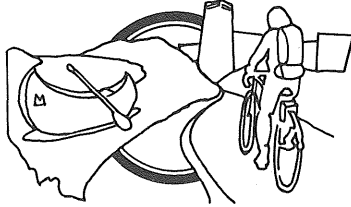
Randall K. Halvorson, acting office director

The office develops environmental policy; prepares, reviews and approves environmental documents; conducts research; provides interagency 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

The 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.

minnesota Bikeways



Environmental Planning, Development and Bikeways Section, (612) 296-1653

Dr. L. E. Foote, section chief

The 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. The section is preparing a set of 54 bikeways maps for the state; eight are already available for the Twin Cities metropolitan area, each costing 50¢ plus tax. See the Administrative Support Services Section to order copies or contact this section for more information.

Technical Support Services Division, (612) 296-3420

Francis C. Marshall, assistant commissioner

The 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

Ralph O. Kipp, office director

The office provides recommendations and control procedures 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 Engineering Services, (612) 296-6884

Leo A. Korth, office director

The office develops and prepares projects for bid presentation and 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 section provides designs, plans and specifications; construction and maintenance direction; bridge rating, load posting and special load permit analysis; and

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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. The booklets are \$5 each. For information, booklets or questions on welder certification, contact the Bridge and Structure Design Section, Room 610 Transportation Bldg., St. Paul, Mn. 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. Information on testing is available upon request. A person requesting welding certification must pay whatever expenses are incurred by the testing. The section issues a Welder Certification Card upon successful completion of the standard welding test.

Design Services Section, (612) 296-3036

Clement P. Kachelmyer, acting director

The 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.

Traffic Engineer Section, (612) 296-6164

Curtis W. Christie, traffic engineer

The 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 section at 309 Transportation Bldg., St. Paul, Mn. 55155. To order contract plans and proposals, use form 21120. The section will handle in-person requests immediately. Fees for the contract plans and proposals vary according to the project. Fees for the pamphlets including tax are:

Minnesota Manual on Uniform Traffic Control Devices	\$ 5.20
Standard Signs Manual Parts 1 and 2	\$10.40
A Guide to Establishing Speed Limits in School Zones	free

Surveying and Mapping Section, (612) 296-1077

Earl R. Larson, section chief

The 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

Richard H. Sullivan, section chief

The 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 of 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 section at 511 Transportation Bldg., St. Paul, Mn. 55155.

There are no fees. Any forms needed are furnished to the applicant when necessary. Form 2525 — Application for Utility Permit on Trunk Highway Right of Way, is 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 provides engineering research, specifications and technical assistance to local governments.

Materials Engineering Section, (612) 296-3164

Blaine F. Himmelman, materials engineer

The 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 Development Section, (612) 296-3066

Paul J. Diethelm, section chief

The section conducts research projects on various subjects, usually in the area of construction and maintenance materials and methods at the request of department

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sections and the Minnesota local road research board. The section also conducts numerous research projects, funded by the federal highway administration, which are distributed to state, county and municipal engineers. They provide no services directly to the public.

Engineering Standards Section, (612) 296-9873

Lyle Hanson, section chief

The 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 section at 529 Jackson Street, St. Paul, Mn. 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 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 Electronic Communications, (612) 296-7402

Samuel F. Gargaro, director

The office designs and maintains the state government's telecommunication system. They provide no services directly to the public.

Office of the State Treasurer



303 Administration Building
50 Sherburne Avenue
St. Paul, Minnesota 55155
(612) 296-9623
Jim Lord, State Treasurer

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 computer maintains 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

Jerry Engebretson, fiscal activities officer

The 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. 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) 296-9568

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. Sixty-three separate issues of Minnesota bonds in excess of \$800 million are currently outstanding. The 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 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 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

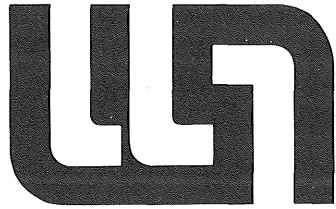
Faith Woodman, director

The 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 unclaimed property is turned over to the State Treasurer who then handles all claims, and if the claim is valid, returns the property in full either in person or by mail.

Information and claim forms may be obtained by writing, calling or visiting in person the Unclaimed Property Division, G-21 Administration Building, St. Paul, Mn. 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 and all rightful claims are paid within 90 days of proper completion of the claim form.

University of Minnesota

Morrill Hall, 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 Charles H. Casey, D.V.M.
Box 247
West Concord, Minnesota 55985

The Honorable William B. Dosland
Dosland, Dosland and Nordhogen
American Bank & Trust Co. Bldg.
Moorhead, Minnesota 56560

The Honorable Erwin L. Goldfine
Manley Management Company
500 Alworth Building
Duluth, Minnesota 55802

The Honorable Lauris D. Krenik
Rural Route 1
Madison Lake, Minnesota 56063

The Honorable Charles F. McGuiggan
Box 547, 104 W. Redwood St.
Marshall, Minnesota 56258

The Honorable Wenda W. 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 E. Clear Avenue
St. Paul, Minnesota 55106

The Honorable Robert Latz, vice chairman
4150 IDS Center
Minneapolis, Minnesota 55402

The Honorable Neil C. Sherburne
1443 Old Toll Bridge N.
Lakeland, Minnesota 55043

The Honorable David M. Lebedoff
619 Midland Bank Building
Minneapolis, Minnesota 55401

The Honorable Michael W. Unger
1330 St. Clair Avenue
St. Paul, Minnesota 55105

Due to space limitations of the guidebook, we cannot print descriptions of all of the university's divisions. Following is a brief listing of frequently called numbers and places where more information can be obtained.

GENERAL SERVICES

Alumni Association
(612) 373-2466

Athletic Ticket Offices
(612) 373-3181 (Men's Athletics)
(612) 373-2255 (Women's Athletics)

Emergency (Police)
(612) 373-3550

Equal Opportunity & Affirmative Action
(612) 373-7969

Minnesota Daily
Ads: (612) 373-3385
Business Office: (612) 376-5550
News: (612) 373-3381

Personnel Department
(612) 373-2081

Recreational Sports Offices
Main Office: (612) 373-4200
St. Paul Campus: (612) 373-0956
Self Service Sports: (612) 376-2581
Sports Clubs: (612) 373-1973

Student Unions
(612) 373-5965

Telephone Information Services
(612) 373-2851

University Relations
(612) 373-2126

University Theatre Tickets
(612) 373-2337

COLLEGES ON THE U OF M — Twin Cities Campus

Institute of Agriculture, Forestry
and Home Economics
(612) 373-0734

College of Biological Sciences
(612) 373-1190

College of Business Administration
(612) 373-3701

School of Dentistry
(612) 376-4373

College of Education
(612) 373-9880

General College
(612) 373-4104

College of Liberal Arts
(612) 373-4402

Medical School
(612) 373-8139

School of Nursing
(612) 373-3462

College of Pharmacy
(612) 373-2186

School of Public Health
(612) 373-8060

Institute of Technology
(612) 373-3227

Graduate School
(612) 373-2952

Law School
(612) 373-2717

University College
(612) 373-4638

College of Veterinary Medicine
(612) 373-1134

EDUCATIONAL SERVICES

Aviation Education Resource Center,
Duluth
(218) 726-8251 or 726-8117

Consumer Answering Service
(612) 373-0912

Continuing Education & Extension
Classes
(612) 373-3900

English as a Second Language Program
(612) 373-7855

Home Economics Education Division
(612) 373-1530

KUOM Radio
(612) 373-3177

Labor Education Service
(612) 373-3662

Learning Resources Center, Crookston
(218) 281-6510, ext. 251

Minnesota Public Interest Research
Group (MPIRG)
(612) 376-7554
Minority and Special Student Affairs
(612) 376-1235

Summer Session Office
(612) 373-2925

University Television
(612) 373-4760

Walter Library
(612) 373-3841

Wilson Library
(612) 373-2424

HEALTH AND CRISIS SERVICES

Alcohol & Other Drug Abuse Programs
(612) 376-3150

Drug Information Centers
Minneapolis: (612) 376-7190
Morris: (612) 589-3926

Student Health Centers
Crisis Counselor:
(612) 373-4119
Minneapolis: (612) 373-3141
St. Paul: (612) 373-0960

University Hospitals
(612) 373-8484

STUDENT SERVICES

Admissions and Records Office
(612) 373-2106

Handicapped Resource Coordinator
(612) 376-2727

Housing Office
(612) 373-7542

International Student Adviser
(612) 373-4094

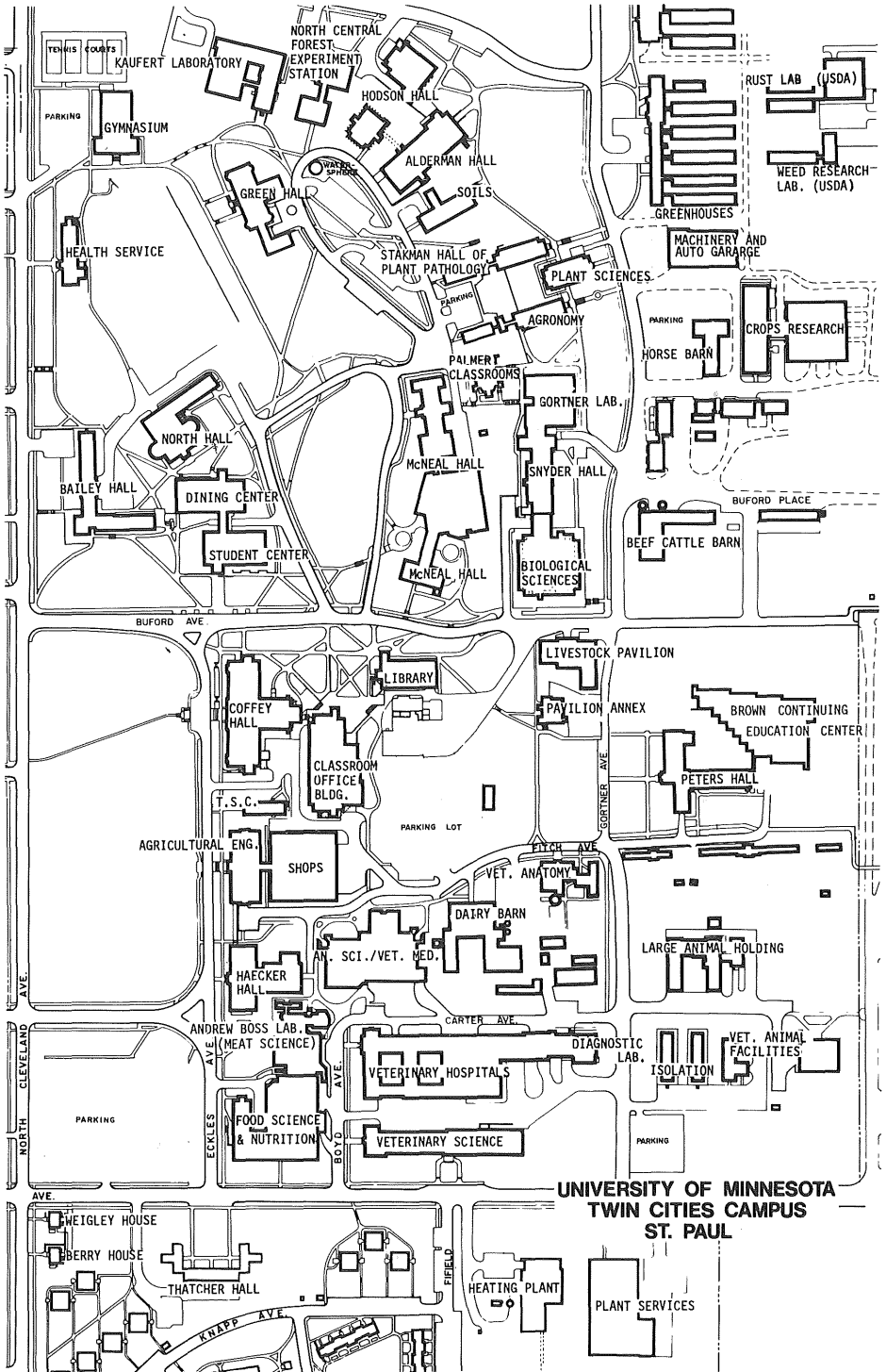
Prospective Students Office
(612) 373-2144

Student Counseling Bureau
(612) 373-4193

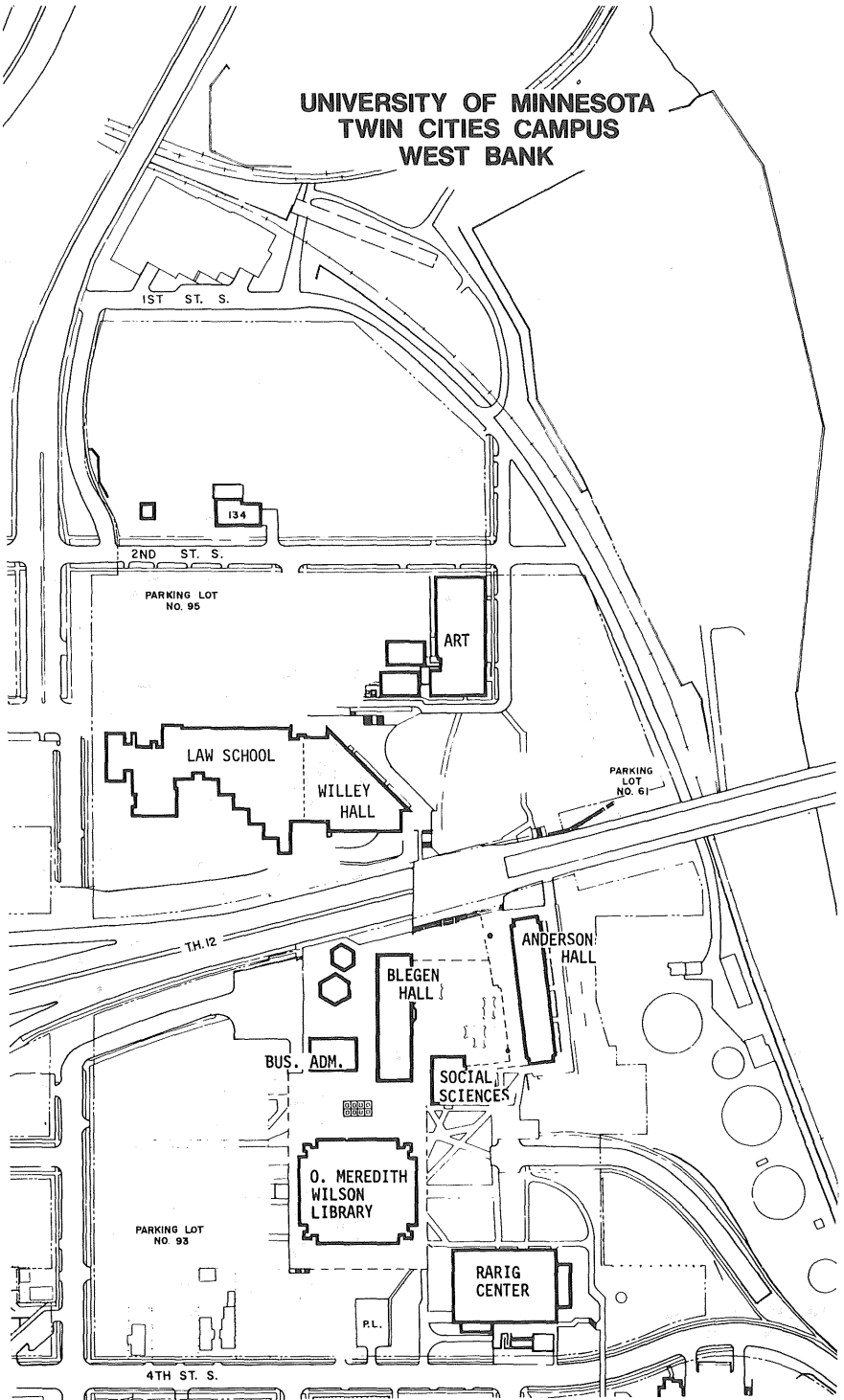
Student Counseling Service, Morris
(612) 589-2929

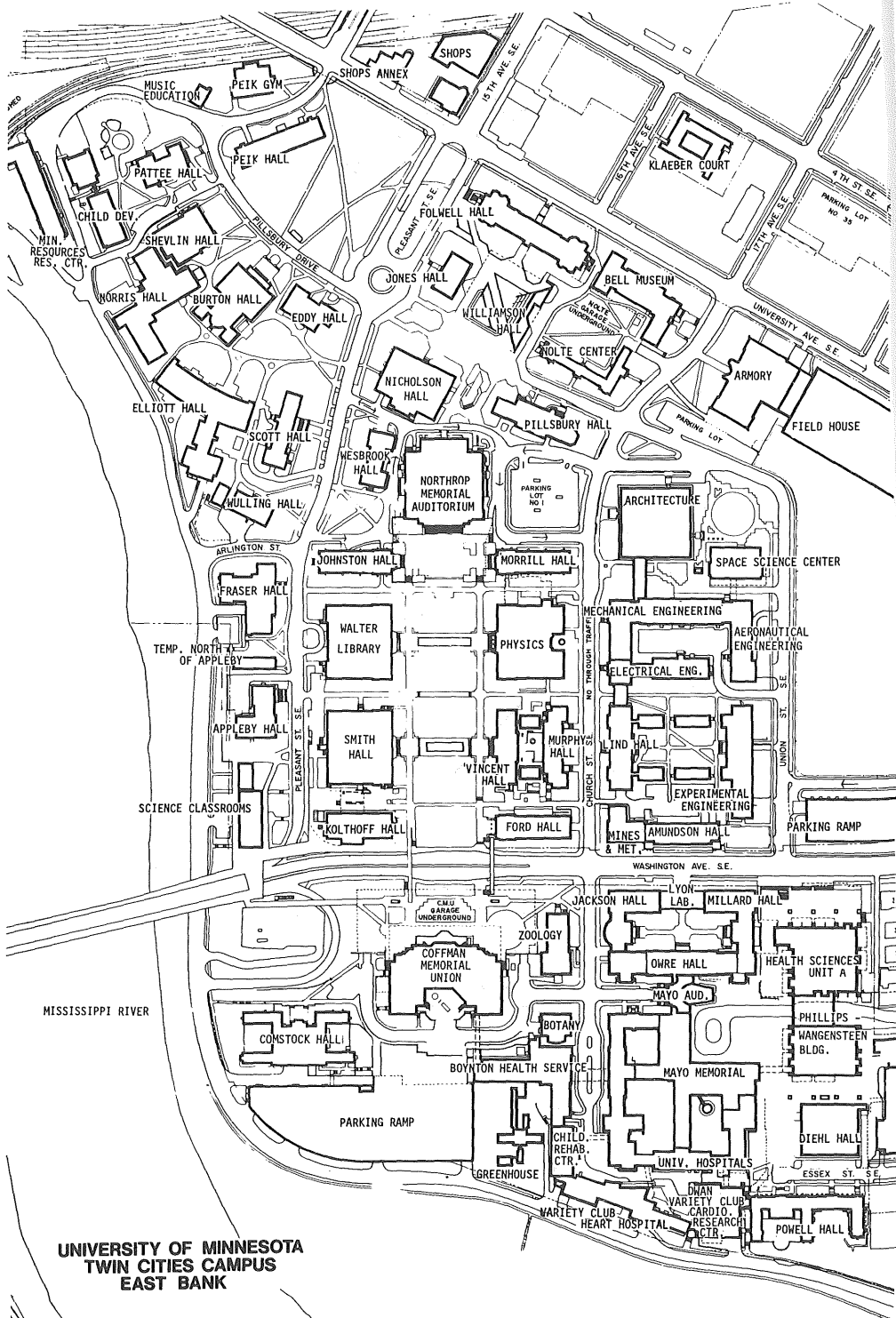
Student Financial Aid
(612) 376-8686

Student Organization Development Center
(612) 373-3955



UNIVERSITY OF MINNESOTA
TWIN CITIES CAMPUS
WEST BANK





**UNIVERSITY OF MINNESOTA
TWIN CITIES CAMPUS
EAST BANK**

Adult Learning Service, Morris, (612) 589-3522

Dora Schumacher, coordinator

This office provides educational services at the postsecondary level to adults in west central Minnesota. These services include off-campus credit and noncredit courses, workshops, conferences, seminars, information, and advising. It is an outreach program of the West Minnesota Consortium for Community Services, a group of area institutions of higher education that are interested in involving faculty and students in community and regional problem solving. For information, contact the Center for Continuing Education, 226 Community Services Building, University of Minnesota-Morris, Morris, Mn. 56267.

Agricultural Experiment Station System, (612) 373-0751

Roy L. Thompson and Signe T. Betsinger, assistant directors

The 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, Mn. 55108. Localized information relative to field crops, livestock production, soils, plant diseases, horticultural crops, and agricultural engineering may be received by contacting scientists at the following addresses:

Experiment Station, St. Paul 220 Coffey Hall, 1420 Eckles Avenue St. Paul, Mn. 55108 (612) 373-0751	Southern Experiment Station Waseca, Mn. 56093 (507) 835-3620
North Central Experiment Station Grand Rapids, Mn. 55744 (218) 326-3485	Southwest Experiment Station Lamberton, Mn. 56152 (507) 752-7372
Northwest Experiment Station Crookston, Mn. 56716 (218) 281-6510, ext. 223	West Central Experiment Station Morris, Mn. 56267 (612) 589-1711
Rosemount Experiment Station 1605-160th Street West Rosemount, Mn. 55068 (612) 423-1491 or 423-2455	

Agricultural Extension Service, (612) 373-1246

Harlund Routhe, acting director

This service conducts educational programs and demonstrations and disseminates information on agriculture and related industries, home economics and family living,

4-H and youth development, and community resource development. Programs, publications, and information are available on a wide range of agricultural topics including livestock, poultry, dairying, field crops, home and commercial horticulture, landscaping, plant and animal disease control, weed and insect control, soils and irrigation, soil and water conservation, farm structures and machinery, farm management, and agricultural policy. Home economics topics include nutrition, food preservation and preparation, textiles and clothing, housing, home furnishings and equipment, home management, family and child development and relationships, and consumer information. Forestry programs include woodland management, shelterbelts, maple syrup and Christmas tree production, and wood products processing and making.

General information can be obtained by contacting the service at 240 Coffey Hall, 1420 Eckles Avenue, St. Paul, Mn. 55108, or the extension office in each county (usually listed in the telephone book under "County Offices"). Specific information about programs and topics is available from any county extension office or by calling the following offices:

Agricultural and applied economics (612) 373-1755	Garden, flower, lawn, and landscape (612) 373-1100
Bulletin Room (for publications) (612) 373-1615	Insect information (612) 373-1044
Food, clothing, and consumer information (612) 373-0912	Plant disease information (612) 373-0936
Forestry and forest products (612) 373-0827	

Astronomy Department "Star Watch" Line, (612) 376-5587

W. Butler Burton, department chairman

The "Minnesota Star Watch" information line offers four-minute-long recorded messages describing astronomical phenomena. Updated every two weeks, the tapes give details on subjects of current interest and occasionally describe unusual sky phenomena such as black holes, pulsars, and meteor showers.

Audiovisual Library Service, (612) 373-3810

Judy A. Gaston, acting director

The library is a 16mm motion picture rental library that serves schools, industries, and the general public. The library collection consists of over 10,000 titles in all subject areas. Rental fees vary. Copies of the *16mm Film Rental Catalog* (1977 edition) and supplements have been deposited in every school and public library in the state of Minnesota. Some media titles are available in other formats, including videotape (1/2-inch and 3/4-inch) and slide/tape. To place a rental order or obtain information, contact the service at 3300 University Avenue S.E., Minneapolis, Mn. 55414.

Bell Museum of Natural History, (612) 373-2423

Harrison Tordoff, director

The museum features diorama exhibits of Minnesota wildlife, the Touch and See Room, and the Jaques Gallery of natural history art. It also houses extensive research

collections of birds, mammals, reptiles, amphibians, and fish, as well as the University's natural history library. Museum hours are 9 a.m. to 5 p.m. Monday through Saturday, and 1 to 5 p.m. Sunday. Groups of 10 or more who wish to visit the museum should make reservations. Guided tours are available to groups upon advance request. The Blue Heron Bookshop offers an excellent selection of field guides and other natural history books for adults and children, as well as records of bird and animal calls. Natural history films are shown at scheduled times during the year. All museum programs are open to the public without charge. Information and tour reservations can be obtained by contacting the museum at 10 Church Street S.E., Minneapolis, Mn. 55455.

**Biomedical Graphic Communications Department,
(612) 373-8824 or 8136**

Martin Finch, director

This department provides professional art, photography, and television 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. Studio and remote ¾-inch videotape production and editing services and 16mm motion picture production are also available.

A price list and project estimates are available at no charge. The department 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 services, contact the department at B-192 Phillips-Wangenstein Building, 516 Delaware Street S.E., Minneapolis, Mn. 55455.

Business and Economic Research Bureau, (612) 373-4482

Mary Lou Hill, executive assistant

This division coordinates research activities for the College of Business Administration. It publishes *BA Business News*, an 8-12 page quarterly newsletter containing news of the college, alumni and course work, reviews of faculty research and publications and a quarterly business conditions survey of Minnesota retailers and manufacturers. The newsletter is distributed free to members of the business community, public agencies and alumni. To be placed on the mailing list or for information contact the division at 225 Business Administration, 271-19th Avenue S., Minneapolis, Mn. 55455.

Business and Economic Research Bureau, Duluth, (218) 726-7283

Jerrold M. Peterson, director

The bureau supports faculty research within the School of Business and Economics with special emphasis on applied research related to business, industry, and economic analysis in northeastern Minnesota. The bureau publishes the monthly *Duluth Business Indicators* and an annual summary of economic data for northeastern Minnesota in

cooperation with the Minnesota Department of Economic Security. It also publishes occasional reports. For information or to order publications, contact the bureau at 114 Social Science, University of Minnesota-Duluth, Duluth, Mn. 55812.

Campus Assistance Center, (612) 373-1234

Lud Spolyar, director

The center is an information and referral agency and will respond to any question or problem primarily related to the university or to the individual concerned. There is no charge for services. The Digital Information Access Line (DIAL) has over 300 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. For information, referral, or crisis situations, contact the center at 209 Eddy Hall, 192 Pillsbury Drive S.E., Minneapolis, Mn. 55455.

Campus Relations Department, Duluth, (218) 726-7110 or 7111

Julian B. Hoshal, director

The office provides speakers to local and area organizations and publishes a list of faculty and staff members who are willing to speak in their areas of expertise. The office also offers 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, Mn. 55812. To arrange for a guided tour of the campus, contact Barbara Garber at Kirby Student Center Information Center, University of Minnesota-Duluth, Duluth, Mn. 55812, (218) 726-7163.

Career Education Center, Crookston, (218) 281-6510 ext. 315 or 329

Robert Bastyr, coordinator of services

The center is available to anyone seeking career-related information, including career counseling and planning, educational and occupational information, assistance with preparation of resumes and job application forms, interest inventories (preference tests), and tips of proper job interviewing techniques. The program has been designed to be especially helpful to students of all ages, unemployed persons, persons considering a mid-career change, retired people wishing to begin a new career, and women wanting to enter the job market for the first time. Center services are provided free of charge. The computerized CEC facility is open from 9 a.m. to 4 p.m. seven days a week by appointment only. To arrange to use the center and its equipment or to obtain information, contact the center at 208 Selvig Hall, University of Minnesota-Crookston, Crookston, Mn. 56716.

Cedar Creek Natural History Area, (612) 434-5131

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 area is located at 2660 Fawn Lake Drive, Bethel, Mn. 55005.

Childbearing-Childrearing Center, (612) 373-8212

Sharon S. Rising, director

The center, an outreach clinic of University Hospitals, provides care to healthy childbearing women, children, and adults. Nurse-midwives, pediatric nurse practitioners, and an adult health nurse practitioner, with physician consultation, provide comprehensive maternity, well-child, well-woman/family planning, and breast diagnostic services. The center also provides an on-going education and support program for couples and single women. Any person without serious medical problems may be seen for care at the center, which is located in a house a short distance from University Hospitals. The cost of the total care package for prenatal services, labor, delivery, and hospital stay of three days is \$1,362 (\$975 for hospital charges, \$325 for nurse-midwife, \$62 for pediatrician). Costs for other services at the center vary. Information can be obtained by contacting the center at 2512 Delaware Street S.E., Minneapolis, Mn. 55414.

Children's Center, Crookston, (218) 281-4217, or 6510 ext. 284

Marilyn Grave, director

The center on the Crookston campus is a public day-care facility for area families and serves as a learning laboratory for college students majoring in educational programs for preschool youth. It 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 7:40 a.m. to 5:20 p.m. Monday through Friday. Services are maintained throughout 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, Mn. 56716. Fees are: \$8 per day for preschoolers attending full time; \$8.50 for infants and toddlers attending full time; \$5.25 for a.m. or p.m. half days including lunch; \$4 for half days without lunch; and \$1.25 per hour for drop-in child care for one child and \$2 per hour for two children.

C.H.I.P. (Council for Health Interdisciplinary Participation), (612) 373-8969

Susan W. Rader, coordinator

CHIP is the official student organization of the University's health-related schools and programs (including dentistry, medicine, nursing, pharmacy, public health, allied health sciences, and veterinary medicine). CHIP students serve as volunteers in many capacities throughout the Twin Cities, including presenting educational programs, working one-on-one with handicapped people, and providing screening programs for high blood pressure or other health-related problems. Individuals or groups may be recruited for any health-related or social service agency by contacting the office at 1-425 Health Sciences Unit A, 515 Delaware Street S.E., Minneapolis, Mn. 55455. A 24-hour answering service takes all calls.

**Community Development Regional Research Center, Morris,
(612) 589-2211, ext. 340**

Sun M. Kahng, director

A resource center of information related to community development issues, the center provides professional faculty expertise on matters related to the economic development of the area. For information, contact the center at the Social Science Building, University of Minnesota-Morris, Morris, Mn. 56267.

Community-University Health Care Center, (612) 376-4774

Dr. Jean Smelker, project director

The 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. Applications for services must be made in person. For information, contact the clinic at 2016-16th Avenue South, Minneapolis, Mn. 55404.

Comprehensive Epilepsy Program, (612) 376-5031 or 1260

Florence Gray, program coordinator

This program is a multidisciplinary research, education, and patient care program specializing in services for patients and their families, health care and other human service professionals, and the general public. Information on educational programs and materials (print and audiovisual) about epilepsy can be obtained by contacting the education coordinator at (612) 376-5031. Information about the Diagnostic Treatment and Rehabilitation Program at University Hospitals for adults and children with difficult-to-control seizures, can be obtained by calling (612) 376-1260. The program is located in room 608, 2829 University Avenue S.E., Minneapolis, Mn. 55414.

Computer Center, (612) 373-4599

Peter C. Patton, director

The center operates three Control Data Cyber 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 information, contact User Services at 232 Experimental Engineering, 208 Union Street S.E., Minneapolis, Mn. 55455.

Computer Center, Morris, (612) 589-1665

Andy Lopez, director

The 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, Mn. 56267.

Concerts and Lectures Department, (612) 373-2345**Ross D. Smith, director**

The department presents the Northrop Dance Series during each school year. The program usually consists of nine professional companies from throughout the world, with emphasis on classical ballet, contemporary dance, and ethnic folk companies. Student and senior citizen discounts are available for both season tickets and individual performances. Each spring, the department joins the Minnesota Orchestral Association and a regional committee of sponsors and guarantors in presenting performances by the Metropolitan Opera Company of New York.

During the academic year, free convocations, which are open to the public, are sponsored by the Campus Committee on Convocations and the Arts. Events include lectures, musical programs, theatrical productions, and films. Special lectures and scientific conferences for more selected audiences are also offered. During the summer, Summer Session and the department sponsor films and music and dance programs. For information, contact the Northrop Ticket Office, 105 Northrop Auditorium, 84 Church Street S.E., Minneapolis, Mn. 55455.

Continuing Education and Extension, (612) 373-3900**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 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, Mn. 55455. For specific information, call any of these units:

Arts Continuing Education (612) 373-4947	Counseling Office (612) 373-3905
Audiovisual Library Service (612) 373-3810	Delinquency Control (612) 373-2726
Business Continuing Education (612) 373-3680	Drama Advisory Service and Loan Play Library (612) 373-4947
Community Programs (612) 376-7401	Duluth Continuing Education Center (218) 726-8113
Conferences (612) 373-3151	Education Continuing Education (612) 376-7669
Continuing Education for Women (612) 373-9743	Elderhostel Program (612) 376-2704

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Engineering and Science Continuing Education (612) 373-3132	Pharmacy Continuing Education (612) 376-5313
Extension Classes (night school) (612) 373-3195	Professional Development Center, Duluth (218) 726-7532
Fire Information, Research, and Education Center (612) 376-3535	Project INFORM, Morris (612) 589-3522
Independent (Correspondence) Study (612) 373-3256	Public Policy Continuing Education (612) 373-3799
MacPhail Center for the Arts (612) 373-1925	Real Estate Continuing Education (612) 373-3938
Management Continuing Education (612) 373-3680	Rochester Continuing Education Center (612) 224-3106 or (507) 288-4584
Medical Continuing Education (612) 373-8012	Social Work Continuing Education (612) 373-5831
Minnesota Sea Grant Extension Program (218) 726-8106	State Organization Service (612) 373-3170
Morris Continuing Education Center (612) 589-2482	Summer Arts Study Center (612) 373-4947
Nursing Continuing Education (612) 376-1428	University Media Resources (612) 373-4760
Older Adult Program (612) 373-3941	Veterinary Continuing Education (612) 373-1156
Ouroboros Solar Energy House (612) 373-5170	World Affairs Center (612) 373-3799

Dental Clinics, (612) 373-2535

Harvey L. Colman, associate dean for clinical affairs, School of Dentistry

The dental clinics are open to children and adults for regular and specialty dental care. Fees vary, but are generally substantially less costly since treatment is provided by predoctoral students under the supervision of dental faculty members. General information may be obtained by contacting Patient Admissions, School of Dentistry, 515 Delaware Street S.E., Minneapolis, Mn. 55455. For information on the following specialized clinics, write to the above address or call the listed telephone number.

Oral Pathology Clinic — for patients with special problems of the mouth other than caries and periodontal disease. (612) 373-3248.

Orthodontic Clinic — provides initial orthodontic screening examinations (\$3 charge) and treatment by either resident dentists under faculty supervision or by faculty orthodontists. (612) 373-3274.

Pediatric Dentistry Clinic — provides diagnosis and treatment of all types of oral conditions of children through the age of 12, ranging from preventive services and restorative care to extensive problems involving general anesthesia. The clinic is completely accessible to the handicapped and provision of care for handicapped chil-

dren receives considerable emphasis. Members of the faculty are available to make presentations concerning dental care for children to various groups. (612) 373-3262.

Dental Hygiene Clinic, Duluth, (218) 726-8555

Odin M. Langsjoen, director

The clinic is open to community residents. Dental hygiene students provide a broad range of preventive dental services, including dental X-ray, dental prophylaxis, topical fluoride treatment, nutrition counseling, and oral hygiene instruction. A modest fee is charged for these services; a maximum fee of \$2 is charged to senior citizens regardless of services rendered. For information, contact the program at 73 Alworth Hall, University of Minnesota-Duluth, Duluth, Mn. 55812.

Dight Institute for Human Genetics, (612) 373-3792

V. Elving Anderson, acting director

The institute provides genetic counseling free of charge for those requesting the service. Tests are provided to determine biochemical defects in infants and specific traits carried by adults. Lectures and workshops are open to outside organizations without charge. Information about lectures, workshops, or counseling may be obtained from the institute at 8 Botany Building, 400 Church Street S.E., Minneapolis, Mn. 55455.

**Drama Advisory Service,
(612) 373-4947**

David O'Fallon, associate director

The 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 fees. For information or assistance, contact the service at 320 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, Mn. 55455.



**Drug Information and Education Center, Duluth,
(218) 726-7135 or 8495**

Kenneth E. Docteur, director

The center can provide current information on recent developments in research, education, prevention, and treatment relative to alcohol and other mood-altering substances. Staff persons are available for personal, class, or community speaking on various topics in this field, and will provide referral services for persons experiencing chemical-use problems in the campus setting. For information, contact the center at 240 Bohannon Hall, University of Minnesota-Duluth, Duluth, Mn. 55812, or at 156 Library, University of Minnesota-Duluth, Duluth, Mn. 55812.

Drug Information for Health Professionals, (612) 373-8888

Joseph Cornell, acting director

The center is a specialized library and telephone consultative service for health professionals only (not the general public). The primary focus is on the appropriate use of drugs in therapeutic situations. It is staffed by College of Pharmacy faculty between 8 a.m. and 5 p.m. Monday through Friday (calls at other times are recorded for later response). For information, health professionals should contact the center at 18 Temporary North of Appleby Building, 122 Pleasant Street S.E., Minneapolis, Mn. 55455.

Drug Information Service Center, (612) 376-7190

Jon Clouse, director

The center is a specialized library and community education program concerned with alcohol and drug use and abuse. It is available to college and university faculty, staff, and students and to professionals and the general public. Computerized bibliographic searches are done free of charge. Pharmacy students act as telephone consultants for the general public or chemical dependency counselors, and are available to give talks to interested community groups. DISC is open from 8 a.m. to 4:30 p.m. Monday through Friday. For information or to request the *DISC Newsletter*, contact the center at 32 Appleby Hall, 128 Pleasant Street S.E., Minneapolis, Mn. 55455.

Economic Education Center, Duluth, (218) 726-8538

Thomas B. Duff, acting director

The center offers programs directed toward improving the general level of economic knowledge and understanding in northeastern Minnesota. The center is jointly sponsored by the Department of Economics, the School of Business and Economics, and the Minnesota State Council for Economic Education. The center offers a number of programs for in-service training for elementary and secondary teachers and a weekly radio program, "Economic Perspectives," which presents information and analysis of current economic events. For information, contact the center at 116 Social Science Building, University of Minnesota-Duluth, Duluth, Mn. 55812.

Electrical Engineering Department, (612) 373-2577

E. B. Lee, head

The department can provide a variety of technical services through its shops and laboratories, all located in the Electrical Engineering building at 123 Church Street S.E., Minneapolis, Mn. 55455.

The microelectronics laboratory offers custom service in microfabrication technology, including graduated reticles and photographic-plate processing, and has produced custom monolithic integrated circuits. For information, contact the department or call (612) 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 available. For information, contact the department 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 the department 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 the department or call (612) 373-5031.

The digital systems group provides consultation service in the area of digital systems by offering a microprocessor short course. The four-day course can be given in-plant or taken through the University's Department of Conferences. The group can also handle special development projects in the area of digital electronics (microprocessor applications). For information, contact the department or call (612) 373-5341.

Employer Education Service, (612) 373-5391

Thomas Donaldson, director

The service provides professional development educational training opportunities for personnel and industrial relations practitioners in Minnesota and for upper midwest employers through seminars, conferences, lectures, and programs tailored for individual organizations. Approximately 70 seminars a year are offered on employment, employee training, compensation, labor relations, and personnel management. Seminars are one to three days in length, and can be open registration or contract (in-house). For information, to have your name placed on the mailing list, or to obtain a course catalog, contact the service at 417 Business Administration, 271-19th Avenue S., Minneapolis, Mn. 55455.

Executive Development Center, (612) 373-3837

John Mauriel, director

The center provides management education services to executives of private, profit, and nonprofit organizations. It operates a 6-week senior executive program and is developing one- to four-week middle management and functional management programs. It also provides, on a contract basis, in-house educational and development programs for management. For information or program brochures, contact the center at 334 Business Administration, 271-19th Avenue S., Minneapolis, Mn. 55455.

Fire Information, Research, and Education (Fire) Center, (612) 376-3535

Antona Richardson, director

The Fire Center is the only state agency designed to improve rural and urban fire protection through information, research, and education programs. Staff members offer information and consultation on matters concerning fire safety, prevention, and control, and conduct research dealing with fire service organization, operation, and management and on improving fire protection for the general public. They conduct educational programs for the fire service, special interest groups, and the general public on fire safety and related subjects. Results of studies and research and publica-

tions are available. At present, there is no charge for these services. A reference library on fire-related subjects is open to the public during regular business hours. For information, contact the center at 3300 University Avenue S.E., Minneapolis, Mn. 55414.

Geography Map Library, Duluth, (218) 726-7294

Gordon Levine, head

The 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 329 or 311 Social Science Building, University of Minnesota-Duluth, Duluth, Mn. 55812.

Geology Department, Duluth, (218) 726-7238

Richard W. Ojakangas, head

The department will help individuals with questions about rocks, minerals, fossils, maps, and other problems related to geology. In many cases, staff members can provide answers to problems in identifying earth materials, and can refer the public to other appropriate 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, Mn. 55812.

Glensheen Museum and Tour Facility, Duluth, (218) 724-8863

Michael Lane, director

An outstanding example of Neo-Jacobean architecture, Glensheen, the home of the late Chester A. Congdon, is open to the public for tours of the grounds, including the formal gardens overlooking Lake Superior; the Carriage House, which still houses carriages, cutters, and sleighs; and the main and lower floors of the residence, which contain the original furnishings and features stained glass, Tiffany shades, silver and alabaster light fixtures, and beautifully carved oak stairways. Tour admission is \$4 for the general public and \$2 for university students, staff, and faculty; special rates are available for children and large groups. Glensheen can also be reserved for meetings and receptions. Fees are charged. For information, contact the museum office at 3300 London Road, Duluth, Mn. 55804.

Gray Freshwater Biological Institute, (612) 471-8476

Eckard Muenck, acting director

The institute conducts basic research dealing with problems of fresh water. Group tours of the facility are available to the general public. For information or to arrange for a tour, contact the institute at County Roads 15 and 19, Post Office Box 100, Navarre, Mn. 55392.

Health Sciences Student Personnel Office, (612) 376-7564

Judith Atlee, coordinator

This office provides academic and vocational counseling to individuals interested in entering a health field, upgrading their present training, or changing jobs within the health sciences. The office distributes a number of free pamphlets on specific training programs and sells a 550-page advising manual on health careers. Throughout the year, special seminars are offered, such as "Issues and Options for Minorities Considering Health Careers," "Women in Health Careers," and "How To Study for the MCAT." The office works to increase the number of minority applicants to health sciences programs and provides retention services to registered students.

Office hours are 8:15 a.m. to 4:30 p.m. Monday through Friday; appointments may be scheduled for other hours. Staff members will also come out to address groups. For information or to schedule an appointment, contact the office at W-61 Centennial Hall, 614 Delaware Street S.E., Minneapolis, Mn. 55455. If you live beyond the Twin Cities area, call (612) 376-1449 collect.

Herbarium, Botany Department, (612) 373-2218

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 circumstances, 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, Mn. 55108.

The Herbarium staff will also answer telephone requests for information. For information about flowering plants and ferns, call (612) 373-2227 or (612) 373-2229. For information about lichens, call (612) 376-7284. For information about toxic and drug plants, call (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, Mn. 55108, (612) 376-3054 or 373-2211.

Humanities-Fine Arts Center Gallery, Morris, (612) 589-2211, ext. 209

Frederick W. Peterson, coordinator

The two-level gallery at Morris regularly features exhibits by leading artists. There is no admission charge. Information on gallery hours and scheduled exhibits can be obtained at 104 Humanities Building, University of Minnesota-Morris, Morris, Mn. 56267, or from the University Relations office, 306 Behmler Hall, (612) 589-4322, at the university.

Immigration History Research Center, (612) 373-5581

Rudolph J. Vecoli, director

This is an archives and research center specializing in the histories of 24 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, Mn. 55114.

Industrial Relations Reference Room, (612) 373-3681

Georgianna E. Herman, supervisor

The reference room maintains an extensive collection of materials in industrial relations. For information, contact the reference room at 309 Business Administration Building, 271-19th Avenue S., Minneapolis, Mn. 55455.

Industrial Safety Resource Center, Duluth, (218) 726-8250 or 8117

Robert V. Krejcie, coordinator

The center maintains safety information related to business, industry, and governmental agencies. Materials include American National Standards, construction standards, Federal Registers, Maritime Standards and 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, Mn. 55812.

Information and Referral Service, Crookston, (218) 281-4444

Stephen L. Kraatz, director of community services

The service handles phone inquiries about housing and tenant-landlord rights, legal matters, recreation, health care, regional services, and other matters. 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.

**Information Center for Minnesota Public Universities,
(612) 296-5574**

Sara Valez, director

The center provides a statewide information and advising service to prospective students in the selection of an institution as well as information regarding availability of programs, financial aids, housing, and application procedures. It will also facilitate

communications and contacts among admissions offices, metropolitan area high school counselors, and prospective students. For information, contact the center at Suite 318, 2829 University Avenue S.E., Minneapolis, Mn. 55414, or call the special toll free number, 1-800-652-9747. The center is jointly funded by the University of Minnesota and the State University System. For a listing of state universities' admissions offices, see the entry on the State University System.

Insect Information Clinic, (612) 373-1044

Mark E. Ascerno, specialist-in-charge

The 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, Mn. 55108.

Intercollegiate Athletics for Men, (612) 373-3181

Paul Giel, director

The department is principally housed in the Bierman Field Athletic Building, 516-15th Avenue S.E., Minneapolis, Mn. 55455. Currently, the varsity sports are football, cross-country, basketball, ice hockey, wrestling, gymnastics, swimming, indoor and outdoor track, baseball, golf, and tennis. Ticket information for those sports where an admission is charged is available at the above address and phone number. Schedules and past, present, and future sports information may be obtained by calling (612) 373-5236. Public tours of athletic facilities may be arranged by calling (612) 373-4277.

Intercollegiate Athletics for Women, (612) 373-2255

Vivian Barfield, director

The department is located in the Bierman Field Athletic Building, 516-15th Avenue S.E., Minneapolis, Mn. 55455. Ticket and upcoming event information for the varsity sports of basketball, cross-country, field hockey, golf, gymnastics, softball, swimming and diving, tennis, track and field, and volleyball is available in room 238 of the Bierman Building or by calling the number above. All department publications, schedules, newsletters, individual sport brochures, and program brochures may be obtained by calling (612) 376-5259. "An Opportunity To Become," a 13-minute award-winning film about the women's athletic program at the University of Minnesota, may be reserved by calling the department.

Laboratory Nursery School, (612) 373-2219 or 9853

Margaret B. Roth, administrative assistant

The 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, Mn. 55455.

Applications must be returned by April 1 to be considered for the following school year; applications are also accepted for children wishing to attend the summer session only. The nursery school children are selected from all the applicants. The cost ranges from \$65 for each of three quarters (two half-days per week) to \$151 for each of three quarters (five half-days per week). University quarters are 10 weeks each. Summer session cost is \$81 (five half-days per week for five weeks).

Lake Superior Basin Studies Center, Duluth, (218) 726-7938 or 8542

Thomas J. Wood, director

The center consists of scientists, educators, and planners who study the lake and the area through four laboratories, a reference library, cooperating university faculty, and a program management office. Beside supporting the university staff, the laboratories provide services to the public as the workload permits. The program management office can be contacted at 413 Administration Building, University of Minnesota-Duluth, Duluth, Mn. 55812.

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 analysis is required for cost estimates and scheduling.

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 of the study is required for cost estimates and scheduling.

The Community Development Laboratory conducts research and provides technical assistance concerned with human resources and economic development in the Arrowhead Region.

The Analytical Laboratory conducts routine water quality, heavy metal, and organic analyses. For current costs per analysis or information, contact the laboratory at 224 Chemistry Building, University of Minnesota-Duluth, Duluth, Mn. 55812, (218) 726-8288.

Landscape Arboretum, (612) 443-2460

Francis de Vos, director

The grounds of the Landscape Arboretum contain 4,000 different 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 and conducts a variety of plant research projects. It is open from 8 a.m. to sundown seven days a week (gift shop hours are 10 a.m. to 4 p.m. Tuesday through Friday and 11:30 a.m. to 4:30 p.m. weekends). Admission to the

arboretum is \$1.50 per car for parking plus 50¢ per person for nonmembers. Tours for groups of 10 to 60 people may be arranged for weekdays. Arboretum members may use the grounds at no charge. Membership fees are: individual \$15, family \$25, contributing \$35, sustaining \$50, and supporting \$100. For information, contact the arboretum staff at 3675 Arboretum Drive, Chaska, Mn. 55318.

Libraries, (612) 373-2424

Eldred Smith, director, University Libraries

The University of Minnesota library system has holdings close to 4 million volumes. Most library materials are available for use by Minnesota residents after their local library services have been found insufficient. Materials may be used on the premises, and often can be checked out through the interlibrary loan system.

Twin Cities: St. Paul Campus libraries — the main library houses agriculture, biological sciences and home economics, and specialized libraries in biochemistry, entomology, fisheries, wildlife, forestry, horticulture, plant pathology and veterinary medicine. For information contact the library at 1984 Buford Avenue, St. Paul, Mn. 55108, (612) 373-0903.

Walter Library — houses art, education, chemistry, science and technology, and special collections. For information contact the library at 117 Pleasant Street S.E., Minneapolis, Mn. 55455, (612) 373-3841.

Wilson Library — the main library on the Minneapolis campus, Wilson Library houses East Asian, South Asian, Middle Eastern, humanities, business, and social sciences libraries and the reference, newspaper, map and microform divisions. For information contact the library at 309-19th Avenue S., Minneapolis, Mn. 55455, (612) 373-2424.

Crookston: Learning Resources Center, University of Minnesota-Crookston, Crookston, Mn. 56716, (218) 281-6510, ext. 251.

Duluth: Library and Learning Resources Service, University of Minnesota-Duluth, Duluth, Mn. 55812, (218) 726-8100.

Morris: Briggs Library, University of Minnesota-Morris, Morris, Mn. 56267, (612) 589-1070.

Waseca: Learning Resources Center, University of Minnesota-Waseca, Waseca, Mn. 56093 (507) 835-1000 ext. 304.

Loan Play Library, (612) 373-4947

Ria Dickhausen, librarian

The 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 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, Mn. 55455.

Minnesota Geological Survey, (612) 373-3372

Matt Walton, director

The 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, Mn. 55108.

For information and prices on survey publications, maps, and atlases, contact the office or call (612) 373-0223. For information or to request data from the data banks, contact the office or call (612) 373-3591.

Minnesota Sea Grant Extension Program, Duluth, (218) 726-8106

Dale R. Baker, director

This program 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 information, contact the program at 109 Washburn Hall, University of Minnesota-Duluth, Duluth, Mn. 55812.

Minnesota Theatre Federation, (612) 373-4947

David O'Fallon, director

The 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 320 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, Mn. 55455.

Minnesota Women's Center, (612) 373-3850

Anne Truax, director

The 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, organizes support groups, provides referrals for 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, Mn. 55455.

**Minority Counseling and Special Services Bureau, Crookston,
(218) 281-6510, ext. 247 or 220**

Juan Moreno, director

This office serves as an information and counseling bureau for all minority students, and as a resource center for minority persons throughout the Crookston area. Tutoring is available in English as a second language, and staff members will translate from Spanish or Mexican to English. There is no charge for most of these services, but a minimum fee is sometimes assessed for translation when the material is quite lengthy or complex. The public may also use the academic and vocational guidance services of the bureau at no cost. For information, contact the office at 220 White House Building, University of Minnesota-Crookston, Crookston, Mn. 56716.

Music Department, (612) 373-3546

Lloyd Ultan, chairman

The department sponsors a variety of student, faculty, and guest recitals as well as master classes, lectures, and demonstrations throughout the year. These events, along with performances by the University Symphony Orchestra, University Chorus, University Bands, Contemporary Music Ensemble, Collegium Musicum, Chamber Singers and orchestra, Brass Choir, Men's Chorus, and St. Paul Campus Chorus, are open to the public and usually admission is free. The University Opera Workshop presents two or three annual performances of contemporary and traditional operas.

Music Department faculty members and ensembles are available for performances off-campus. Some require fees or expenses for such appearances. For information contact the department at 106 Scott Hall, 72 Pleasant Street S.E., Minneapolis, Mn. 55455. A calendar of events, issued quarterly, can be obtained at 104c Scott Hall, 72 Pleasant Street S.E., Minneapolis, Mn. 55455, (612) 376-8639.

Music Department, Duluth, (218) 726-8208

Ronald R. Gauger, acting head

The department of music presents faculty, student, and guest concerts and recitals throughout the school year. All events are open to the public and most are free. For information or to be placed on the mailing list for scheduled events, contact the department at 231 Humanities Building, University of Minnesota-Duluth, Duluth, Mn. 55812.

**Northeast Minnesota Historical Research Center, Duluth,
(218) 726-8526**

Judith Ann Trolander, director

The center is one of eight centers forming the Minnesota regional research network, a cooperative effort of the Minnesota Historical Society, the University of Minnesota, and the State University System. The center collects and makes available to the public archival and library materials relating to the area of Carlton, Cook, Lake, and St. Louis Counties. The center has approximately 2,000 linear feet of manuscripts, 2,000 books, thousands of photographs, and some maps and blueprints. These materials include the archives and library of the St. Louis County Historical Society. All items must be used

within the center. Hours are 8:30 a.m. to 5 p.m. Monday through Friday. The center is open to the public without charge. Users may order photocopies and duplicate photographs at various charges. For information, contact the center at 380 Library, University of Minnesota-Duluth, Duluth, Mn. 55812.

Older Adult Program, (612) 373-3941

Carol Johnson, 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 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, Mn. 55455.

Older Adult Program, Morris, (612) 589-3522

Stephen Anderson, coordinator

The program extends the resources of the university to older learners through development of courses and workshops on campus and in surrounding communities. With the goal of enriching the later years, offerings aid individuals in retirement planning, creative use of leisure time, and information and referral. For information, contact the program 226 Community Services Building, University of Minnesota-Morris, Morris, Mn. 56267.

Ouroboros South Project and Energy House, (612) 373-5170

R. Scott Getty, director

The University of Minnesota's alternative energy house in Rosemount is open to the public for touring. The house includes the following architectural designs: climate orientation, earth sheltering, sod-roof construction, insulation and thermal mass storage, natural cooling, post and beam construction, conservation, sewage waste dry composting, solar heating, wood heating, and a new wind energy system. There is a charge for tours. For tour reservations or information, contact the project at 320 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, Mn. 55455.

Plant Disease Clinic, (612) 373-0936

Ward C. Stienstra, director

The 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 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, Mn. 55108.

Plant Pathology Department, (612) 373-0852

D. W. French, head

The department performs the following testing services for the general public: bacterial blight seed testing, mycotoxin testing of livestock feed and grain, and plant parasitic nematode soil and tissue analysis.

The testing of bean seed lots for the presence of plant pathogenic bacteria costs \$25 per sample. 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, Mn. 55108 (612) 373-1353 (mycotoxin) or (612) 373-1351 (bean seed lots).

Nematode soil or tissue analysis costs \$3 per sample. Results will usually be mailed within 14 days of receipt of a sample. For information or instructions about collecting and submitting samples suitable for analysis, contact your county extension director or the Plant Nematology Laboratory at 110 Stakman Hall, 1519 Gortner Avenue, St. Paul, Mn. 55108, (612) 373-2134.

Poison Information Center, (612) 347-3141

Edward Krenzelok, director

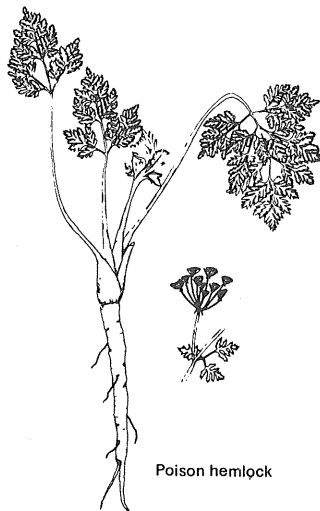
The center is a specialized library and 24-hour telephone consultative service for use by the general and professional publics when a person has been poisoned or taken an overdose. The center is organized as a division of the Hennepin County Medical Center Emergency Department, and is staffed by College of Pharmacy faculty. For information, contact the center at Hennepin County Medical Center, 701 Park Avenue S., Minneapolis, Mn. 55415.

Poisonous Plant and Mushroom Identification Service

The 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:

Thor Kommedahl
210 Stakman Hall
1519 Gortner Avenue
St. Paul, Mn. 55108
(612) 373-1376

Oliver Strand
205 Agronomy
1509 Gortner Avenue
St. Paul, Mn. 55108
(612) 373-1181



Identification of mushrooms as edible or poisonous will be made in emergency situations. For assistance contact:

Elwin Stewart	Clyde Christensen	D. W. French
312 Stakman Hall	314 Stakman Hall	306 Stakman Hall
1519 Gortner Avenue	1519 Gortner Avenue	1519 Gortner Avenue
St. Paul, Mn. 55108	St. Paul, Mn. 55108	St. Paul, Mn. 55108
(612) 373-1383	(612) 373-1384	(612) 373-0852

Police Department, (612) 373-3550

Eugene W. Wilson, chief

The department enforces state laws, local ordinances, and regulations adopted by the Board of Regents. Crime prevention seminars are conducted for students, staff, and other community organizations. Emergency medical aid and ambulance service is provided to students, staff, and visitors on campus. Mobile and foot-patrol officers are available around the clock to receive complaints, give information, take reports, and give assistance to the public. Emergency service is obtained by dialing "0" from any campus phone or by calling (612) 373-3550. Seminar information can be obtained by contacting the department at 2030 University Avenue S.E., Minneapolis, Mn. 55455.

Project INFORM, Morris, (612) 589-3522

Gail Nelson, coordinator

This project is aimed at responding to the continuing education needs of professional and occupational groups in west central and southwestern Minnesota. Project INFORM (Identifying Needs for Occupational Recertification in Minnesota) gathers and disseminates information on educational requirements for certification or recertification and professional advancement in a wide variety of areas, including trades, teaching, management, administration, medical, pharmaceutical, and other professions. It is funded through the Southwest-West Central Consortium. For information, contact Project INFORM at the Community Services Building, University of Minnesota-Morris, Morris, Mn. 56267.

Raptor Rehabilitation Clinic, (612) 373-0816 or 0821

This center provides medical care and rehabilitation for all injured or ill birds of prey (for example, eagles, owls, and hawks). Repaired birds are released into their native habitats and nonreparable birds are used in research, breeding programs, or zoos. Medical care for wild birds is free. For further information, contact Dr. Patrick T. Redig, (612) 373-0816 (office) or 483-3489 (home), or Dr. Gary E. Duke, (612) 373-0821 (office) or 484-4323 (home). Offices are located at 295 Animal Science/Veterinary Medicine Building, 1988 Fitch Avenue, St. Paul, Mn. 55108.

Reading Clinics, (612) 373-5834

David Pearson, coordinator

The 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 the clinic at 130 Burton Hall, 178 Pillsbury Drive S.E., Minneapolis, Mn. 55455.

Rehabilitation Center, (612) 373-8994

Glenn Gullickson, Jr., director

The center provides services for both inpatients and outpatients for children and adults with neuro-musculo-skeletal problems. Services are comprehensive and are coordinated under medical direction to assist each patient in every way possible to achieve maximum self sufficiency and to participate again in the affairs of his or her home and community. Charges are made for the services provided. Some of the services provided are physical therapy, occupational therapy, speech therapy, work evaluation, and vocational counseling. Appointments can be made by writing to Box 297 Mayo Memorial Bldg., 420 Delaware Street S.E., Minneapolis, Mn. 55455, or by calling (612) 373-9013 for adults or (612) 373-9060 for children.

Retired Senior Volunteer Program, Crookston, (218) 281-6510, ext. 225

Kay Kraatz, director

The 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 the program. There are no income, educational, or experience requirements. Volunteers may choose to belong to the program for a short term or for an indefinite period. To volunteer, or for more information, contact program headquarters at 14 Hill Hall, University of Minnesota-Crookston, Crookston, Mn. 56716.

Organizations such as schools, courts, libraries, museums, hospitals, nursing homes, day-care centers, religious institutions, and programs for shut-ins may request services. Members of the program 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.

Sisseton-Wahpeton College Center, Sisseton, S.D., (612) 589-2482

Roger McCannon, project director

The center, administered through the University of Minnesota-Morris, provides coordinated postsecondary educational services to residents of the Lake Traverse American Indian Reservation. Supported by the Fund for the Improvement of Post-Secondary Education, the center is an inter-state and inter-institutional effort drawing on all available educational resources. Academic advising, assisting with course scheduling in reservation communities, and providing information on a wide range of educational alternatives are among the services available. For information, contact the center at 226 Community Services Building, University of Minnesota-Morris, Morris, Mn. 56267.

Small Business Institute Program, Duluth, (218) 726-7150 or 7532

Donald W. Ireland, director

The program provides direct consulting services to small businesses and local governmental agencies in northeast Minnesota. The program is jointly sponsored by the School of Business and Economics and the Small Business Administration. The program provides teams of students, working under a faculty adviser, to analyze and help solve accounting and managerial problems facing small business firms and small units of local government. For information, contact the program at 213 Social Science, University of Minnesota-Duluth, Duluth, Mn. 55812.

Social Welfare History Archives Center, (612) 373-4420

Clarke A. Chambers, director

This center is an archives and research center specializing in the study of professional social work and social services, and the history of social action and reform in 20th-century America. Its holdings contain records of national voluntary welfare associations and papers of leaders in welfare and reform bearing on a variety of social concerns (including recreation, settlement work, child welfare, aging, race relations, community planning, immigration, prostitution, public health, vocational rehabilitation, and voluntarism in American life). The center also houses a small library of rare books and an extensive collection of miscellaneous serial and occasional papers and reports in the welfare fields. Center hours are 8 a.m. to 4:30 p.m. Monday through Friday. For information, contact the center at 2520 Broadway Drive (at Highway 280), St. Paul, Mn. 55113.

Soil Testing Laboratory, (612) 373-1060

John Grava, supervisor

The laboratory provides farmers, homeowners, florists, and the general public with information on proper use of fertilizers, lime, and soil additives on their soil. Soil samples can be mailed or delivered in person. Hours are 8 a.m. to noon and 1 to 4 p.m. Monday through Friday. Results are usually mailed within one week. There is a minimum fee of \$3 for each sample processed. For information about collecting and submitting a sample, contact the laboratory at 29 Soil Science Building, 1529 Gortner Avenue, St. Paul, Mn. 55108.

Speakers Bureau, (612) 373-2126

Emmy Storholm, manager

The bureau 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 two weeks 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 University Relations, S-68 Morrill Hall, 100 Church Street S.E., Minneapolis, Mn. 55455. 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, (612) 373-4116

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, Mn. 55455.

Speech, Language, and Hearing Clinic, Duluth, (218) 726-7974

Ash M. Hawk, director

The clinic is open to the public by appointment on a space-available basis, during regular working hours. The clinic provides diagnostic, rehabilitative, and educational services to those individuals with speech, language, or hearing problems. Fees vary, but costs can be estimated at the time of appointment. Appointments may be made by contacting the clinic at 15 Home Economics Building, University of Minnesota-Duluth, Duluth, Mn. 55812, or by calling (218) 726-7993 for audiology, or (218) 726-7992 for speech or language services.

State Organization Service, (612) 373-3170

William C. Rogers, director

The service provides administrative, secretarial, editorial, graphic design, and mailing services to voluntary organizations in Minnesota. Nonpartisan, nonsectarian, non-profit 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. For information, contact the service at 30 Shops Building, 319-15th Avenue S.E., Minneapolis, Mn. 55455.

Student Counseling Bureau Technical Division, (612) 373-7740

Edward O. Swanson, director

The division provides test scoring and analysis service for the university and also operates statewide testing programs for Minnesota schools. Various educational and psychological test processing services are also available to Minnesota educational and governmental agencies. A schedule of services and fees is available on request. For information, contact the director at 3036 University Avenue S.E., Minneapolis, Mn. 55414.

Theatre Department and Marshall Performing Arts Center, Duluth, (218) 726-8562

R. C. Graves, head

The department and center offer student, community, and touring group productions in theater and dance throughout the year. All productions are open to the public.

Tickets for departmental productions usually range from \$1.50 to \$4. 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, Mn. 55812.

Travel Immunization Center, (612) 373-4015

Paul Rupprecht, director

The University's Boynton Health Service serves as an officially designated travel immunization center. As such, it is authorized to administer vaccines (including yellow fever) for travel and to validate International Certificates of Vaccination for Travel. The center is open to the public for travel immunizations on a fee-for-service basis. For information, contact the center at the Boynton Health Service, 410 Church Street S.E., Minneapolis, Mn. 55455.

Tweed Museum of Art, Duluth, (218) 726-8222

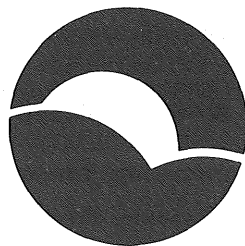
William G. Boyce, director

The museum is located on Ordean Court in the center of the Duluth campus. It offers a wide variety of exhibitions drawn from its extensive permanent collections, faculty and student work and traveling shows. There is a gift shop. Museum hours are 8 a.m. to 4:30 p.m. Monday through Friday, and 2 to 5 p.m. Saturday and Sunday. It is closed on major holidays. Admission is free and the museum is fully accessible to the handicapped. For information, contact the museum, University of Minnesota-Duluth, Duluth, Mn. 55812.

Underground Space Center, (612) 376-1200

Raymond L. Sterling, director

The center conducts research and offers information on the wise use of underground space, specifically on earth-sheltered housing: commercial, industrial, and storage below-grade; and heat transfer. The center has available for purchase at \$10 per copy (\$11 by mail) a book entitled *Earth-Sheltered Housing Design*. The 310-page book contains guidelines, examples and resources regarding earth sheltered design. It also has available, for reproduction costs, articles and reports on various earth-sheltered space topics. The center edits a journal entitled *Underground Space* which goes only to members of the American Underground Space Association. Membership fees are: Individual — \$30, Corporate — \$100, Sustaining — \$500, and Junior member — \$15 (for students and others beginning their careers who are under age 27 and who submit a letter from a faculty member that states they qualify). The center publishes a free quarterly newsletter called *Outlook*, and a free bimonthly newsletter called *Underline*. The center will host a major conference on underground space in April, 1980. For information, contact the center at 11 Mines and Metallurgy, 221 Church Street S.E., Minneapolis, Mn. 55455.



University Archives, (612) 373-2891

Maxine B. Clapp, archivist

University Archives serves as a research and information center for questions about the university, its faculty, staff, students, and publications, both past and present. The archives contain over 50,000 volumes of printed material and 9,000 linear feet of manuscripts, as well as 30,000 pictures and a large audiovisual collection. Indexes to major university publications are available. Hours are 8 a.m. to 5 p.m. Monday through Friday. There are no fees. For information, contact the office at 10 Walter Library, 117 Pleasant Street S.E., Minneapolis, Mn. 55455.

University Child Care Center, (612) 376-5265

Steve Sternberg, director

The center is a full-day, 12-month, comprehensive child care program caring for children aged 3 months to 5 years. It serves children of university students, faculty, and staff. Costs are based on a sliding fee scale dependent on family size and income; fees for full-time, five-day-a-week care range from \$25 to \$60 per week. The center presently has a lengthy waiting list. Applications and information can be obtained from the center at 1818-4th Street S., Minneapolis, Mn. 55454.

University Gallery, (612) 373-3424

Melvin Waldfogel, acting director

The gallery exhibits art materials from its permanent collection of over 7,000 paintings, prints, sculptures, ceramics, and decorative arts. The five gallery rooms also show constantly changing traveling exhibitions. The gallery functions not only as a center for interdisciplinary study of the humanities on campus and throughout the midwest, but also organizes major loan exhibitions that travel to other museums.

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 to 5 p.m. Sunday. Admission is free. Guided group tours are available without charge, but reservations are necessary. For information, contact the gallery at 110 Northrop Auditorium, 84 Church Street S.E., Minneapolis, Mn. 55455.

Permission to study the permanent collection or to examine individual works of art can be arranged. Contact the director at the above address or phone number. The gallery operates a statewide program of touring exhibitions and live interpretive programs available to any community institutions and organizations that can provide space and adequate security. Fees for touring exhibitions vary, but are kept as low as possible. Tour sites are scheduled several months in advance, and exhibitions usually last four weeks. To arrange for a touring exhibition, contact the gallery or call (612) 376-3614.

University of Minnesota Hospitals and Clinics, (612) 373-8484

John Westerman, general director

University Hospitals and its clinics operate a comprehensive referral center for the state and region. For general information, contact University Hospitals at 420 Dela-

ware Street S.E., Minneapolis, Mn. 55455. New and expanded clinics enable the institution to better fulfill its mission of providing inpatient and outpatient services in an educational and research environment. For information on any of the following units, write to the above address or call the listed telephone number. Fees vary but can usually be estimated before the appointment.

Audiology Clinic (Earl Harford, director) — for infants, children, and adults; services include hearing screening, hearing evaluation, hearing-aid evaluation, counseling, speech and language evaluation, and other diagnostic and rehabilitative services. (612) 373-8740.

Cancer Detection Center Clinic (Dr. Victor Gilbertsen, director) — offers extensive annual examinations for cancer to persons 40 years old or older. (612) 373-8900.

Child and Adolescent Psychiatry (Dr. Lawrence Greenberg, director) — outpatient and inpatient services for diagnosis of and therapy for psychiatric problems, including behavior disorders (such as hyperactivity), learning disabilities, autism and psychosis, antisocial and delinquent behavior, and mental retardation. These units may all be reached at (612) 373-8871: **Adolescent and Child Diagnostic and Treatment Inpatient Services** (comprehensive diagnostic and short-term therapeutic services); **Child and Adolescent Psychiatry Outpatient Clinic** (for learning, behavior, and emotional outpatient problems); and **Child Study Unit and Medication Clinic** (assessment and monitoring services for children, adolescents, and adults being treated with psychoactive medications).

Genetics Clinic (Dr. Richard King, director) — genetic evaluation, counseling, and management for individuals and families with genetic or chromosomal disorders, inherited traits, or birth defects. (612) 373-5006.

Neurology Clinics (Dr. Joseph Resch, department head) — diagnosis and treatment for children and adults with organic disorders affecting the nervous system (including epilepsy, strokes, multiple sclerosis, Parkinson's disease, and dementia). (612) 373-8547 for adults or (612) 376-3692 for children.

Neurosurgery Clinic (Dr. Shelley Chou, head) — for individuals with problems of the head and brain, spine and spinal cord, and nerves. (612) 373-8785.

Obstetrics and Gynecology Clinic (Dr. Konald Prem, head) — medical care of gynecologic malignant disease (including chemotherapy), problems of infertility and reproductive endocrinology, and normal and high-risk obstetric care. (612) 373-8851.

Otolaryngology Clinic (Dr. Michael Paparella, head) — offers medical care to individuals for all ear, nose, and throat and related head and neck problems. (612) 373-8736.

Psychology Clinic (Sue Petzel, director) — services for children, adolescents, and adults include psychological assessment; individual, couples, marital, and family counseling and psychotherapy; and consultation in response to specific needs of the community (such as to schools and health agencies). (612) 376-4512.

Radiation Therapy Clinic (Dr. Seymour Levitt, head) — evaluates and treats patients with known or suspected malignant diseases. (612) 373-8680.

Renal Function Laboratory (Dr. Mary Price, director) — assesses urinary tract function, usually in cooperation with the Spinal Cord Injury Clinic or other physical medicine or urology departments. (612) 373-8998.

Spinal Cord Injury Clinic (Dr. Mary Price and Dr. Sarah Gault) — assessment and episodic care for adults (age 16 or over) with traumatic spinal cord injuries. (612) 373-9036 for information; (612) 373-9013 for appointments.

Surgery Department (Dr. John Najarian, chairman) — services are offered in a number of areas. **General Surgery** offers care for adults, especially for the neck, breast, gastrointestinal tract, endocrine, trauma, soft tissue, and peripheral vascular

disease; call (612) 373-8803. **Pediatric Surgery** offers surgical care for children and also has a cleft lip palate and plastic clinic (for congenital problems) and an endoscopic clinic; air-o-vac transportation for pediatric patients, including newborns, can be arranged; call (612) 373-8811. **Cardiovascular and Thoracic Surgery** offers emergency care for all cardiovascular (heart and blood vessel) problems; call (612) 373-9703. **Transplantation Surgery** (predominately for kidney transplantation) and the **Dialysis Unit** (for children and adults with acute or chronic renal failure), offer medical care; emergency air transportation to the hospital can be arranged, if needed; call (612) 373-8172. The **Transplantation Organ Donation Unit** accepts cadaver organs from brain-dead persons; call (612) 373-8172 (after hours, call 373-8484 and ask to have the donor doctor paged). **Colon and Rectal Surgery** treats all colon and anorectal diseases, provides sigmoidoscope and colonoscope examinations, and offers a stomal clinic; call (612) 373-9949. **Surgery Oncology** provides inpatient and outpatient services for adults with solid tumors; call (612) 373-4308. The **Ambulatory Surgery Center** provides elective surgery for outpatients for a number of minor surgery procedures; call (612) 376-2100. **Plastic and Reconstructive Surgery** offers the entire range of plastic surgery, including cosmetic, reconstructive, and hand surgery; call (612) 376-4221. The **Hyperlipidemia Program** provides clinical management of patients with hyperlipidemias, atherosclerosis, and marked obesity by means of a partial bypass of part of the small intestine; call (612) 373-8807.

University Relations, (612) 373-2126

Russell D. Tall, director

The University Relations department serves the public by providing visitor information, publications, speakers, special events, community relations, and general information about the university. The department can provide a film, "Reaching Out," which shows a few of the ways the university affects people throughout the state. There are no fees for any of these services. For information, contact the department at S-68 Morrill Hall, 100 Church Street S.E., Minneapolis, Mn. 55455.

University Theatre, (612) 373-2337

Kent Neely, managing director

The University Theatre, known throughout the United States for its long history of quality productions, offers year-round theatrical entertainment. During the academic season, Rarig Center is the production facility for eight play productions. Productions ranging from modern musicals to Greek tragedy may be seen in any of the four theater rooms in Rarig Center for only \$3 or \$4. During the summer, Rarig Center houses two Peppermint Tent productions for children, with a nominal admission charge. Also in the summer, University Theatre produces light plays and melodramas aboard the Minnesota Centennial Showboat, a real stern-wheel riverboat permanently docked on the Mississippi River. Again, admission is only \$3 or \$4. Information on all productions can be obtained from University Theatre at 110 Rarig Center, 330-21st Avenue S., Minneapolis, Mn. 55455.

Urban and Regional Affairs Center, (612) 373-7833

Thomas M. Scott, director

The center (CURA) sponsors experimental projects addressing major problems in the community and seeking to facilitate change. The center projects can be proposed

by the community or from within the university. The center coordinates university and community resources, and makes it possible for the university to serve as a pool of talent and resources for community groups and government agencies. Specific projects reflect the major problems facing our communities today: housing, urban transportation, community design, human services, land use, environment, and intercultural education. Successful projects are spun-off into permanent operation with either community agencies or regular academic units of the university. The center publishes reports on specific programs and projects and a quarterly newsletter, the *CURA Reporter*. For further information or to request CURA publications, contact the center at 311 Walter Library, 117 Pleasant Street S.E., Minneapolis, Mn. 55455.

Veterinary Diagnostic Laboratory, (612) 373-0774

Dr. George R. Ruth, director

The laboratory is the official laboratory of the Minnesota Livestock Sanitary Board. Staff members provide a wide variety of diagnostic services to veterinarians and owners of feral (wild) and domesticated animals of all types. A fee is charged to users. For information, contact the laboratory at E-220 Veterinary Diagnostic Laboratories, 1943 Carter Avenue, St. Paul, Mn. 55108. For after-hours information, call (612) 376-4753.

Veterinary Extension and Continuing Education Office, (612) 376-3894

James O. Hanson, project leader

The office offers information on animal health problems and veterinary continuing education. For general information, contact the office at 243 Veterinary Science, 1971 Commonwealth Avenue, St. Paul, Mn. 55108. For specific information, contact the following people at the above address or the indicated telephone numbers:

Animal Reproduction: Dr. Howard Whitmore, (612) 373-0811.

Avian Health (poultry): Dr. Dave Halvorson, (612) 373-1152.

Beef Health: Dr. Dale Haggard, (612) 376-8128.

Companion Animals (dogs, cats): Dr. Mike Pullen, (612) 373-1126.

Extension Meat Hygiene: Dr. Mike Pullen, (612) 373-1126.

Mastitis Control in Dairy Cattle: Dr. Ralph Farnsworth, (612) 373-1177.

Swine Health: Dr. David Bane, (612) 376-5652, or Dr. A. D. Leman, (612) 373-1633.

Veterinary Continuing Education: Dr. James Hanson, (612) 373-1156.

Veterinary Teaching Hospital, (612) 373-1379

Carl R. Jessen, associate dean, veterinary medical services

The hospital trains veterinary students, offers a referral service to private veterinary practitioners, and provides veterinary services to the public.

The Small Animal and Large Animal Clinics are open by appointment, 7:45 a.m. to 4:30 p.m. Monday through Friday. Inhospital and outpatient services are offered. Fees vary but a written cost estimate is provided before extensive treatment is undertaken. Exam costs can be determined at time of appointment. If the animal is hospitalized, a \$25 deposit is required and a daily hospitalization fee will be assessed in addition to treatment costs. Hospital policy requires cash payment of bills in full at the time of

treatment or hospital discharge. To make appointments, contact the appropriate clinic at Veterinary Hospitals, 1352 Boyd Avenue, St. Paul, Mn. 55108, (612) 373-1636 for large animals or (612) 373-1395 for small animals.

A 24-hour emergency service is also available. People with emergency cases must call the hospital's emergency number before coming in and costs can be estimated at this time. A written cost estimate of treatment can be provided after the emergency examination but no extensive treatment is performed until the client has approved the cost involved. For emergency service, call (612) 376-4753.

The Field Services Unit provides on-site veterinary service for livestock herds (including dairy and beef cattle), swine, horses, and Como Park Zoo animals. Services include medical and surgical treatment, routine herd vaccination, and breeding assistance. Appointments are made through the Large Animal Clinic, (612) 373-1636. Fees vary according to type of service provided. A fixed trip charge is included in the bill.

Visitor Information Center, (612) 373-1099

Emmy Storholm, manager

Tours of the Minneapolis and St. Paul areas of the Twin Cities campus 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
111 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 Glensheen Museum, Gray Freshwater Biological Institute, Herbarium, Intercollegiate Athletics facilities, Landscape Arboretum, Ouroboros South Project, and University Gallery, should be arranged directly with those offices. See their entries in this section on the University of Minnesota. 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

Administration Building
University of Minnesota-Waseca
Waseca, Minnesota 56093
(507) 835-1000, ext. 264

Vocational Assessment Clinic, (612) 376-7197

Nicki Davidson, coordinator

The clinic provides professional services to individuals, clients of public and private community agencies, and employees of business and industrial organizations. Vocational assessment provides information that may be used in career planning, evaluating present careers, and considering changes in career plans. All participants must voluntarily cooperate with the clinic.

Individual counseling includes four hours of psychological testing, four one-hour interviews with a counselor, and a written summary of assessment results. An appointment for the first interview can usually be made within two weeks. The fee is \$150. The small group counseling service includes four hours of psychological testing, an orientation session, and four group planning and assessment sessions led by a counselor. Group size is limited to four to ten persons. Groups are typically scheduled every month. The fee is \$75. The complete assessment process typically is scheduled over about six weeks from the first interview or orientation session to the final counseling session. To arrange an initial interview or obtain information, contact the clinic at N-555 Elliott Hall, 75 E. River Road, Minneapolis, Mn. 55455.

Water Resources Research Center, (612) 376-5669

George R. Blake, director

The 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 and fees for seminars vary. For information or to request publications, contact the center at 866 Biological Sciences Center, 1445 Gortner Avenue, St. Paul, Mn. 55108

**West Central Minnesota Historical Research Center, Morris,
(612) 589-2211, ext. 341**

Wilbert H. Ahern, director

The center is one of eight centers forming the Minnesota regional research network, a cooperative effort of the Minnesota Historical Society, the University of Minnesota, and the State University System. The center's objectives are the location and preservation of historic and contemporary records and the stimulation of interest in local and regional history. Among the center's holdings are a number of valuable manuscript and oral-history collections, including papers of and taped interviews with state legislators, business persons, farmers, attorneys, and other men and women whose lives have shaped or are shaping this region's history. For information, contact the center at the Rodney A. Briggs Library, University of Minnesota-Morris, Morris, Mn. 56267.

**West Central Minnesota Institute for Creative Study, Morris,
(612) 589-1464**

Arnold E. Henjum, director

The annual Institute for Creative Study at Morris seeks to identify and develop the intellectual and creative potential of youth. It provides superior secondary school students with a challenging summer program that encourages thought, inquiry, and creativity. All students currently enrolled in grades 7-12 in west central Minnesota schools are eligible to apply. The program is funded through summer school state aids arranged through the efforts of the State Department of Education and the superintendents of participating schools. Information is available at 200 Education Building, University of Minnesota-Morris, Morris, Mn. 56267.

Women's Mobile Campus, Morris, (612) 589-2482

Gail Nelson and Dora Schumacher, coordinators

The Women's Mobile Campus brings faculty, resources, and information from college campuses to women in their communities. Programs to be presented include personal and vocational assessment, family relationships, postsecondary educational opportunities, and career options. Women's Mobile Campus is a Title I program coordinated by the West Minnesota Consortium for Community Services and is administered through the University of Minnesota-Morris. For information, contact the unit at 226 Community Services Building, University of Minnesota-Morris, Morris, Mn. 56267.

World Affairs Center, (612) 373-3799

William C. Rogers, director

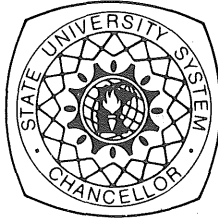
The center is a clearinghouse and resource center for individuals and groups wishing to plan educational programs about U.S. foreign policy and world affairs. It also holds its own programs on important international issues. The center can suggest speakers, pamphlet material, films, and other resources available in the state and nationally. It also publishes a newsletter. For information, contact the center at 306 Westbrook Hall, 77 Pleasant Street S.E., Minneapolis, Mn. 55455.

Youth Development and Research Center, (612) 376-7624

Jerome Beker, director

The center brings 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, issues publications, offers continuing education and staff development for personnel in youth-serving agencies and institutions; and consults with agencies and citizen groups on youth policies, youth work, program development, and evaluation. It also maintains a resource collection of materials relating to youth and compiles specialized bibliographies for interested persons. With the exception of some of the center's publications, most services are provided free of charge. For information, contact the center at 48 McNeal Hall, 1985 Buford Avenue, St. Paul, Mn. 55108.

State University System



407 Capitol Square Building
550 Cedar Street
St. Paul, Minnesota 55101
(612) 296-2844

Minnesota Statutes, chapters 16 and 136

State University Board, (612) 296-3717

Garry D. Hays, chancellor

The seven State Universities (formerly called state colleges) operate under the governance of a ten-member State University Board. The board is responsible for the educational management, supervision and control of the state universities, including appointment of presidents, faculty and other necessary employees. The board establishes salaries, prescribes courses of study, establishes conditions of admission, grants degrees and adopts rules for the universities.

The nine members and one student or recent graduate of a state university who make up the board are appointed by the Governor subject to confirmation by the Senate. The state commissioner of education serves as an ex officio member. All board members serve a four-year term, except the chancellor and the student or recent graduate who serves a 2-year term. The chancellor is appointed by the board to an indefinite term. The chancellor acts as chief executive officer, recommends university policies to the board, and acts as a liaison between the board, other agencies and the campuses.

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 curricular offerings, the universities have developed opportunities for students working full-time to earn degrees. These external degree programs include use of off-campus learning centers, workshops, independent study, field work, internships, auto-tutorial study, and competence-based evaluation of education and work experience. Metropolitan State University, which owns no land or buildings, operates exclusively through a non-traditional, competence-based program.

Academic Affairs, (612) 296-6870

Emily Hannah, vice chancellor

The division coordinates the academic planning and curriculum development of the seven universities. It provides no services directly to the public.

Finance, (612) 296-3071

Val Vikmanis, vice chancellor

The division plans the budget, allocates the resources, and controls the finances of the State University System. It is responsible for the auxiliary enterprises (student unions, bookstores, residence halls, etc.) as well as the energy conservation program and the repair and betterment program for all buildings in the system. No services are provided directly to the public.

Personnel and Employee Relations, (612) 296-3846

Lance Teachworth, director

The division is responsible for labor relations with three employee unions, personnel administration, and the equal opportunity and affirmative action programs. The only service that the division provides is a list of administrative and faculty vacancies within the State University System.



Minnesota Public University Information Center, (612) 296-5574

Sara Valez, director

The center provides a statewide information and advising service to prospective students in the selection of an institution as well as information regarding the availability of programs, financial aids, housing, and application procedures. It will also facilitate communications and contacts among admissions offices, metropolitan area high school counselors, and prospective students. For information, contact the center at Suite 318, 2829 University Avenue S.E., Minneapolis, Mn. 55414, or call the special toll free number 1-800-652-9747.

To receive specific information, contact:

Mr. Theodore P. Kuryla
Director for High School and Outreach
Bemidji State University
Bemidji, Minnesota 56601
(218) 755-2040

Mr. Michael Akin
Director of Admissions
Southwest State University
Marshall, Minnesota 56258
(507) 457-6286 *

Mr. Joseph Farnham
Director of Admissions
Mankato State University
Mankato, Minnesota 56001
(507) 389-1823 or 1-800-722-0544

Dr. James Mootz
Director of Admissions
Winona State University
Winona, Minnesota 55987
(507) 457-2065 *

Mr. Floyd Brown
Director of Admissions
Moorhead State University
Moorhead, Minnesota 56560
(218) 236-2161

Ms. Karen Nordstrom
Director of Admissions
Metropolitan State University
121 Metro Square Building
St. Paul, Minnesota 55101
(612) 296-4455 *

Mr. Sherwood Reid
Director of High School and
Community College Relations
St. Cloud State University
St. Cloud, Minnesota 56301
(612) 255-2243 *

* Will accept collect calls

Tuition (1980-81)

Tuition and fees are the same at all universities except Metropolitan State University. Non-resident students are those not residing in the state, unless eligible under the reciprocity agreement which allows Wisconsin and North and South Dakota students to attend Minnesota State Universities at resident rates. Minnesota residents are also eligible to attend state colleges in Wisconsin and North and South Dakota under this program.

Minnesota residents age 62 or older are entitled, without payment of tuition or activity fees, to attend courses offered for credit, to audit courses offered for credit, or to enroll in noncredit courses on a space-available basis. When a course is taken for credit, a \$2 per credit hour administrative fee is charged, and the enrollee shall be responsible for laboratory and material fees.

Tuition Per Credit Hour (1980-81)		
	1979-80	1980-81
	(Effective 9-1-79 through 5-31-80)	(Effective 6-1-80)
Undergraduate/Resident	\$11.40	\$12.20
Undergraduate/Non-Resident	22.65	24.25
Graduate/Resident	14.60	15.60
Graduate/Non-Resident	29.30	31.35
Graduate/Off-Campus	24.60	26.30

Metropolitan State University charges tuition by a different method due to the nature of the institution.

	1979-80		1980-81	
	Resid.	Non-Resid.	Resid.	Non-Resid.
Basic Quarterly	\$34	\$130	\$35	\$138
Sponsored Learning	52	78	57	84
Non-sponsored Learning	36	55	36	55

The above rate schedule is applicable to admitted students. For individuals enrolling in Metropolitan State University offerings as "Special" (non-admitted) students the following rate structure applies:

	1979-80		1980-81	
	Resid.	Non-Resid.	Resid.	Non-Resid.
Basic Quarterly	N/A	N/A	N/A	N/A
Sponsored Learning	\$64	\$88	\$70	\$96
Non-sponsored Learning	46	64	50	70

Fees (1979-80)

Application Fee — Each application for admission to a state university shall be accompanied by a non-refundable application fee of \$10. A student registering for a short course, workshop, institute, or a course designed solely for adult education shall be exempt from this fee, provided that if the student subsequently registers as a regular student, he/she shall be required to pay the application fee.

Student Activity Fee — Each university shall annually determine the amount of the

activity fee to be charged; however, no student may be assessed an amount in excess of \$54 per quarter or \$27 per summer session. This fee is used to support student activities, student union debt service, student union program/operations, and the student health service.

Transcript Fee — Each university will mail a copy of a student's transcript to any place the student requests. The first three transcripts are free and the university may charge a fee of up to \$2 for any additional transcripts.

Room and Board (1979-80)

Room and board facilities are available at all universities except Metropolitan State University. The following rates are in effect for the 1979-80 academic year.

Multiple occupancy room	\$1070
Double occupancy room	1115
Single occupancy room	1245
Double used as a single	1295
Multiple used as a single	1295

Department of Veterans Affairs

2nd Floor Veterans Service Building
St. Paul, Minnesota 55155
(612) 296-2562
Donald M. Miller, commissioner

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

Jerome R. Husten, supervisor

The division administers a variety of benefit programs and services available to veterans or their dependents. Disabled veterans and their dependents are eligible for temporary financial assistance during the time the veteran is disabled. Food, shelter and medical assistance may be provided if the veteran meets residency, income, disability and veteran status eligibility requirements. Application for assistance usually requires a personal appearance so that all necessary forms can be completed. A copy of the veteran's discharge papers from military service and medical proof of disability must be available.

To request information, begin application procedures or receive a detailed explanation of eligibility requirements contact the county veterans service officer, usually located in the courthouse of each Minnesota county or this division. No fees are charged for this service. A minimum of seven days is required for processing a new application if all required documents and supporting data is available (i.e. medical proof of a disability). The final 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 this division. 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 this division. The forms needed for this service are an application form, proof of an honorable discharge from military service, and 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 this division. 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 this division. 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-) 726-9229

Phillip D. Nygren, supervisor

The 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 division, 174 Federal Building, Fort Snelling, St. Paul, Minnesota 55111.

The form required by the 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) 720-9325

William Gregg, administrator

The home provides several levels of health care for Minnesota veterans of all wars. In addition to providing a structured living environment for ambulatory veterans, the veterans home will have available 250 beds of nursing care on or about April, 1980. To request information, application forms, or a detailed explanation of eligibility requirements contact the Minnesota Veterans Home, 51st Street and Minnehaha Avenue, Minneapolis, Mn. 55417. Admission to the Veterans Home is made on a space available basis with consideration given to the level of health care required. The cost of care is in direct proportion to the income available to the individual.

Minnesota Veterans Home — Hastings, (612) 437-3111

Dick Dobrick, administrator

This home provides a structured living environment for approximately 200 Minnesota veterans who require domiciliary (boarding care) type health care. To request information, application forms or a detailed explanation of eligibility contact the Minnesota Veterans Home, 1200 East 18th Street, Hastings, Mn. 55033. Admission to the veterans home is made on a space available basis and a determination on the level of health care needed. The cost of care is charged in proportion to the income available to the individual.

Big Island Veterans Camp, (612) 296-8301

The 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, and 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. Applications will be accepted and processed on a space available basis.

Administrative Services Division, (612) 296-1030

R. J. Lavell, deputy commissioner

The division is responsible for fiscal and personnel management in the department. The division answers questions concerning payments received by individuals, governmental subdivisions and businesses from the department. To request information contact the division. There are no forms or fees required for this service. Information requested concerning payments is handled immediately.

Guardianship Services Section, (612) 296-2764

Dennis Forsberg, 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 veteran's 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 this section. There are no forms or fees required for this service.

Field Services Division, (612) 296-1039

Raymond D. Schultz, supervisor

The 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 extensions 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 S.E., Room 337
Minneapolis, Minnesota 55414
(612) 296-5388
Glen Nelson, D.V.M., executive secretary

Minnesota Statutes, section 148.52

The board licenses veterinarians, examines candidates for licensure, renews licenses, records and annually renews professional corporations, establishes continuing education requirements and investigates consumer complaints.

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, contact the board. Complaints are handled as they are received. The time to resolve a complaint varies with the complexity of the complaint.

There is an application form available from the board. An applicant must be at least 18 years old, of good moral character, and have a doctor of veterinary medicine degree from an approved school.

Fees may be set annually by the board. Renewal fees must be received by March 1, or there is a \$10.00 late fee. If the renewal fee is not received by May 1, then the board suspends the license. Presently, fees are:

Examination and first license fee	\$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

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 (G.O.V.S.) was established to promote volunteerism and to improve the quality of life for Minnesotans through effective voluntary action. The office works with private and public organizations which provide and/or utilize volunteer services in such areas as human services, environmental and cultural affairs and civic involvement.

The *Governor's Office of Volunteer Services Newsletter*, an 8 page bimonthly, is

published by the office and distributed free to volunteer leaders and organizations. The office operates a resource library, for volunteer leaders and directors, of 400-500 publications, manuals, texts and "how-to's" about volunteerism, covering topics from the basics to advanced-level skills. The library is open to the public and materials can be checked out for three weeks by phone, mail or in person, at no charge.

Technical assistance and consultation are provided to volunteer programs free. The office also provides speakers from the staff and advisory committee, when available. Serving as a statewide advocate for volunteerism, the office conducts research on various aspects of volunteerism and is involved in special projects to promote volunteerism. It also collects and distributes information on effective volunteer programs and maintains liaison with national, state and local groups that are active in volunteerism.

The office provides training for volunteers and volunteer directors by sponsoring such events as a statewide conference on school volunteer programs; a statewide meeting of civic, fraternal, church and service organizations; and regional workshops on volunteerism. The office also participates in workshops sponsored by other organizations.

The office encourages and participates in volunteer recognition events in order to increase the visibility and status of volunteers and their accomplishments and to encourage greater participation efforts. This includes developing and distributing resource materials for local volunteer programs in order to assist them in recognizing their volunteers.

A 21-member Advisory Committee is appointed by the Governor through the open appointments process. It advises and makes recommendations on program directions and policy issues relating to the office and interprets the office's goals and objectives to the volunteer community. In addition to the appointed membership, seven representatives from state departments and agencies serve on the committee as ex-officio members.

There are no fees or membership requirements, except for workshop fees, which cover the cost of conducting the workshop. Contact the office for more information or assistance.

Citizens' Committee for Voyageurs National Park

205 Fourth Avenue
International Falls, Minnesota 56649
(218) 283-3507
Donald Parmeter, executive director

Minnesota Statutes, section 84B.11

Voyageurs National Park, established in 1975, is one of America's newest national parks and is the only national park in Minnesota. The park covers about 220,000 acres of Minnesota lake country near the Canadian border and is located immediately adjacent to the Boundary Waters Canoe Area.

The Citizens' Committee was established in 1975 by the Minnesota state legislature. The 16 member advisory committee is composed of 12 Governor-appointed members and four members appointed by the legislature. The committee is responsible for conducting meetings and research into all matters related to the establishment and operations of Voyageurs National Park. The committee also makes recommendations

to the National Park Service and other federal and state agencies concerned, regarding operation of the park.

The National Park Service is authorized to spend \$40 million on park development, most going into primary development sites such as visitor facilities. The park is currently open to every type of recreational use including boating, camping, hiking, sea planing, ski-touring and snowmobiling. Campsites and developed trails for hiking and cross-country skiing are available. The committee provides information about the park's operation, maintenance, master plan, and its recreational features. Information is free.

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 licenses and regulates the practice of watchmaking and 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.

Fees are:

Board-provided watch	\$10.00
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; Minnesota Statutes, section 105.401

The focus of the board is on the identification of a strategy composed of policies and processes designed to promote efficient and effective utilization of the state's water resources in the present and future. The framework for such a strategy has been identified in the document *Toward Efficient Allocation and Management: A Strategy to Preserve and Protect Water and Related Land Resources*. This document, composed of summaries of 19 technical papers, was part of the state water plan which was completed in July 1979.

Since the completion of the plan the board has begun communicating and coordinating the state water planning effort with the legislature, interested groups and organizations and regional and local governments. 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 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 members of the 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 chairperson of the board is designated as the representative of the Governor on the Upper Mississippi, Missouri and Great Lakes Basin Commissions.

The board is scheduled to go out of existence in July 1980 as a result of sunset legislation. Until then the board will continue to coordinate and communicate phases of the water planning effort. Copies of the state water plan are available, as well as draft plans and technical papers. Copies are free and may be obtained by contacting the Management Commission or the Water Planning Board. The related topics to groups free when schedules

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Water Resources Board

Room 206, 555 Wabasha Street
St. Paul, Minnesota 55102
(612) 296-2840
Erling M. Weiberg, executive secretary

Minnesota Statutes, chapters 112 and 105.72 through 105.79

The 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: the name of the district, the reason for the district, the purpose of contemplated action (improving stream channels, reclaiming wet or overflowed land, diverting watercourses, etc.), 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), a map of the proposed district, and 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: half of the counties within the watershed district, the county or counties comprising at least 50 percent of the watershed area, the majority of the cities within the watershed area, or 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.

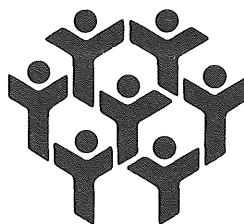
To file a petition, receive information or obtain a copy of the governing statute, contact the board. There are no forms or fees. Three to six months are needed to establish the watershed district after the petition has been filed.

The Board hears intervention petitions when questions arise about state water policy. The intervention petition may be signed by the Governor, the agency involved, the commissioner or a director of the Department of Natural Resources, persons or groups representing a substantial portion of the state, or 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 to the board any procedure before it under any of the laws enumerated in Minnesota Statutes, section 105.74. To receive a petition form, a copy of an intervention petition, a copy of the governing statute or information, contact the board. There are no fees involved with this service.

Department of Public Welfare

4th Floor, Centennial Office Building
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

Arthur E. Noot, commissioner

The department 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 emergency and financial assistance and medical care (to low income persons), social services (to families, children, and adults), and rehabilitative and residential services (to the mentally ill, mentally retarded, chemically dependent and physically handicapped), as reflected in federal regulations and state law.

The department also has responsibility 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, page 437). The department has supervisory responsibility for programs administered by the county welfare departments, and it directly administers the 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, page 438) and public welfare institutions (see public welfare institution listing, Addendum III, page 441).

Executive Offices

Affirmative Action Office, (612) 296-3510

Donald L. O'Neal, director

The office is responsible for developing and administering affirmative action plans and equal opportunity employment programs for the department.

Appeals Office, (612) 296-9915 or 5764

Webster Martin, chief appeals referee, (612) 296-2384

The office conducts hearings when an applicant or recipient is appealing a delay in acting upon an application for financial assistance or social services, or appealing a denial, reduction, suspension, or termination of assistance or services. Program jurisdiction includes Aid to Families with Dependent Children, Minnesota Supplemental

Aid, Medical Assistance, General Assistance, General Assistance Medical Care, Food Stamps and social services. For purpose of filing an appeal or for further information, contact your local welfare agency (see county welfare department listing, Addendum II) or the Appeals Office, First Floor Centennial Bldg.

Controller, (612) 296-5731

David H. Jensen, controller

The controller acts as financial consultant to the department for the Department of Finance. He oversees the fiscal operations of the department and advises the commissioner on matters relating to the department's budget activities.

Legal Services, (612) 296-6671

Paul Zerby, assistant attorney general

The office, staffed by employees assigned by the Attorney General, provides all in-court and out-of-court legal services required by the department.

Medical Director's Office, (612) 296-3058

Ronald C. Young, M.D.

The medical director is a member of the commissioner's staff and proposes, reviews, and monitors medical policies of the department. The medical director staffs the Medical Policy Directional Committee on Mental Health, collaborates with the assistant commissioner of each bureau, and maintains close liaison with health associations, agencies, and facilities throughout the state.

Personnel Office, (612) 296-2706

Eleanor Hoover, director

The office provides personnel management services to all department employees 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 recruits qualified job applicants, administers examinations for jobs in the county and local agencies and classifies positions. It administers department policies and procedures, union contracts, state and federal rules, regulations and laws. The office also provides for orientation and training, provides advice and counsel about personnel practices and administers a compensation plan for county and local agencies. For more information regarding employment opportunities or labor agreements and union contracts, contact the office. For information about training and staff development, call (612) 296-5611. For information about county welfare, human service agencies, local and county public health, and emergency service employment opportunities, call (612) 296-3966.

Policy Analysis and Planning Office, (612) 297-2573

Kevin Kenney, director

The office is responsible for conducting studies requested by the legislature, the Governor, and the commissioner. The office performs analyses of policy and budget

issues at the commissioner's request and provides technical consultation on data collection and evaluation questions. This office also coordinates the department's legislative program.

Bureau of Income Maintenance, (612) 296-2765 or 2766

Robert C. Baird, assistant commissioner

The bureau is responsible for program development and coordination of those programs administered by county welfare agencies which provide cash, food stamps, or payments for medical services to residents of Minnesota whose income is less than the statutory limits for eligibility.

Assistance Payments Division, (612) 296-4622

Charles C. Schultz, director

The 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.

Client Eligibility Section, (612) 296-2754

Linda Ady, acting supervisor

The section is responsible for developing and implementing policies and procedures governing client eligibility and grant payment for Emergency Assistance, Aid to Families with Dependent Children (AFDC), General Assistance (GA), Minnesota Supplemental Aid (MSA) and financial and medical assistance to Indochinese. The section also acts as a liaison with the Social Security Administration to assure effective program coordination.

Emergency Assistance (EA) is available from county welfare departments for individuals and families who do not have the necessary funds to avert a crisis caused by a natural disaster, lack of shelter, fuel, clothing, or other emergency conditions which place the individual or family in jeopardy. For more information or to place an application, contact your local county welfare agency.

Aid to Families with Dependent Children (AFDC) provides monthly payments to families in which dependent children reside and in which the children are in financial need due to the unemployment of the father, or the incapacity, absence or death of either parent. As a recipient of AFDC, a family is also eligible for medical care and social services for families and children. The family's income and resources must not exceed certain limitations. Employable persons must be available for work and participate in work-training programs. There are no restrictions on who may apply; however, in order to be found eligible minimum requirements must be met. For example: children must be present in the home and deprived of parental support (e.g., absence of a parent, incapacity or unemployment of the father). The county and state split the non-federal share of total grants expended in each county. The federal share varies each biennium, but averages about 55%.

General Assistance (GA) provides periodic payments depending on the dates of application and eligibility to persons who are not eligible for other welfare cash grant programs. GA is primarily used by childless couples and unmarried adults and consists of allowances for shelter, food, clothing, personal needs and utilities. A person's

income and resources must be insufficient to meet their needs as defined by state and county standards, and employable persons must participate in work programs and seek employment to remain eligible. There are no restrictions on who may apply; however, in order to be eligible minimum requirements must be met. For example: an applicant must not be eligible for AFDC or other federal programs and must have income insufficient to meet needs as defined by standards. The state and county share in the total grants expended within state standards. Many counties have established higher standards than state minimums and in these counties the amount which exceeds the state standard is paid from county funds with no state participation. If you qualify for GA maintenance you are also eligible for General Assistance Medical Care (GAMC) (see page 424). This program covers a wide variety of medical expenses from hospital care to dental services. Participants in the GA program may also qualify for the Food Stamp Program (see page 420). Social services such as counseling, employment and homemaking are also available through the local county welfare department.

Minnesota Supplemental Aid (MSA) provides monthly payments to persons who are aged, blind or disabled and who have limited income and resources. It was established in 1974 as a companion program to the federal Supplemental Security Income (SSI) program and is intended to insure that aged, blind and disabled Minnesotans were not harmed financially when SSI replaced the existing state programs. There are no restrictions on who may apply; however, in order to be eligible a person must meet criteria of age or disability and must have income which is insufficient to meet his/her needs as defined by statewide standards. The county and state share equally in the cost of total grants expended in each county. There is no federal participation in MSA.

For each of the above programs, warrants are mailed directly to eligible clients by the county welfare agencies. Vendor payments can also be made in emergencies, when clients request them or if clients have a history of money mismanagement. Brochures giving general information regarding program requirements and application procedures can be obtained from any county welfare agency.

All information provided by clients or that is obtained through other sources is private, as are all welfare department case records. If you do not receive the help that you are eligible for under any of these programs or disagree with any decision or action of the county welfare agency, you have the right to a hearing on your complaint. To request a hearing on your complaint, contact your county welfare agency or the Appeals Section of the Department of Public Welfare (see page 416). If you feel you have been discriminated against, report your complaint to the Department of Human Rights (see page 195).

Early Periodic Screening, Diagnosis and Treatment Section, (612) 296-6955

Nancy Feldman, supervisor

Early and Periodic Screening, Diagnosis and Treatment (EPSDT) is a preventive health program available free to persons age 0-20 who are eligible for Medical Assistance. It is a careful, simple check of a child's physical, mental, and emotional health to discover and treat health problems before they become disabling. The areas checked according to the child's age are: health history, immunizations ("baby shots"), hearing and vision, blood (hemoglobin/hematocrit), urine (urinalysis), sexual development, teeth, food and nutrition, all body systems (an unclothed physical assessment) and growth and development. A child's screening can be obtained from a screening clinic or a local physician. Your local welfare agency will give you a list of screening providers and will also see that your child is screened promptly. Eligible children will receive treatment for problems uncovered during screening at no cost.

Contact your local welfare agency for full information (see county welfare department listing, Addendum II). EPSDT brochures are available free in each local welfare agency. State administrative costs are financed by 75% federal and 25% state dollars. Local administrative costs are reimbursed 75% federal and 25% state and county dollars. Medical costs are approximately 58% federal, 38% state and 4% local.

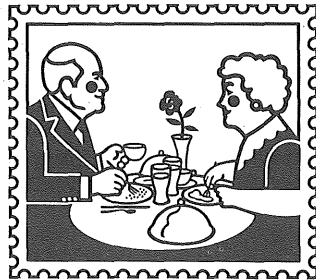
Food Stamp Program Section, (612) 296-0190

James B. Campbell, supervisor

The program enables low income households to buy more food of greater variety in order to improve their diets. Food Stamps are coupons which are used to buy food and are available to working people, retired people, people drawing workman's compensation or unemployment insurance, students, people receiving public assistance and others. Participants receive food stamps based on their family size and net monthly income. Stamps are given to people which allow them to buy 25% to 50% more groceries without increasing their food costs. Food Stamps are given to eligible households whose monthly household income minus deductible expenses equals or is less than the Food Stamp Net Income Cutoff. The cutoff depends on the number of people in the household. Contact your local county welfare agency for more specific information about eligibility. Information can be obtained by phone.

The program uses agricultural surpluses and seeks to establish and maintain a national level of nutrition. The food stamps issued to households are totally federally funded through the U.S. Department of Agriculture. Various administrative aspects of the program are supported with state, county and federal funds. Free brochures are available about the program from your local county welfare agency.

A pilot program, "Dining Out with Food Stamps", for persons 60 years or over is being tried in Hennepin, Olmsted and Ramsey counties. This program allows older persons to use their food stamps for breakfast, lunch or dinner at certain designated restaurants in the participating counties. Contact your local county welfare agency to find out which restaurants in your area are participating and if they have special "Dining Out" hours.



Information supplied to the Food Stamp Offices is private. If your application is denied or if there is disagreement, Food Stamp participants have a right to a fair hearing. If you have been discriminated against or have complaints contact this section, your county welfare agency, the Minnesota Department of Human Rights, or the U.S. Department of Agriculture's Food and Nutrition Service. The section's toll free number is 1-800-652-9747.

Fraud and Residence Reviews Section, (612) 296-1831

Clarence Terpstra, supervisor

The 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 Department of

Economic Security and the Social Security Administration to determine duplicate assistance and maintains liaison activity with county investigative units. For further information, contact the section.

**Indochinese Resettlement Section,
(612) 296-4638**

Jane Kretzmann, supervisor

The program exists to aid refugees' transition into American life and provide services that lead to economic independence. Through contracts and administrative agreements, it coordinates and assists the efforts of county welfare departments and other public and private agencies, assesses service needs, develops fundings for services, and implements federal regulatory and reporting systems. The program is open to Indochinese refugees defined by law as



'aliens who because of persecution or fear of persecution on account of race, religion or political opinion, fled from Vietnam, Cambodia or Laos, and who cannot return there because of race, religion or political opinion.' The program provides cash assistance, medical assistance and social services including information, referral and education, especially with English classes, and offers help in finding employment for all eligible individuals. The *Minnesota New Life*, a free newsletter appearing almost monthly, is available from the section. Call or write to the section for more information or to have your name placed on the mailing list. Federal funding supports this program under the authority of Public Law 95-145.

Work and Training Section, (612) 296-1257

Donald S. Gralnek, supervisor

The section is responsible for supervising those programs designed to train or find employment for eligible clients. The section does this through three units.

General Assistance Work Program Unit, (612) 296-1257 — This unit is responsible for the development and operation of a work and training program in the 87 county welfare departments for General Assistance employable recipients.

Work Equity Project Unit, (612) 296-1388 — Gail Olson, supervisor. This project is a demonstration work-and-training project that will operate for one to two years in several Minnesota counties. It has been started to help welfare recipients find suitable jobs without lowering their incomes, even temporarily, and to create jobs if necessary. For some recipients the program will be voluntary, for others it will be required. It offers job-finding help, education or training, support services, continued eligibility for medical assistance, social services and modified welfare benefits. The project is a test of certain welfare proposals and is funded by a \$6.8 million grant from the U.S. Department of Labor, administered jointly by the Departments of Welfare and Economic Security. It combines services provided by the Comprehensive Employment and Training Act (CETA) and the Work Incentive Program (WIN). A free brochure is available about the project at your local county welfare agency.

Work Incentive Program (WIN) Unit, (612) 296-3769 — Barbara Colliander,

supervisor. This 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. WIN staff help develop plans that meet the special needs of people. If medical care is needed before a person is able to do a certain job, that care is arranged and paid for. If transportation is a problem, assistance is available to help the person get to and from the job. If child care is needed, help in making satisfactory child care arrangements is offered. The program is jointly administered with the Department of Economic Security. Free brochures about the program are available, along with more information, from your local welfare agency or this unit.

Child Support Enforcement Division, (612) 296-2499

Bonnie Becker, acting director

The division is responsible for policymaking 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

Bradley J. Stoneking, director

The 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 division at 690 N. Robert St., P.O. Box 43170, St. Paul, Mn. 55164.

Medical Assistance Division, (612) 296-8517

Robert G. Randle, director

The 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 will provide more information at 690 N. Robert St., P.O. Box 43170, St. Paul, Mn. 55164.

Benefit Recovery Section, (612) 296-6964

Beth Wahtera, supervisor

The 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 section at 690 N. Robert St., P.O. Box 43170, St. Paul, Mn. 55164.

CHEPP and SMRT Section, (612) 297-2243

Richard Grabko, supervisor

The Catastrophic Health Expense Protection Program (CHEPP) is a state program to help people who have had very high expenses for medical care which no insurance company or other plan of health coverage will pay. There are no restrictions on who may apply; however, in order to be eligible a person must be a resident of Minnesota and have incurred an obligation or paid a deductible based on a percentage of the previous calendar year's income with a minimum of \$2,500. The program will pay 90% of the reasonable cost of covered services over and above an annual deductible that each eligible family must be responsible for itself. Eligibility for the program runs for 12 calendar months and then must be reapplied for, and covers a wide range of health services. This program is financed through a state appropriation. Free brochures giving general information about the program requirements and application procedures can be obtained from this section or your local welfare agency. Information is kept confidential. Complaints can be filed with this section.

The State Medical Review Team (SMRT) is comprised of physicians and disability examiners who determine permanent and total disability for purposes of income maintenance and medical assistance program eligibility, AFDC parental incapacity, and Work Incentive Program impairment, based on federal/state law, rule and regulation. Contact your local welfare agency for more information or this section at 690 N. Robert St., P.O. Box 43170, St. Paul, Mn. 55164.

Medical Advisory Section, (612) 296-8822

Thomas Jolicoeur, supervisor

The section provides professional health care consultation to the entire medical assistance program for the state. More specifically, the advisory unit reviews all procedures requiring prior authorization, reviews selected provider billings, and provides professional health-related input to any area or program within the administration of the Medicaid Program. For further information, contact the section at 690 N. Robert St., P.O. Box 43170, St. Paul, Mn. 55164.

Medical Assistance Policy and Planning Section, (612) 296-3129

Warren Nyhus, supervisor

The section supervises the administration of Medical Assistance (MA) and General Assistance Medical Care (GAMC) by the local welfare agencies. Persons interested in applying for MA and/or GAMC should contact the local welfare office in the county where they live (see county welfare department listing, Addendum II).

Medical Assistance (MA) offers payment to private and public providers of medical services on behalf of children, the elderly, the blind, and the disabled whose resources are within state standards and are insufficient to meet their medical needs. MA will pay doctor's care, most prescriptions, dental work, hospital care, medical tests, physical therapy, clinic care, nursing home care, early periodic screening diagnosis and treatment (EPSDT) and bills for hearing aids, glasses or other medical supplies. Recipients of Aid to Families with Dependent Children (AFDC) and Minnesota Supplemental Aid (MSA) are automatically eligible for MA. Other persons may be eligible if they are children, 65 years and older, blind, disabled or a needy person under age 21. Some may be required to pay for a portion of their medical bills. The federal share of

expenditures for medical services varies, averaging approximately 55%. Administrative costs for the computerized payment system are reimbursed at a rate of 75%. The state is responsible for 90% of the non-federal share of medical payments with counties funding the remaining 10%. Contact your local welfare agency for more information. Free brochures about the program are available in English and Spanish.

General Assistance Medical Care (GAMC) is designed to assist people in meeting the cost of necessary medical care and was created to include those who are not eligible for other state and federal programs such as AFDC, MA, MSA and Medicare. GAMC covers a wide range of medical expenses including hospital care, outpatient and clinic care, laboratory and x-ray services, doctors' services, dental care, nursing home care and physical therapy and related services. Recipients of General Assistance (GA) are automatically eligible for GAMC. Other persons may be eligible and some may be required to pay for a portion of their medical bills. The state funds 90% of the cost of medical services under GAMC with the county funding the remaining 10%. Free brochures giving general information about program requirements and application procedures can be obtained from your local county welfare agency. Monthly identification cards are sent to each eligible client by the department and are used as proof of eligibility for MA and GAMC when requesting services from medical providers. These providers then submit claims for payment to the state's Centralized Disbursement System and are paid on a bi-weekly basis. Complaints about these services may be made to this section at 690 N. Robert St., P.O. Box 43170, St. Paul, Mn. 55164 or at the Department of Human Rights. All information provided is kept confidential.

Operations Review Division, (612) 296-4730

Joel Kvamme, director

The division is responsible for analyzing the program quality of the Bureau of Income Maintenance services and providing statistical support for the bureau's programs.

Corrective Action Section, (612) 296-4730

The section has the responsibility for 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 section.

Food Stamp Review Section, (612) 296-2834

Barton C. Bauer, supervisor

The section is responsible for evaluating the administration of the Food Stamp Program. Both management evaluation reviews and food stamp quality control reviews are conducted by this section. For further information, contact the section.

Quality Control Section, (612) 296-3562

Arthur S. Rusterholz, supervisor

The section reviews a sample of cases in the AFDC and MA 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.

The central processing of MA claims and recovery from liable third parties are also reviewed.

Reports and Statistics Section, (612) 296-6154

Richard Neuman, supervisor

The section operates the Income Maintenance Bureau's reporting systems, collects and analyzes data, monitors and projects costs and case loads, and prepares statistical reports.

Surveillance and Utilization Review Division, (612) 296-2860

Thomas A. Gaylord, director

The 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. The division and its sections are located at 690 N. Robert St., P.O. Box 43208, St. Paul, Mn. 55164.

General Support Services Section, (612) 296-7852

E. Thomas McKeever, chief investigator

The 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.

Provider Surveillance and Utilization Review Section, (612) 296-9943

Mary Jo Burns, supervisor

The section is responsible for preventing and correcting fraud or abuse by providers of medical services in the Medical Assistance Program. If you have documented evidence of provider fraud or abuse concerning the program, or wish further information, contact the section.

Recipient Surveillance and Utilization Review Section, (612) 296-4525

Michael Hofmeister, supervisor

The section is responsible for preventing and/or correcting fraud, overutilization, and underutilization 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 section.

Utilization Control Section, (612) 296-6963

Charlene Seavey, supervisor

The section is responsible for assuring medical necessity for admittance to inpatient hospitals and long-term care facilities, that length of stay in inpatient hospitals is within established norms, and that continued residence in long-term care facilities is certified as medically necessary.

Bureau of Mental Health, (612) 296-2791

Harvey G. Caldwell, assistant commissioner

The bureau is responsible for the administration of the department's chemical dependency, mental health, and mental retardation programs. This includes the administration of grant funds for mental health, planning programs, developing standards, coordination of mental health, mental retardation and chemically dependent services, and monitoring of these 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 about their respective programs.

Chemical Dependency Program Division, (612) 296-4610

Mark Wilcox, director

The 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, county welfare departments, state hospitals (see the listings at the end of the department's entry), and/or this division.

Management Support Division, (612) 297-2096

Barbara Kaufman, director

The division is responsible for coordination of policy development, policy implementation, and monitoring of programs/projects that extend beyond the purview of any of the individual program divisions within the bureau, intradepartmentally or interdepartmentally. The division also provides rule development, evaluation and information systems development and coordination services for the bureau.

Mental Illness Program Division, (612) 296-2710

James T. Sarazin, director

The division has responsibility for designing, organizing and coordinating 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. This 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 division also reviews all mental health program applications for program and federal and state funding approval.

The 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 illness services. For information about mental illness services, contact community mental health centers, county welfare departments, and state hospitals (see Addendums I-III at the end of the department's entry).

Mental Retardation Program Division, (612) 296-5650

Ardo Wrobel, director

The 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: county welfare departments serving as agents for the individuals who need planning, counseling, protection or placement services; area mental health/mental retardation boards which provide for area planning, needs assessment, coordination of services and certain direct services; state institutions, profit and nonprofit community-based residential facilities, providing residential services; 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; a combination of activities of the courts, Mental Retardation Protection Section of the division, and local county welfare agencies concerning mental retardation protection services (including guardianship and conservatorship). For information about mental retardation services, contact the community mental health centers, county welfare departments and the state hospitals (see Addendums I-III at the end of the department's listing).

Residential Facilities Division, (612) 296-6919

Dennis Boland, director

The division provides overall coordination and management of the state residential facilities and 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, the medical records system management, 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/life safety programs.

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.

Bureau of Social Services, (612) 296-2307

Gary Haselhuhn, assistant commissioner

The bureau supervises child, adult, and family services and programs provided through local county welfare agencies. Programs and services for the deaf, hearing impaired, blind and visually handicapped, are administered directly by the bureau.

Aging programs and services are provided through a network of local agencies through grants from and contracts with the bureau.

Aging Program Division, (612) 296-2770

Gerald A. Bloedow, director

The division, in addition to planning, researching, and funding programs for senior citizens and conducting analyses of existing programs, also administers the Minnesota Nutrition Program for the Elderly, the State Foster Grandparent Program, the State Senior Companion Program, and an experimental Dental Care Program for senior citizens. In addition, the division serves as staff to the Minnesota Board on Aging.

The division provides assistance in planning programs for older persons, information on aging and services available to the elderly, gerontological training, and a free bimonthly newsletter which is available to the interested public. Contact the division at the Metro Square Bldg., Room 204, 7th and Robert Sts., St. Paul, Mn. 55101. To receive services, contact county welfare departments (see county welfare department listings, Addendum II), community service programs funded through the Minnesota Board on Aging with Older Americans Act funds, and nutrition centers. Grant applications and information on funding from the Older Americans Act can be obtained directly from Area Agencies on Aging, as listed below. For more information see the entry for the Minnesota Board on Aging, page 27.

Region I Area Agency on Aging

Northwest Regional Development
Commission

Serving Kittson, Roseau, Marshall,
Polk, Norman, Pennington and Red
Lake Counties.

425 Woodland Avenue
Crookston, Mn. 56716
(218) 281-1396

Region II Area Agency on Aging

Headwaters Regional Development
Commission

Serving Lake of the Woods, Beltrami,
Clearwater, Mahnommen and Hubbard
Counties.

Box 584
Bemidji, Mn. 56601
(218) 751-3108

Region III Area Agency on Aging

Arrowhead Regional Development
Commission

Serving Koochiching, St. Louis, Lake,
Cook, Itasca, Aitkin and Carlton
Counties.

200 Arrowhead Place
Duluth, Mn. 55802
(218) 722-5545

Region IV Area Agency on Aging

West-Central Regional Development
Commission

Serving Clay, Becker, Wilkin, Otter
Tail, Grant, Douglas, Traverse, Stevens
and Pope Counties.

Administration Building
Fergus Falls Community College
Fergus Falls, Mn. 56537
(218) 739-3356

Region V Area Agency on Aging

Region V Regional Development
Commission

Serving Cass, Crow Wing, Morrison,
Todd and Wadena Counties.

611 Iowa
Staples, Mn. 56479
(218) 894-3233

Region VI-E Area Agency on Aging

Region VI-E Regional Development
Commission

Serving Kandiyohi, McLeod, Meeker
and Renville Counties.

311 W. 6th St.
Willmar, Mn. 56201
(612) 235-8504

**Upper Minnesota Valley Area
Agency on Aging**

Upper Minnesota Valley Regional
Development Commission
Serving Big Stone, Chippewa, Lac qui
Parle, Swift and Yellow Medicine
Counties.
323 W. Schlieman
Appleton, Mn. 56208
(612) 289-1981

Region VII Area Agency on Aging
East Central Regional Development
Commission

Serving Benton, Chisago, Isanti,
Kanabec, Mille Lacs, Pine, Sherburne,
Stearns and Wright Counties.
18 N. Vine St.
Mora, Mn. 55051
(612) 679-4065

Southwestern Area Agency on Aging
Southwest Regional Development
Commission

Serving Cottonwood, Jackson, Lincoln,
Lyon, Murray, Nobles, Pipestone,
Redwood and Rock Counties.
2711 Broadway
Slayton, Mn. 56172
(507) 836-8549

Southwestern Area Agency on Aging
Southwest Regional Development
Commission

Serving Kandiyohi, Meeker, Renville,
McLeod, Big Stone, Swift, Lac Qui
Parle, Chippewa, Yellow Medicine,
Lincoln, Lyon, Redwood, Pipestone,
Murray, Rock, Cottonwood, Nobles
and Jackson Counties.
2711 Broadway
Slayton, Mn. 56172
(507) 836-8549

Region IX Area Agency on Aging
Region IX Regional Development
Commission

Serving Sibley, Nicollet, LeSueur,
Brown, Watonwan, Blue Earth,
Waseca, Martin and Faribault Counties.
120 South Broadway
Mankato, Mn. 56001
(507) 387-5643

Region X Area Agency of Aging
Southeastern Regional Development
Commission

Serving Rice, Goodhue, Steele, Dodge,
Olmsted, Winona, Freeborn, Mower,
Fillmore, Houston and Wabasha
Counties.
301 Marquette Bank Building
South Broadway at Second Street
Southeast
Rochester, Mn. 55901
(507) 285-2585 or 285-2550

Region XI Area Agency on Aging

Metropolitan Council
Serving Anoka, Washington,
Hennepin, Ramsey, Carver, Scott and
Dakota Counties.
300 Metro Square
St. Paul, Mn. 55101
(612) 291-6305 or 291-6496

Blind and Visually Handicapped Program Division, (612) 296-6080

C. Stanley Potter, director

The division provides direct 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 skills which compensate for blindness, counseling, vocational training, job placement, and physical restoration. Services to blind children and their parents include parent 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 enterprises ranging in type from small cafeterias to vending machine routes 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 program at (612) 296-6043.

The Communications Center is a coordinated statewide special library and transcription service available without charge to eligible Minnesotans. Anyone who is unable to read normal newsprint because of a visual or physical handicap is eligible. Eligible persons must fill out an application and have it signed by a doctor, nurse or other person referring them to the service. Applications are approved the same day they are received and equipment will be sent out that day. Any applicant 65 years or older, or any person with a temporary disability which prevents him/her from reading normal newsprint, or one whose illness is terminal, may apply by phone, 296-6723 in the Twin Cities or toll free in Minnesota 1-800-652-9000.

Eligible persons and schools may borrow textbooks and leisure-time books on tape from the center's library of 5,000 book titles — 30,000 open reel recordings (recorded at 3 3/4 ips). Individuals and schools may also borrow any book in the library on cassette at a playback speed of 15/16 ips. Eligible individuals may also borrow a special phonograph, cassette and a closed-circuit radio. A corps of 400 volunteers work with the center to help make these services possible. The cassette and phonograph are part of the Library of Congress Talking Book program which opens the door to receiving books and magazines on disc and tape from the regional library in Faribault.

The closed-circuit radio — Radio Talking Book — is a Minnesota based radio reading service whereby 100 skilled volunteers, and Communication Center staff broadcasters air 20 hours of newspapers, bestsellers, and magazines every day throughout the year. The signal is transmitted across much of the state, but is not available to the general public by law.

Eligible college students, or schools in Minnesota in which eligible students are enrolled, may call the center and request instructions for obtaining transcribed materials. The center will also research nationwide and acquire books needed on tape or in braille not available in the center's library. No charge is made to Minnesota school districts for materials provided through the center, but a charge is made by out-of-state resources if textbooks in braille or on tape are found to be available and ordered from out-of-state.

A major responsibility of the Communication Center is to prepare by request, master transcriptions of books not available in the center's library, transcribing the books from inkprint onto tape or into braille. Some 225 qualified volunteers help the center staff accomplish this work. Eligible persons or schools in Minnesota requesting this service

will need to send the inkprint copies they wish to have transcribed to the center for preparation. In order to use cassette tapes from the center, schools and students must obtain cassette equipment which contains a playback speed of 15/16 ips. Contact the center for more information. All services are free.

Two films, "People See Differently" and "Not Without Sight", are available from the center free to any group, in or out of state, for loan without charge. Call the center to reserve the films. The films can be shown on the premises or sent to a designated address.

Services are also available to those whose vision precludes or handicaps them in obtaining education, self-care, vocational adjustment or employment. 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 or compensatory skill training (braille, travel skills, etc.) are not dependent on need. Whenever possible the division uses established financial programs such as Supplemental Security Income and Medical Assistance 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.

The center is supported by private funding and any gift is matched with public funding, two dollars for each dollar given.

To request services, write or call the district offices listed below or call 296-9999 anytime. A counselor will contact you. The statewide office of the State Services for the Blind and Visually Handicapped is at 1745 University Avenue, St. Paul, Mn. 55104.

District Offices — State Services for the Blind and Visually Handicapped

Metropolitan Regional Office

Serving Anoka, Washington, Ramsey, Hennepin, Dakota, Scott and Carver Counties.
1745 University Avenue
St. Paul, Mn. 55104
(612) 296-6094

Mankato Regional Office

Serving Cottonwood, Watonwan, McLeod, Sibley, LeSueur, Rice, Brown, Nicollet, Steele, Martin, Blue Earth, Waseca, Freeborn, Faribault, Nobles and Jackson Counties.
709 South Front Street
Mankato, Mn. 56001
(507) 389-6324

Rochester District Office

Serving Goodhue, Wabasha, Winona, Olmsted, Dodge, Mower, Fillmore and Houston Counties.
717 Third Avenue Southeast
Rochester, Mn. 55901
(507) 285-7282

Moorhead District Office

Serving Kittson, Roseau, Beltrami, Lake of the Woods, Polk, Traverse, Grant, Wilkins, Otter Tail, Hubbard, Becker, Clay, Pennington, Red Lake, Norman, Mahnomen, Clearwater and Marshall Counties.
920 Holiday Drive
Moorhead, Mn. 56560
(218) 236-2422

Brainerd District Office

Serving Cass, Crow Wing, Morrison, Wadena and Todd Counties.
411 Laurel Street
Brainerd, Mn. 56401
(218) 829-1775

Duluth Regional Office

Serving Cook, Lake, St. Louis, Koochiching, Itasca, Aitkin, Carlton, Pine and Kanabec Counties.
14 West First Street
Duluth, Mn. 55802
(218) 723-4600

Marshall District Office

Serving Lac Qui Parle, Rock, Lyon,
Chippewa, Yellow Medicine, Renville,
Lincoln, Murray, Redwood and
Pipestone Counties.
Room CAB 109
Southwest State University
Marshall, Mn. 56258
(507) 537-7114

St. Cloud Regional Office

Serving Chisago, Isanti, Mille Lacs,
Benton, Kandiyohi, Swift, Pope,
Douglas, Stevens, Big Stone,
Sherburne, Stearns, Wright and Meeker
Counties.
113 South Fifth Avenue
St. Cloud, Mn. 56301
(612) 255-2254

Deaf and Hearing Impaired Program Division, (612) 296-8978

Dwight Maxa, director

The division provides training, technical assistance, short-term counseling, and information and referral services to hearing impaired persons, their families, county welfare departments and other human service agencies and organizations. The division provides essential support services to county welfare departments to ensure that eligible hearing impaired persons receive the social services that are enjoyed by the nonhandicapped population. The division also assists in coordinating state hospital services for hearing impaired individuals who are hospitalized for mental illness, mental retardation, or chemical dependency. For further information, contact the division. For those who can hear verbal information dial the division's number above. For those who can plug into their own teletypewriter call (612) 296-4850.

Social Services Division, (612) 296-2338

Ray Wey, director

The 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. Information about services available and eligibility requirements can be obtained from them.

Mandatory Services — 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 postplacement supervision, studies of 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 Children (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 dependency. 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; helps families recognize the causes thereof and strengthens parental ability to provide acceptable care; provides remedial services; when necessary, brings 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 — available at the discretion of local welfare or human service 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 meals.

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 on more effective methods of home management, the development and maintenance of self-care and social skills.

Housing Service serves to help individuals obtain, maintain and improve housing, and/or 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.

Bureau of Support Services, (612) 296-6193

Barbara T. Stromer, assistant commissioner

The bureau is responsible for budget development and monitoring, information systems installation and maintenance, program evaluation and auditing, and general office support supervision.

Audit Division, (612) 296-2738

Robert J. Rau, director

The 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 division conducts desk audits of annual inpatient hospital cost reports to determine year-end cost settlements of welfare services.

Collections-Reimbursement Division, (612) 296-3614

Duane Cooney, director

The division collects revenue due the state 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.

Field Review Division, (612) 296-2721

John Hansen, acting director

The division is responsible for conducting agency reviews to determine local agencies' compliance with program requirements and their level of performance. The division provides no services directly to the public.

Financial Management Division, (612) 296-5733

Jon B. Darling, director

The division provides fiscal services and controls the financial transactions of the department. 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 an agencywide cost accounting system, auditing expenditure reports and processing payments for child care institutions, developmental achievement centers and community facilities, and auditing county abstracts to determine state and federal obligation.

Licensing Division, (612) 296-2539

John S. Buzzell, director

The 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 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 licensed regulations to any interested person without charge. Inquiries and complaints for investigations should be directed to the division. The division is also responsible for the development and revision of licensing rules and regulations.

Family Care Licensing Section, (612) 296-3024

Mary Jane Lee, supervisor

The 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.

Nonresidential Licensing Section, (612) 296-3768

Cheryl J. Nyhus, supervisor

The section provides information and assistance to people who want to operate day care centers, nursery schools, Head Start programs, and developmental achievement centers. 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 no charge to \$150 per program, per year. For further information contact the section.

Residential Licensing Section, (612) 296-4037

Thomas V. Eberhart, supervisor

The 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 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 no charge to \$150 per program, per year. For further information contact the section.

Special Services Division, (612) 296-3069

Ronald J. Lang, director

The division provides various office management services for the central office. It also supervises a library program, coordination of the rule-making process, release of policy and instructional material, implementation of the Minnesota Data Privacy Law for the statewide welfare system, provision of forms to welfare agencies and vendors, and public information activities for the department.

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 for return postage. For information, contact (612) 296-2269 for general information and (612) 296-2187 for film information.

The Department of Public Welfare has 12 program manuals: *Administrative Manual*; *Catastrophic Health Expense Protection Program Manual*; *Child Support Enforcement (IV-D) Manual*; *Early Periodic Screening, Diagnosis and Treatment Manual*; *Food Stamp Manual*; *General Assistance Manual*; *Income Maintenance Manual*; *Institutions Manual*; *Medical Assistance Manual*; *Merit System Manual*; *Social Service Manual*; and *Welfare Information System Manual*. These manuals are designed to help county, state, and other agencies carry out their responsibilities 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 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. Checks should be made out to the Treasurer, State of Minnesota. Individuals are encouraged to review or study the manuals at local county welfare agencies (see listing in Addendum II), the State Department of Public Welfare, or at city libraries in Minneapolis, St. Paul, and Duluth. For further information, contact the Manuals Section, (612) 296-2794.

Systems and Data Flow Division, (612) 296-6429

G. Warren Peterson, director

The division assists the department and county welfare agencies in the operational use of computers and in preparing 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, and coordinates systems development work in data processing production with staff and the Department of Administration's Information Systems Division. The division maintains the BENDEX, Buy-In, and SDX Systems that exchange information with 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 division at 690 N. Robert St., P.O. Box 43170, St. Paul, Mn. 55164.

Tort Liability Office, (612) 296-2384

Phillip Iverson, director

The division investigates all incidents and accidents involving personal injury, death or damage to private property which could result in a claim against the department 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 division at the first floor Centennial Office Bldg.

Addendum I

Community Mental Health Centers

Anoka County Comprehensive Health Board Serving Anoka County Anoka, (612) 421-4760	Hennepin County Community Services Serving Hennepin County Minneapolis, (612) 348-7994
Blue Earth County Human Service Board Serving Blue Earth County Mankato, (507) 625-9034	Hiawatha Valley Mental Health Center, Inc. Serving Winona, Wabasha and Houston Counties Winona, (507) 454-4341
Brown-Nicollet Human Services Board Serving Brown and Nicollet Counties St. Peter, (507) 931-4141	Lakeland Mental Health Center, Inc. Serving Otter Tail, Becker, Pope, Stevens, Traverse, Grant, Douglas, Wilkin, and Clay Counties Fergus Falls, (218) 736-6987
Carver County Mental Health Program Board Serving Carver County Waconia, (612) 448-4900	LeSueur County Mental Health Board Serving LeSueur County LeCenter, (612) 357-2251
Central Minnesota Mental Health Board Serving Stearns, Benton, Wright and Sherburne Counties St. Cloud, (612) 252-5010	Area MH-MR-I Board of Northeast Minnesota Serving the lower one-thi
Dakota County Human Services Board Serving Dakota County Hastings, (612) 437-3191	Area MH-MR-I Board of Northeast Minnesota Serving the lower one-third of St. Louis, Lake, Cook and Carlton Counties Duluth, (218) 727-5074
Faribault-Martin-Watonwan Human Service Board Serving Faribault, Martin and Watonwan Counties Fairmont, (507) 238-4447	Northern Pines Mental Health Center, Inc. Serving Morrison, Todd, Wadena and Crow Wing Counties Little Falls, (612) 632-6647
Five County Human Development Program, Inc. Serving Chisago, Isanti, Mille Lacs, Pine and Kanabec Counties Braham, (612) 396-3333	Northland Area MH-MR Program, Inc. Serving Aitkin, Itasca and Koochiching Counties Grand Rapids, (218) 326-1274
Freeborn-Mower Mental Health Center, Inc. Serving Freeborn and Mower Counties Austin, (507) 433-7389	

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Northwestern Mental Health
Center, Inc.
Serving Polk, Norman, Mahnomen, Red
Lake, Pennington, Marshall and Kittson
Counties
Crookston, (218) 281-3940

Otter Tail County Human Services
Board
Serving Otter Tail County
Fergus Falls, (218) 739-2271

Ramsey County Mental Health
Center
Serving Ramsey County
St. Paul, (612) 298-4613

Range Area Human Resources
Board
Serving the upper two-thirds of St.
Louis County
Virginia, (218) 749-2881

Scott County Human Services
Board
Serving Scott County
Shakopee, (612) 455-7750

Sibley County Mental Health Board
Serving Sibley County
Gaylord, (612) 237-2351

Southwestern Mental Health Center
Serving Rock, Nobles, Jackson, Pipestone
and Cottonwood Counties
Luverne, (507) 283-2396

Upper Mississippi Mental Health
Center, Inc.
Serving Roseau, Lake of the Woods,
Clearwater, Beltrami, Hubbard and Cass
Counties
Bemidji, (218) 751-3280

Washington County Human Services
Serving Washington County
Woodbury, (612) 738-0080

West Central Community Services
Serving Big Stone, Lac Qui Parle,
Chippewa, Swift, Renville, Kandiyohi,
Meeker and McLeod Counties
Willmar, (612) 235-4613

Western Human Development
Center, Inc.
Serving Lyon, Lincoln, Redwood,
Murray and Yellow Medicine Counties
Marshall, (507) 532-3236

Luther Youngdahl Human Relations
Center
Serving Rice, Steele, Dodge and Waseca
Counties
Owatonna, (507) 451-2630

Zumbro Valley Mental Health
Center
Serving Olmsted, Fillmore and Goodhue
Counties
(507) 288-1873

Addendum II

Minnesota County Welfare Departments

Aitkin Co. Family Service Agency
(aids) (218) 927-2141
(soc. serv.) (218) 927-3744

Anoka Co. Social Service
(Anoka) (612) 421-4760
(Columbia Heights) (612) 789-4326

Becker Co. Welfare Dept.
(aids) (218) 847-5628
(soc. serv.) (218) 847-5684

Beltrami Co. Welfare Dept.
(Bemidji) (218) 751-4310
(Red Lake) (218) 679-3325

Benton Social Service Agency
(612) 968-6256

Big Stone Co. Family Service Ctr.
(612) 839-2555

Blue Earth Co. Human Services
(507) 625-9034

Brown Co. Family Service Ctr.
(507) 354-8246

Brown/Nicollet Human
Service Board
(507) 931-4140 or 3000, ext. 346

Carlton Co. Human Services Ctr.
(218) 879-4583

Carver Co. Family Service Dept.
(612) 448-3661

Cass Co. Dept. of Social Services
(218) 547-1340

Chippewa Co. Family Service
& Welfare Dept.
(612) 269-6401

Chisago Co. Welfare & Family
Service Dept.
(612) 257-1300

Clay Co. Social Service Ctr.
(218) 236-0900

Clearwater Co. Social Service Dept.
(aids) (218) 694-6512
(soc. serv.) (218) 694-6164

Cook Co. Family Service Dept.
(aids) (218) 387-2900
(soc. serv.) (218) 387-1484

Cottonwood Co. Family Service Age
(507) 831-1891

Crow Wing Co. Social Service Ctr.
(218) 829-0311

Dakota Co. Welfare Dept.
(aid) (612) 457-0611
(soc. serv.) (612) 457-0711

Dodge Co. Social Services
(507) 635-2211

Douglas Co. Social Welfare Ctr.
(612) 762-2302

Faribault Co. Human Service Ctr.
(507) 526-3265

Faribault/Martin/Watonwan
Human Services Board
(507) 238-4447

Fillmore Co. Welfare Dept.
(aids) (507) 765-3821
(soc. serv.) (507) 765-3304

Freeborn Co. Welfare Dept.
(507) 373-6482

Goodhue Co. Welfare Dept.
(612) 388-8261
(metro area) (612) 222-3643

Grant Co. Social Service Dept.
(218) 685-4417

Hennepin Co. Social Services
(612) 348-8125

Houston Co. Social Service
(507) 724-3344

Hubbard Co. Social Service Ctr.
(218) 732-3339

Isanti Co. Family Service
& Welfare Dept.
(612) 689-1711

Itasca Co. Social Services
(218) 326-9441

Jackson Co. Welfare Dept.
(507) 847-4000

Kanabec Co. Family Service Dept.
(aids) (612) 679-3465
(soc. serv.) (612) 679-4740

Kandiyohi Co. Family Service Dept.
(aids) (612) 235-3014
(soc. serv.) (612) 235-8317

Kittson Co. Welfare Dept.
(218) 843-6741

Koochiching Family Services
(218) 283-8405

Lac Qui Parle Co. Family Service Ctr.
(612) 598-7594

Lake Co. Social Service Dept.
(218) 834-2134

Lake of the Woods Co. Social
Service Dept.
(218) 634-2642

Le Sueur Co. Welfare Dept.
(612) 357-2251
(metro area) (612) 445-7543

Lincoln Co. Family Service Ctr.
(507) 694-1452

Lyon Co. Welfare Dept.
(507) 537-1441

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McLeod Co. Social Service Ctr.
(612) 864-5551

Mahnomen Co. Welfare Dept.
(218) 935-2568

Marshall Co. Welfare Dept.
(218) 745-5124

Martin Co. Human Service Ctr.
(507) 238-4447

Meecker Co. Social Service Dept.
(612) 693-2418

Mille Lacs Co. Family Service
& Welfare Dept.
(612) 983-6161

Morrison Co. Social Services
(612) 632-9201

Mower Co. Welfare Dept.
(507) 433-3416

Murray Co. Family Service Ctr.
(507) 836-6144

Nicollet Co. Social Services
(507) 931-6800

Nobles Co. Family Service Agency
(507) 372-2157

Norman Co. Social Service Ctr.
(218) 784-7136

Olmsted Co. Dept. of Social Services
(admin.) (507) 285-8384
(aids) (507) 285-8395
(soc. serv.) (507) 285-8416

Otter Tail Co. Dept. of Social Services
(218) 739-2271

Pennington Co. Social Service Ctr.
(218) 681-2880

Pine Co. Dept. of Human Services
(aids) (612) 629-6781
(soc. serv.) (612) 245-2268
(IV-D) (612) 629-2537

Pipestone Co. Family Service Ctr.
(507) 825-3357

Polk Co. Social Service Ctr.
(612) 298-5351

Red Lake Co. Social Service Ctr.
(218) 253-4131

Redwood Co. Welfare Dept.
(507) 637-5741

Renville Co. Family Service Dept.
(612) 523-2202

Rice Co. Social Services
(507) 334-2281

Rock Co. Family Service Agency
(507) 283-9507

Roseau Co. Social Service Ctr.
(218) 463-2411

St. Louis Co. Welfare Dept.
(Duluth) (218) 727-8231
(Hibbing) (218) 262-4841
(Virginia) (218) 365-6151

Scott Co. Human Services
(612) 445-7750

Sherburne Co. Social Services
(Elk River) (612) 441-1711
(Becker) (612) 261-4550

Sibley Co. Social Services
(aids) (612) 237-2351
(soc. serv.) (612) 237-5266

Stearns Co. Social Service Ctr.
(St. Cloud) (612) 251-3272
(Sauk Centre) (612) 352-6531
(Paynesville) (612) 243-7441

Steele Co. Social Service Ctr.
(507) 451-6740

Stevens Co. Welfare & Family Service
Agency
(612) 589-1481

Swift Co. Welfare & Family Service
Agency
(612) 843-3160

Todd Co. Social Services
(612) 732-6181

Traverse Co. Family Service Dept.
(612) 563-8255

Wabasha Co. Dept. of Social Services
(612) 565-3351

Wadena Co. Social Service Dept.
(218) 631-2832

Waseca Co. Welfare & Social
Service Dept.
(507) 835-3240

Washington Co. Social Services
(612) 439-6901

Watonwan Co. Human Service Ctr.
(507) 375-3341

Wilkin Co. Family Service Agency
(218) 643-8561

Winona Co. Dept. of Social Services
(507) 452-8200

Wright Co. Human Services Agency
(612) 682-3900
(metro area) (612) 339-6881

Yellow Medicine Co. Family Service Ctr.
(612) 564-2211

Region VIII North Welfare Dept.
(507) 537-1441

Addendum III

Public Welfare Institutions

Anoka State Hospital
Anoka, Mn. 55303, (612) 421-3940
Curtis W. Wrenn, chief exec.

Brainerd State Hospital
Brainerd, Mn. 56401, (218) 829-1741
Harold Gillespie, chief exec.

Cambridge State Hospital
Cambridge, Mn. 55008, (612) 689-2121
Dale Offerman, chief exec.

Faribault State Hospital
Faribault, Mn. 55021, (507) 334-6411
Charles Turnbull, chief exec.

Fergus Falls State Hospital
Fergus Falls, Mn. 56537, (218) 739-2233
Robert Hoffmann, chief exec.

Moose Lake State Hospital
Moose Lake, Mn. 55767, (218) 485-4411
Frank Milczark, chief exec.

Rochester State Hospital
Rochester, Mn. 55901, (507) 285-7002
Francis Tyce, M.D., chief exec.

St. Peter State Hospital
St. Peter, Mn. 56082, (507) 931-3000
Joseph Solien, chief exec.

Willmar State Hospital
Willmar, Mn. 56201, (612) 235-3322
Lester Johnson, chief exec.

Ah-Gwah-Ching Nursing Home
Ah-Gwah-Ching, Mn. 56430,
(218) 547-1250
James Wall, administrator

Oak Terrace Nursing Home
Minnetonka, Mn. 55343, (612) 938-7621
Maurice Treberg, administrator

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12101 Johnny Cake Ridge Road
Apple Valley, Minnesota 55124
(612) 432-9010 Business phone
(612) 432-9000 Information phone
Edward Kohn, general director



Minnesota Statutes, chapter 85A

The Minnesota Zoological Garden is a 500 acre facility that offers 250 animal species and 2,000 plant varieties in open landscaped exhibits that imitate the natural habitats of the animals. The zoo specializes in the propagation of several endangered species and so provides a zoogeographic organization of exhibits placing environmentally grouped animals in the same exhibit area and offering them private areas. People can visit five different regions of the world any time of year, protected from Minnesota weather with 80 percent of the viewing areas under cover, and peer in on animals' private quarters by means of hidden cameras and the zoo's extensive closed circuit television network.

The zoo's **Tropics Trail** is a lush, indoor oasis of tropical plants and animals from Asia, housing more than 50 animals and 500 plant species. Multi-level pathways allow visitors to see animals in the treetops, on the ground and underwater, to observe nocturnal activities in artificial moonlight, and to walk among brightly colored birds in a large, free-flight aviary. The exhibit is housed in an acre and a half greenhouse, tall enough for fifty foot trees to grow inside. The climate controlled, sky-lit greenhouse is home to binturongs, bats, gibbons, gavials, tapirs, flamingos, frogmouths and other fascinating species.

The **Ocean Trail** takes visitors to the popular beluga whales in their 560,000 gallon aquarium. Viewed from above, below, indoors and out any day of the year, the whales voices can even be heard broadcast through hydrophones. Marine vistas of sea creatures such as starfish, anemones, crabs, lobsters and colorful fishes from polar, temperate and tropical oceans can also be enjoyed year round.

The **Minnesota Trail** is an indoor, outdoor exhibit of animals native to Minnesota. Indoors visitors can look on night active animals under a simulated moon, and other species which need special housing conditions. Outdoors is a protected walkway leading through Minnesota lake and forest habitats where badgers, beavers, pumas, otters, rattlesnakes and others can look back at you from their outdoor environments. Hidden television cameras allow people to see into the animals' private dens, lairs and lodges.

The **Northern Trail** is an outdoor exhibit that offers a pleasant three-quarter mile walk to visit animals of the north, including Siberian tigers, musk oxen, bactrian camels, Mongolian wild horses and moose living outside all year. These large cold weather animals range in their natural Northern Hemisphere habitats of grassland, northern forest, arctic tundra and craggy mountains. The path is cleared all winter for those who enjoy brisk conditions and watching the animals in the snow. For those less hardy the monorail tour is open all year.

The **Discovery Trail** introduces visitors to the troop of Japanese Macaques (snow monkeys) where people often spend time watching their society in action and remarking on how they reflect human society.

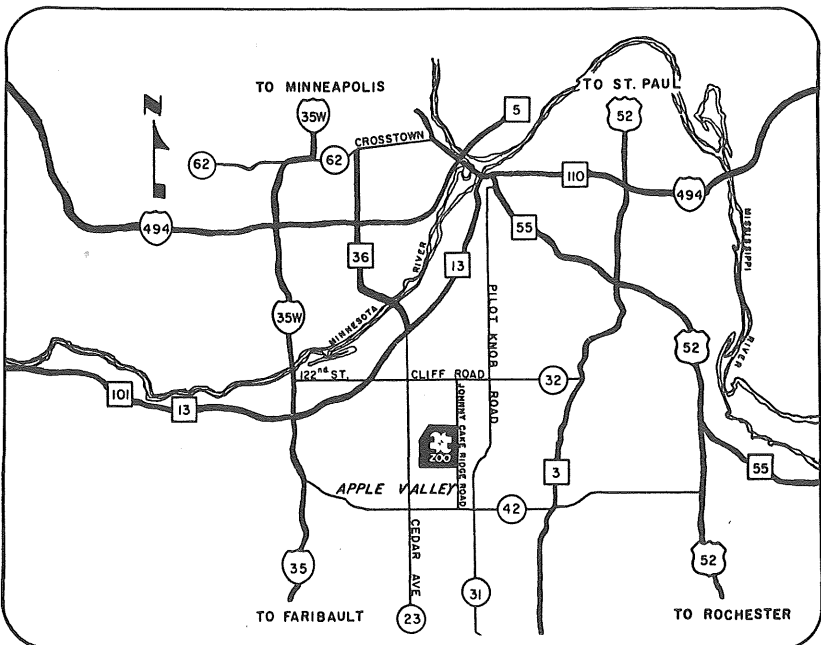
The **Children's Zoo** gives visitors a nose-to-nose experience with small and domestic animals, including waterfowl, sheep, goats and poultry. It is open May through September and features many smaller, educational exhibits such as bee colonies, small bird aviaries and animal arenas. A fully equipped animal nursery enables visitors to see hand rearing of young animals.

The **Zoo Ride** is a monorail train that glides just above the trees over the natural beauty of the hills and lakelands of Minnesota. The train offers a bird's-eye view of the present and planned animal exhibits and nature narratives provided by a guide. The two-mile long Zoo Ride tour operates year round.

The western wing of the zoo's main building contains classrooms, laboratory facilities, a reference library, theater, production studio and an interpretative area with items to touch, see, smell and hear.

Cross Country Skiing — Beginning in the winter of 1979-80, cross country skiing will be available at the zoo on three trails of different lengths and varying degrees of ability. The three trails, groomed throughout the season, range from three to nine kilometers long and are the Moose Track Trail, the Backwoods Trail and the Minnesota Trail. Interpretive signs are placed along each trail to identify the tracks of Minnesota animals that roam the zoo grounds. Weekend tours with a naturalist will be offered to groups no larger than 20. The zoo's Children Center will become a ski center where visitors can rent skis and where hot drinks and soups will be served. Skiing will be open from 9 a.m. to 5 p.m. Regular admission to the zoological garden will be charged. Call the zoo for more information.

The Minnesota Zoological Garden is a new kind of zoo, offering visitors a unique opportunity to discover other living things and our relationship to them. A quality zoo fosters awareness and becomes a vital part of the cultural environment. The Minnesota zoo is involved in cooperative programs with the artistic, educational and scientific communities as well as serving as an outstanding recreational and educational experience for families and all generations to enjoy.



Hours:	9:00 a.m.–7:00 p.m. (May–September)	
	9:00 a.m.–5:00 p.m. (October–April)	
Admission:	Under 6	Free
	6 through 11	\$1.00
	12 through 16	\$1.50
	17 and over	\$3.00
	Seniors, 62 and over	\$1.50
Parking:	Family Vehicles	\$1.00
	Buses	\$5.00
Group Rates:	Block purchases of 25 or more tickets qualify for a Group Discount. Reservations are needed at least 14 days in advance. For more information, contact the Group Sales Department at the Minnesota Zoo.	
Zoo Ride:	Adults	\$1.00
	Children (under age 17)	.50
	Senior Citizens	.50

Prices are subject to change.

Biological Programs Division

Hugh B. House, associate director

The division consists of four 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 reseeding, replanting and care of all the natural vegetation on the zoo site.

International Species Inventory System (I.S.I.S.), Nathan Flesness, systems 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.

Visitor Services Programs

Beverly Rongren, associate director

The division consists of five major activities which manage all of the visitor related functions at the zoo.

Education Programs, Richard Abraham, manager. The Education Program at the zoo provides a quality education experience for Minnesota students, grades K-12. General tours and learning excursions are available free of charge for classes with advance reservations. Print materials, slide and video shows are just some of the educational tools available through the education programs. For more information, write to the Education Program at the Minnesota Zoo.

Library Services, Library Services at the zoo provides specialized materials on plants and animals of the world for zoo staff, visitors and educational projects.

Visual Arts, Dave Bender, manager. The visual arts program at the zoo provides photography, graphic displays, exhibit design and maintenance, and slide and video shows for use in the zoo theater, in demonstrations on the zoo site and for the speaker's bureau which provide talks to community and school groups interested in learning more about the zoo.

Volunteer Programs, Dorothy Cote, volunteer coordinator. The personal touch at the zoo is made possible through our Volunteer Corps. Providing information and acting as guides, this group of more than 300 has been highly trained in animal and plant life. You will recognize them at the zoo by their blue sashes, big smiles and "Ask Me" buttons. If you want to be involved at the zoo as a volunteer, contact this division.

Business Services, Ladd Conrad, manager. The Business Services department consists of five activity areas that provide essential services for the visiting public, including Marketing/Media Services which is responsible for the zoo's marketing and promotional programs.

Security, Stan Rotegard, manager. 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/Gift Shop, Yvonne Johnson, manager. Concessions is directly responsible for parking and gate admissions. The Gift Shop area directs the operation of the two gift shops on the zoo site including selection of products sold and design and selection of items made for sale exclusively at the zoo.

Group Sales, Sue Johnson, manager. Group Sales provides all arrangement for groups of 25 or more including discount tickets and picnic reservations. For information and reservations call 432-9010.

Special Events, Special Events programs bring artists, entertainers, theater groups and many others to the zoo for special exhibits and programs throughout the year.

Physical Facilities and Construction Division

Pat Burns, manager

The division consists of three areas which manage all of the grounds and buildings, the maintenance, exhibits construction and future construction and design. Contact the

following for further information about their specific areas: Fred Apfelbacher — Engineering Operations; Don Vanderhoff — Engineering Maintenance; Bob Rowe — Building & Grounds; Gene Barthel — Building Maintenance.

Management Services

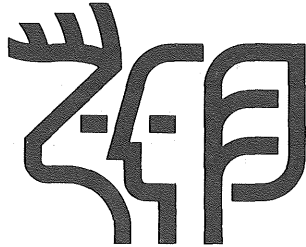
Steve Iserman, administrative officer

Management Services provides the personnel, purchasing and inventory, finance and general administration functions for the zoo. Contact the following people for information about their specific areas: Mary O'Neill — personnel officer, Sue Woodgate — purchasing, Doug Rickabaugh — finance officer, Vicki Uchida — contracts administrator, Dan Christenson — inventory control.

Friends

The zoo is befriended by two support groups. The Minnesota Zoological Garden Foundation, located at 33 East Wentworth Avenue, West St. Paul, Mn. 55118, (612) 457-2579, is a tax-exempt, non-profit corporation which seeks financial support from businesses, foundations and organizations for expansion and enhancement of the zoo.

The Minnesota Zoological Society, located at 555 Wabasha Avenue, St. Paul, Mn. 55102, (612) 222-1706, is a citizen's group supporting the values upon which the zoo is based. Membership in the society includes free admission to the zoo, a monthly newsletter *Zoo News*, an annual subscription to the bi-monthly *Animal Kingdom*, a free zoo poster and free admittance to on-going education programs at the zoo. Part of the membership fee is tax deductible. Individual memberships are \$18.50 and family memberships are \$28.50. About 300 society members are active, trained staff volunteers working at the zoo. Volunteers are trained by the entire zoo staff through general class training and then receive special training for specific jobs such as learning excursions, animal demonstrations, zoo lab (a hands-on approach to learning), speakers bureau, giving on-site information at an exhibit and assisting in other educational departments such as the library and classroom. Training is paid for by the zoo and is an intensive two week program. To volunteer contact the society.



Minnesota State Legislature

Senate Office

231 State Capitol

St. Paul, Minnesota 55155

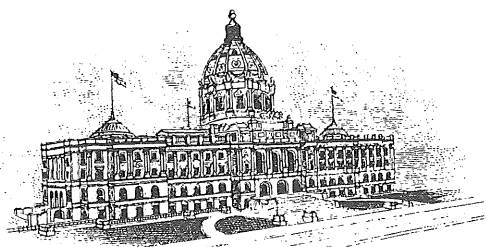
(612) 296-2343

House Information

8 State Capitol

St. Paul, Minnesota 55155

(612) 296-2146



The legislature's principal task is to make law by which policy is established. It also proposes amendments to the state constitution for approval by the electorate, elects regents of the University of Minnesota, confirms certain gubernatorial appointments (Senate), and performs legislative oversight or review. The legislature also judges the election and qualifications of its members, may punish or expel members for contempt or disorderly behavior, and may impeach or remove from office members of the executive and judicial branches.

The legislature is composed of 201 members: 134 representatives and 67 senators. To be elected a member of the Senate or the House of Representatives a person must be a qualified voter, 21 years old, a resident of Minnesota for one year, and a resident of the legislative district for six months immediately preceding the election. Senators serve four-year terms and Representatives serve two-year terms.

The legislature convenes in regular session each odd-numbered year on the first Tuesday after the first Monday in January. The legislature can meet in regular session in both years of the biennium for a total of 120 legislative days. A legislative day consists of an official meeting of the full House or Senate. The legislature cannot meet after the first Monday following the third Saturday in May of any year unless the Governor calls a special session. These two biennial sessions are considered as one session with a temporary adjournment between them. Journal pages of both houses are numbered consecutively through both years and bills are numbered consecutively in order of introduction through both years. Bills which have not become law, have been defeated by legislative action, or vetoed by the end of the first half of the session are still available for possible action in the second half of the session. This means standing committees may hear such bills in the interim recess and make recommendations on their passage.

The legislature may be called into special session at any time by the governor. Special sessions become necessary when legislative action is needed to meet emergencies or when legislative work is unfinished at the end of a regular session. The governor is the only official empowered to call a special session. The governor does not have the power to limit the length or scope of the session. Special mini-sessions are called during the interim recess to provide a full schedule of committee hearings. These mini-sessions are not considered legislative days and no final legislative action is taken during them.

The Speaker of the House, who is nominated by the majority caucus, is both a voting member of the House of Representatives and the presiding officer. The Speaker also presides over joint sessions of the House and Senate. The Speaker works closely with the House majority and becomes a leading spokesman for caucus policies. The Speaker names the committee members and chairmen of the House committees.

The Senate elects its President from among its ranks. The President presides over the

Senate and shares with the Speaker of the House chairmanship of the Legislative Coordinating Commission. The Senate Committee on Committees names the committee members and chairmen of the Senate Committees.

Each house elects staff members. The Secretary of the Senate and the Chief Clerk of the House are the highest ranking staff officers in each body.

Committees

The committee system is a vital component of the legislative machinery. The volume of legislation pending before a single session is too great to permit all legislators to work closely with all proposals. It is at the committee level that the public may testify for or against a bill. Both proponents and opponents of proposed legislation are heard before committees make their recommendation to the full legislature. The fate of any legislative proposal may be decided by a committee. After study, hearings, research and deliberation, a bill may be amended, recommended for passage, re-referred to another committee, or it may be tabled.

The number of committees in each house and the number of members serving on each committee varies from session to session as state concerns and problems dictate. Besides the standing committees which operate during each session, some committees continue to study specific problems during the legislative interim to report findings to the next legislative session. Each legislative body has a Rules Committee which directs the operating procedures of the legislature.

Committees meet regularly during each session. Interested citizens may check State Capitol bulletin boards to determine what committees are meeting on any particular day.

The most favorable action a committee can take on a bill is to send it to the floor of a legislative body with a recommendation that the bill be passed. Other action by the committee will likely mean its future is in doubt. A committee report is subject to approval by the full House or Senate. A report recommending passage of a bill from a committee is normally accepted by the legislative body. Rejecting this report makes it difficult for a bill to be revived.

Each house may resolve itself into a Committee of the Whole to consider bills reported to it by standing committees. While sitting as the Committee of the Whole, legislators are given an opportunity to become more familiar with various proposals and to take preliminary action before the measure comes before the body for final passage.

The number of bills introduced each session makes it impossible for committees to consider all proposals. Many subcommittees are established to study controversial or complicated bills and to study a subject on which several bills have been introduced. Subcommittees report their findings to the whole committee. For information about subcommittees, call Senate or House Information Offices. Committees may hold meetings in local communities to facilitate citizen participation.

The Legislative Process

Anyone can propose an idea for a bill: an individual, consumer group, corporation, professional association, governmental unit or the governor. Most frequently ideas come from members of the legislature.

Each bill must have a legislator to introduce it in the legislature as chief author. The chief author's name appears on the bill with the bill's file number as identification while it moves through the legislative process. The chief author of a bill, under

legislative rules, may select other authors, but no more than a total of five in the House and three in the Senate. These authors' names also appear on the bill. The Revisor of Statutes puts the idea into the proper legal form as a bill for introduction into the House of Representatives or the Senate, usually both.

When introduced in the House, a bill receives a House File number (H.F.

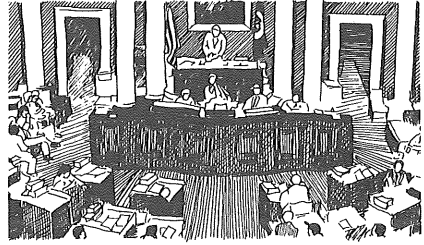
1758, for example); in the Senate, a Senate File number (S.F. 429, for example). These numbers indicate the bill's chronological order of introduction in each body. All revenue (tax measures) must originate in the House. All other matters may originate in either the House or the Senate. The bill has its first reading (the Minnesota constitution requires three readings for all bills, on three separate days), and the presiding officer of the House or Senate refers it to an appropriate standing committee. All committee meetings are open to the public. A committee may recommend passage of a bill in its original form, recommend passage after amendment by the committee, make no recommendation (in which case a bill may die when the session ends), or refer a bill to another committee (one requiring funds will be sent to the appropriation or finance committee, for example). After acting on a bill, the committee sends a report to the House or Senate stating its actions and recommendations.

After adoption of the committee report in the Senate or House, the bill has its second reading and goes on to General Orders of the Day. In Committee of the Whole, legislators discuss bills on General Orders. They may debate the issues, adopt amendments, present arguments on the bills, and vote to recommend that a bill pass, not pass, be postponed or have further committee action.

The calendar is a list of bills the Committee of the Whole recommends to pass. At this point a bill has its third reading, amendments to the bill must have the unanimous consent of the entire body, and legislators vote on it for the final time. By committee recommendation, bills of a non-controversial nature can by-pass General Orders and go directly onto a "consent calendar," usually passing without debate. Every bill requires a majority vote of the full membership of the House and Senate to pass. Voice votes may be used in House and Senate votes until the bill is being voted on in final passage. That final vote and vote on any amendments are roll call or recorded votes.

When the House and the Senate both pass the same version of a bill, that bill goes to the governor for his approval or disapproval. If the House and Senate do not agree, a conference committee, made up of three to five senators and an equal number of representatives, meets to reach an agreement. If both bodies then pass the bill in compromise form, it goes to the governor.

When a bill arrives, the governor may sign it and the bill becomes law; veto it (return it with a "veto message" stating objections) to the body where it originated; pocket veto the bill (an indirect veto by retaining a bill unsigned until after final adjournment of the legislature); or exercise the right to line veto portions of appropriations bills. If the governor does not sign or veto a bill within three days after receiving it, while the legislature is in session, the bill becomes a law.



Committee Of The Whole

Frequently Called Numbers:

Office	Location	Telephone Number
Capitol Guides	Minnesota Historical Society	(612) 296-2881
Capitol Information Desk	1st Floor Capitol	296-2739
Capitol Security	B-4 Capitol	296-6741
Committee Scheduler	299-G State Office Bldg.	296-6586
House Information Office	8 Capitol	296-2146
Legislative Reference Library	110 Capitol	296-3398
Meeting Room Scheduler	354-A State Office Bldg.	296-7435
News Reporters/Press	B-28 Capitol	296-6561
Revisor of Statutes	3 Capitol	296-2868
Senate Information Office	B-29 Capitol	296-0504
EMERGENCY		296-2100

Capitol Tours, (612) 296-2881

Daily tours of the Capitol are given by Minnesota Historical Society tour guides. To make reservations or to obtain more information call the number above. Tours are free and regularly given on the hour all year round according to the following schedule: Monday through Friday 9 a.m. to 4 p.m.; Saturday 10 a.m. to 3 p.m.; Sunday 1 p.m. to 3 p.m.

House and Senate Galleries

Galleries for listening and viewing the legislature in action are open to the public and are located on the third floor of the Capitol. The House generally meets in the afternoon about 2 p.m. in the North Wing. Its gallery has about 150 seats and standing room for another 50. The Senate usually meets in the morning about 9:30 or 10 a.m. in the West Wing and seats approximately 235. In order to assure seating it is suggested that persons arrive 10-15 minutes early for the Senate and 15-20 minutes early for the House. Schedules are subject to change, especially as the legislative session nears its completion. Call the House and Senate Information Offices for specific schedules for each day.

Minnesota House of Representatives**Legislative Information Services****Chief Clerk's Office, (612) 296-2314**

The Chief Clerk's Office makes available to the public daily journals, general orders, calendars, copies of typewritten and printed bills and will answer questions about the general operations and activities of the House. There is no charge for this service or any of the above materials. Persons interested in this information may stop in at the office to pick up materials, or they may call or write in and the materials will be sent to them free of charge. The office is located in Room 211 of the State Capitol.

House Index, (612) 296-6646

The House Index will supply information upon request concerning the status of bills, bill authors, topics of bills, companion bills, chapter numbers and other questions about House activities. The House Index will also provide help with computer terminal operation for persons using the House Index computers which store information about the status of bills. Services are provided free of charge between 8 a.m. and 5 p.m. during legislative sessions and interim periods. The office is located in Room 211 at the State Capitol.

House Public Information Office, (612) 296-2146

The House Public Information Office publishes *WEEKLY WRAP-UP* (which lists committee meeting and House action summaries), committee meeting notices, informational magazines, directories and brochures. The office also assists persons who wish to determine the legislative district they are in. Publications listed above are provided free of charge to interested persons who request to be placed on the mailing list. Requests may be made in person, by phone or mail. The office is located in Room 8 at the State Capitol.

House Research, (612) 296-6753

Peter B. Levine, director

The House Research Department serves the entire membership of the House by assisting representatives in developing, introducing and evaluating legislation. Established in 1967 the department provides research assistance, issue analysis and background information to House committees and individual representatives during the legislative session. Legislative analysts in the department are assigned one or more major subject areas and serve as research staff to House committees. House members also request information and reports directly from legislative analysts in the department. During the interim, the department provides research and materials for activated committees. The staff prepares work programs, develops materials for committees, prepares final reports for presentation to the legislature and continues providing research assistance to individual members of the House. The department is located in Room 17 of the State Capitol.

Minnesota House of Representatives Standing Committees:

As of press time, November 1979, new committee chairpersons and meeting schedules had not been determined for the 1980 legislative session. Contact the House Public Information Office, (612) 296-2146, for specific meeting times, places and new chairpersons.

Agriculture	Environment/ Natural Resources	Judiciary
Appropriations	Financial Institutions/ Insurance	Labor-Management Relations
Commerce/Economic Development/Housing	General Legislation/ Veterans Affairs	Local/Urban Affairs
Criminal Justice		Rules/Legislative Administration

Education	Governmental Operations	Taxes
Energy/Utilities	Health/Welfare	Transportation

House Service Offices

Office	Location	Telephone
Finance	10 Capitol	296-6648
High School Page Program	124 C Capitol	-7139
Intern Program	439 State Office Bldg.	-7452
Educational Services	124 D Capitol	-8081
Post Office	74 State Office Bldg.	-4366
Supply	20 State Office Bldg.	-2305
Research	17 Capitol	-6753
Sergeant at Arms	74 C State Office Bldg.	-4860
DFL Steno	212 State Office Bldg.	-6586
IR Steno	324 State Office Bldg.	-4269
Receptionist	1st Floor State Office Bldg.	-7186
Receptionist	2nd Floor State Office Bldg.	-4215
Receptionist	3rd Floor State Office Bldg.	-4307
Receptionist	4th Floor State Office Bldg.	-3806

Minnesota Senate

Legislative Information Services

Secretary of the Senate's Office, (612) 296-2343

The Secretary of the Senate's Office makes available to the public daily journals, agendas, calendars, copies of typewritten and printed bills and will answer questions about the general operation of the Senate and its activities. There is no charge for this service or any of the above materials. Persons interested in this information may stop in at the office to pick up materials, or they may call or write in and the materials will be sent to them free of charge. Informational materials cannot be subscribed to, but must be obtained individually. The office is in Room 231 of the State Capitol.

Senate Index, (612) 296-2887

The Senate Index will supply information upon request concerning the status of bills, authors, topics, companion bills, chapter numbers and other questions about Senate Activities. They will also assist with microfilm readers at the counter. Services are free of charge and are provided between 8 a.m. and 5 p.m. (and sometimes later) during legislative sessions and between 7:30 a.m. and 5:30 p.m. during the interim. The office is located in Room 231 of the State Capitol.

Senate Public Information Office, (612) 296-0504

The Senate Public Information Office publishes *A Guide to the Minnesota Senate*, *BRIEFLY* (a weekly summary of committee and Senate action), a Senate newsletter

and free informational brochures. The office provides a Senate hotline for committee information open 24 hours daily all year round. The hotline number is (612) 296-8088. Publications listed above are provided free of charge to interested persons who request to be placed on the mailing list. Requests may be made in person, by phone or mail. The office is located in Room B-29 in the State Capitol.

Minnesota Senate Standing Committees and Meeting Schedule:

Committee/chairman	Capitol Office Room No.	Telephone	Meeting Days	Meeting Room	Meeting Time
Agriculture and Natural Resources Willet	205	296-4157	TTh	15	3-6 p.m.
Commerce Tennessen	309	296-4158	TF Th*	112	10-12 noon 1-3 p.m.
Education Hughes	328	296-4185	M* TTh	118	1-3 p.m. 8-10 a.m.
Education Aids Subcommittee Merriam	27	296-4154	W	118	10-12 noon
Elections Gearty	235	296-8868	On Call		
Employment Laufenburger	235	296-8865	MWF	118	8-10 a.m.
Energy and Housing Anderson	303	296-8864	TF Th*	118	10-12 noon 1-3 p.m.
Finance Moe	121	296-6436	MWF	15	3-6 p.m.
General Legislation and Administrative Rules Olson	325	296-8863	TWF	112	1-3 p.m.
Governmental Operations David Schaaf	205	296-4175	TWF	15	1-3 p.m.
Health, Welfare and Corrections Perpich	303	296-4151	TTh	118	3-6 p.m.
Judiciary Davies	27	296-4841	MWF	112	8-10 a.m.
Local Government Wegener	328	296-4150	MWF	15	8-10 a.m.
Rules and Administration Coleman	208	296-4196 296-2204	On Call		
Taxes and Tax Laws McCutcheon	29	296-4839	MWF	112	3-6 p.m.
Transportation Purfeerst	323	296-4186	M* TTh	112	1-3 p.m. 8-10 a.m.
Veterans' Affairs Chmielewski	325	296-8863	TWF	112	1-3 p.m.

*To be scheduled if no conflict with session time

Senate Service Offices

Office	Location	Telephone
Duplicating	B-15 Capitol	296-4383
Majority Caucus Research	24 Capitol and 446 State Office Bldg.	-4949 -4113
Minority Caucus Research	110 State Office Building	-4847
Minority Office	110 State Office Building	-4111
Pages	Senate Chamber	-4159
Personnel Office	233 Capitol	-6160
Receptionist	2nd Floor South, Capitol	-7197
Receptionist	2nd Floor North, Capitol	-7198
Receptionist	3rd Floor South, Capitol	-4209
Receptionist	3rd Floor North, Capitol	-4208
Senate Counsel	480 State Office Building	-2511
Senate Meeting Room Scheduler	232 Capitol	-5955
Senate Post Office	B-42 Capitol	-8153
Senate Research	461 State Office Building	-7678
Sergeant at Arms	Senate Chamber	-7159
Steno Pool	B-14 Capitol	-8076
Supply Room	B-43 Capitol	-5720

Legislative Commissions**Legislative Coordinating Commission**

The commission coordinates the activities of the House and Senate, recommends policies to the two bodies, and supervises the Office of Revisor of Statutes and the Legislative Reference Library. The chairmanship of the 12-member commission alternates annually between the President of the Senate and the Speaker of the House. For more information contact those legislative officers.

The commission consists of the two legislative officials mentioned above, the majority leader of the Senate, two senators appointed by the majority leader of the senate, the minority leader of the Senate, one senator appointed by the minority leader of the Senate, the majority leader of the House, two representatives appointed by the Speaker of the House, the minority leader of the House and one representative appointed by the minority leader of the House.

Legislative Reference Library, (612) 296-3398**Linda Montgomery, director**

The library, established in 1969, is a nonpartisan information service available to the legislature. The library's chief clientele are legislators and their staff with service available to other state agencies and the public on an as-time-permits basis. It operates under the jurisdiction of the Legislative Coordinating Commission on a year round basis and is open 8 a.m. to 5 p.m. Monday through Friday, and some Saturdays and evenings during legislative sessions.

The library's resources include 20,000 pamphlets, books and Minnesota documents, 800 active periodical and newspaper subscriptions, House and Senate journals going back to 1909, *Legislative Manuals* going back to 1887, copies of bills going back for 10 years (after that they are transferred to the Minnesota Historical Society) and, since 1973, the library has collected and made available to the public tape recordings of the House and Senate floor and committee debates. To inquire about using tapes call (612) 296-7857.

The library also collects copies of everything published by state agencies. These holdings are listed in a 9-11 page catalog entitled *LRL Checklist* and can be subscribed to through the Documents Section, Department of Administration, 117 University Avenue, St. Paul, Mn. 55155, (612) 296-2874. The catalog is published semi-monthly and a subscription costs \$5.00 per year. Format and publication changes are in progress on the list and may result in its being published monthly. If you cannot obtain a copy of a state publication because of a limited edition, contact the Documents Section and ask if it is on microfiche.

The library has very limited space in its reading room and only three listening devices for use with the legislative tapes, so persons interested in using library materials are asked to call ahead. The library is unable to handle large numbers of students and researchers. No copying facilities are available. The library is located in Room 111 of the State Capitol.

Revisor of Statutes, (612) 296-2868

Steven C. Cross, revisor of statutes

The revisor's staff drafts bills, resolutions, amendments, motions and other documents for the members of the legislature, heads of executive departments and for the Governor. An advanced computer text management system is used to assist in the drafting and revision process.

After each session, the Revisor edits and publishes a volume called the *Laws of Minnesota*. It consists of a literal print of all bills and resolutions adopted together with tables showing old laws amended and an index. Each two years the Revisor publishes the *Minnesota Statutes*, with a supplement published in the intervening years. Preparation of the Statutes requires the Revisor to incorporate amendments made, delete parts repealed and amalgamate all acts of a general and permanent nature enacted since the last edition. Numerous tables, historical reference, appendices and an index are also prepared.

Under the direction of the Secretary of the Senate and Chief Clerk of the House of Representatives, the Revisor's staff inserts adopted amendments into the text of an amended bill, called an engrossment, and prints a new version of bills with the amendments incorporated. The Revisor's staff also prepares a version of a bill as agreed to by both houses, called an enrollment, and presents it to the governor for signature or veto. When requested, the Revisor will prepare analysis of a law or bill for members of the legislature.

Biannually, the Revisor's staff submits a report to the legislature which analyzes decisions of the Minnesota Supreme Court which criticize any enactment of the legislature. Each year the Revisor submits to the legislature a Revisor's Bill which corrects mistakes in prior enactments.

The Revisor also provides members of the legislature, when they request it, with constructions of the statutes or a proposed statute; provides key word searches of the statutes; provides computer development searches to the Senate and House of Representatives; publishes a bill drafting guide called the *Revisor's Manual with Styles and*

Forms; and publishes a summary of legislative enactments called *Actions of the Legislature*.

The revisor is appointed by the Legislative Coordinating Commission and serves at its pleasure. The revisor's office was established in 1939 and currently employs a staff of up to 49 persons, including attorneys, supervisors, bill drafting assistants, editorial assistants, computer technicians, administrative staff and messengers. The revisor's office is located in Room 3 of the State Capitol.

Legislative Science and Technology Research Office, (612) 296-8041

John G. Malinka, director/staff scientist

The office provides legislators and committees with scientific and technical information and analysis necessary for responsible decision-making, and promotes communication between legislators and scholars in the science and technology community.

Information is provided in several ways. Inquiry Responses provide brief, concise answers to specific technical questions, including background information and a list of resource persons and references. Turn-around time for Inquiry Responses varies from a week to several months and topics have ranged from solar heating and radioactive waste disposal to laetrile and mining technology. Research Reports are in-depth studies on broad technical and scientific topics of interest to standing committees and legislators and are prepared by consultants or staff. Research topics and expenditures are subject to the approval of the Joint Legislative Committee on Science and Technology. Reports have been written on weather modification, solar equipment for residential heating and cooling, and de-icing salts in Minnesota.

Workshops, conferences or seminars address general scientific and technical issues of legislative concern, provide forums for discussion between legislators and technical experts, and vary in length from one to three days. Topics have included energy, road salt use, air pollution, and hazardous waste. Committee testimony is also offered by the staff, consultants and technical experts and has covered topics such as ethanol production, high voltage transmission lines, and truck weights. Field trips are sponsored which offer legislators opportunities to observe on-site operation of specific technologies and question experts in the field. Visits have been made to a paper plant, land-fills, sewage sludge facilities, and a nuclear power plant.

Committee briefings have been held on weather modification, ethanol/diesel fuel blends and recombinant DNA and are used to give legislators a chance to meet and discuss particular topics or bills with experts. The office periodically issues a newsletter to inform legislators of current activities and services available through the office.

The office was established in 1976 by a 50-50 joint funding by the Minnesota Legislature and the National Science Foundation. In July of 1979 total funding came from the legislature. The office operates under the jurisdiction of the joint Legislative Coordinating Commission and its activities are overseen by the commission's Joint Legislative Committee on Science and Technology. A fifteen member Resource Council, composed of individuals with expertise in various technical disciplines, serves as an advisory body for the research office and legislative committee. The office is located in Room 49 of the State Office Building.

Legislative Commission to Review Administrative Rules, (612) 296-1143

Sue Robertson, executive director

The commission promotes adequate and proper rules by agencies and an understanding upon the public regarding those rules. The commission holds public hearings,

investigates complaints about rules, and acts on any complaints which it deems to be meritorious and worthy of attention. The commission may, if the circumstances warrant, suspend any rule complained of by the affirmative vote of six members. In addition to suspension, the commission has made legislative recommendations, recommendations to agencies, and has directed agencies to comply with the provisions of law and the Administrative Procedures Act.

The commission is a permanent legislative body established in 1974 and consists of five senators appointed by the Senate Committee on Committees and five representatives appointed by the Speaker of the House. The commission meets at the call of the chairman, or upon a call signed by two of the members or five members of the full legislature. Chairmanship of the commission rotates between the House and the Senate every two years. Regular monthly meetings are held throughout the year. The commission receives complaints from the public, legislators, and interested groups. Any person wishing to register a complaint with regard to an administrative rule may contact any of the commission members or the commission's executive secretary. All commission meetings are open to the public, and the public may give testimony at any commission meeting. Offices are located in Room 47 of the State Office Bldg. in St. Paul, Mn. 55155.

Office of the Legislative Auditor, (612) 296-4708

Eldon Stoehr, legislative auditor

The legislative auditor conducts financial and compliance post audits of state departments, agencies, boards and commissions. The auditor determines the degree to which the activities and programs entered into or funded by the state are accomplishing their goals and objectives. This includes an evaluation of goals and objectives, measurement of program results and effectiveness, alternative means of achieving the same results and efficiency in the allocation of resources. The legislative auditor also serves with the attorney general and the director of the state Historical Society in directing the destruction or other disposition of public records determined to be no longer of any value. The office of the legislative auditor is located on the first floor of the Veteran's Service Bldg., 20 West 12th Street, St. Paul, Mn. 55155.

Legislative Commission on Pensions and Retirement, (612) 296-2750 and 6806

Lawrence Martin, executive secretary

The commission studies all pension plans, including social security, covering non-federal governmental employees in Minnesota. Reports and recommendations are made to the legislature. Proposed pension legislation is analyzed particularly for actuarial soundness and adherence to sound pension policy. The annual actuarial valuation studies which are submitted to the legislature by the various pension plans are reviewed by this commission. Selection of the 10-member commission is made by the Senate Committee on Committees which chooses five Senate members, and by the Speaker of the House who picks five House members. Members serve two-year terms. The commission office is located in Room 147 of the State Capitol.

Legislative Commission on Minnesota Resources, (612) 296-2406

Robert E. Hansen, executive director

This commission provides the legislature with the background necessary to evaluate programs proposed to preserve, develop and maintain the natural resources of the state.

Working cooperatively with the appropriate standing committees, the commission will continue to identify and research emerging resource issues facing the state. The commission has requested the advice of a wide range of organizations and individuals, including the appropriate standing committees, as to which resource issues present the most pressing problems to the state and deserve special consideration by the commission. The commission recommends to the legislature appropriations for certain programs and closely monitors those programs enacted in order to carry out its statutory charge. The commission is composed of 14 members, seven senators appointed by the Committee on Committees and seven representatives appointed by the Speaker of the House. The commission is bipartisan, bicameral and the appointees serve until a successor is appointed. The commission is located in B-46 of the State Capitol.

Tax Study Commission, (612) 296-6717

Kathleen A. Gaylord, executive director

Tax Study Commissions have been a recurring phenomenon in Minnesota government since the early 1900's. The current commission operates under legislation enacted in 1977 to make the Minnesota Tax Study Commission a permanent bipartisan legislative commission of 14 members, composed of seven senators including the chairman of the Committee on Taxes and Tax Laws and seven representatives including the chairman of the Committee on Taxes. The commission examines Minnesota's total tax structure and the revenue needs and resources of the state, studies and recommends long range tax policy, and analyzes proposed tax legislation.

To meet its prescribed duties, the commission monitors all legislative tax hearings, maintains a file and index of all tax legislation, provides computerized fiscal analysis of tax legislation, maintains a substantial tax reference library, conducts research projects and hearings on tax policy, develops recommendations to the legislature, and prepares and issues periodic reports and other information. Among the publications available free to the public are the following:

Minnesota Tax Study News: a monthly newsletter covering federal and state tax developments as well as commission activities.

Minnesota Rankings: an annual report comparing tax and expenditure rankings for all states.

History of Taxation in Minnesota: a staff report following state tax legislation through 1979. The report also contains numerous tables of historical tax data.

Report of Findings and Recommendations for Simplification of the Minnesota Income Tax: a commission report presenting recommendations for simplifying the Minnesota income tax.

The commission's office and library are located in Room B-46 of the State Capitol. To request any of the above publications call, write or visit the commission's office.

Council on the Economic Status of Women, (612) 296-8590

Nina Rothchild, executive director

The council was established by the state legislature in 1976 and studies all matters related to the economic status of women in Minnesota including credit, family support, security of the homemaker, education and employment opportunities, and laws and business practices which constitute barriers to women in the economy. Reports and recommendations are made to the legislature and the governor. The council also conducts a project to assess sex bias and sex stereotyping in vocational education in Minnesota, through a special grant.

The toll free Women's Information Line, 1-800-652-9744, is available to callers outside the Twin Cities area for general information about women's legal and economic rights. In addition, the following publications are available: a newsletter, published monthly, reviews council activities and announces public hearings and new publications. *A Woman's Place* is a booklet outlining the legal and economic rights of Minnesota women in a question-and-answer format. *Legislative Program '79* contains 23 proposals for legislative change as endorsed by the council, including background information on how each proposal would improve the economic status of women. *Final Report of the Task Force on Housing* contains recommendations related to the cost and availability of housing for single-parent families. *Minnesota Women & Money* is a study of insurance, retirement income, credit and taxes as they affect women's economic security. *Minnesota Women: Income and Poverty* is a study of the economic status of Minnesota women with special emphasis on the two groups most vulnerable to poverty — elderly women and single-parent families. *Minnesota Women: State Government Employment Follow-up Report* evaluates changes in the status of female state employees in the past three years. *Minnesota Governor's Conference Report on the Family* reviews the proceedings of the conference co-sponsored by the council and the State Planning Agency, held on May 22 and 23, 1978. *A Special Report on Families* presents the recommendations for public policy on families made by the Governor's Task Force on Families, with staff provided by the council. *Families and Housing* identifies housing needs of families and recommendations from the Governor's Task Force on Families. *Families in Conflict* explores the problem of violence in families and identifies continuing needs. *Vocational Education: Program & Staff* is the first in a series of reports evaluating sex equity in Minnesota's vocational education system.

All the publications listed above are available free of charge and may be requested by calling or writing to the council office. Several weeks should be allowed for delivery. The following additional publications are now out of stock, but available in public libraries and for use in the council office: *Minnesota Women: A Profile* is a statistical chartbook which describes residence, educational attainment, marital and parental status, income and poverty, labor force participation, and state service of Minnesota women. *Minnesota Women: Work & Training* is a study of women in the labor force, "re-entry" women, job training programs, and vocational education. *Minnesota Women: State Government Employment* is a study of the state civil service system as it affects female employees.

The council has also compiled an *Inventory of Women's Services* under contract with the Minnesota Council on Foundations (MCF). The inventory lists non-profit programs serving women in Minnesota, and may be obtained from MCF, 413 Foshay Tower, Minneapolis 55402 at a cost of \$3.12.

For more information or assistance, contact the Council on the Economic Status of Women in Room 400 SW, State Office Bldg., St. Paul, Mn. 55155.

Minnesota's United States Senators

Senator Rudy Boschwitz
419 Robert Street North, #210
St. Paul 55101
(612) 221-0904

2109 Dirksen Office Building
Washington, D.C. 20510
(202) 224-5641

460 / Minnesota U.S. Legislators

Senator Dave Durenburger
Federal Building, Room 174
110 4th Street South
Minneapolis 55401
(612) 725-6111

353 Russell Office Building
Washington, D.C. 20510
(202) 224-3244

Minnesota's Representatives in the United States Congress

First District:

Arlen Erdahl
33 Wentworth Ave. East, Suite 330
West St. Paul 55118
(612) 725-7716

1017 Longworth Office Building
Washington, D.C. 20515
(202) 225-2271

Second District

Tom Hagedorn
P.O. Box 3148
Mankato 56001
(507) 387-8226

440 Cannon Office Building
Washington, D.C. 20515
(202) 225-2472

Third District

Bill Frenzel
180 Federal Building
Minneapolis 55401
(612) 725-2173

1026 Longworth Office Building
Washington, D.C. 20515
(202) 225-2871

Fourth District:

Bruce Vento
544 Federal Court Building
St. Paul 55101
(612) 725-7869

230 Cannon Office Building
Washington, D.C. 20515
(202) 225-6631

Fifth District:

Martin O. Sabo
166 Federal Building
Minneapolis 55401
(612) 725-2081

426 Cannon Office Building
Washington, D.C. 20515
(202) 225-4755

Sixth District:

Richard Nolan
720 St. Germain St. West
St. Cloud 56301
(612) 252-7580

214 Cannon Office Building
Washington, D.C. 20515
(202) 225-2331

Seventh District:

Arlan Stangeland
4th Floor-403 Center Ave.
Moorhead 56560
(218) 233-8631

1518 Longworth Office Building
Washington, D.C. 20515
(202) 225-2165

Eighth District:

James L. Oberstar
231 Federal Building
Duluth 55802
(218) 727-7474

323 Cannon Office Building
Washington, D.C. 20515
(202) 225-6211

Election Information

Party Caucuses: **Tuesday, February 26, 1980, 8:00 p.m.**

Places for each party caucus are posted around each voting district in public buildings. People can also call their county auditor or city clerk for specific locations.

Filing for Offices: **July 1–July 15, 1980**

Filing for a political office is done at one's county office, unless the district in which a person is running for election crosses county lines, in which case filing for office is done at the Secretary of State's office.

Primary Election: **Tuesday, September 9, 1980**

General Election: **Tuesday, November 4, 1980**

To find your polling place call your city clerk or county auditor. Call these same offices to register to vote, to file an absentee ballot, or for more information about voting.

Minnesota Judicial System

Article Six of the Minnesota Constitution establishes the judicial branch which serves as the final upholder of the Constitution of the state and the nation. The judicial branch is responsible for interpreting the laws in cases that are brought before it and must be certain that challenged laws do not violate the Constitution.

In Minnesota there are several different levels of courts. What distinguishes one court from another is the type of cases that can be heard by a judge of that court. This is called the court's jurisdiction. Under a progressive new law, judges from one court level can be assigned cases from another level to reduce delay and court backlog.



Conciliation Court

The court with the most limited jurisdiction in Minnesota is conciliation court, sometimes called “the people’s court” and known in other states as “small claims” court. Conciliation court is Minnesota’s court of small claims, the court where civil matters in amounts up to \$1,000 can be heard. Conciliation courts are divisions of the county courts, except in Ramsey and Hennepin counties, and each county has a conciliation court. In 1978 over 80,000 cases were presented in conciliation court.

Conciliation court is unique because no attorneys are needed, and in many counties, attorneys are not permitted to represent persons in conciliation court. The processes and hearings in conciliation court are usually informal, less structured and without the legal trappings of other courts, making it easier for people to present their own cases.

A conciliation court claim is not difficult to file, and there are some basic rules that ease the path. Before filing a conciliation court suit, people should first attempt to settle the problem. Negotiating can save everybody time, money, and personal energy. It can also bring a successful resolution to the problem.

If a matter can’t be resolved, the next step is to file the claim. Claim forms are available at the courthouse or can be obtained by mail. Before filling out the claim, certain information should be gathered: 1) the exact name of the other party; 2) the other party’s address; 3) a short statement about the problem; 4) the dates, times, and locations involved in the problem situation; 5) the amount of damages caused. The clerk of court can be quite helpful assisting people in filling out conciliation court claims.

The completed conciliation court claim is generally mailed to the person being sued, and a court hearing is set, usually within a month or six weeks. The person who has been sued has the opportunity to bring a counterclaim, that is, sue the original party for any damages that the original party caused. This must be done by a form completed at least five days before the scheduled hearing.

The hearing is the most important part of the case. While judges in conciliation court do not demand strict adherence to rules of court and evidence, each side must be prepared to prove its claims. There is, in fact, no substitute for preparation for a conciliation court hearing.

Preparation consists of determining the essential facts and gathering the evidence to prove them. The first step in preparation is to write down what happened and what damages occurred. This information should be consolidated into a few short statements. Next, anything that can be shown in court to prove these statements should be collected. Are there documents such as receipts, leases, bills, contracts or letters? Are there photographs or actual items that can be taken to court? Are there witnesses, either a person who observed the incident or someone who knew the circumstances before and after? Can you show the costs of damages with an estimate for repairs or a cancelled check?

Judges and referees who hear conciliation court cases emphasize that all too often people fail to bring relevant evidence to court with them. This failure may cause them to lose.

Once in court, the person filing the claim will speak first. The person being sued will then have an opportunity to present his or her point of view. But whichever side, speaking clearly and to the point is the real key. In court, a person should be calm, organized, and assertive, but never argumentative with the judge or other party.

Decisions from conciliation court are usually sent in the mail a few days after the hearing. Someone who loses in conciliation court can appeal if he or she is dissatisfied with the decision, but only by acting promptly. The appeal period ends ten days after

the decision is reached. Preparing an appeal is more difficult than filing the initial conciliation court claim, and often an attorney is needed at this stage. If appealed, the case proceeds as if there had been no decision in conciliation court. Once filed, an appeal is heard by a judge from the county court, or in the Twin Cities, by a judge from the municipal court.

County Court

County court is the next level of courts in Minnesota. The county court system was established in 1971 and combines probate and municipal courts into one court and in some instances combines two or more counties into a single county court district. There are 67 county courts, serving all counties, except for Hennepin and Ramsey counties where there are municipal courts.

The county court handles cases in four areas: civil, criminal, family and probate court matters. The county court has civil jurisdiction where the amount in controversy does not exceed \$5,000 excluding interest and costs. In the criminal area, county courts can handle cases that are less serious in nature such as misdemeanor, petty misdemeanor and some initial appearances in felony matters. On a misdemeanor charge, a person could be fined up to \$500 and jailed for no longer than 90 days. The county courts handle matters including all cases under the juvenile court act, all cases arising out of or affecting the family relationship, such as divorces, child support, and also civil commitments. The county court has concurrent jurisdiction with the district court over actions for divorce, separation, adoption and change of name. In the probate area, the court hears all cases in law and in equity for the administration of estates of deceased persons and all guardianship and incompetency proceedings. In addition, the county court may establish a traffic violations bureau. From county court appeals can be made to a panel of three judges from the district court.

Judges from the county court may be assigned to hear district court cases, to facilitate processing of the court's case load. Judges are elected by the voters of their respective county court districts for six-year terms. Candidates file for a specific judgeship, and this information is stated on the ballot. Judges are nominated and elected without party distinction.

Municipal Court

Hennepin and Ramsey counties have the only separate municipal courts in Minnesota and these municipal courts handle the large volume of cases and serve the diverse population of the Twin Cities. Municipal court judges can hear civil cases in amounts up to \$6,000, and criminal cases where a misdemeanor or petty misdemeanor is charged. Some cases that could be heard by a county court, such as divorces, juvenile and probate matters, are handled by other courts in the Twin Cities. From both county court and municipal court, appeals can be made to a panel of three judges from the district court.

Appeals from conciliation court in the Twin Cities are heard by the municipal court. Municipal court judges are elected by voters of Hennepin and Ramsey counties for six-year terms. Judges from the municipal court can also be assigned to hear district court cases should the need arise.

Probate Court

Probate court jurisdiction is incorporated into the county court except in Hennepin and Ramsey counties which have a separate probate court as part of the district court

with judges elected for six-year terms. The probate court has unlimited original jurisdiction in law and equity for the administration of the estates of deceased persons and all guardianship and incompetency proceedings. There is a probate registrar in every county.

District Court

The district courts handle cases involving large dollar amounts in the civil area or serious offenses in the criminal area. The district court gets its name from the ten judicial districts that divide the state. With a total of 72 judges, the district courts can take any civil case, no matter what the dollar amount, and any criminal case, no matter what the charge. But, because county and municipal courts hear some of these matters, the district courts generally handle felony cases and gross misdemeanors in the criminal area. A felony is a crime for which a person could spend a year or more in prison, and a gross misdemeanor is a crime which could bring from three to twelve months in jail. The judicial courts must also handle all civil cases in which the amount of damages is over \$5,000 (\$6,000 in the Twin Cities), or in which special non-monetary (equity) relief is sought.

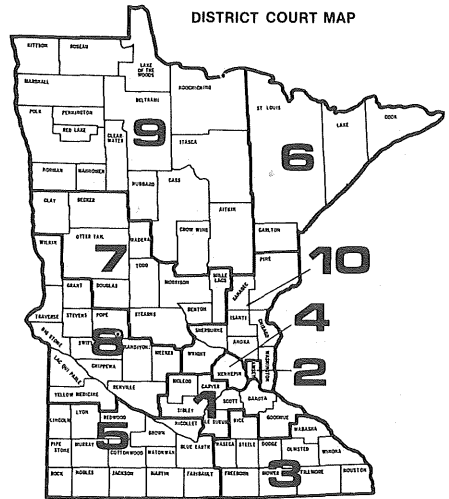
At present the law provides for appeals from county and municipal courts to three judge panels from the district courts and states that district courts shall have such appellate jurisdiction as may be prescribed by law.

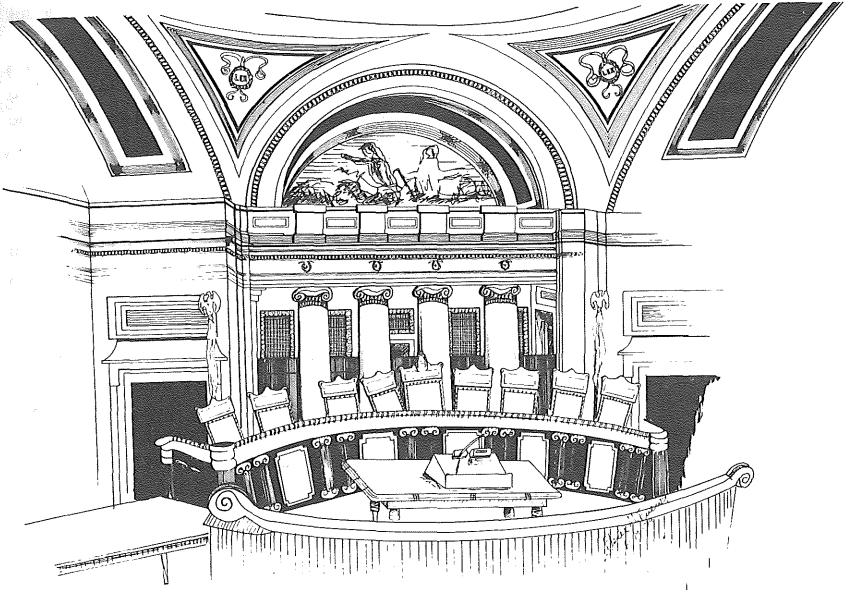
In Ramsey and Hennepin counties the district courts have jurisdiction of juvenile, probate and family court matters. In both counties the district court judges assign a specific district judge to the juvenile division for a period of not more than three years during which time the judge handles juvenile matters exclusively.

Judges are elected by the voters of their respective districts for six-year terms. Candidates file for a specific judgeship, and this information is stated on the ballot. Judges are nominated and elected without party designation.

There are three or more judges in each district. Each year judges of every district meet to elect a chief judge and an assistant chief judge, who have the administrative responsibility of coordinating the business of the court in that district. Chief judges and assistant chief judges attend meetings called by the Chief Justice of the Supreme Court, who has the responsibility of supervising and coordinating the work of the districts. Each district also has a district administrator who is responsible for managerial functions such as developing budgets, handling personnel matters, overseeing the processing of cases, and planning and implementing judicial policies. The Chief Justice of the Supreme Court has the power to assign judges from one district to serve in another district.

If someone is dissatisfied with a decision of the district court, there is only one place in the state to go — to the Minnesota Supreme Court, the highest court. The Minnesota Supreme Court hears appeals of cases from courts throughout the state and can make decisions that impact on future cases, as well.





Supreme Court

Robert C. Sheran, chief justice

Each year hundreds of people from throughout the state bring their appeals of legal cases to the Minnesota Supreme Court. Appeals are the main business of the state's highest court, along with administering the court system and regulating the practice of law. To the Supreme Court may be taken appeals from decisions of the state's trial courts and state hearing agencies, such as the Tax Court or Worker's Compensation Court of Appeals. In 1978 there were 1,192 appeals, an increase of nearly 300% from only ten years ago. About half of the cases were in "special term" or extraordinary matters. There were 330 oral arguments before panels of three or more justices.

But numbers alone do not reflect the true impact of the Supreme Court's role. In hearing appeals from lower courts, the Supreme Court acts as the legal system's safety valve, a double-check to assure that justice is being administered in a fair and legally correct manner throughout the state. In addition, it is this court's obligation to insure that the Constitution is upheld in cases brought before it.

The cases that come to the court span a broad range of topics, from major policy questions to problems facing the average citizen. Recent cases include election contests, child custody problems, rights of persons charged with crimes, questions on taxes, personal injuries, pensions, and many others.

The decisions of the Supreme Court sometimes only affect those people involved in the lawsuit. But, as often happens, the court's orders may touch the lives of many citizens in the state. For example, the Supreme Court made a ruling on wild and scenic rivers, important to environmentalists, campers, canoers, and also to property owners. The court upheld a challenged state law that prevented certain owners of river front property from cutting trees or building too close to the water in order to preserve the

river's natural beauty. This and other decisions of the Supreme Court serve as a model for all future cases in the state and must be followed under a rule of precedent.

A case gets to the Supreme Court when there is an unhappy litigant (a party to a lawsuit) who is dissatisfied with the decision of a lower court. Cases never begin in the Supreme Court, but they often end there. There must also be some legal basis for the appeal. The basis might be that a judge made an error in interpreting the law, that the law violates the Constitution, or that proper procedures were not followed.

The handling of a case before the Supreme Court is different than that of any other court in the state. There are, for example, no witnesses, no juries, no evidence and no trials. Instead of one judge, there are nine justices, although they often hear cases in panels of three. If an oral hearing is granted — some cases are decided on the lawyer's written briefs only — the attorneys are limited to no more than forty minutes in their arguments to persuade the court.

All of the decisions of the Supreme Court are written. One justice is assigned to write the opinion of the court, explaining the legal basis, and other justices review it and make revisions. With the high volume of cases before them, this process takes from one to six months. The opinion is then released and printed immediately in a legal newspaper. Later the decisions are bound in books for law libraries.

Minnesota Supreme Court opinions can be appealed only to the United States Supreme Court, and then only if a matter of the United States Constitution is involved. Each year less than a half dozen Minnesota cases reach that stage.

Minnesota's eight associate and one chief justice also are charged with other duties. The Supreme Court supervises and coordinates the work of the state's courts. Under their auspices come a host of judiciary functions, from overseeing the processing of cases and making rules for the courts, to admitting applicants to the practice of law and disciplining wayward lawyers and judges. The Supreme Court is located in the State Capitol in St. Paul, Mn. 55155, (612) 296-2581.

The Supreme Court has one court term each year beginning in September and continuing through May, and often going into June. During the summer the court conducts hearings which do not require oral arguments. The court has a commissioner's office which is responsible for the preparation of "special term" matters (extraordinary and emergency appeals, matters usually not heard in open court) and most cases processed without an oral hearing.

Under the law, a candidate seeking election to the Supreme Court must specify that the candidate is filing for a specific justice's office which would otherwise become vacant. The justices are elected to six-year terms on a non-partisan ballot. Vacancies during a term on the court are filled by Governor's appointment.

Frequently Called Numbers:

Office	Location	Telephone
State Court Administrator	317-D State Capitol or 40 N. Milton Ave., Room 300 St. Paul, Mn. 55104	(612) 297-2157 (612) 296-2474
Commissioner of the Supreme Court	322 State Capitol	(612) 296-6125
Clerk of the Supreme Court	230 State Capitol	(612) 296-2581
Deputy Clerk of the Supreme Court	230 State Capitol	(612) 296-2581

Administrative Assistant for the Supreme Court	317-A State Capitol	(612) 297-2241
Court Information Office	318-B State Capitol	(612) 296-5096
State Law Library	117 University Avenue St. Paul, Mn. 55155	(612) 296-2775
State Public Defender	University of Minnesota Law School or William Mitchell College of Law	(612) 373-5725 (612) 297-2535

The Supreme Court usually meets in the mornings at 9:30 a.m. September through May and generally does not hear cases on Fridays. Public seating in the Supreme Court chambers is available for about 36 people. Seating is on a first come basis and reservations are not taken. For specific information about what case is being heard on a specific day, call the Office of the Chief Clerk of the Supreme Court.

Office of the State Court Administrator, (612) 296-2474

Laurence C. Harmon, state court administrator

The State Court Administrator is appointed by the Supreme Court and is responsible for the overall administration, budgeting and planning for all the courts in the state. Under the auspices of the State Court Administrator comes a host of functions, committees and boards, including the Judicial Planning Committee, Judicial Council, State Judicial Information Systems, Administrative Staff to the Supreme Court, Continuing Education for State Court Personnel and the Court Information Office.

Each judicial district has a district administration, pursuant to the Court Reorganization Act of 1977, and these administrators work in conjunction with the State Court Administrator for the improved management and planning of the courts. For information or assistance contact the Office of the State Court Administrator at Room 317-D State Capitol, St. Paul, Mn. 55155 (612) 297-2157 or at Room 300, Legal Education Center, 40 N. Milton Avenue, St. Paul, Mn. 55104 (612) 296-2474.

Court Information Office, (612) 296-5096

The Court Information Office is a program of public education and information about the courts and legal system. The office works to improve students' knowledge about the courts, assists the media and provides accurate reporting about the courts and facilitates court-media communication. The office also improves public understanding of the courts, promotes inter-court communication, and serves as a clearinghouse and coordinator for court educational efforts.

The office is active in sponsoring a number of workshops, especially for teachers. Various materials are available for free from the Court Information Office, including a brochure on the office, a booklet entitled *The Minnesota Courts*, a brochure entitled *A Pocket Guide to the Minnesota Courts*, newspaper columns on aspects of the law, a guide for school teachers on teaching law in their classes, a newsman's guide to legalese, and others. Contact the office at Room 318-B State Capitol, St. Paul, Mn. 55155 for more information and to request materials.

Minnesota State Law Library, (612) 296-2775

Ronald L. Cherry, state law librarian

Minnesota Statutes, section 480.09

The State Law Library, established in 1849, is designed to meet the needs of the Supreme Court, the Attorney General, the departments of state, and the legal profession. A division of the Supreme Court, the law library is open to the public and offers access to about 250,000 volumes of legal material. The library's collection includes legal reports, the statutes of all 50 states, the federal statutes, digests, encyclopedias, textbooks and looseleaf services. In addition, the library has statutes and law reports of Great Britain and Canada. The briefs and transcripts of the Supreme Court of Minnesota and the briefs of the United States Supreme Court are also included in the collection. The library is a selective depository of the federal government documents.

The library maintains a reference desk and a copy machine is available at 10¢ per page. The library's hours are 7:30 a.m. to 5:00 p.m. Monday through Friday and 8:30 a.m. to 12:30 p.m. on Saturday. (Library is closed on Saturday, Memorial Day through Labor Day.) The library is located at 117 University Avenue, St. Paul, Mn. 55155.

Judicial Planning Committee, (612) 296-6282

Gregory Lang, staff director

The committee conducts various studies of different aspects of the Minnesota court system and seeks ways to improve them. The committee has several subcommittees which review the court system including public defense, court reporters, referees and judicial officers, trial court budget and personnel intermediate appellate courts, long range planning, redistricting, court facilities, and an L.E.A.A. (Law Enforcement Assistance Administration) sub-committee. A Criminal Benchbook is being written for judges in the state by the staff. The committee is an agency of the Supreme Court and handles grant monies from the L.E.A.A. in conjunction with the Crime Control Planning Board. A staff of five assists the subcommittees. The committee is composed of 30 people including lawyers, judges, lay people and members of the bar, and is located at Room 201, 40 North Milton, St. Paul, Mn. 55104.

**Information Systems Office of the State Court Administrator,
(612) 296-1370**

Jim Rebo, director

The office was established in 1977 by the Supreme Court and the State Court Administrator as a result of the Court Reorganization Act of 1977 which mandates the state court administrator to promulgate and administer uniform requirements on information systems, court records and statistics. This office collects data pertaining to all the cases in all the courts in Minnesota and makes this information available to clerks, judges, the legislature and others so as to encourage the expeditious and cost effective movement of the state's caseload while adhering to due process of law.

An office of the State Court Administrator, the Information Systems Office concentrates on two areas: statewide management systems development and trial court information systems projects. The office does not manage trial court case loads, but serves to measure trial court case load management performance and to provide management

development efforts. For example, to help trial court operations functions the office has selected several pilot sites to develop new streamlined systems to improve court management, calendars, record keeping, and case loads. It is hoped that better systems can be developed at these pilot sites with federal funding, and then be transferred to courts in all 87 Minnesota counties over the long term future. For more information contact the office at Room 304, Legal Education Center, 40 N. Milton, St. Paul, Mn. 55104.

**Office of Continuing Education for State Court Personnel,
(612) 296-6508**

Wm. Paul Westphal, Jr., director

The office conducts basic orientation and instruction courses as well as in-service training for judges, clerks of courts, deputy clerks, probate registrars, court reporters, bailiffs, and to a limited extent for prosecutors (county attorneys) and public defenders. Programs are specifically offered for people working for the court system and on the public payroll. Also, this office is responsible for the administration of the Minnesota Supreme Court's mandatory judicial education requirement and the court support personnel education requirement. The office was established in 1973. For more information contact the office, located at Room 205 Legal Education Center, 40 North Milton, St. Paul, Mn. 55104. The office maintains a mailing list of state court personnel and notifies people about appropriate educational programs. Instructional fees are paid for by legislative appropriation and L.E.A.A. grants.

Board of Continuing Legal Education, (612) 227-5430

Douglas R. Heidenreich, executive director

The office was established in 1975 and approves programs for the purposes of attorneys meeting their continuing education requirements as set by the Supreme Court. All lawyers in Minnesota have to maintain 45 hours of continuing education every three years and report that they are doing so to the board. The office periodically publishes information about courses available in *Bench and Bar* and occasionally sends reminders to lawyers about fulfilling their continuing education requirements. The office submits an annual report to the Supreme Court.

A Board of Continuing Legal Education oversees this work and is composed of 13 members appointed by the Supreme Court. Three members of the board are non-lawyers, one is a district judge and the others are attorneys. All serve a term of three years, except for the chairman who serves at the pleasure of the Supreme Court for an indefinite period. For more information contact the board at 875 Summit Avenue, St. Paul, Mn. 55105.

Judicial Council, (612) 296-2474

Laurence Harmon, state court administrator

Minnesota Statutes, chapters 480.053, 480.059, 483, 611.23 and 611.26

The council was created for the continuous study of the organization, rules and methods of procedure and practice of the judicial system of the state. It studies all matters relating to the administration of the court system and its several departments.

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The council is composed of 11 members, seven appointed by the Governor, four judges including the chief justice of the Supreme Court (or designee), two district court judges, and one county court judge. All serve for a term of three years. The council is located at 230 State Capitol, St. Paul, Mn. 55155.

Judicial Advisory Service, (612) 296-1877

Steve Forestell, director

The office provides a centralized law clerk service to county and municipal judges. The staff conducts specific research for judges in those courts and prepares written memorandums for use in their opinions. The office is located in Room 202, 40 North Milton, St. Paul, Mn. 55104.

Commission on the Mentally Disabled and the Courts, (612) 641-2345

Richard Allen, chairman

The commission's primary focus was to document empirically and extensively the procedures of Minnesota's mental commitment law throughout the state in order to analyze what was happening in mental commitment cases. The study began in early 1978 looking for the uniformity or lack of uniformity in commitment procedures, locating models for an effective system and determining the need for changes in the law, first enacted in 1968. The 33 member commission is a multi-disciplinary group including lawyers, doctors, social workers, nurses, legislators, judges and patient advocates.

The commission's report was forwarded to the Minnesota Supreme Court in October 1979 and proposed changes in Minnesota's mental commitment system. Copies of the 86-page report and a 5-page summary report are available in limited copies free to interested persons who call, write or stop in at the Supreme Court's Information Office, Room 318-B State Capitol, St. Paul, Mn. 55155, (612) 296-5096.

Juvenile Justice Study Commission, (612) 373-2726

Richard Clendenen, director

The Supreme Court Juvenile Justice Study Commission is a citizen's group established in 1975 by the Supreme Court to help develop guidelines and standards for the juvenile justice field, particularly the juvenile courts. It is a fact finding and research group which publishes its findings and makes them available to juvenile justice personnel and the public. The commission's last report was published in 1976. There are 17 citizen members of the commission appointed by the Supreme Court and one liaison member from the Supreme Court. The commission usually meets once every six weeks and meetings are open to the public. Staff researchers for the commission are provided through a contract with the Office of Delinquency Control, 119 Temporary North of Mines, University of Minnesota, Minneapolis, Mn. 55455.

Board on Judicial Standards, (612) 296-3999

George J. Kurvers, executive secretary

Minnesota Statutes 490.15 and 546.27

The board serves as the disciplinary body for the state's judges. The board investigates complaints against judges and determines if a judge has violated the code of

judicial ethics. The board can informally censure a judge, or can, after a hearing, formally recommend to the Supreme Court that a judge be censured, removed, retired or suspended for disability that interferes with the performance of his or her duties, or for action or inaction that may constitute a persistent failure to perform judicial duties such as habitual intemperance, or conduct prejudicial to the administration of justice that brings the office into disrepute.

A complaint relating to conduct of a judge may be initiated upon any reasonable basis by judges, lawyers, court personnel or members of the general public. Complaints are confidential unless a hearing and recommendation to the Supreme Court is made, or until there has been a determination of probable cause and formal charges have been filed against a judge. All complaints filed with the board are considered.

The board was established in 1971 and consists of three judges, two lawyers and four public citizens. The members are appointed by the Governor with the consent of the Senate. They may serve two four-year terms. The board meets usually once a month. To file a complaint or request information contact the board at 202 Minnesota State Bank Building, 200 South Robert Street, St. Paul, Mn. 55107.

State Board of Law Examiners, (612) 222-2050

Richard E. Klein, director of bar admissions

Rules of the Supreme Court; Minnesota Statutes 481.01

The Board of Law Examiners is responsible for the screening of all applications for admission to the practice of law in Minnesota. The board prepares the bar examinations, supervises the grading and recommends successful candidates to the Supreme Court for admission. Certificates authorizing the holder to practice law are issued by the Supreme Court upon examination of the board.

The bar examination is administered twice each year, in February and July. Applicants must be graduates of duly qualified law schools prior to taking the exam. The filing fee for an applicant to take the examination is \$125.00 which includes the \$50.00 cost of taking the examination. Timely filing expires 90 days prior to the first day of the examination. An application which is filed one to ten days late must be accompanied by an additional fee of \$25.00. Applications may be filed thereafter only upon order of the Supreme Court and must be accompanied by an additional sum of \$100.00.

Unsuccessful applicants on the examination may repeat twice more and the fee in such instances is \$75.00. An applicant who has been unsuccessful three times may petition the Board of Law Examiners for permission to take the examination for a fourth and final time and must submit with such petition a study plan for approval by the board.

Attorneys admitted in other states desiring admission in Minnesota either by examination or on motion, if admitted more than one year, must pay \$325.00. The examination requirement may be waived by the board for attorneys admitted in other states who have been engaged in the practice of law or in full-time teaching in an approved law school for five of the seven years immediately preceding the date of filing the application.

The Board of Law Examiners is appointed by the Supreme Court and is composed of nine members, seven of whom are lawyers and two who are non-lawyers, and the appointments are for a term of three years. The board elects its own president and the secretary is appointed by the Supreme Court. Subject to the approval of the Supreme Court, the board is authorized to employ a director of bar admissions. For further

information contact the director of bar admissions, Room 200-A Minnesota State Bank Building, 200 South Robert Street, St. Paul, Mn. 55107.

Lawyers Professional Responsibility Board, (612) 296-3952

Michael J. Hoover, administrative director

The board accepts complaints from judges, other attorneys or the general public concerning complaints against any Minnesota lawyer. Many complaints are investigated initially by local bar association ethics committees composed of both lawyers and non-lawyers. When the committees have completed their investigations, they forward their findings to the director who reviews them and makes the final disposition of all complaints.

If the director of the board determines that disciplinary action is appropriate, the case is first submitted to the board which may either privately discipline the lawyer or direct the filing of petitions in the Supreme Court seeking public discipline or disbarment of the lawyer. It is the responsibility of the director to prosecute public petitions seeking discipline or disbarment.

The board was established by the Supreme Court in 1971. It was formerly called the State Board of Professional Responsibility. The board is funded by registration fees paid by Minnesota lawyers. The board consists of thirteen lawyer members, eight non-lawyers, and a chairman. Members may serve two 3-year terms. An administrative director on professional conduct is appointed to the Supreme Court and serves at the pleasure of the court. The director also has a staff consisting of an assistant director and such additional attorneys as may be approved by the court. To file a complaint or request more information contact the board at 300 Mid-Continent Bldg., 372 Saint Peter Street, St. Paul, Mn. 55102.

State Public Defender

C. Paul Jones, state public defender

Minnesota Statutes, sections 611.22-611.25

The Minnesota Public Defender provides legal representation without charge to all indigent clients in criminal cases involving appeals to the Minnesota Supreme Court, post conviction proceedings in the district courts throughout the state, appeals to the Minnesota Supreme Court from unsuccessful post conviction proceedings and in juvenile and adult parole revocation proceedings.

The Minnesota Public Defender also provides legal services to inmates and parolees regarding their civil legal problems. This civil division is known as Legal Assistance to Minnesota Prisoners (L.A.M.P.).

The Minnesota Public Defender represents inmates in prison disciplinary hearings involving claimed violations of one or more of the sixty or so institutional rules and regulations. This in prison disciplinary hearing division is known as the Legal Advocacy Project (L.A.P.).

The State Public Defender's offices are located at the Law School, University of Minnesota, Minneapolis, Minnesota 55455, (612) 373-5725, and at the William Mitchell College of Law, 875 Summit Avenue, St. Paul, Minnesota 55105, (612) 297-2535.

Full time public defenders are available in Hennepin, Ramsey and St. Louis Counties. In other counties they are appointed as the need arises and paid through court funds. Call the state public defender's office for more information.

Alternative Public Defender Programs

Legal Rights Center
808 Franklin Avenue East
Minneapolis, Mn. 55404
(612) 871-4886

Neighborhood Justice Center, Inc.
500 Laurel Avenue
St. Paul, Mn. 55103
(612) 222-4703

Neighborhood Justice Center
464 South Robert Street
St. Paul, Mn. 55107
(612) 227-8497

Neighborhood Justice Center
Dakota Co. Juvenile Office
1068 South Robert Street
West St. Paul, Mn. 55118
(612) 455-0472

Leech Lake Reservation Criminal and
Juvenile Defense Corporation
P.O. Box 308
Cass Lake, Mn. 56633
(218) 335-2207

Duluth Indian Legal Services
217 North 4th Avenue West
Duluth, Mn. 55806
(218) 727-2881

White Earth Reservation Criminal and
Juvenile Defense Corporation
White Earth, Mn. 56591
(218) 983-3285

Minnesota Profile

Land

The story of Minnesota that can be read today was written in stone two billion years back in geological time. The rocks visible in Minnesota are among the oldest to be seen in the world, and the results of almost every geological process operating in and on the earth can be viewed in the state.

Geology— In Minnesota's early days great lava flows were forced from the earth's interior, and in the process of expulsion of gases and magma, very great pressure raised high mountain ranges. Minnesota's volcanism was of the type that forced its way among older rocks deep below the surface. Minnesota is one of several states that have large areas where these ancient rocks, formed underground, are now exposed on the surface.

Geologists have found sedimentary rocks layered, folded and tilted, or crumpled into wavy lines, indicating that originally flat layers were pushed up into ridges and mountains. By measuring the angle and thickness of these layers of rock (strata) and studying the places where still hidden underground strata appear as outcrops on the surface, geologists have determined that a great mountain chain, sometimes referred to as the Killarney mountains, extended from Minnesota, across Wisconsin and Michigan, and on eastward into Canada. This mountain range towered over the landscape for millions of years until the combined forces of glaciers, earthquakes and weather eroded them away. What is left are only ancient granite hills which lie west of Lake Superior's North Shore and the Laurentian peneplain. This peneplain (literally "almost a plain")

is a vast, nearly level platform that extends from northeastern Minnesota up through central Canada.

About one billion years ago ancient seas submerged this peneplain again and again, and then finally retreated to make this the first large part of North America to be more or less permanently elevated above sea level. During the eons of geological time Minnesota's climate varied from arctic cold to tropical and its exposed surface was eroded deeply by the elements, exposing large areas of the earth's oldest rocks — granites, gneisses, and schists — that were probably formed during one of the earth's earliest eras, the Archeozoic era.

Along the North Shore of Lake Superior can be seen hardened sheets of lava that long ago flowed out from fissures on the surface of the earth and now slope down beneath the water of the lake. The Giant's Range is a more or less continuous ridge of granite nearly 100 miles long rising 50 to 500 feet above the general level of the region of the Laurentian peneplain. It extends from a few miles north of Grand Rapids northeastward to beyond Birch Lake in eastern St. Louis County and western Lake County and is an ancient granite. Yet it is still not as old as the granite that can be seen around Saganaga Lake on the Minnesota border. South of the granite ridge lie the rich iron-bearing rocks that are mined today in Minnesota's widely known open-pit iron mines of the Mesabi and Vermilion Ranges, where Indian legend tells of the burial places of giant red men.

Glaciers — During the Pleistocene epoch (1,000,000 to 10,000 years ago) four massive glaciers advanced and retreated over the land of Minnesota. These glaciers bear the names of the states that mark the ice sheets' farthest advance to the south and their characteristic deposits. The Nebraskan Ice Sheet moved down from the northwest and spread as far south as St. Louis, Mo. about 1,000,000 to 900,000 years ago. The next glacier was the Kansan Ice Stage which also moved down from the northwest, lasted from 700,000 to 600,000 years ago, and reached the location of Kansas City. The third glacier, the Illinoian Ice Stage, formed between 300,000 and 200,000 years ago, came from the northeast, and left a thin layer of material over parts of Dakota and Washington Counties. The last glacier, the Wisconsin Ice Stage, began about 50,000 years ago and lasted until about 10,000 years ago, and came from various directions in different stages, leaving a driftless area in southeastern Minnesota, and possibly also in the southwestern corner of the state.

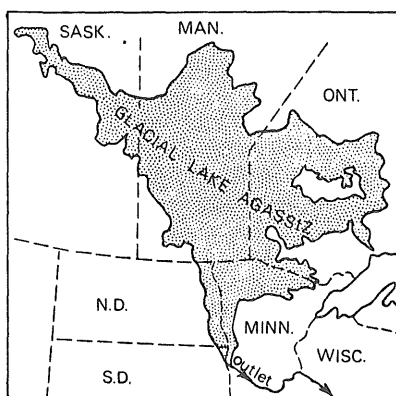
Between each glacial period the climate warmed, melting the ice from North America and possibly from Greenland and the arctic regions. These interglacial periods altered Minnesota's climate into a mild and moist region whose forests were inhabited by mastodons and mammoths, tapirs and musk oxen, giant ground sloths and giant beavers (about the size of black bears, growing up to 9 feet long and weighing about 500 pounds).

Paul Bunyan's legendary giant blue ox, Babe, is said to have left footprints in the land which formed Minnesota's many lakes. But actually it was the slow moving, blue snow and ice of the glaciers whose meltwaters also left many different kinds of deposits, some 500 feet deep, over the rest of the state. The glacial ice, possibly one mile thick in places, scoured the bedrock in northeastern Minnesota, scooped out the basins for the Great Lakes, eroded a mighty mountain range, and carved the bed for Glacial Lake Agassiz, an ancient lake so large its area could contain all the Great Lakes rolled into one.

Enormous amounts of water were released as the glaciers melted, forming large glacial lakes. The largest of the lakes was Lake Agassiz which covered the northwestern part of the state 9,000 to 12,000 years ago and dipped down into the Red River Valley. The lake broadened as it extended farther north into Canada where it spread

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. Later Lake Agassiz spilled into Lake Superior.

Abundant deposits from previous glaciers have been eroded by streams in the southwestern and southeastern corners of the state. Southeastern Minnesota, a country of steep valleys, rocky bluffs, and flat uplands, displays sedimentary



rocks of the Paleozoic age as a result of this stream erosion. The dalles of the St. Croix River is the meeting place of two rivers that joined to form the St. Croix. Water draining from glacial Lake Duluth drilled a deep, narrow path through hard igneous rock, joining the previously formed lower river. Rocks and gravel, swirling in eddies, carved the dalles' potholes, stone wells up to 60 feet deep. Pines cling precariously today to steep rock walls that tower as high as 200 feet above the river. The St. Croix's depth at the dalles averages 70 feet, with holes as deep as 100 feet.

Ecosystems — Today, three major ecosystems exist in Minnesota: 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 southeastern corners of the state and consists of oak, maple and basswood. This band of hardwoods, known as the Big Woods, averages 40 to 80 miles in width. South and west of these hardwood forests, and dominating the southwestern third of the state, is the temperate grassland or tallgrass prairie. In this region is the most fertile soil of the state, rich in organic matter and high in soluble mineral plant food.

Little remains of the tallgrass prairie, nearly all has been taken for agriculture with only small pockets of prairie reserves 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 state stretches some 400 miles from north to south, while the width varies from 327 miles at its greatest down to an average of 225 miles. The total area of the state is 84,068 square miles, ranking Minnesota 12th largest of the 50 states. Land area is 80,009 square miles and inland waters area 4,059 square miles, a greater water area than any other state. The number of lakes 10 acres and more are 15,291.

Land elevations in the state range from 2,300 feet at Eagle Mountain to 600 feet above sea level at Lake Superior with both high and low elevations in the same northeast region. 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.

Weather — The date of the average last spring freeze in Minnesota is April 20, and the average first fall freeze is October 13. Average annual precipitation is 24.71 inches

and the average annual snowfall is 42.3 inches. The average temperature in degrees for each month is: January 14°; February 17°; March 30°; April 46°; May 58°; June 68°; July 73°; August 71°; September 62°; October 50°; November 33°; December 20°.

In July, the average daily high and low temperatures range from 85°F to 60°F in southern Minnesota, 80°F to 55°F in the northwest, and 70°F to 50°F along the shore of Lake Superior. Average daily high and low temperatures in January range from 25°F to 5°F in the south, and from 15°F to -5°F in the north. The average frost-free days range from less than 90 days in parts of the north to more than 160 days in parts of the south. Annual regional precipitation averages range from more than 30 inches in the southeast and the extreme northeast, to less than 20 inches in the northwest. Average seasonal snowfall ranges from less than 40 inches in the western part of the state to more than 70 inches in the extreme northeastern tip. Most parts of Minnesota have continuous snow cover from about mid-December to mid-March, or about 90 days.

In the last 120 years, seven earthquakes have been recorded in Minnesota. The most recent quake occurred on July 10, 1975, was 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, registering 6.0 on the Richter scale, the strongest recorded in the state, which knocked over some chimneys.

The name of the state comes from two Dakota Indian words, *minne*, meaning "water," and *sota*, broadly interpreted as "the varying color of a turbid cloudy sky." Together they read "cloudy, churning waters," and aptly describe Minnesota as river country. Other Dakota names for lakes, rivers and places are Minnetonka, Waseca, Winona, Mendota, Mankato, Minnehaha, and Dakota. Famous Dakota chiefs whose names live on today are Wabasha, Little Crow, Big Thunder, Cloud Man, Good Road, Shakopee and Sleepy Eye. Ojibwa names also add melodic sounds to other cities and lakes: Pokegama, Mahnomen, Bemidji, Chisago and Winnibigoshish. The state motto, cast by early settlers, "L'Etoile du Nord" (Star of the North) describes the state's central and northernmost position among the 48 coterminous states.

People

Ancient Peoples — The first known people of the state were a people of the Pleistocene Epoch who roamed the state about 20,000 years ago. Near Pelican Rapids, in Otter Tail County, the skeleton of one of this ancient people was unearthed in 1931. The skeleton, of a young woman about 15 years old, was found with a dagger shaped from an elk antler and a conch-shell ornament 9 or 10 feet below the surface of silt deposits from Glacial Lake Pelican. Referred to as the "Lady in the Lake" this fossil homo sapiens is proof not only of man in Minnesota, but also of southern contacts since the conch shell could not have come from a source nearer than the Gulf of Mexico. Another ancient skeleton has been found, called "Browns Valley Man," believed to be an Indian who lived and hunted in primeval Minnesota seven or eight thousand years ago.

In Itasca State Park in Clearwater County there are several sites that show evidence of human habitation 6,000 to 8,000 years ago. All under 200-year old pines. At the Jeffers Petroglyphs, located on Cottonwood County Road 2, archeologists have discovered over 2,000 carvings on the outcropping of quartzite which still shows the ripple marks of an ancient sea dating back nearly one billion years. Some carvings were made nearly 5,000 years ago in this hard rock. The figures and symbols are diverse, showing thunderbirds, turtles, buffalo, human forms and other figures more difficult to identify.

Mississippian Tradition — Much evidence of many Indian civilizations can be found throughout the state in mounds, village sites and battle grounds. The Woodland era, from about 1,000 B.C. to the arrival of the whiteman, experienced an intrusion about 1,000 A.D. by a vigorous American Indian cultural tradition called the "Mississippian Tradition." This culture arose in the central Mississippi River Valley and extended its influence over much of the American midlands. Its remains have been found in village sites near Red Wing and Mankato. The globular forms of the Mississippian Tradition's pottery, which differ from the elongated pottery of the Woodland culture, have been found south of a line drawn from the Twin Cities to Lake Traverse on the western border.

The Mississippian culture represents the climax of prehistoric cultural development in North America north of Mexico. Mississippian peoples lived in towns, villages and hamlets, making a living by intensive cultivation of maize, beans and squash. Major towns of several thousand inhabitants were dominated by a central ceremonial precinct consisting of an open plaza surrounded by large flat-topped pyramidal earthen mounds which served as platforms for wooden buildings and temples. These "temple towns" were the political, economic and ceremonial administrative centers for larger regions of villages and hamlets. Archaeologists are now beginning to discover that by 1,200 A.D. this Mississippian culture was rapidly approaching a level of urbanization reached thousands of years earlier in Mexico and parts of the Old World.

The most elaborate of the known Mississippian mound-builder sites is Cahokia, near Collinsville, Illinois, a few miles from East St. Louis. At one time thousands of people lived there, in an elaborate and organized city, built around ceremonial centers of high, pyramidal earthen mounds. A central group, of over one hundred mounds, was occupied in the period between about A.D. 800 and 1550. About eighty of the Cahokia mounds survive today. The largest, Monks Mound, is the largest Indian mound in America north of Mexico, and the largest prehistoric earthwork in the world. It is built on a base that covers sixteen acres and rises in four steps to a height of about 100 feet.

Mound Builders — At the time of arrival of Columbus in 1492 it is estimated that there were about 100,000 Indians on the western plains between the Mississippi River and the Rocky Mountains. The most common relic of the early Indians of the western part of the Great Plains are tipi rings — circles of stones, typically 10 to 20 feet in diameter, and shown to be more than a thousand years old. Less known and far fewer in number are a group of stone alignments, effigy figures and spoked wheels called "medicine wheels." At least fifty medicine wheels are known today, found mainly along the eastern range of the Rocky Mountains from Wyoming through Montana and into Alberta and Saskatchewan in Canada. Others, possibly related, have been reported as far south as southern Arizona. Best known of the country's effigy mounds is located in Ohio and is called the Great Serpent Mound, believed to represent Ursa Minor or the Little Dipper. Other stone alignments marking eclipses and star positions have been discovered across the country and seem to have come from the Hopewell culture which rose in prominence several hundred years before Christ.

Some of the North American Indians were still using platform mounds when Europeans first explored the continent in the 16th century. Originally there must have been more than 10,000 Indian mounds in Minnesota. An actual count in the 1880s, with several counties omitted, put the number at 7,773. Largest of the state's prehistoric mounds is Grand Mound, located on the shore of the Rainy River, 17 miles west of International Falls. This mound is more than a hundred feet long, nearly as wide, and 45 feet high, and contains finds of bone and copper left from a culture that existed some ten to twenty centuries ago.

Perhaps the most interesting of the effigy mounds found in Minnesota lies northeast

of Lake Winnibigoshish, on the shore of Cut Foot Sioux Lake. It is an earthen mound 25 feet wide by 30 feet long in the shape of a turtle, surrounded by another mound in the form of a snake. The mounds commemorate two major battles between the Dakota and Ojibwa. The Dakota claimed the region, but the Ojibwa, under pressure from the whiteman's advance, looked on the area as a new homeland. In 1748, a battle between the two tribes ended with the complete rout of the Ojibwa. The Dakota built the turtle mound to mark their victory, pointing the head north, the direction their enemy had fled. Later that year, the Ojibwa surrounded and overran the Dakota and built the snake around the turtle to show that their enemies had been defeated. The head and tail pointed south to warn other Dakota tribes that the Ojibwa intended to continue to push south.

Vikings — The most controversial of Minnesota's archaeological remains is the Kensington Runestone, of unproved authenticity. Found on the Olof Ohman farm 2½ miles northeast of Kensington in 1898, the runestone claims to record a visit by the Vikings to Minnesota. Magnus Erickson, ruler of all Norway and Sweden, had dispatched Baron Paul Knutson on an expedition to reassert control over errant colonists in Greenland. Not finding them in Greenland, Knutson sailed on to Vinland and later into Hudson's Bay and into the interior by way of the Nelson, Lake Winnepeg and the Red River. One day returning to camp they discovered 10 of their men had been killed by the Indians. Before they left they chiseled a record of their presence. The translation of the stone reads: "8 Goths and 22 Norwegians on this exploration journey from Vinland over the west. We had camp by 2 rocky islets one day-voyage north from this stone. We were fishing one day. After we came home, we found 10 men red with blood and tortured. Hail Virgin Mary, save us from evil. Have 10 man-crew by the sea to look after our ships. 14 day-voyage from this island. Year 1362." Conjecture has it that the Vikings, fearing they would never see their homeland again, decided to remain in the wilderness and moved west of the Red River. There they met the Mandan Indians in central North Dakota, intermarried with them and became the progenitors of a blue-eyed, fair skinned Indian people, later discovered by French explorers who were surprised by their find.

Dakota — Two major Indian tribes occupied what is now Minnesota, the Dakota (Sioux) and the Ojibwa (Chippewa). The Dakota have lived in this mid-American region for a long time, although no one knows what their relationship is to the primitive peoples of the postglacial era. The Dakota, or "allies", are members of the Siouan linguistic family and part of a confederacy of seven tribes. The largest of the seven tribes was the Tetons, who along with the Yankton and Yanktonai were people of the plains area that stretched out to the Missouri and beyond. The Santee were a group of four tribes that were primarily Minnesotan: Mdewakanton, Wahpekute, Wahpeton and Sisseton, and of these the Mdewakanton — meaning the "people of the spirit or holy lake" — occupied the place of central importance.

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.

Ojibwa — In the 1700s the dominance of the Dakota was challenged by the Ojibwa nation, members of the Algonquian linguistic family. For centuries the Ojibwa had inhabited the lands to the north of the Great Lakes, but under the combined pressure of

European settlement and the encroachment of the Iroquois Confederation they migrated slowly westward. The Ojibwa were shorter and stockier than the Dakota, but their long contact with the whites had given them skill in the use of firearms. Their tools and cooking instruments were metal. And they possessed the finest means of transportation on the continent: the birchbark canoe, faster and more maneuverable than the boats of the Dakota.

In 1745 the Ojibwa won the most decisive battle in the war with the Dakota Sioux at the great Sioux village of Kathio on the western shore of Mille Lacs. The Ojibwa were able to push the Dakota southward and southwestward onto the prairielands and out of the woodlands of Minnesota in the 1730s and 1740s.

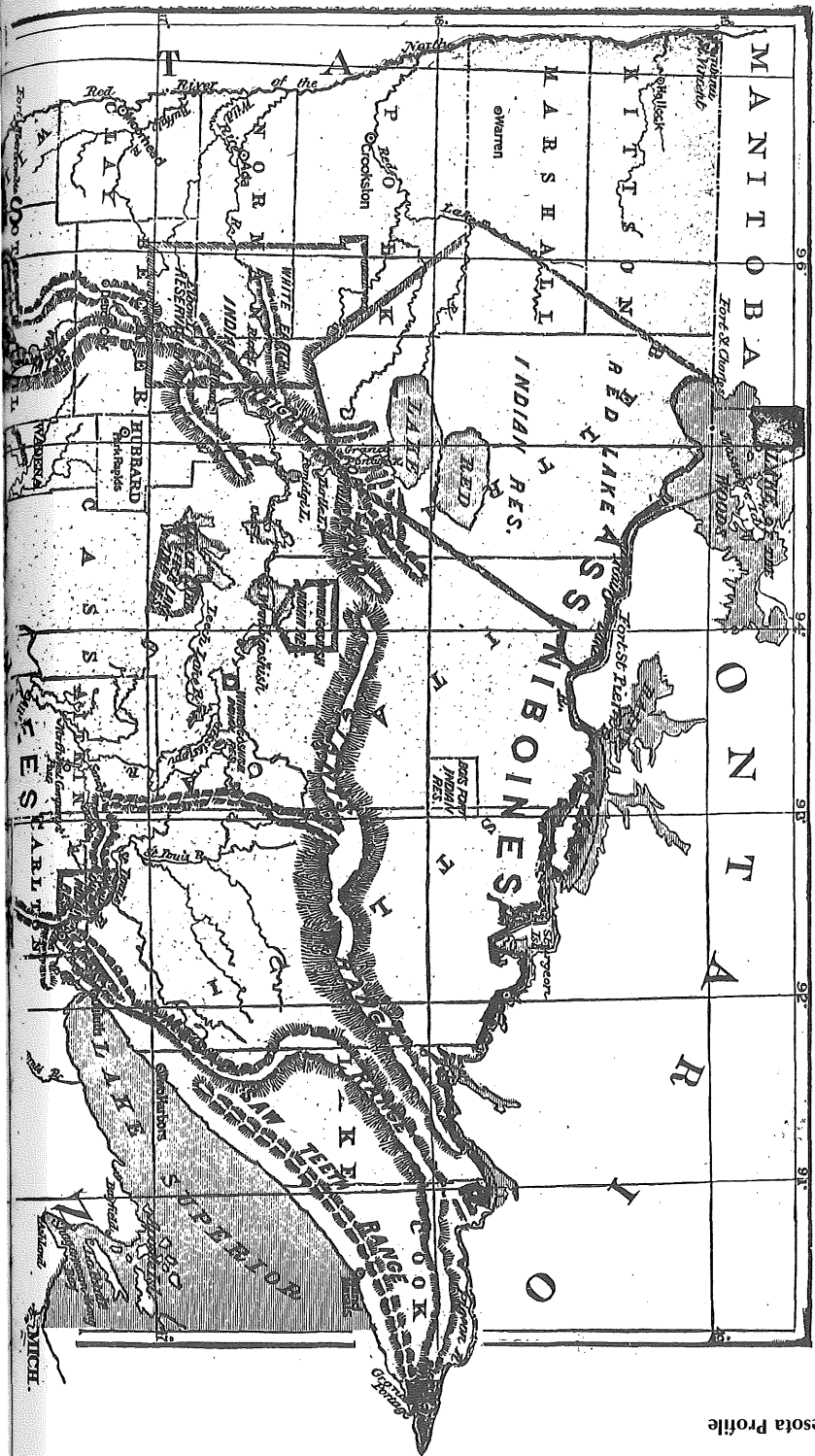
Europeans — The first Europeans to traverse the Minnesota region arrived in the early 1600s; and by the 1670s and 1680s, with about 7,000 people in the St. Lawrence Valley, they had discovered the Upper Mississippi and proclaimed a mid-American empire for Louis XIV of France. This adventurous, vigorous people were the first to open the American West as they explored, made maps, trapped, traded and conducted missionary work. For many of the early French, fur trading and searching for the legendary northwest passage to the Pacific and Cathay formed their principal interests in North America. Both interests commingled as trade often financed exploration. The early explorers chose one of two routes to the west: the first starting at the west end of Lake Superior, and the second starting at Lake Michigan, crossing to the Mississippi and moving northward. Both routes converged on Minnesota.

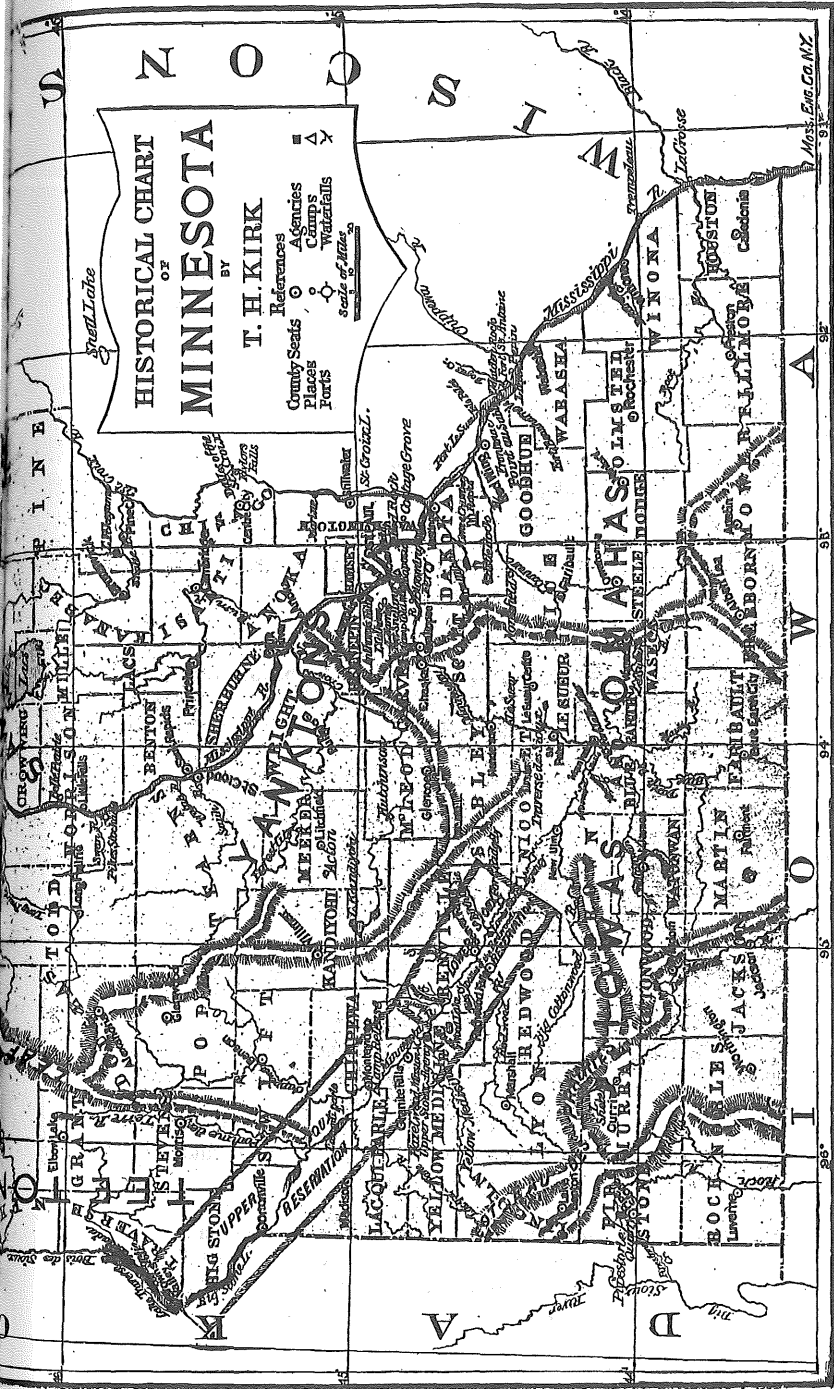
French — The names of these explorers, voyageurs, missionaries, trappers and traders are used every day for streets, cities, townships and counties and recall great adventures of exploration and discovery: Jean Nicolet (discovered Lake Michigan); Robert Cavelier, sieur de La Salle (traveled the Mississippi from its mouth to St. Anthony Falls and discovered the Minnesota River); Pierre Esprit Radisson and Louis Chouart, sieur des Groseilliers (explored Lake Superior); Louis Jolliet (discovered the Mississippi); Jacques Marquette (established mission of Sault Ste. Marie at the Great Lakes junction and crossroads of white and Indian travel at the Chippewa village, Saulteurs); Daniel Greysolon, sieur DuLhut (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 dependence and respect between the two races, the Indians desiring the goods the French provided, the French making no effort to dislodge the Indians from their lands. Minnesota was no longer a region isolated from the rest of the world. Empire had reached Minnesota with France claiming dominion, but the French did not go unchallenged. For three quarters of a century Britain and France vied for control of the continent.

British — In 1763 the Treaty of Paris brought 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 multi-national culture and tradition.

The British continued the French policy of trade with the Indians, while avoiding





settlement of Indian lands. They established numerous trading posts 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.

Yankees — The first large wave of settlers to come to Minnesota was made up of Yankees, citizens of the new nation, the United States. With the building of Fort St. Anthony in 1819, begun by Zebulon Pike, the first permanent American settlement took root in Minnesota. The first steamboat arrived at Fort St. Anthony on May 10, 1823.

In 1825 the fort was renamed Fort Snelling after its commander Col. Josiah Snelling. Under the shadows of Fort Snelling, a town grew. Yankee fur traders bartered for the furs Indians trapped, but unlike the French and British, they had to face the decline in the fur trade after the 1830s. With the privilege of seniority in the region, these men became investors and entrepreneurs in numerous enterprises and formed the nucleus of the Minnesota territorial leadership. Recognizing the need for more people to clear the timber and cultivate the land they began to sell the idea of Minnesota. Agents were hired and equipped with promotional literature to attract the oppressed, discontented, and ambitious of Europe.

In 1832 Henry R. Schoolcraft, an explorer and writer, attracted attention by discovering the source of the Mississippi River with his Ojibwa guide Ozawindib. He named the long sought river source Lake Itasca by combining syllables of the Latin words for truth and head — *veritas* and *caput*.

Missionaries came to the region representing 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 "Pigs Eye" 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 by Father Galtier and consecrated in 1841, lending its name to the future capital of the state. Settlers arrived at Fort Snelling and Stillwater and pushed on to claim the new land opened for them as new treaties were signed with the Indians.

Minnesota Territory — In 1849 Minnesota was organized as a territory with Alexander Ramsey the first territorial governor. The first newspaper of Minnesota, the *Minnesota Pioneer*, began publication that year under the editorship of James M. Goodhue. During the territorial period 88 other newspapers were established, including the St. Cloud *Visitor*, edited by Jane Grey Swisshelm, a fiery antislavery crusader.

During the 1850s, Swisshelm wrote articles and lectured on "Slavery as I Have

Seen It in a Slave State” and “Women in Politics.” To avoid a libel suit with a prominent St. Cloud citizen, she agreed to cease attacking him in the *Visitor*. The following week, she changed the paper’s name to *St. Cloud Democrat* and continued her abolitionist and feminist crusade, even though an angry mob broke into her office, destroyed her printing press, and burned her in effigy.

In one year Alexander Faribault, who established a trading post near the site of Faribault in the 1820s, recorded a fur trade which included 1,100 minks, 2,050 pounds of deerskins and 39,080 muskrats. Just 25 years later the Minnesota River Valley had been all but trapped out. Both game and fur animals were scarce, the buffalo had been driven to the plains of the upper Missouri and the Red River valley. In 1851 the Traverse des Sioux Treaty was signed by the Dakota and sold to the whiteman 24 million acres, beginning an immigration rush.

Statehood — On May 11, 1858, Minnesota became the 32nd state to enter the union with Henry H. Sibley the state’s first Governor. In size, only Texas and California were larger. The new state soon had the distinction of being the first state to offer troops to the Union cause in 1861. A little over a year later, on July 2, 1862, at the battle of Gettysburg, the First Minnesota Regiment made its famous charge and within 15 minutes 215 of the 262 men were killed or wounded. The same day the first railroad opened in Minnesota, connecting Minneapolis and St. Paul.

Sioux Uprising — Discontent had been growing among the Dakota, confined by treaties to reservations along the Minnesota river. In the summer of 1862 the Dakota faced starvation when their government annuities were delayed by bureaucratic red tape. The Upper Sioux Agency was one of the points where the U.S. distributed food, supplies and annual payments to the Dakota. The agency was also an educational center where Indians learned farming, carpentry and other skills valued by the whiteman. On August 17, 1862 four young Dakota shot and killed five settlers in Acton Township in Meeker County beginning the Sioux Uprising. Chief Little Crow declared war on the whites the next day. The Dakota attacked the Upper Sioux Agency and burned it to the ground. The Indians also attacked settlements in the Minnesota River valley and prepared to overrun the garrison at Fort Ridgely. Chief Big Eagle later said, “We thought the fort was the door to the valley as far as to St. Paul, and that if we got through the door, nothing could stop us this side of the Mississippi.”

On Sept. 2, 1862, settlers near Forest City, hearing that the Dakota warriors had defeated a company of soldiers about 20 miles north of the village, hastily built a stockade within 24 hours. Twenty Dakota horsemen attacked Forest City the next day. Thwarted by the stockade and 40 armed settlers, they soon gave up their attack. The Battle of Wood Lake was the last major skirmish of the Sioux Uprising, and led to the release of 269 prisoners in September 1862. The site of the Dakota camp near Montevideo where Col. Henry H. Sibley took custody of the captives was later called Camp Release and is now a state monument. President Abraham Lincoln ordered the execution of 39 Indians, even though a military tribunal had originally sentenced more than 300 to die for participating in the uprising. Thirty-eight Indians were publicly hanged in Mankato on Dec. 26, 1862.

Immigrants — 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.

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

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. From the earliest immigrants to the latest, Minnesota's history has been one written by its people.

Each group has added a part to the complexity of the whole and helped to create a humane society, attuned to its past yet aware of 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, or about 55% of the total area of the state.

Logs from northern Minnesota's extensive pine forests were milled into planks, beams and shingles and sold to lumberyards in the midwestern states where settlement was rapidly increasing. Minnesota's vast river system floated the timber to the state's mills, powered sawmills, and later carried finished lumber to markets as far as Chicago and St. Louis. Large mills were built at the Falls of St. Anthony in Minneapolis and at other waterpower sites. By the early 1850s, with the forest resource barely touched, the annual harvest of timber was worth \$2.5 million.

Daniel Stanchfield was the first lumberman to extensively probe the forests of the Rum River valley. In 1840 he and his crew built two large lumber camps on the river,

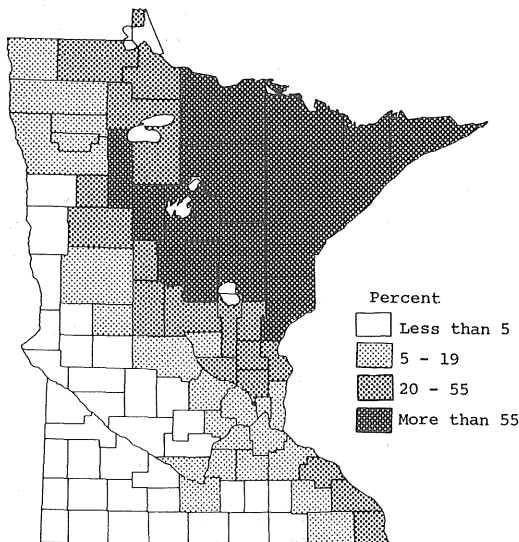
and that winter 2.5 million board feet of lumber was cut. By 1852, 22 logging camps operated on the Rum River and its territories. One company reported it "sawed day and night, in season, for 15 years on one project." Further northwest, near Bemidji, there were 14 sawmills at one time producing one million board feet of lumber a day which resulted in Bemidji being logged off in 20 years.

President Abraham Lincoln signed the Homestead Act in 1862 primarily for the benefit of farmers. But loggers turned the law to their advantage by filing phony homestead claims and logging off entire townships in a single season. The following year, they filed new claims and logged off the next township. Lumber became a big business and soon there were 153 sawmills operating in the St. Croix and Mississippi River valleys. With each decade lumbering grew, moving farther northward in pursuit of the massive virgin pines. After the 1880s, Duluth, then Virginia, and later Cloquet became important lumbering centers with large mills.

A forestry association to protect timber resources was founded in 1876 which became the first of many groups that focused increasing, though haphazard and sporadic, attention on the conserving of Minnesota's natural resources. On Sept. 1, 1894, one of the greatest forest fires in the nation's history, the Great Hinckley Forest Fire, burned nearly 400 square miles, including the towns of Hinckley and Sandstone. Over 400 people lost their lives. Christopher Columbus Andrews, a Massachusetts lawyer who moved to Minnesota, became the state's leading forest management advocate. In 1895 he was named the state's first chief fire warden and later became forestry commissioner and secretary of the state's forestry board.

The industry reached its peak year in 1905, then began a steady decline as the supply of good trees dwindled, 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.



Forested Areas

Through forest management, more trees are planted or regenerated naturally in Minnesota each year than are being harvested or destroyed by fire, insects or disease. More than 20 million trees are planted each year by the wood fiber industry, other private interests, and county, state and federal forest services. Trees are supplied by the more than 1,400 tree farms located throughout the state. Thus, future production of forest products in Minnesota is assured.

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 34% 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 wood-product 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 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 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 its products worldwide.

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 houses. 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 the ears into a horse-drawn wagon. Once loaded in the field and driven to the farmstead, the grain was shoveled by hand into granaries and corn cribs.

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.

Approximately 30,600,000 acres in Minnesota are in farm land. There are about 117,000 farms in the state, with the average size of a farm 262 acres. Cash farm receipts total nearly \$4 billion.

Mining

Minnesota iron ore was observed east of Lake Vermilion as early as 1850 by Henry H. Eames, Minnesota's state geologist. About the same time the Bessemer and Kelly processes developed an efficient method of converting iron into steel and increased the nation's demand for iron ore. Again in 1865 rich deposits of iron ore were unearthed in the Lake Vermilion area. Following a report of gold in the same area, prospectors and explorers headed for northeastern Minnesota. Finding little gold, explorers searched for iron ore and in the 1870s began packing ore samples out of the deep forests for inspection and analysis.

In 1884 commercial iron ore production began on Minnesota's Vermilion range at Soudan. The largest iron ore deposit of the Lake Superior region, the Mesabi range, was discovered in 1890 at Mountain Iron. The ore-bearing rock was almost 70% iron and so close to the surface that shaft mining was unnecessary. Near the town of Hibbing is the world's largest open-pit iron mine, almost five miles across and nearly 600 feet deep.

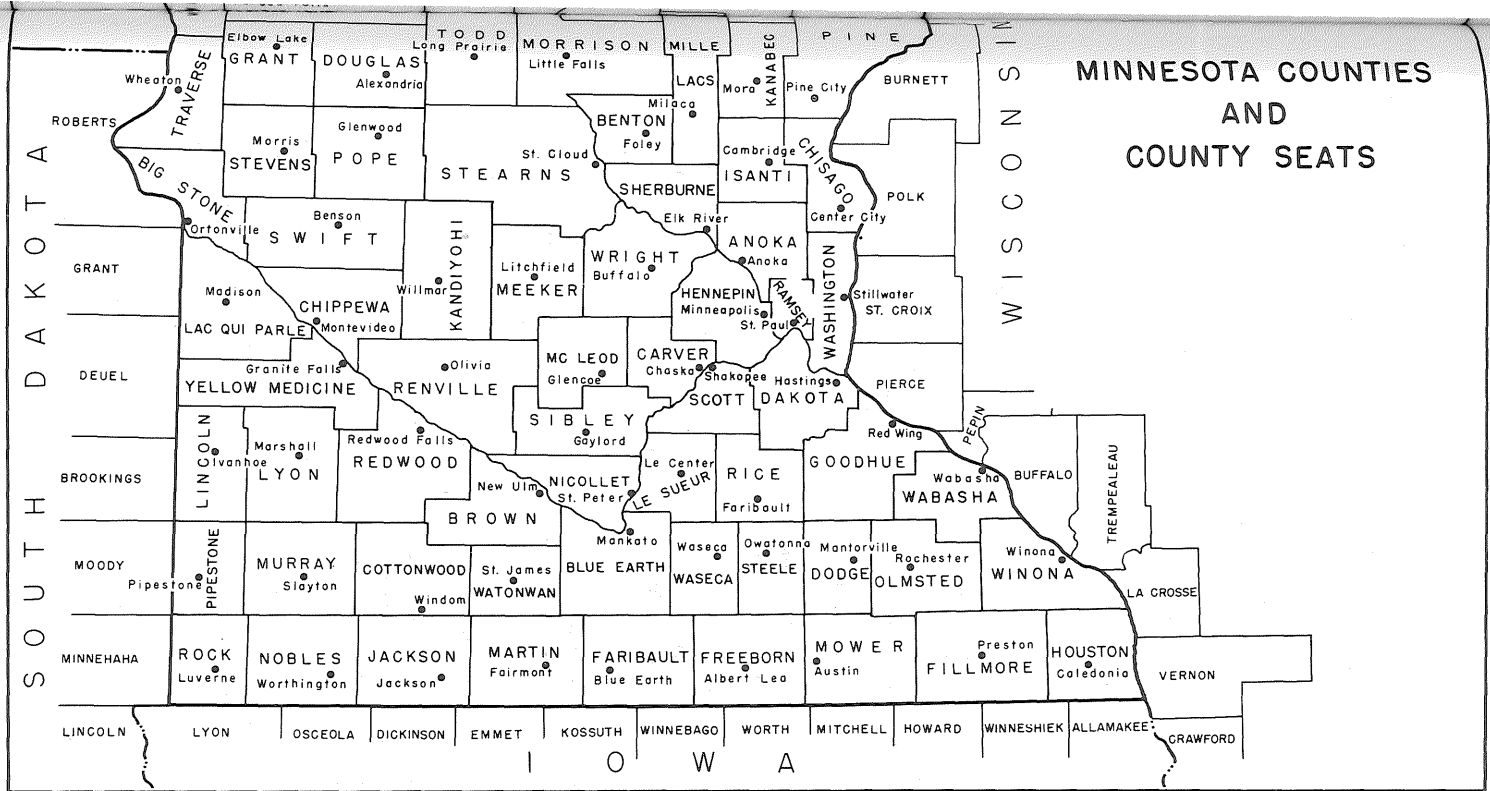
Iron ore was discovered and mines opened in quick succession in the Biwabik and Hibbing areas, and near Virginia and Eveleth. As mining operations moved westward along the Mesabi, a third Minnesota iron range was being explored and developed. The Cuyuna range, east and north of Brainerd, shipped its first iron ore in 1911. The Cuyuna Range is different from the Vermilion and Mesabi Ranges because of its high manganese content. During World War I, 90% of the nation's manganese came from the Cuyuna Range. Ore was first discovered in the 1890's by Cuyler Adams who named the range after him and his dog Una.

More than 400 producing iron ore mines located on Minnesota's three iron ranges have supplied the nation's iron and steel needs and singled out Minnesota as the nation's top iron ore producer. During the first decade of the 20th century, 208 million tons of iron ore were shipped down the Great Lakes. With demands high because of World War I, total shipments for the next decade exceeded 360 million tons. Shipments for the ten-year period of the 1920s was nearly 365 million tons. Only 250 million tons of iron ore were shipped during the 1930s. More than 338 million tons of Minnesota iron ore were shipped in the five years of World War II, another 304 million tons during the five years following the war, and 344 million tons were shipped from 1950-1955.

In the early fifties, after meeting the heavy demands for iron during the world wars and supplying the growing steel industry, the high grade iron ore deposits neared exhaustion. Yet about the same time, after decades of experimenting, a process was developed for extracting and pelletizing iron ore from low-grade ore-bearing rock. This ore, called taconite and once considered a waste product, has a magnetic quality which is used to separate iron from rock. Taconite processing began at Silver Bay in



MINNESOTA COUNTIES AND COUNTY SEATS



1956 and maintained Minnesota's national dominance in iron ore production. As a result, the non-magnetic ore from the Cuyuna and Vermilion Ranges is no longer mined. Almost all the ore shipped from Minnesota today is in the form of taconite pellets.

Minnesota currently supplies more than 60% of the iron ore mined in the United States. Mining is a \$950 million business in Minnesota, with over \$3 billion invested in taconite processing centers to extract the ore. Minnesota's mining companies maintain reserves of high grade ore for future use.

Minnesota mines also produce manganiferous ore, sand, gravel and building stones. The state has ranked high in the production of building stones since the 1880s, particularly granite from the quarries near St. Cloud and Ortonville. Architects and engineers know well the 40-odd varieties of Minnesota stone including Lasota limestone, Winona travertine and Kettle River sandstone.

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 1940's nearly 60 kinds of manufacturing industries increased in Minnesota and 32 kinds grew more than the national average. Among the fastest growing were the making of machine tools, electrical machinery and communications equipment. Other Minnesota manufactures which grew faster than the national average were the making of cheese, dried milk, and cosmetics. While all this growth in manufacturing took place, exceeding the national average, Minnesota's population increased only half as fast as the national average.

Manufacturing became the dominant source of income in the state in 1952. In 1976, Minnesota's more than 5,800 manufacturing plants had shipments valued at \$20.4 billion — more than three times their value at the beginning of the 1960s. Employment in Minnesota's manufacturing industries for the period of 1940–1977 increased by 189%, compared to a national increase of only 82%.

A continuing process of industrial diversification, beginning about the time of World War II, has moved Minnesota into a position of industrial leadership in the United States. Of the nation's 500 largest industrial corporations, about 25% manufacture or process some portion of their output in Minnesota, and 13 of those 500 companies are headquartered in the state. Headquartered in Minnesota are four of the nation's largest transportation companies, two of the largest merchandising firms and one of the largest utility companies.

Minnesota's healthy and well-rounded economy benefits from its varied economic base, technical facilities, highly skilled and educated workers and natural resources. The state is a leader in the manufacture and distribution of medical instruments and supplies, and accounts for more than half of the cardiac pacemakers sold throughout the world. The 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%. 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.

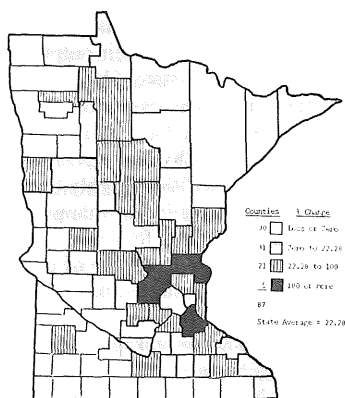
Minnesota's three largest commercial enterprises are manufacturing, trade and finance, insurance and real estate. Minnesota's products are known throughout the world: flour, meat, canned meat and frozen foods, electronic equipment, plastics, cheese, paper, wearing apparel, coated products, control apparatus, 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. Oliver H. Kelley founded the National Grange, or the Patrons of Husbandry, in 1867. This was an organization to promote education in agriculture and to provide social and cultural opportunities for farmers, and their wives, through club meetings. Thousands of cooperatives of all sizes, working in rural and urban areas, assist residents in grain marketing, dairy production, milk and oil distribution, insurance, hardware, book buying, banking and food purchasing.

Education

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

Percent Change in County Population 1970-2000



Source: State Demographer, State Planning Agency

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.

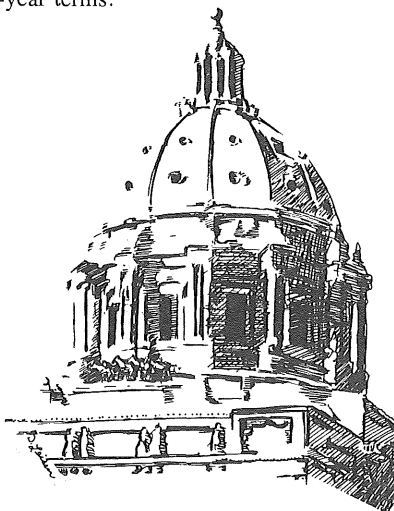
Research facilities and scientific manpower at the U of M are a prime impetus in developing "think" industries in the state. The university's research contributed to the discovery of an economic way to convert taconite to high-grade iron ore, sought out the potential in electronics, and developed rust-resistant 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 revenue 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 3 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.

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 flouridation 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-tuberculine 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 greatcrippler and killer it once was. The Minnesota Health Department received national and international recognition for its part in developing and testing the oral polio vaccine in 1957.

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

In the early 1800's oxcarts of the Red River valley, carrying fur and buffalo hides to St. Paul, helped build a foundation for a road system in Minnesota. The Red River Oxcart Trail paralleled the Mississippi from St. Paul to Sauk Rapids and during the 1850's carried 500-600 carts a year. The trail can still be seen today at the wayside park near U.S. highway 10, about five miles north of Anoka.

Today's vast road system consists of 128,000 miles of public roads and streets. The trucking industry is dependent upon the state's road system with 80% of all fresh fruit and vegetables and 55% of potatoes produced in Minnesota transported by truck. 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.

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 155 industrial tenants and employer of 16,000 workers. Plying both the Minnesota and Mississippi Rivers, barges carry more than 16 million tons of freight per year to and from the ports of Minneapolis and St. Paul.

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 in 1959.

Over \$25 million has been invested in port facilities and equipment since the opening of the St. Lawrence Seaway, making the Port of Duluth one of the finest and most complete ports of its kind. Duluth's specialized docks for bulk shipments (among them the six iron ore docks) are world renowned.

A worldwide inauguration of the modern air age began when Charles A. Lindbergh of Little Falls, Minnesota, flew solo, non-stop from New York to Paris in 1927 in his "Spirit of St. Louis." Airports, heliports and seaplane bases have been established since the early 1900's for recreation, business and freight. Today there are 2 privately-owned heliports open to the public, 9 privately-owned heliports and 6 personal-use heliports. Seaplane bases include 14 privately-owned bases open to the public, 12 privately-owned bases and 68 personal-use seaplane bases. Airports include 135 municipally-owned airports open to the public, 17 privately-owned airports open to the public, 12 privately-owned airports and 268 personal-use airports. Minneapolis-St. Paul International Airport, headquarters of one of the world's international airlines, handles 10 million passengers and 540 million pounds of freight annually.

Railroad building in Minnesota began in the 1860's following plans and land grants made during the previous two decades. By far the most celebrated railroader in Minnesota was the "Empire Builder," James J. Hill, founder of the Great Northern Railroad. In 1893 the Great Northern Railroad linked St. Paul with Seattle by way of 1,816 miles of track. Railroads have declined in Minnesota and today their use is much diminished from pioneer days.

Fourteen railroads operate 7,300 miles of track within the state and link the state to rail systems all over the North American continent, shipping 50 million tons and receiving a total of nearly 60 million tons in the state. Amtrak rail passenger services in Minnesota serve more than 300,000 passengers to and from points in the Twin Cities, Winona, Red Wing, Willmar, St. Cloud, Breckenridge, Staples, Detroit Lakes, Morris and Duluth.

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.

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 geographical 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 countless journals of missionaries, voyageurs, explorers and settlers. In 1930, Sinclair Lewis, a native of Sauk Centre, Mn. became the first American to win the Nobel Prize for literature. 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, F. Scott Fitzgerald, Robert Penn Warren, Arthur Upson, John Berryman, Robert Bly, 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. 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, Cameron Booth and Adolf Arthur Dehn. 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 St. Paul Arts and Science Center is completing a major construction project and expansion. 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 revines under one free standing roof for year round visiting, a Children's Zoo with live animal contact and a Minnesota Exhibit. 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.

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