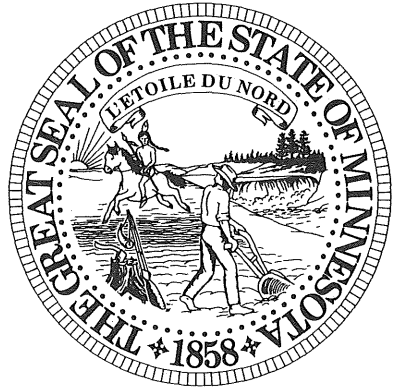


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Minnesota Guidebook to
State Agency Services
1984-85



Robin PanLener, editor
State of Minnesota
Department of Administration
State Register and Public Documents Division

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Front cover: In the Heart of the Beast Puppet and Mask Theatre (HOBT) at their annual May Day Parade and Festival in Powderhorn Park, Minneapolis. Founded in 1973, this unique group is the oldest puppet and mask theater in the Twin Cities and performs original work dealing with contemporary themes under the artistic direction of Sandy Spieler. It is the recipient of the 1982 Twin Cities Mayors' Public Art Award for promoting community identity and participation and for exemplifying the achievement of gaining public impact while maintaining artistic quality, and the 1983 recipient of the McKnight Excellence in the Arts Award. A nationally touring theater, the HOBT performed their "Circle of Water Circus" (a history of the Mississippi River from the beginning of time to the present) for 26 communities on the Mississippi River from Brainerd to New Orleans during the summer of 1983. (Photograph by Jim Petsch.)

Back cover: The Threepenny Opera, directed by Liviu Ciulei. The Guthrie Theater, winner of the prestigious Tony Award for its contribution to American theater, has been presenting the world's great dramatic literature, both classic and contemporary, since it opened its doors on May 7, 1963. Founded by the renowned director Sir Tyrone Guthrie, the theater, with its 1,441 seats arranged around three sides of the stage, has garnered both national and international acclaim. The Guthrie's current artistic director, Liviu Ciulei, recognized world-wide as one of theater's foremost directors and designers, has attracted such leading visiting directors as Andrei Serban, Lucian Pintilie, and Peter Sellars.

Copies of the Minnesota Guidebook to State Agency Services may be ordered from the Minnesota State Documents Center, 117 University Avenue, St. Paul, MN 55155. Copies cost \$12.50 plus 75¢ tax. Quantity discounts are available. Orders must be prepaid and checks or money orders made payable to the Minnesota State Treasurer. For more information, call (612) 297-3000.

Fifth edition

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Introduction

"In the lakes, the prairies by moonlight, the wide wheatfields on July afternoons, the hysterical doings of Sunday-school picnics and Christmas entertainments, the noble deeds of the high school in athletics (for one year we could boast of the great Jim Irsfield as captain of football), in the amiable mixture of Scandinavians and Bavarians and Yankees, in the shadow of the great North Woods that just dimly reached to my town, I found inspiration more than enough."

— Sinclair Lewis, *Minnesota Writers*, 1945

Minnesota's arts and cultural activities dominate the Upper Midwest and are acclaimed world-wide. Minnesota boasts several giants in American arts: writers F. Scott Fitzgerald, Sinclair Lewis, Ole Rølvaag and Laura Ingalls Wilder; architect Cass Gilbert, and painters Cameron Booth, George Catlin and Seth Eastman, to name a few. To list the living contemporary artists would take another volume.

Minnesota is the chosen home of some of the nation's finest performing groups: the nation's premier regional theater, the Guthrie Theater; the Minnesota Dance Theatre; the Children's Theatre; the nation's first and only full-time professional chamber orchestra, the St. Paul Chamber Orchestra; the Minnesota Orchestra under Neville Marriner, the most recorded conductor in history; and the Minnesota Opera Company, one of the country's most unique and innovative opera companies. The Walker Art Center and the Minneapolis Institute of the Arts are also nationally recognized.

Together with Minnesota's individual artists and their myriad creations, innovations and inspirations, an unquantifiable and quintessential element is added to this patch of earth called Minnesota, truly making it the "Star of the North."

This fifth edition of the *Minnesota Guidebook to State Agency Services* salutes all the artists who live, work and create in Minnesota. In support of their varied endeavors the *Guidebook* contains a new section "Explore Minnesota" listing performing and visual arts and attractions throughout the state. This new listing also contains statewide county historical societies, state historic sites, state forest campgrounds and state parks.

How To Use This Guidebook

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

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

Department of Agriculture

Agricultural Protection Service, (612) 296-9310

Agronomy Services Division, (612) 296-6121

Agricultural Chemical Section, (612) 296-8578

Pesticide Registration, (612) 297-2745

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

New listings in this edition are the State Archaeologists' Office, the State Vocational-Technical Education System, the Minnesota Racing Commission, the Transportation Regulation Board, Governor's Council on Youth, and the World Trade Center Board. Also new along with the "Explore Minnesota" section is a listing of State Employee Organizations.

The Department of Public Welfare has been renamed the Department of Human Services, but is listed under "welfare" in this book.

Merged were the Water Planning Board into the State Planning Agency and the Southeastern Minnesota Rivers Basin Board into the Environmental Quality Board. Moved was the Soil and Water Conservation Board from the Department of Natural Resources to the Department of Agriculture.

Split off was the Environmental Quality Board from the State Planning Agency and made an independent agency, and the State Planning Agency was reestablished out of the old Department of Energy, Planning and Development, creating the new Department of Energy and Economic Development. Abolished since the previous edition of the *Guidebook* were the Life-Long Learning Center and the Board of Examiners in Watchmaking.

As of publication of this *Guidebook*, June 1984, the state is undergoing much development of its physical plant. The State Office Building is being totally renovated, additions to the tunnel system connecting state office buildings are nearing completion, and the Department of Natural Resources is consolidating its offices into new quarters at 500 Lafayette Road, St. Paul, north of the Space Center Building. The Supreme Court and the Judicial Branch agencies are slated to move into the Historical Society Building and the Historical Society is considering sites for a new location.

Acknowledgements

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

Assisting in preparing the administrative rules section were George Beck, Office of Administrative Hearings; Kathleen Burek, Legislative Commission to Review Administrative Rules; and Paul Marinac, Office of the Revisor of Statutes.

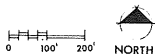
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Practices Board; Susan Ersted, Dept. of Health; Phil Lewenstein, Higher Education Coordinating Board; Kelvin Miller, Minnesota Historical Society; Heidi Whitney, Minnesota Housing Finance Agency; Alice Vega, Dept. of Human Rights; Vicki Anderson and Barbara Raye, Minnesota Humane Society; Elaine Failor, Dept. of Labor and Industry; Bobbie Gallup, Jim Hane, Karen Kelley, Milt Krona and Linda McNary, and all the state park rangers, Dept. of Natural Resources; Mark Misukanis and Phil Wold, Dept. of Revenue; Stan Carlson and Harlan Olson, Dept. of Public Safety; Susan Wickmann, Science Museum of Minnesota; Ken Bjork, Denny Brott, Ann Patton, Mike Sobolewski and Dick Teeters, Dept. of Transportation; Wilbur Maki, professor in regional economics at the University of Minnesota-St. Paul, Dept. of Agricultural and Applied Economics; John Ostrem, State Vocational-Technical Education System; Larry Etkin, Dept. of Welfare; Nancy Gibson, Minnesota Zoological Garden; Janet Lund, Legislative Coordinating Commission; Dan Gjelten, Legislative Reference Library; Janet Marshall, Judicial Planning and Research, Minnesota Supreme Court; the Greater Minneapolis Chamber of Commerce; and Denise M. Anderson, St. Paul Area Chamber of Commerce; Elise Atkatz and Dennis Behl, Guthrie Theatre; and photographer Jim Petsch.

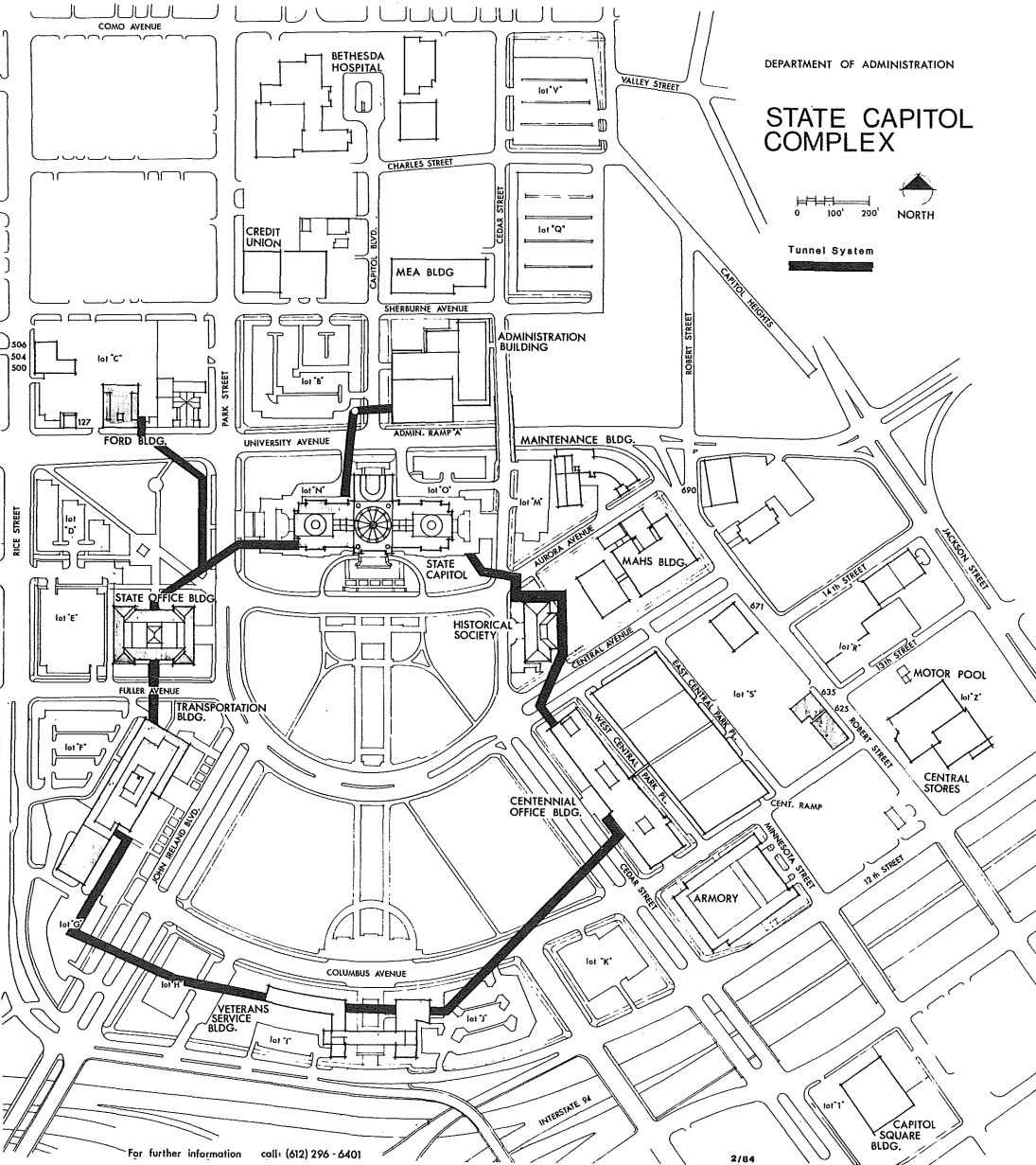
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DEPARTMENT OF ADMINISTRATION

STATE CAPITOL COMPLEX



Tunnel System



For further information call: (612) 296 - 6401

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Executive Branch

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

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

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

Agencies of the Executive Branch

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

Numerous state boards, committees, commissions, councils, task forces, and similar multi-member agencies with statewide jurisdiction are located within the executive branch. The legislature has adopted a system of nomenclature to encourage uniformity in naming agencies and easier identification by the public. *Advisory task forces* are created to study a single topic and have a maximum two-year life or less. *Advisory councils and committees* created by statute will expire on June 30, 1988 unless they are extended by specific laws. *Authorities* are agencies whose primary purpose is to issue bonds for financing, ownership and development. *Boards* have rulemaking, license-granting, adjudicatory, or other administrative powers. *Commissions* are generally agencies composed of legislators, except for certain agencies such as those created by interstate compact. *Committees* are advisory agencies. *Councils* are advisory agencies with at least one-half of their members from specified occupations, political subdivisions, or other affected persons. *Governor's agencies* are cre-

ated by executive order to advise or assist on matters relating to state laws and take on the prefix "Governor's Task Force on . . . ," "Governor's Council on . . . ," or "Governor's Committee on . . ."

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

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

The appointing authority for multi-member agencies is either the governor or the department head or state agency being advised by the council, committee or task force. The advice and consent of the senate is required for appointments to administrative boards with the exception of examining and licensing boards. Minnesota's Open Appointments Act (*Minnesota Statutes*, section 15.0597) requires the secretary of state to notify the public of vacancies occurring in multi-member state agencies and accept applications from any member of the public wishing to apply for appointment to the position. One-page application forms are available from the Office of the Secretary of State and will be mailed out upon request. For more information see page 309. The secretary of state submits all applications to the appointing authority charged with filling the vacancy. Minnesota law requires annual publication in the *State Register* of a listing of state agencies, including membership, term expirations, per diem and expense payments and appointment procedures. The listing is published on or before November 15 each year, and notices of vacancies are listed every three weeks in the *State Register*.

Administrative Powers and Rulemaking Authority

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

Agencies are now concerned with corporation law, labor law, the law of torts (an act, injury or damage for which a civil suit can be brought), the private law realm of contracts, probation offices affecting criminal law, public "friends of the court" providing impartial testimony in domestic relations cases. Administrative decision determines property rights of substantial value with a considerable degree of finality. For example, a state tax determination on the methods of fixing property values may add to the tax burden of every property owner in the state, and lead to the collection of millions of dollars in a single year. A decision by a public utilities commission approving a rate increase for an electric or telephone utility may have more importance in terms of dollars than all the decisions handed down by the state supreme court during the same year.

To a significant extent, agency powers are exercised through "rules," giving rule-making (including amending, suspending and repealing) considerable importance. A bill enacted by the legislature begins the process of implementing state law. The laws are then made more specific and implemented through agency rules which have the force and effect of law.

To make the actions of Minnesota administrative agencies conform to formal

standards of fairness, due process, and public accountability, the legislature enacted the Administrative Procedure Act (APA) in *Laws of 1945*. The APA is designed to enhance public participation in the rulemaking process, while also requiring agencies to adhere to their statutory authority and to demonstrate the need and reasonableness of the proposed rule. The APA also guards individual rights and insures due process when agencies attempt to apply laws and rules to regulate private and corporate activities. Minnesota's current Administrative Procedure Act is codified in *Minnesota Statutes*, chapter 14.

Rulemaking Procedures

An agency may adopt rules only pursuant to authority delegated by law and in full compliance with its duties and obligations. This limits rulemaking authority to those areas where the authority is specifically granted by statute.

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

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

Petitions submitted to agencies must be specific about the action requested and the need for the action. While increasing the agencies' duties, this specificity standard permits the agencies to decline consideration of petitions which are vague or do not otherwise meet this standard. The form for the petition is determined by the attorney general by rule.

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

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

The next step is a notice of intent to adopt a rule published in the *State Register*, along with the text of the proposed rule. This notice will state whether the rule is a permanent or emergency rule, and whether or not a public hearing will be held. The agency must make one free copy of the proposed rule available to any person requesting it. Interested persons who have submitted their names to the agency to insure receipt of the rulemaking notice will receive a copy of the notice by mail. Each agency must maintain its own list of people interested in receiving notification of all its rulemaking processes.

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

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

Rule Hearing Procedures

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

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

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

Hearings are recorded either by tape or by a court reporter for possible later transcription. Speakers should, therefore, remember that all statements must be clearly verbalized (a nod cannot be recorded); it is important that the person speak loudly, clearly and slowly; all technical terms and proper names must be spelled out the first time they are mentioned and only one person may speak at a time.

Anyone who wishes to submit written comments may do so at the hearing or within five *working days* of the close of the hearing. The administrative law judge may, during the hearing, extend the period for receiving comments up to 20 calendar days. Materials must be *received* before 4:30 p.m. on the date on which the submission period ends in order to be considered. Materials should be submitted to the administrative law judge at the Office of Administrative Hearings, 4th Floor, Summit Bank Building, 310 - 4th Avenue South, Minneapolis, MN 55415. For three business days after the submission period the agency and interested persons may respond to any new information submitted during the written submission period and the record then is closed.

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

After receiving the administrative law judge's report, the chief administrative law judge's report if there is an adverse finding, and the entire hearing record, the agency decides whether to adopt, withdraw or modify the proposed rule based upon a

consideration of the comments made during the rule hearing proceeding. However, the agency must wait at least five days after issuance of the administrative law judge's report, and the chief administrative law judge's report if applicable, before taking any action. The administrative law judge's report is available to the public for the cost of photocopying. Persons wishing to be notified when the report is available may write their name and address on one of the envelopes provided at the hearing registration desk.

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

An individual who comments on a rule and who falls within the definition of lobbyist must register with the Ethical Practices Board within five days of becoming a lobbyist. A lobbyist is defined in *Minnesota Statutes* section 10A.01, subdivision 11 as any individual: a) engaged for pay or other consideration, or authorized by another individual or association to spend money, who spends more than five hours in any month or more than \$250.00, not including his own travel expenses and membership dues, in any year, for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials; or b) who spends more than \$250.00, not including his own traveling expenses and membership dues, in any year for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials. The statute provides certain exceptions. Questions should be directed to the Ethical Practices Board, where lobbyist registration forms may be obtained (see page 144).

Emergency Rules

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

The emergency rules themselves are published as "proposed emergency rules," along with a request for public comment. The public then has 25 days to comment in writing. Before publication the form of emergency rules must be approved by the revisor of statutes and their legality must be approved by the attorney general. The agency must mail a notice of submission to the Attorney General to all persons who requested to be informed. The emergency rule takes effect five working days after approval by the Attorney General. After their adoption, a notice of adoption is published in the *State Register*, as soon as practicable, along with any changes made since they were first proposed. The duration of emergency rules is limited to a maximum of 180 days. Emergency rules may be extended an additional 180 days if the agency publishes another notice.

State Register, the LCRAR, and Minnesota Rules

The *State Register* provides weekly public notice of state agency rulemaking, including rule hearings, the text of proposed rules, amendments to existing rules and many other official announcements (see page 11 for more information about the *State Register*).

Because of its importance, the effectiveness of the APA is continually monitored. Two important safeguards in the administrative rulemaking process are the Legislative Commission to Review Administrative Rules and the *State Register*. Both are

means by which the public and their elected representatives can effectively oversee administrative rulemaking.

The Legislative Commission to Review Administrative Rules (LCRAR) oversees adequate and proper rulemaking by agencies and public understanding of agency rules. In order to accomplish that, the LCRAR has the power to investigate complaints and hold hearings, and it may, if the situation warrants, suspend an administrative rule until the next legislative session or order an agency to hold an APA-type hearing on a rule. For an explanation of the complaint process and who to contact, see page 445.

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

Board of Abstracters

316 East Main Street, Anoka, MN 55303

Mary Bakken, executive secretary (612) 427-6831

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

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

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

Board of Accountancy

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

Pamela Azur, executive secretary (612) 296-7937

Minnesota Statutes, section 326.165; *Minnesota Rules 1100-1199*

The board examines, licenses and regulates certified public accountants (CPAs) and renews licenses for licensed public accountants (LPAs). The board consists of nine members, made up of five CPAs, two LPAs and two public members.

The Uniform Certified Public Accountant Examination, a national exam, is given

in May and November. It consists of four parts (auditing, business law, accounting theory and accounting practice) and takes two and a half days to complete. Application deadline for taking the exam is sixty days prior to the date of the exam. The fee for taking all four parts of the exam is \$100.00 and the re-examination fee is \$25.00 per part (accounting practice counts as two parts). A certificate of "Certified Public Accountant Without License" is issued upon passing the CPA examination and an ethics exam, and the license upon meeting the experience requirements listed below.

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

For information regarding application and requirements contact the board office. The annual license renewal fee is \$15.00 for CPAs and LPAs. The board issues reciprocal licenses to qualified holders of certificates and licenses of other states. The application fee for reciprocal certificates and licenses is \$75.00 and the annual renewal fee is \$15.00. Annual licensing fee for partnerships and corporations is \$25.00.

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

Requirements for CPA Exam and License

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

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

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

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

Department of Administration

50 Sherburne Avenue, 2nd Floor Administration Bldg., St. Paul, MN 55155

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

Minnesota Statutes, chapter 16; *Minnesota Rules 1200-1399*

The department is a central staff agency responsible for providing management and general support services for state departments and agencies. It also administers and enforces the state building code, and promotes and regulates the state's cable communications industry. The department commissioner also serves as secretary of the Executive Council.

Legislative and Administrative Liaison, (612) 297-4276

Suzanne Zorn, assistant to the commissioner. Department planning and special projects are coordinated by this office, which assists with administrative duties in the commissioner's office and provides information to legislators, state agencies and other units government.

Administrative Agencies Division / Attorney General, (612) 296-1288

J. Michael Miles, director and assistant attorney general. This division of the attorney general's office handles all legal services for its client agencies: the Departments of

Administration and Finance, State Treasurer, Intergovernmental Information Systems Advisory Council, Executive Council, State Board of Investment, Designer Selection Board, Cable Communications Board, and the Racing Commission. The division also reviews the administrative rules of all state agencies as to form and legality, 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 provides information to the public regarding the legal powers and activities of its client agencies.

Management Analysis Division, (612) 296-8034

Kathryn R. Roberts, director. The division seeks ways to improve the management and reduce the cost of state government by providing management consulting services to state government. Travel and incidental expenses may be charged for consultation activities.

Organizational Study and Development Unit — A variety of analytic and developmental services are provided through management auditing and consultation. Staff analysts working with client agencies develop management strategies to reduce operational costs and improve client agencies' functioning. Projects assigned by the legislature, governor, and commissioner of administration are also undertaken.

Management Services Unit — The division also operates separate and diverse service activities. They include:

- **Executive Order and Reorganization Order Processing** — assures proper context, standardization of format, numerical sequence, filing with the secretary of state, and distribution of all orders of the governor.
- **Internal Audit Unit** — This unit reviews and assesses the soundness, adequacy, and application of internal controls, and recommends improvements to management. The unit also measures the extent of compliance with established rules, policies, and procedures. It provides no services to the public.
- **MTC Buscard Payroll Deduction Program** — This program provides state employees with discount MTC buscards through the state of Minnesota central payroll system. To start the deduction, a state employee requests an application form from his/her departmental payroll clerk. For further information, contact the "All-You-Can-Ride" coordinator at (612) 296-7041.
- **Reorganization Approval Program** — This program reviews and approves all state agency proposals for reorganization and assists state agencies, at their request, in preparation and implementation of their reorganization proposals.
- **Risk Management Program** — This program develops and operates a risk management plan to safeguard the state from exposure to financial loss arising out of accidents and liabilities occurring in the daily course of governmental operations.

Employee Suggestion System, (612) 296-6798

Paul R. Stembler, administrator. The system seeks constructive suggestions from approximately 30,000 state employees. The seven-member State Employee Suggestion Board (all state employees, appointed by the governor and serving without additional compensation) has general administrative powers to formulate policy, and promulgate and adopt rules 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, paperwork, 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. Up to \$1,000 for ideas that save money (10% of first year's net savings);
2. Up to \$50 for safety ideas;
3. Certificate only and up to \$50 for ideas which do not result in cash savings or if 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 the suggester, and completeness of the proposal.

Submit the idea on an "Employee Suggestion" form, available in suggestion system boxes, from personnel or business offices, or from the suggestion system office. Send the completed form to the Employee Suggestion System, 203 Administration Building, St. Paul, MN 55155. A number is assigned to each suggestion received 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.

Administrative Services (612) 296-6940

Connie Robinson, director. Administrative Services handles personnel, fiscal services, and budget development for the Department of Administration. Statewide activities include the State Employee Assistance Program and Volunteer Services.

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

Warren C. Gahlon, director. The program provides help to any state employee whose job performance is, or may be, adversely affected by any personal problem. A wide scope of problems are addressed — chemical dependency, psychological, marital, financial, legal and others — and service is offered on a statewide basis. Professional diagnostic and referral services are available without cost to state employees and their dependents at the program office located in Suite 200, Summit Bank Building, 205 Aurora Avenue, St. Paul, MN 55103; and at the nurse's office located in Room 198, Centennial Office Building, St. Paul. Diagnostic and referral services for state employees and their dependents are also available in the following Minnesota communities: Bemidji, Brainerd, Cambridge, Crookston, Duluth, Fergus Falls, Grand Rapids, Mankato, Marshall, Owatonna, Rochester, St. Cloud, Virginia, Willmar, and Winona.

Fiscal Services Division, (612) 296-6295

Donald Klein, director. The division establishes and maintains a centralized and integrated accounting system for the Department of Administration, Office of the Governor, Office of the Lieutenant Governor, Capitol Area Architectural and Planning Board, Citizens Committee on Voyageurs National Park, Spanish Speaking Affairs Council, and the Council on Black Minnesotans. The division prepares budgets and financial statements, establishes fiscal systems, sets rates and processes intergovernmental payment transactions for the department's divisions that provide services to other state departments and agencies. The A68 (intergovernmental billings) procedures are outlined in the statewide accounting procedures manual available from the Department of Finance.

General Fund Accounting Section, (612) 297-3142

Lawrence R. Dowdle, accounting chief. The section handles the accounts for the Department of Administration, with the exception of the revolving fund accounts; prepares and reviews budgets, checks all expenditures, and helps resolve any accounting problems.

Revolving Fund Accounting Section, (612) 296-4602 or 4604

James R. Joiner and Glenn Olson, accounting supervisors. The section prepares complete sets of financial statements that conform to generally accepted accounting procedures for 15 enterprise and internal service accounts. Comprehensive rate setting proposals are developed for those divisions providing services to agencies.

Governor's Office Support Section, (612) 296-6285

John L. Pemble, section chief. The section does the accounting for the Offices of the Governor and Lieutenant Governor, and the Spanish Speaking Affairs Council. It prepares and reviews budgets, reviews all expenditures, and prepares all requests for services or materials.

Personnel Services Division, (612) 296-2885

The division manages labor relations including contract administration and grievance handling within the department. It directs the Affirmative Action Program; assists division directors in employee recruiting, placement and training; prepares payroll transactions; and maintains personnel records. This division provides no services directly to the public.

Minnesota Office on Volunteer Services, (612) 296-4731

Laura Lee M. Geraghty, director. The Minnesota Office on Volunteer Services (M.O.V.S.) encourages effective coordination and channeling of voluntary action to improve the quality of life for Minnesota citizens. The office works with public and private organizations, and with individuals interested in developing or expanding volunteer programs. It provides assistance to all areas of human services, cultural and civic organizations, corporations and local units of government, youth and senior citizen programs, statewide associations, and state departments and agencies. For a listing of services provided by the office, see the entry for Volunteer Services, page 404.

Agency Services Bureau, (612) 297-4277

Babak "Armi" Armajani, assistant commissioner. The bureau helps state agencies obtain supplies and maintain inventories, publish and distribute materials within state government and for public information, and arrange for business travel.

Agency Relations Division, (612) 296-5743

Eugene A. Wrobel, manager. The division works to strengthen the relationships between the Department of Administration and all client/customer agencies by supporting and reinforcing existing systems, recommending ways for augmenting relationships, and acting as a channel for communication.

State Commuter Van Program. Directing and maintaining an effective statewide van pool program for state and public employees and their spouses, this program also provides coordination with the Minnesota Rideshare Program. For more information, call (612) 296-6728.

State Register and Public Documents Division, (612) 297-3000

Stephen A. Ordahl, director. Designated as the state sales office for public documents, the division operates the Minnesota State Documents Center at 117 University Avenue, First Floor Ford Bldg., St. Paul, MN 55155. Its publishing and editorial offices, at 506 Rice St., St. Paul, issue the *State Register* magazine, the annual *State Register Index*, and the biennial *Minnesota Guidebook to State Agency Services*. The division operates on a revolving fund, receiving no legislative appropriation, and is completely self-supporting.

The Minnesota State Documents Center sells laws, rules, court decisions, studies, reports, forms, guides, directories, mailing lists, lake depth and other maps, state flags and decals, posters, prints, calendars and other items and publications with a Minnesota theme. The center also administers the "Slip Service" law by providing

photocopies of legislative acts, at cost, as soon as they become available. Also sold are documents and publications from the federal government, from "semi-state agencies" such as the Minnesota Historical Society and the University of Minnesota Press, other government agencies, and some non-government publications.

The following catalogs are available for free: the *Publications Catalog*, featuring books, mailing lists, directories, posters, prints and specialty items; the *Outdoors Catalog*, listing maps for lake depth, bikeways, canoeing, BWCA, counties, highways and outdoors-related publications; and an *Index of Fire Plan Maps*, listing forest roads and trails in the northern, northeastern and southeastern parts of the state. Subscription and "notice of publication" services are offered upon request.

All orders must be prepaid. The center accepts MasterCard and VISA credit cards. There are no forms necessary for the public to obtain services. Orders can be made by mail or in person. Money orders and checks should be made payable to the Minnesota State Treasurer for the amount of purchase, plus the current sales tax (6% as of March 1984), plus a handling fee of \$1.50 per order. State agencies may order using *Adm. Form 502SA* and pay no tax. To order, list the publication's exact title and enclose your name, address, zip code and phone number. Mail orders take approximately two weeks for delivery. Over-the-counter orders and credit card phone orders are filled immediately. Special customer deposit accounts are available upon request.

Ozalid reproductions of architectural and survey tracings are available at cost. All drawings submitted for reproduction must be on tracing paper or vellum, any reasonable length, but not exceeding 42 inches in width. The finished reproduction 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-overs, mends, or glued images on tracings. This service must be ordered on *Adm. Form 619*.

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

State Register (612) 296-0930

The *State Register*, published for the purpose of informing the public of state agency rulemaking activity and other notices, appears every Monday. See page 3 for an explanation of agency rulemaking. According to law, agencies must publish in the *State Register* notices of public hearings on proposed rules, the text of the rules, notice of adoption, and all amendments to temporary and permanent rules. The magazine also includes executive orders of the governor, notice of the availability of state contracts for technical and professional services, synopses of Supreme Court and Tax Court decisions, meeting notices, notice of vacancies on appointed boards, and other official state agency announcements.

Material for publication in the *State Register* must be submitted in duplicate and accompanied by *Form SR-0000-01*. Executive orders of the governor, proposed, temporary and permanent rules (with notice of hearing, notice of intent to adopt without a hearing, or request for public comment) must be submitted two weeks prior to publication date. All other material must be submitted one week prior to publication. Charges for publishing in the *State Register* are based on a rate of \$78 per magazine page. For information and assistance, call the editor.

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

13 weeks cost \$40.00. Individual issues cost \$3.25. Binders for each volume year are available for \$6.50 each plus tax.

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

Robin PanLener, editor. The biennial *Guidebook* contains descriptions of state agencies in the executive, judicial and legislative branches of government. It tells how the public may obtain information and services, file complaints, make submissions or requests, and secure assistance. An easy-to-use desk encyclopedia about state government the *Guidebook* assists in 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 vital statistics about the state of Minnesota, its formation and historical development. The *Guidebook* offers useful data helpful to students, educators, speech writers, researchers and anyone with a question about Minnesota. Copies may be purchased at the Minnesota State Documents Center. For more information contact the editor.

Inventory Management Division, (612) 296-6131

Thomas E. LaVelle, director. This division develops and manages a statewide materials management program, provides statewide personal property inventory management programs, and 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 develops and maintains an inventory management program for all state-owned consumable personal property such as fuel, food, maintenance parts, and office supplies. It evaluates existing inventory conditions, conducts studies, and develops and monitors systems at all agencies 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 users manuals. For information or assistance contact the section, 671 No. Robert Street, St. Paul, MN 55101.

Fixed Asset Inventory Section, (612) 296-7098

Raymond R. Sullivan, manager. This section develops and maintains 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 users manuals. For information or assistance contact the section, 671 No. Robert St., St. Paul, MN 55101.

Central Stores Activity, (612) 296-2111

Walter Sepolski, manager. Central Stores is a warehouse and distribution center that services all state agencies with paper, office and stationery supplies, standard forms and other commonly used items. Central Stores also provides warehousing and inventory control services to several agencies for their exclusive use forms. Central Stores provides a catalog and price list of the various supply items available. To order, agencies submit their requirements on a Central Stores Supply Requisition

(MM-00023-02). Complete information on procedure and policy is shown on pages 2-5 of the Central Stores catalog. To obtain a catalog, product information or ordering assistance, call, write or visit Central Stores, 139 E. 12th Street, St. Paul, Minnesota 55101.

Resource Recovery Activity, (612) 296-2397

Norma Cameron, manager. The office promotes conservation practices, the recovery of recyclable material, and the purchase of used, rebuilt, or recycled products. It establishes recovery systems in state agencies and sells the recyclable material. (The office currently recovers various grades of waste paper, metals, scrap films, film processing solution, oil, and other miscellaneous materials, as well as obsolete equipment and parts.) Used office supplies are sold to state agencies and the public at greatly reduced prices. A price list of used office supplies may be obtained by calling 296-2397 or 297-3531.

The office reduces the volume of waste hauled to the landfill (in Fiscal Year 1983, 1,400 tons were recovered) and, at the same time, reduces the hauling and landfill costs to the state. Sales of the recovered materials also generate revenues for the State. Revenues in F.Y. 1983 were \$74,000. State agencies saved \$10,000 by buying used office supplies.

State agencies are encouraged to call the office whenever they have questions about recyclable materials or need assistance with the disposal of recyclable material. Collection containers and pick up service are provided unless the location and quantity of material are prohibitive.

For information on what is recyclable and how to recycle it, state agencies should call the office at 296-2397 or 297-3531. The office is located at 671 North Robert Street, St. Paul, Minnesota 55101.

Central Motor Pool Division, (612) 296-2163

Glenn Johnston, director. The division rents vehicles to state agencies for state business on a daily, weekly (limited to two weeks at a time), and monthly basis. The division purchases, operates, regulates, maintains, and disposes of the vehicles it owns. Used vehicles are disposed by public auction which is handled through the Inventory Management Division of the Department of Administration. The services provided to the public by the Central Motor Pool Division are the disposition of used vehicles and processing complaints of possible misuse of state vehicles.

Travel Coordination Center, (612) 296-5658

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

To Request an Automobile — Employees requesting an automobile for daily or weekly use must first contact their agency's travel coordinator 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-00006-03**, available from Central Stores. The form must be completed by the person or agency requesting the vehicle and must be given to the dispatcher when the car is picked up.

To request a vehicle on a monthly basis, a memo must be sent to the Assistant Director at the Central Motor Pool stating the size vehicle needed, approximate monthly miles, and the area where the vehicle will be driven.

Daily rental pool billing is sent to the user agencies every two weeks and monthly rental billing is processed by the sixth working day of the following month.

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 in the keyholder along with the credit card.

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 \$500 in value, the "Minnesota Motor Vehicle Accident Report" (DPS 32001) must be completed and sent to the Central Motor Pool Division. All accidents must be reported. If the accident is serious, call collect (612) 296-6781.

Central Motor Pool Shop — The Central Motor Pool Shop is responsible for routine maintenance of division vehicles in the Minneapolis-St. Paul metropolitan area, and is located at 610 North Robert Street, St. Paul.

Servicing — Gasoline and oil should be obtained from the service center at 610 North Robert Street, St. Paul 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 and a list of service stations and other agency locations where gasohol can be obtained. Petroleum products should be purchased from a source on the lists to obtain the state discount and drivers should use self-service whenever it is available. If it is impossible to buy fuel from an authorized source using the state credit card, a field order form (ADM Form 559-SA) for gasoline, oil, and repairs is in each car and should be used.

Any purchase over \$35.00 must be approved by the 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-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 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 25,000 miles. To obtain servicing and routine maintenance, contact the Central Motor Pool.

Training — The Central Motor Pool Division also provides an Accident Reduction Program to drivers of state vehicles. The program deals with problems encountered while driving in the city, highway, and rural areas, the importance of driver attitude and driver safety. Training is given through lectures, films, and booklets. The course lasts approximately three hours and a maximum of thirty people per session is requested. For information, contact the Central Motor Pool at (612) 296-6781.

Printing and Mailing Services Division, (612) 296-3277

Ronald B. Johnson, director. This division provides in-house copy preparation, duplicating and mailing services to agencies in all three branches of state government. It also helps clients plan printing jobs and decides whether to graphic arts services from private vendors.

The division has a "Procedures Manual to Obtain Services from Printing and Mailing Services Division." The manual gives users help in obtaining information.



assistance and available services. It contains forms to be used, addresses and telephone numbers for the various services. To obtain a copy of the procedures manual, call or write to the division at 117 University Avenue, St. Paul, MN 55155.

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

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

Planning and Estimating Unit, (612) 296-9886

Hy Cohen, printing coordinator. This unit makes the decisions to purchase graphic arts services from private vendors, schedules in-house production, provides information on when in-house jobs will be completed, writes specifications for purchases from private vendors, and makes available three budget control services to agencies.

Estimates are a detailed projection of time and material costs required to produce a specific job. An estimate is not a quotation and all in-house jobs will be billed based on actual time and material costs. **Bid Quotation** is a pre-established price for producing an order by an outside printing vendor. **Job Planning** is a review to ensure low cost production methods and materials can be used to produce a specific job and recommendation of specification revisions to reduce costs.

Because of the complexity and time-consuming nature of the budget control service, the service cannot be provided for all of the 20,000 orders each year. Priority policies have been established and have been sent to all agencies.

To request production scheduling or a completion date for a job, call Joan Peterson, production controller, 296-8234. To request estimating, quotation and job planning services, agencies should note "estimate requested", "quotation requested" or "job planning requested" on the order form. Also, provide detailed specifications upon which these services can be based. Specifications and estimating coordinators are Karen Oslund (296-8013) and Jane Rosso (296-9883).

This unit also provides newspaper line rate certification according to *Minnesota Statutes* 331.08. According to this statute, approximately 440 Minnesota newspapers must have their legal notice line rate certified as conforming to the standard line rate for first insertion and subsequent insertions for what is termed "price and one-half" or "double price" composition. This requirement may be phased out in favor of a competitive advertising line rate. Call for more information.

Copy Preparation Unit, (612) 296-9891

This unit provides typesetting services in both strike-on and computerized phototypesetting modes. The phototypesetter can accept typesetting from compatible word-processors. Other services available include keylining, paste-ups and ruling, design, film production on camera and both paper and metal platemaking. Many typefaces are available and a free catalog of them is provided by the unit. Platemaking is available on a 19 $\frac{3}{4}$ " \times 23" maximum size. Call for more information.

Duplicating and Binding Unit, (612) 296-9890

Berry Conway, supervisor. Custom offset duplicating is provided to agencies through this unit. Orders can be printed on sheets up to 13" \times 17" image area, using one or two colors. Printing forms necessary are the 619 and 523 forms. The unit also provides

bindery services which include folding, collating, stitching, cerlox binding and shrink wrapping.

Copy Center and Office Equipment Rental Unit, (612) 296-3277

Eugene Kilmer, copy center manager. This unit provides quick, economical printing to agencies through three copy centers within the capitol grounds. The copy centers work with electrostatic (paper) plates only, no negatives or metal plates, no reductions or enlargements, and no photos. Line drawings can be used and copy must be camera ready. No press adjustments can be made for positioning copy. The copy centers print only on 8½" × 11" paper with black ink on 20 lb. sulphite paper (white or colored). Same day service is guaranteed on jobs delivered to the copy center by 9:00 a.m. Next day service on all other jobs. For copy center services, use the copy center requisition Form PU-00078-03. Copy centers are located at:

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

Centennial Building, Room B-13, Ken Keaproth, 296-3363

Transportation Building, Room B-26, D. Kingsley Hahn, 296-2745

This unit also provides copy machines, electric and electronic typewriters and other office equipment for rental to state agencies. Upon request, it also provides consultation service on a fee basis to help office managers plan for modernizing their office equipment.

Central Mail Unit, (612) 296-6802

Mike Perry, supervisor. Located in G-19 Transportation Building, this unit provides mailing and postage metering services to all state agencies. Agencies are billed for postage expenses and must fill out Form MM-00050 for each work order. Use of the inter-office mail system, which can be used for packages as well as letters, is free to state agencies. The unit also provides addressing services to agencies and can print computer (sticky-back) and cheshire labels. Cheshire labels can be fixed by machine to envelopes, newsletters, brochures and other mailed pieces. For more information, call Bill Petsch, addressograph service supervisor at 296-9912.

This unit sells postage stamps only to state agencies for emergency use when metering is not possible. Stamps can be ordered on Form MM-00050. The unit also meters mail for first through fourth class mail and offers a presort program to agencies. The presort program is recommended for large mailings (5,000 and up) depending on deadline and saves agencies 3¢ per letter on first class postage. The unit will also assist agencies with bulk mailing procedures and provides information on ways to save money and speed agency's mail.

Inserting services are provided which allow for the insertion of up to six pieces into a standard size #10 envelope. Envelopes are stuffed, sealed and postage applied. This service is heavily used so it is suggested you plan ahead. Busy times are usually the last two weeks of the month and during tax season. A minimum of 1,000 envelopes per order for inserting is required. Call Bob Stoehr, inserting service supervisor (296-9913) for more information.

The unit also has many mailing lists on cheshire cards that can be transferred to cheshire labels and fixed to envelopes. There is no charge for using these mailing lists, but a minimal fee is charged for printing labels and fixing them to envelopes. Call for a copy of available mailing lists. Charges are based on the first 1,000 and each additional 100 after that.

Procurement Division, (612) 296-6152

James A. Weyandt, director. The division purchases all supplies and equipment for state agencies. State agencies may obtain information regarding division services via bulletins published for their use. For copies call or write the division at 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 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 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. All interested persons may attend bid openings. Bids, including the names of bidders, prices quoted, and other pertinent data, are retained permanently and are available for public inspection. 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 section groups together state agency merchandise requests to save money by buying in quantity, in a more organized manner, and combines quantities of given types (i.e., office equipment) to be placed on bid with the same delivery date.

Construction Contracts Section, (612) 296-2612

Betty Jane Frank, manager. The section is responsible for the bid procedures on all construction project contracts over \$5,000. Contracts are reviewed in cooperation with the Building Construction Division of the Department of Administration.

Small Business Section, (612) 296-6949

Theodore Pegues, program coordinator. This section operates the small business and the Set Aside program for socially and economically disadvantaged vendors. The program, established by law in 1975, is designed to help these businesses sell their goods and services to the State of Minnesota.

Under the law, 25 percent of all state purchases, including construction, are to be offered first to small businesses. Twenty-four percent of that 25 percent is to be offered to small businesses owned and operated by persons who are socially and economically disadvantaged. This status is determined by the Small Business Section according to the statute which states:

“This disadvantage may arise from cultural, social or economic circumstances, or background, physical location if the person resides in an area designed as a labor surplus area by the United States Department of Commerce, or other similar cause. It includes racial minorities, women or persons who have suffered a substantial physical disability.”

A small business is defined as one that is not dominant in its field nor affiliated with one that is: it must do less than \$1 million gross annual volume or have less than 20 employees. Businesses which are certified as eligible by this section are put on a special list of vendors. “Invitations to bid” are then sent out as goods and services are needed. A certification form (and assistance in completing it) is available through the section at 112 Administration Bldg., St. Paul, MN 55155, or the Department of Energy and Economic Development, Economic Development Division, 480 Cedar Street, St. Paul, MN 55101 (612) 296-5011 (see page 136).

Information Services Bureau, (612) 296-6990

Nancy M. Abraham, assistant commissioner. The Information Services Bureau (ISB) provides centralized management of computer applications and facilities, telecommunications, and records for state agencies. It also provides consultant services and grants to local governments on information systems, houses the staff of the Minnesota Cable Communications Board, and advises on the state regulation of data privacy.

The ISB computer shop is one of the largest computer facilities in the state. More than half of the state’s analysts and programmers are employed by agencies other than the Department of Administration, and both special and general purpose mini-computers are located away from the centrally managed site.

Computer services are performed by three inter-related divisions.

Application Services Division, (612) 296-6326

Norbert A. Bohn, director. This division offers application system development resources for new systems and modification of existing systems such as computer programs handling sales and income taxes, child support payments, criminal justice information, and drivers’ licensing. It also performs feasibility studies, systems

analysis, design, programming, and implementation of tested systems for state agencies.

Facilities Management Division, (612) 296-6351

Richard Kelly, director. This division operates the centrally managed computer facility and provides data communications, data processing, and technical support for central and distributed computer systems.

Planning and Support Division, (612) 297-4071

Mary Lou Wehling, director. This division supports the two divisions previously described by managing planning, training and information requests, office systems services, policy and procedure administration, and administrative and fiscal services.

Telecommunications Division, (612) 296-6191

The division plans, designs, coordinates, and approves telecommunications systems and services for state agencies to meet their present and future needs. It coordinates the Statewide 911 Emergency Telephone Service Program, provides consultation services to agencies, and furnishes operator and other services to the agencies and public. It also monitors telecommunications regulatory activities at the state and federal levels, assesses the impact upon state government and formally intervenes as necessary.

The division provides or will assist in the procurement or design of the following systems/services:

- Local telephone service including business, Private Branch Exchange (PBX), and CENTREX and CENTRON telephone systems, and Automatic Call Distributors (ACD).
- Long distance service cost control and management including Message Toll Service (MTS), Wide Area Telecommunications Service (WATS), In-WATS Pool, the North Star Network (NSN) private line voice network, and other intercity facilities.
- Communications channel procurement for intercity services including TELPAK, Foreign Exchange (FX), tie lines, and private lines for audio, data, video, radio and other uses.
- Radio paging service in the Twin Cities area.
- Radio systems and mobile telephone service.
- Closed circuit television.
- Connections to local cable television systems.
- Public address, intercom, and sound systems and telephone answering and facsimile equipment.
- Teleconference planning and use of the Conference Bridge in St. Paul.
- Data communications networks.
- Training programs on telephone courtesy, the proper usage of local telephone systems and network services.
- Western Union TWX/TELEX service and Teletypewriter for the Deaf.

The division receives calls from the public and refers them immediately to the appropriate agency. There is no charge for this service for callers to get information about state offices in the following cities: 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.

A teletypewriter terminal is connected to the Western Union TWX/TELEX network permitting exchanging messages with all national and international subscribers to this service at no charge to agencies. When messages are received, the division contacts the addressee and arranges to mail the transmission or have it picked up. Call (612) 296-2300 for additional information.

The division also has a facsimile machine available for sending and receiving

copies of pictures, letters, graphs, signatures, and other printed material. To send or receive facsimile transmissions, call (612) 296-7654. When facsimiles arrive, the addressee will be contacted. There is no charge to agencies for this service.

A portable teletypewriter for the deaf is available to permit communicating with anyone having a compatible machine. To send or receive messages, call (612) 296-7654. When messages are received, the division will contact the addressee and when information is requested, the division will contact the proper state agency and send the answer via teletype. There is no charge for this service.

The *State Telephone Directory* is compiled by the division and is distributed to all state agencies for their official use. The directory is also available to the public and can be purchased for \$5.00 plus tax through the Documents Center, 117 University Avenue, St. Paul, MN 55155.

The division is responsible for listings of state agencies in telephone company directories statewide. For information or assistance, call (612) 296-2300 or write the division, Room G-4 Administration Building, St. Paul, MN 55155.

The 911 Emergency Telephone Service program provides access to all emergency services in Minnesota by dialing the three-digit number 9-1-1. *Minnesota Statutes* provide that all Minnesota counties will have operating 911 systems by December 15, 1986. The division assists counties in planning, ordering, and implementing 9-1-1 systems. For operating systems, the division budget provides for payment to the telephone companies for major portions of the ongoing network costs. A 911 report is issued annually to the legislature and is available in the legislative reference library.

Cable Communications Division, (612) 296-2545

W. D. Donaldson, executive director. The division provides staff services to the Minnesota Cable Communications Board (MCCB), a seven-member regulatory body appointed by the governor. The staff conducts research and provides information to aid the board in its decision-making process. The MCCB and the staff work together to provide assistance to municipalities, cable operators, state agencies, organizations and individuals interested in cable and related communications matters. For a listing of services provided by the board, see the entry for the Cable Communications Board, page 64.



Records Management Division, (612) 296-6657

Lois M. Pollari, director. The division provides record management services to state and local government agencies to reduce paperwork and determine the most efficient and effective means of storing and retrieving information. Services offered include feasibility studies, design and development of records, active file management systems, record retention schedules, microfilm information systems, a record storage center, and consulting services. Offices are located at 333 Sibley Street, 7th Floor, St. Paul, MN 55101.

Forms Management Unit, (612) 296-1415

Richard Hullsiek, forms manager. This unit analyzes and designs official state forms and maintains an inventory of them. It may also serve political subdivisions in helping to organize and manage a forms management system. The unit offers a forms design workshop through Department of Employee Relations five times a year. There are no charges for these services. For services contact the Records Management Division address above.

Records System, (612) 296-3122

Sandra Abrams, manager. The center stores infrequently used official records, and also retrieves these records should they be needed. Staff help agencies establish retention and disposition schedules for their records and develop file systems for

their records. Services are also available to political subdivisions of the state of Minnesota. There is no charge for these services. For services contact the Records Management Division address above.

Micrographics Unit, (612) 296-9704

Michael Bodem, manager. The unit analyzes and designs micrographic file management systems for state and local governmental units to preserve documents, reduce space, and personnel costs associated with maintaining and retrieving information. Fees are charged for microfilm production. To receive a fee schedule or to request a free analysis, contact the unit at Room 767, 333 Sibley Street, St. Paul, MN 55101.

Data Privacy Division, (612) 296-6733

Donald A. Gemberling, director. The division helps state agencies, political subdivisions, and the public interpret laws about data privacy and government records. It drafts rules under the "Minnesota Government Data Practices Act," and offers information to the public regarding individual's rights and methods of enforcing those rights under the Data Practices Act. It also provides information to government agencies as to methods of complying with applicable statutes. For information or assistance contact the division at 203 Administration Bldg., 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.

General Services Bureau, (612) 296-6852

James J. Hiniker, deputy commissioner. The bureau provides services related to construction, maintenance, and use of the state's physical plant and real property. It also supervises distribution of federal surplus property, state contracting, and administration of the State Building Code.

Building Codes and Standards Division, (612) 296-4639

The division administers the State Building Code which sets construction standards to assure the health, safety, comfort, and security of building occupants.

The division helps interpret the building code, gives information regarding building materials, and consults with architects and engineers of manufactured buildings. It evaluates construction documents and plans for municipalities, public schools, manufactured buildings, hospitals, and all buildings owned or financed in whole or part by the state. It also provides energy conservation information and regulates manufactured housing mobile home manufacturers and installers.

Code Consultant and Plan Review Sections, (612) 296-2932

Richard A. Brooks, assistant director. This section assists the public in interpreting and applying the State Building Code. It advises Minnesota building officials whether alternate materials and methods meet the building code requirements, and provides information to the public on energy standards for new buildings and access standards for the handicapped. It also provides for certification, training and educational seminars for building officials, the design profession, and the construction industry.

Plan Review Section, (612) 296-4630

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

Manufactured Housing/Manufactured Building, (612) 296-4628

Richard Hauck, section chief. This section regulates manufactured housing (mobile homes) and manufactured buildings, and answers consumer inquiries and complaints

regarding manufactured housing. Legislation adopted in 1981 brought the Minnesota building code for mobile homes into conformance with the federal code. In the process, the term, "mobile home" was changed to "manufactured housing." This is how mobile homes will be referred to by the state of Minnesota.

The following licenses are available from this section. All registration forms are available by mail or in person from the section at 408 Metro Square Bldg., 7th and Robert Streets, St. Paul, MN 55101.

- **Dealers and manufacturers licenses for manufacturing housing** — A yearly licensing fee of \$100.00 and a bond must be submitted with "Dealer/Manufacturer" application form. The application usually takes two weeks to process. A \$25.00 fee is required for additional subagency location.
- **Manufactured housing installers registration** — A yearly registration fee of \$20.00 must accompany the "Manufactured Housing Installer Registration" form, which usually takes one to two weeks.
- **Manufactured housing installation seal** — This is required for the installation of the support and anchoring systems of manufactured housing. The form needed is the "Seal Order." A fee must accompany the order. Mail orders usually take three days. Orders handled in person are done immediately. Support/utility seals are \$6.00 each. Anchoring seals are \$4.00 each.
- **Seals for the sale of manufactured structures** — Seals must be purchased for each manufactured structure sold, offered for sale, or installed in Minnesota. The seals certify that the manufactured structures comply with the State Building Code. They are available to approved manufacturers only. The form needed is the "Seal Order" form. A \$20.00 fee must be submitted with each order. Mail orders usually take three days. Orders done in person are completed immediately.

Division of State Building Construction (612) 296-4640

Max E. Fowler, director. The division carries out the remodeling, rehabilitation, and construction of all state-owned buildings. The division designs minor building projects and acts as the owner's agent on major projects.

State Designer Selection Board, (612) 296-4656

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

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

Contract Management Division, (612) 296-8489

The division reviews, modifies, approves, or disapproves of any written instruments (such as contracts 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

agencies or employees, acting in an official capacity, is a party. This does not cover any lease or biddable service (which is handled by the Procurement Division).

The division seeks to simplify and expedite contract processing, to protect the state's interest by promoting competition, and to encourage the use of services available through other state agencies when appropriate. It will determine need, review alternatives, recommend selection procedures, review drafts and suggest changes. The form generally used is "Contractual (non-state employee) Services" ADM FORM 1051, available from Central Stores.

Energy Conservation Division, (612) 296-8204

Donald T. Johnson, director. The division's objective is to determine the least expensive way to reduce energy consumption in state-owned buildings. Detailed energy audits for each heated building are conducted, then energy conservation measures with paybacks of less than five years are presented to the commissioner. The commissioner presents the measures to the legislature for funding. If funds are appropriated, engineering and bidding documents are prepared for energy retrofit. An Energy Monitoring Program uses a computerized energy database that monitors energy usage and savings from each state complex. The division has a computerized Preventive Maintenance Program that is available for all state buildings and an automated system to survey roof conditions for community colleges and state universities.

A new system of third party financing will allow private companies and/or financial institutions to pay for and implement energy conservation measures in state buildings. The companies will realize a return on their investment through a percentage of the state's energy savings.

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 U.S. 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 organizations may inspect or pickup federal surplus property at 5450 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 20 expenditure authorization in order to obtain federal surplus property.

Plant Management Division, (612) 297-3993

James L. Ware, director. The division maintains all state buildings in the Capitol Complex, the Health Building on the university campus, 1246 University Avenue, and the governor's residence. The division also maintains the grounds and parking facilities of these buildings. It has a variety of additional duties which include disposing of lost and found property, providing and installing smoking and no-smoking signs (to comply



with the Minnesota 1975 Clean Indoor Act), supervising cafeterias in state buildings, providing flag protocol information to the public and providing permits for special use of state buildings.

Central Delivery and Moving — This section operates the **Inter-Office Mail System** in the Capitol Complex and St. Paul area and a **Moving Service** among all state buildings in the metropolitan area.

The **Inter-Office Mail Systems** pick up and deliver inter-office and federal mail (no personal federal mail is handled) in all state offices in the Capitol Complex and other state offices in the St. Paul area between 8:00 a.m. and 4:00 p.m. Monday through Friday. This service can be requested by contacting the division at 296-1810 or 297-3993. A list of state offices on the inter-office mail route is available in the table of contents of this book, in the department/agency index in the state telephone directory, or by calling Central Mail at (612) 296-6801.

The **Moving Service** moves office furniture and supplies between and within any state buildings in the metropolitan area. Requests for this service may be made by using **Form PM-00084-03** available through Central Stores. Include all pertinent details such as dates, places, materials to be moved and the name and extension number of the person responsible for the move. If an estimate of time or cost is desired, it should be stated in the request. The charge for this service is the established hourly rate. After regular working hours or on weekends or holidays, the established overtime rate is charged. Moving requests should be submitted to the division, G-25 Administration Building, St. Paul, MN 55155. In some cases, it may be determined that a private mover be required. In those cases, the requesting agency will be referred to the Procurement Division so the move can be placed under contract.

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

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

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

Central Shop Services — Central Shop repairs and refinishes furniture, makes signs, frames pictures and constructs cabinets, shelves, etc. Requests for these services may be made to Plant Management by using **Form PM-00084-03**. These requests should be addressed to Plant Management, G-25 Administration Building, St. Paul, MN 55155. An estimate of the cost of the service will be furnished upon request. Estimates are valid for 30 days.

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

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

- Veterans Building, Room A — 40 seats, Room D — 79 seats
- Administration Building, Room 116A — 39 seats
- 500 Rice Street — 54 seats
- Capitol Square, Room A (north half) — seats 28

Those who wish to reserve a conference room should call 297-3388. When scheduling conference room(s) for more than three days, submit a written request to Plant Management, G-25 Administration. Include in the request the agency's name, the room, the dates, the times; also, include the name and the telephone number of the contact person.

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

- American Center Bldg., 7th Floor 296-7526; 8th Floor 221-0931
- Capitol, 296-2343, 296-4147 and 296-7435
- Capitol Square Bldg., Room A south half, seats 35, 297-2868
- Centennial Office Bldg., Cafeteria meeting rooms, 291-8608; 2nd Floor 297-2083; 3rd Floor 296-6157 and 4th Floor 296-6117
- Employment Service Bldg., (390 N. Robert St.) 296-6640
- Space Center Bldg., 296-2380
- State Office Bldg., 296-4289
- Transportation Bldg., 296-7835

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

- Capitol Square, 550 Cedar Street, Lower level, 291-0439.
- Centennial Building, 658 Cedar Street, Ground floor, 291-8608.
- Employment Service Bldg., 2nd Floor, 291-1231
- State Office Building, 435 Park Street, Basement, 291-1700.
- State Capitol, Aurora Avenue, Basement, 291-0457.
- Transportation Building, John Ireland Boulevard, Ground floor, 291-0227.

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

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

Suggestions or complaints regarding these food services should be addressed to the Plant Management Division, Room G-25, Administration Building, St. Paul, MN 55155, 297-3993.

Keys: Issue and Replacement — The exterior doors to all major buildings in the Capitol Complex are controlled by an electronic security system. Card reading machines are installed at the main entrance to each building. Authorized persons will be admitted after regular business hours by inserting a card into the reader which operates the door. Keys for interior doors will be issued when requested by a department head and where a need is clearly shown. For security reasons, Plant Management screens all requests for keys for state owned buildings. There is a charge for each key issued. For information or assistance contact this division at 296-9900.

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

Application for contract parking must be made in writing to the division, G-25 Administration Bldg., St. Paul, MN 55155. The memo should contain the applicant's name, employing agency, telephone extension at work, type of vehicle (compact or regular) and the license plate number. If the applicant is in a car pool, the memo

should include the name of each passenger, their employer, their work location if other than the Capitol Complex, their work telephone number, and indicate the desired parking location.

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

When agencies have individuals or groups coming to the Capitol Complex for meetings, hearings, etc., special meter parking can be obtained (if available) on request. There is a flat charge of \$1.00 per day per car. Daily parking permits should be requested several days in advance at 297-3993.

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

Copies of the Department of Administration's parking regulations are available from the division.

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

Lost and Found or Abandoned Property — Personal articles found on state property should be sent to Plant Management, G-25 Administration Bldg. A note should be attached indicating the date and place where the item was found and the name of the person who found it.

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

Missing state property should be reported immediately to the Legislative Auditor and the Capitol Security Division at 296-6741. Public Safety Form 7015 must be submitted to the Capitol Security Office, B-4 State Capitol, St. Paul, MN 55155.

Real Estate Management Division, (612) 296-6674

Marlo W. Hanson, director. The division inventories, plans, allocates, and leases office and storage space in state 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 recommending priorities for acquisition and disposition, obtaining and certifying real property appraisals, and coordinating purchase.

The division is responsible for issuing permits to search upon state-owned lands for lost or abandoned property. Information is available from the division, G-22 Administration Bldg., St. Paul, MN 55155.

Minnesota Board on Aging

Leonard Ramberg, chair
Gerald A. Bloedow,
executive secretary



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

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

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

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

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

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

Thirteen Area Agencies on Aging are located throughout Minnesota, most within regional development commissions to maximize their planning capabilities. These agencies, listed on page 420, offer technical assistance to aging programs in their respective regions, promote the development of new aging services, coordinate existing services, engage in an on-going planning effort on behalf of older persons and have direct responsibility for the funding and review of a number of Older Americans Act programs in their regions such as transportation, homemaker care, and legal aid.

Through Area Agencies on Aging, the board administers a state-wide Nutrition Program for the Elderly that provides 11,550 hot meals daily at 333 congregate dining facilities throughout the state. The program offers older persons, particularly those with low-incomes, low-cost, nutritionally sound meals served in strategically located centers such as schools, churches, community centers and senior citizen centers where they can also receive other social and rehabilitative services. Besides promoting better health through improved nutrition, the program is aimed at reducing the isolation of older age. The program encourages congregate dining to facilitate social interaction, but may also provide home delivered meals to those older persons unable to partake in group meals.

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

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

Other activities of the board include the development of legal services for older persons; state fair senior citizens day; funding for Retired Senior Volunteer Programs and for senior citizen center repair, renovation, or alteration; gerontological 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, St. Paul, Minnesota 55108

Mike Heffron, secretary-general manger

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



The Minnesota State Agricultural Society conducts the annual Minnesota State Fair, and administers the maintenance, control and improvement of the State Fairgrounds. The 303 acre fairgrounds on the northwest edge of St. Paul is also used on a year-around basis for special events and shows and for storage purposes on a rental basis.

The society came into being as a territorial organization in 1855. It was legally organized as a public corporation in 1860 and became an arm of state government in 1903. In 1885, the Ramsey County Board of Commissioners donated the old Ramsey County Poor Farm to the society. That same year, the legislature appropriated \$100,000 for buildings at the new permanent fair site. The first buildings erected were a two-decked wooden Grandstand, a horse race track, a great wooden-domed Main Building (later the Agriculture Building) and several smaller buildings. The Great Northern Railway built a spur track into the center of the grounds and wells were drilled. Additional buildings were added each year as well as new events.

Today, the Minnesota State Fair is the largest 12-day fair in the country and the exposition serves as a model for fairs throughout North America. Record attendance was set in 1981 when 1,414,809 people visited the fair, which ends on Labor Day each year. The fair is primarily agricultural in nature and features big-name entertainment, livestock judging, horse shows and rodeos, automobile races, tractor pulls, fine arts and home crafts competitions, an 80-acre farm equipment display, commercial and ethnic exhibit complexes and a carnival. To enter any of the fair's competitive events, contact the State Fair for entry forms and other instructions.

The society is a semi-state agency, autonomous and self-governing. The society is not involved in the state departmental process of budgeting, dedicated funding or appropriations. State Fair generated financial reserves are used for operations, maintenance and for capital improvements to the physical plant. Annually, the fair alone pays about \$250,000 into the state treasury through sales tax. Annual reports are submitted to the governor, the legislature and the media, and its books are examined annually by the state auditor.

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

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

Formal business of the society is conducted as a three-day annual meeting held each January. Three delegates representing each county or county fair in the state, along with about 100 delegates representing state-wide associations such as implement dealers, forestry associations, livestock breed associations and the like, meet

on a district basis, nominate individuals to serve on the State Fair board. Elections are then conducted on the floor by the convention as a whole.

Upon completion of the elective process, the newly-organized board meets and elects a secretary for a one-year term. The secretary is chief operating officer of the fair and is responsible for the day-to-day business of the exposition. The society retains a full-time staff of 41 employees who work under the supervision of the secretary.

Outside gate admission

Adults	\$3.25
5 through 15	\$1.50
Under 5	Free
Parking on all State Fair lots	Free
Senior Citizens Days (65 and over)	Free
Children Days (15 and under)	Free
Campgrounds charges (per night)	\$6.00
Grandstand stage shows	Prices vary
For information, call (612) 642-2262	
Grandstand track events	
Adults 16-64	\$5.00
Seniors and Youths	\$3.00
Coliseum events	
Box seats	\$4.00
Reserved seats	\$3.00
General admission seats	\$2.00

(All ticket prices are subject to change)

Operations Division, (612) 642-2206

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

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

Plant Management Group, 642-2210

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

Space Rental Group, (612) 642-2256

V. James Sinclair, supervisor. The space rental 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. Space rental contracts are issued in the following classifications:

1. **Concessionaire:** Any person or firm which sells, makes deliveries, and/or accepts

deposits for future delivery on or from an assigned fairgrounds location during the period of the State Fair.

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

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

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

Special Events Group

Barbara Wentz, special events superintendent (612) 642-2214 and Gene Nardini, Coliseum operations superintendent (612) 642-2204. From Sept. 15 through July 15, fairgrounds facilities are used for special events and storage purposes. The Coliseum, speedway, livestock barns, various exhibit buildings and outdoor exhibit areas are available for both public and private events. Individuals, businesses and organizations may contract for use of these facilities as well as for a wide range of services including security, maintenance and engineering. All lessees are subject to the published rules of the society, available upon request.

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 early May.

Special Services Group, (612) 642-2200

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

Public Affairs Division, (612) 642-2223

Jim Frost, director. The public affairs division is responsible for the overall activities of the agricultural-livestock exhibitions, public relations services and general entertainment features of the State Fair.

Competitive Exhibits Group, (612) 642-2217

Steve Pooch, supervisor. The competitive exhibits group manages displays and competitive exhibits open to public participation in the following areas: bee culture,

cattle, Christmas trees, creative activities, crops, dairy industries, education, 4-H, 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 group. Premium lists showing categories of competition and prizes available, judging schedules, rules, entry fees, and entry deadlines vary with each department.

Communications Group, (612) 642-2251

Jerry Hammer, publicity superintendent. The group manages the State Fair public relations programs, providing printed material on fair events and activities and related news releases for public use. They also supervise the operation of eight information booths and manage the fair's sponsorship program.

Amusements Group, (612) 642-2218

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

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

Finance Division, (612) 642-2345

James Roehl, director. The division provides the financial management of the State Fair. It is responsible for financial statements, records management functions including payroll, personnel records and benefits and budget management functions including purchasing, inventory control and receipts.

Department of Agriculture

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

Jim Nichols, commissioner (612) 297-2200

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

The department 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 state's promotional agency for agriculture and the family farm, and is the lead state agency for protecting agricultural land. It encourages the development of agricultural industries through market development and regulation of food products.



The department is organized into four program areas. The Agricultural Protection Service assures that foodstuffs are free from adulteration, properly labeled and handled in a way that protects their edible quality, and also provides protection to producers and consumers against unfair economic practices. The Agricultural Services and Promotion Councils Program promotes Minnesota agricultural products and assists in the development of agricultural markets through promotion councils and agricultural development grants. This program also works to secure the stability of the family farm system in Minnesota through administration of the Family Farm Security Program. The program also protects Minnesota's agricultural land base through the administration of soil and water programs. The Administration and Financial Aids Program provides services and assistance to the entire department in

the areas of accounting and licensing; personnel and office management; planning; laboratory support for inspection programs; and development of statistics about Minnesota agriculture. The Minnesota Trade Office provides information and services, including export assistance, to both agricultural and other Minnesota businesses wishing to sell their products in national or international markets.

Agricultural Protection Service, (612) 296-9310

Anne Kanten, assistant commissioner. This program provides assurance to producers and purchasers that they will receive proper grades, weights and tests for a multitude of agricultural products. This includes inspections of food processing and handling equipment and facilities; grade classification of eggs; livestock weighing; inspection of grain warehouses; and sampling of grain. The regulatory activities involve licensing and inspecting the entire food production process as well as the ultimate food product, licensing and bonding various dealers, and auditing their related economic practices. Regulatory activities also include the surveillance of the manufacture, distribution and sale of fertilizers, seed, and pesticides; and administration of the Grade A and Grade B dairy inspection and information services programs.

Agronomy Services Division, (612) 296-6121

William O. Bulger, director. The division enforces several laws intended to prevent loss of agricultural production, and to protect the environment, the public, or specific clientele. Various permits and individual, facility or product licensing, registration and certification are involved in five areas: pesticide, fertilizer, feed, seed and noxious weed control.

The division conducts statewide inspection programs. Assistance and information regarding these programs is provided to the public by inspectors and county agricultural inspectors and program supervisors and technical specialists identified below. For more information contact the division at Room 119, 90 West Plato Blvd., St. Paul, MN 55107.

Feed Control Section, (612) 296-6124

Thomas A. McConnell, assistant director. The section enforces the Minnesota Commercial Feed Law which prohibits the adulteration and misbranding of commercial feed. In cooperation with the Food and Drug Administration, the division enforces the Federal Food, Drug and Cosmetic Act as it relates to medicated feed.

All distributors of commercial feed in Minnesota must register the label of each product which must first comply with requirements. For those products sold in packages of 10 pounds net weight or less, "Application for Registration of Commercial Feeds-No. 203" is used. Registration must be renewed annually in July. The fee is \$50 per product per year. Renewal application forms are available from the section.

For products sold in packages over 10 pounds net weight, "Application for Registration of Commercial Feeds, Form #AG 00120-02" is used. A registration tonnage fee of 16¢ per ton of product distributed in the state is charged, and the registration is permanent. All registrants must report tonnage for periods ending June 30 and December 31 of each year. Tonnage fees, for the permanently registered products, are paid on the basis of these reports and are due 30 days after the close of each reporting period. Forms are provided by the section.

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

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

Weed and Seed Control Section, (612) 296-6123

Charles Dale, supervisor. This section administers the State Agricultural Weed Law and enforces the State Seed Law and Screenings Act. District inspectors provide training, technical support and direction to municipal and township weed inspectors and to county agricultural inspectors for noxious weed control and seed law enforcement. Local units of government may obtain information and assistance regarding the state noxious weed control program by contacting this section or the county agricultural inspector. There is no fee for this service.

In the enforcement of the state Seed Law and Screenings Act, certain permits and registrations are required. An initial labeler of seed sold in Minnesota must have a seed permit which requires payment of fees through a reporting system. The permit may be obtained by application to the section supervisor. The fees are based on the type of seed and container used. All labelers of seed with permits must report sales quarterly on forms available from the section.

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

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

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

Seed Laboratory, (612) 296-2310

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

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

Between March 15 and June 30, an additional \$2.00 per sample is charged to encourage early submission of service samples. The length of time required for the service depends on the type of sample and number of tests requested.

Agricultural Chemical Section, (612) 296-8578

Michael K. Fresvik, supervisor. The section performs several activities relating to pesticide registration, dealer licensing, chemical damage claims, agricultural chemical emergencies, and fertilizer licensing and inspection.

Pesticide Registration, (612) 297-2745

Larry Palmer, pesticide control specialist. The purpose of pesticide registration is to regulate the sale and use of all pesticides offered for sale in the state of Minnesota. The registration form used is, "Application for the Registration of Pesticide Products-

No. AG 147-03.” The fee is \$30 per product registered. Registration must be renewed before January 1 each year. Registrations are completed after filing the application and a copy of the product label, and remitting the fee. Information, application forms, and assistance for pesticide producers concerning the Federal Environmental Protection Agency registration requirements is available.

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

Wayne Dally, pesticide control specialist. This area issues licenses and provides for certification upon successful completion of appropriate examinations on pesticides and their proper use. Information and study materials are available from this section or the local county Agricultural Extension Office. The licenses required and their corresponding application forms are:

- **Restricted Use Pesticide Dealer License** — Any person who offers for sale or has in his possession with the intent to distribute to the ultimate user a “restricted use pesticide” must first obtain a license from the department. Application for a license must be made on the following form: “**Application for License to Sell Restricted Use Pesticides-No. AG 00153-3.**” Dealer license: \$50.00; late renewal: \$13.00.
- **Structural Pest Control Operator and Fumigator License** — Any person who applies pesticides for control of commensal rodents and domestic pests must be licensed. Application for a license must be made on the following form: “**Application for Pest Control Operator License-No. AG 00141-05.**”
- **Commercial Pesticide Applicator License** — Any person who applies or supervises the application of any pesticide for hire other than structural pest control operators and fumigators must be licensed. Application for a license must be made on the following form: “**Application for Commercial/Non-Commercial Applicator License/Certification-No. AG 00132-02.**” License: \$50.00; additional operator cards: \$10.00; late renewal: \$5.00.
- **Non-commercial pesticide applicator license** — Any person other than a commercial applicator or structural pest control operator or private applicator who uses or supervises the use of a restricted use pesticide must be licensed. This includes government employees, food and feed sanitation personnel, and extension or academic personnel involved with experimental pesticides. Application for a license should be made on the following form: “**Application for Commercial/Non-Commercial Applicator License/Certification-No. AG 00132-02.**” License: \$17.50; additional operator cards: \$7.50; late renewal: \$5.00.

Pest control company licenses are \$100.00 with a late renewal fee of 50% of the license fee. New pest control operators licenses and renewals are \$20.00, with a late renewal fee of 50% of the license fee. One or more examinations are required for any of these licenses or certifications. The applicant will be contacted to arrange a time and location for taking the required examination. Renewal applications are sent 30 to 60 days prior to renewal date. Structural Pest Control and Restricted Use Pesticide Dealer Licenses must be renewed before January 1 of each year. Commercial and Non-Commercial Pesticide Applicator License renewal date is March 1 of each year.

Chemical Damage Claims and Agricultural Chemical Emergencies, (612) 297-2419

Dave Dally, pesticide control specialist. Any person who believes that they or their property have been damaged from an application of pesticides may file a written statement alleging such damages. This section will investigate the claim, obtain samples of damaged property (if appropriate) and make a report to the complainant and/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, the claim should be filed prior to the time that 25% of the damaged crop has been harvested. For information or to obtain a “**Pesticide Damage Inspection Request-No. AG 155-03**” form, contact the section.

An **Agricultural Chemical Emergencies Team** has been established to investigate all emergencies involving pesticides or fertilizers (including anhydrous ammonia). All

emergencies should be reported immediately to the emergency response team. The location, type of emergency (spills, fires, floods, poisonings, other accidents), chemicals involved, circumstances of the emergency and other pertinent information should be made available to this section or to district inspection staff. Instructions will be given to the caller regarding the proper procedures to follow to minimize damage to human health and the environment. For emergencies contact 296-6121 from 8:00 to 4:30; after normal work hours, call (612) 459-6486.

Fertilizer Control Section, (612) 296-3016

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

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

The form used for registering small package and specialty fertilizers is, "Application for Registration of Small Package and Specialty Fertilizers-No. AG 129-04." There is a \$50 fee for each product registered.

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

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

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

Plant Industry Division, (612) 296-3347

Robert Flaskerd, director. The division serves various industries, municipalities, and the general public and is responsible for a broad range of inspection, certification and control programs. The division certifies grain shipments to foreign countries and other states as being pest free, certifies seed potatoes, inspects and certifies nurseries and nursery stock, honey bee colonies, and provides inspection service for fresh fruit and vegetables. The division also approves municipal mosquito control programs and other pest control activities.

Technical Support Section, (612) 296-8388

Mark Schreiber, supervisor. The section provides laboratory diagnostic services for municipalities, industries and the general public; laboratory tests of tree samples for Dutch elm and oak wilt disease; nosema tests for beekeepers, and barley loose smut tests for farmers and the seed industry. Dutch elm and oak wilt diagnostic services and the nosema tests are free. The barley loose smut test cost is \$15 per sample. Tree samples may be submitted during the growing season. Sampling procedure information for all tests can be obtained from the section, Room 226, 90 West Plato Blvd., St. Paul, MN 55107.

Dutch Elm Disease Laboratory, (612) 296-1348

Doree Maser. The laboratory accepts samples from trees suspected of having Dutch elm disease submitted to the department for testing. There is no charge for this service. Results of the test are usually mailed within two weeks. Samples should be sent to the department, Room 227, 90 West Plato Blvd., St. Paul, MN 55107.

Plant Quarantine Section, (612) 296-8620

Hilbert Hoger, supervisor. The section certifies agricultural commodities for foreign shipment, corn for shipment to west coast states and western Canada and grain for shipment to Arizona and California.

Foreign shipments are certified according to the particular state's or country's plant health department regulations, including licensing, certification and plant quarantines. The section inspects and certifies corn or small grain shipments to western United States as being free from such pests as the European corn borer and the cereal leaf beetle. 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 section, Room 226, 90 West Plato Blvd., St. Paul, MN 55107. Forms are required for each certification except the certification of grain for absence of cereal leaf beetles. The section issues certificates in pads of 25, because each shipment must have a certificate accompanying it. Fees are \$25 per pad and \$30 for the inspection and certification of corn shipments. The corn shipment elevator inspection fee is paid annually. Usually 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 U.S. Department of Agriculture. Forms for this permit are available from the section or the U.S.D.A. There is no fee for this permit.

Seed Potato Certification Section, (612) 296-0592

Jerome Jevning, supervisor. The section certifies seed potatoes as meeting prescribed standards relating to disease and variety characteristics. Each growing season, every acre of seed is inspected for disease, varietal purity and chemical and insect damage. Applicants must enter their entire potato acreage into the program. It is advisable to contact this office prior to planting if the applicant is unfamiliar with the program requirements. The certification program is voluntary. For information or assistance in joining the program, contact the section, Room 226, 90 West Plato Blvd., St. Paul, MN 55107. The necessary application forms will be provided. There is an inspection certification fee of \$10 per acre. The section must receive all applications by June 15.

Fruit and Vegetable Inspection, (612) 296-8557

James Erickson, supervisor. The section provides voluntary shipping point and terminal inspection and grading in established inspection areas to assure proper grade and condition of fresh fruit and vegetables. For example, shipping point inspections of potatoes are conducted primarily in the Red River valley. The section will conduct inspections on a fee basis for anyone in the state, as time and manpower allow. For information or to request an inspection, contact the section, Room 226, 90 West Plato Blvd., St. Paul, MN 55107.

No forms are necessary. Shipping point inspection fees are 7¢-10¢ per hundred-weight with a minimum of \$10 per inspection. An additional \$1.00 is charged for

every type of inspection necessary in any one shipment. The section charges \$15 per hour for inspection by hourly contract. If an inspection is requested for anytime other than regular office hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.), there is an additional overtime fee of \$7.50 per hour. The section usually will answer a request within 24 hours.

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

Nursery Inspection Section, (612) 296-8619

John Berends, supervisor. The section inspects, registers and certifies all nurseries, wholesalers and retailers of nursery stock and certifies the stock provided it is found to be disease and insect free. It inspects and certifies all plants destined for foreign countries. Greenhouses not handling nursery stock may voluntarily request inspection and certification for freedom from injurious plant pests. Nurseries and buyers must be certified to do business. Inspections for plants going to foreign countries are done according to regulations 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 section, Room 226, 90 West 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 \$30 for ½ acre or less to \$600 for over 50 acres of growing stock. The fee for license as plant buyer or seller ranges from \$30 to \$330 per location, depending on the volume of business handled. The voluntary greenhouse fee is \$30. Renewals must be received by January 1 of the year following expiration. The fee for inspection of plants or plant pests going to foreign countries is \$10 plus expenses. If the plant shipment is brought to the Nursery Inspection Section, there is no charge. A phytosanitary certificate must accompany all foreign plant shipments.

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

The 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 section. No forms or fees are necessary 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) 296-3347

Arthur Mason, assistant director. The section administers all pest control statutes and supervises all local pest control and mosquito abatement activities. The section reviews applications from municipalities for authority to engage in municipal mosquito control programs, provides technical guidance and approves municipal mosquito control efforts statewide. The section also coordinates the surveillance of disease transmitting mosquitoes throughout the state.

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.

For information or to request the authority to engage in a mosquito control program, contact the section, Room 226, 90 West Plato Blvd., St. Paul, MN 55107.

Apiary Inspection Section, (612) 296-0591

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

Application forms are available from the section. Fees are \$7.50 plus an additional 17¢ for each colony for persons operating 11 or more colonies. The fee is based on colony count taken June 15 of each year. Certification and inspection is provided to those moving bees and equipment intra and interstate for a fee of 40¢ per colony. Registration takes 30 days. Applications must be made within 30 days of establishment of a new apiary. Renewals must be made prior to August 1 of each year.

Wholesale Produce Dealers Section, (612) 296-1690

John Malmberg. The Wholesale Produce Dealers Act helps give protection to produce farmers and dealers by requiring the licensing of wholesale produce dealers who purchase produce for sale or use in a processing plant. Wholesale dealers may require auxiliary licenses. After the completed license application form is reviewed by the division and a proper bond amount is set, a bond form and a letter of credit form are sent to the applicant. The applicant must provide a properly executed bond or an acceptable bank letter or guarantee. The original license fee ranges from \$30 to \$120 depending on the volume of business done. The amount of bond or letter of credit is determined by the division. Renewal applications are mailed approximately six weeks before the July 1 renewal date.

Produce growers may contact the division regarding possible recourse in the event of the financial failure of a wholesale produce dealer. Written claims must be filed within 50 days of the date of sale for all produce except milk and milk products.

Grain Inspection Division, (612) 341-7190

Edward G. Moline, director. The division provides grain sampling, grading, weighing and protein analysis upon request to producers, shippers, grain firms, elevators and processors. State inspection personnel are licensed by the U.S.D.A., Federal Grain Inspection Service. Official grain weighing is performed for all 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 federal standards or standards established by the Minnesota Board of Grain Standards. For inspections official samples are obtained which represent the entire lot from which it was taken (cargo, barge, hopper car, box car, truck lots or bins). The division performs official protein analysis, sedimentation tests and oven dried moisture analysis. Analyses are performed under supervision of qualified cereal chemists. The samples usually are graded the same day as they are received, and official certificates are then issued.

For information or to request an inspection or test, contact the Grain Inspection Division, 314 Grain Exchange, Minneapolis, MN 55415; inspection, sampling and weighing: (612) 341-7198, protein analysis: (612) 341-7187

The division supplies the necessary forms and issues certificates for protein analysis, grain weighing and grading. Fees are charged to the person or firm requesting the services according to the division's fee schedule. Services and fee schedules are available upon request. Same day service will usually be provided if the call is

received in the morning. The weighing offices operate between the hours of 7:00 a.m. and 4:00 p.m.

Warehouse Section, (612) 341-7537

Gene O'Brien, section supervisor. The section licenses grain warehouse operators, grain buyers and general storage warehouses. All warehouse facilities are inspected annually to determine whether the receipted articles are being stored in a proper manner and all goods covered by warehouse receipts are actually in store on the premises. The commissioner has the power to suspend the license if the warehouse fails the inspection. All licenses require a license fee and a bond. If there is more than one elevator or location, then each must be licensed. License terms are from July 1 to June 30 of each year. If the grain storage bond is set as a minimum, then the bond must be maintained at all times in an amount equal to 50 percent of the local market value of all grain outstanding on warehouse receipts up to the maximum amount set by the section. Additional information may be obtained from the Warehouse Section, Room 316, Minneapolis Grain Exchange, Minneapolis, MN 55415.

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

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

There are six specific licenses. To receive an application form or file for a license, contact the section. All necessary forms are available from the section. The following requirements must be met before a license is issued.

Warehouse operators must submit tariffs for approval and issue warehouse receipts as provided in Title 7 of the Uniform Commercial Code, *Minnesota Statutes*, chapter 336.

- **Public Local Grain Warehouse Operators** store grain for others and receive compensation for this service. Operators must submit to the division a list of charges, a copy of legal warehouse receipts and the scale ticket to be issued. License fees are \$35.00. Two bonds are applicable, one for grain storage is set at a minimum of \$20,000, and one for grain buying is \$10,000.
- **Private Local Grain Warehouse Operators** are licensed to buy grain, but not to store it. Operators must submit a sample of the legal scale ticket to be issued. The license fee per location is \$100.00 and the bond is \$10,000.
- **Grain Banks** are feed processing plants, receiving grain and returning it to the owner as livestock feed. Operators must submit a tariff and a sample of the legal grain bank warehouse receipt to be issued. An applicant must be licensed as a public or private local grain warehouse operator. Grain bank license fees are \$25.00 and the bond is set at a minimum of \$5,000.00.
- **Grain Buyers** are any persons, firms or corporations other than a licensed warehouse operator who buy grain for resale. Grain buyers must obtain a license for each vehicle or facility used in their operation, and must submit an application form. License fees per location or vehicle are \$100 and the bond is set at a minimum of \$10,000.
- **Public Terminal Warehouse Operators** operate a terminal warehouse (a warehouse located within the limits of a terminal point, usually a railroad). Operators must publish their tariffs in the local newspaper and submit a copy of the tariff to the

section. License fees are \$75.00 and the bond is a \$50,000 minimum based on the capacity of the warehouse at the rate of 15¢ per bushel.

- **General Storage Warehouses** are buildings or parts of buildings used for storing goods, wares or other merchandise (except grain and cold storage) for compensation. License applications must be accompanied by a tariff and a copy of legal warehouse receipts. The license fee for 5,000 square feet or less is \$80.00; over 5,100 to and including 10,000 square feet is \$155.00; over 10,100 to and including 20,000 square feet is \$250.00; over 20,100 to and including 100,000 square feet is \$315.00; over 100,100 to and including 200,000 square feet is \$410.00; and over 200,100 square feet is \$470.00.

Food Inspection Division, (612) 296-2627

Thomas W. Masso, director. The division administers state laws and rules regarding standards for wholesomeness, quality and proper representation of meat, poultry, beverages and other food sold in Minnesota. It licenses and inspects wholesale and retail food handlers, food processors, vending machines, food vehicles, food storage warehouses, bottlers, canners, retail and wholesale meat outlets and fur farms in the state.

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

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

For information or to request an application form, contact the division, Room 211, 90 West Plato Blvd., St. Paul, MN 55107.

- **Retail Food Handler License or State/County Fair Food Concession.** Fee is based on gross sales of food items for the immediate previous license or fiscal year. New licenses, unless gross sales of food items is less than \$50,000, pay \$50.00. For gross sales less than \$50,000 the license fee is \$25.00; from \$50,000 to \$250,000 the fee is \$50.00; from \$250,000 to \$1,000,000 the fee is \$100.00; and over \$1,000,000 pay a \$200.00 fee.

- **Wholesale Food Handlers License** fee is \$100.00

- **Food Broker** license fee is \$50.00

- **Wholesale Food Processor or Manufacturer.** Fee is based on gross sales of food items for the immediate previous license or fiscal year. Less than \$250,000 gross sales pay a fee of \$150.00; between \$250,000 and \$1,000,000 pay a \$200.00 fee; and over \$1,000,000 pay a \$250.00 fee.

- **Wholesale Food Processor or Manufacturer of Meat or Poultry Products Under Supervision of USDA.** Fee is based on gross sales of food items for the immediate previous license or fiscal year. Less than \$250,000 gross sales pay a fee of \$75.00; between \$250,000 and \$1,000,000 pay a \$90 fee; and over \$1,000,000 pay a \$105.00 fee.

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

The division answers all complaints or questions regarding food, meat, or poultry products and/or standards of quality of wholesomeness. Complaints will be investigated by a local field inspector and, if necessary, corrective action will be taken. For

information or to register a complaint, contact the division. There are no forms or fees. Complaints require varying amounts of time to investigate. The division will respond to the complainant as soon as possible.

Dairy Industries Division, (612) 296-3647

William W. Coleman, director. The division enforces dairy laws and rules designed to protect public health and serve the dairy community. The division licenses individuals who grade and inspect milk and cream to determine the amount of payment to be made to the producer. Division personnel also administer the Dairy Industry Unfair Trade Practices Act and audit dairy plant records to ascertain if discriminatory pricing practices have occurred.

All milk-receiving stations, creameries, cheese factories, condensers, milk plants, transfer stations, cream stations, marketing organizations not operating dairy plants and frozen dairy food plants are also licensed by the division. Such establishments should file a food manufacturer/processor license application with the division. For information or application forms, contact the division, Room 205, 90 West Plato Blvd., St. Paul, MN 55107.

- **Milk and Cream Grading and Testing License.** Initial fee is \$25.00, renewal fee is \$10.00, and the penalty fee is \$10.00.
- **Farmstead Cheese License.** The fee is \$30.00, with a penalty fee of \$10.00.
- **Food Manufacturers/Processors License.** Based on gross sales, less than \$250,000 pay a fee of \$150 and a penalty fee of \$38.00; between \$250,000 and \$1,000,000 pay a \$200 fee and a penalty fee of \$50.00; over \$1,000,000 pay a fee of \$250; and a penalty fee of \$63.00.

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

Grade A and Manufactured Milk Inspection, (612) 296-1586

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

The division also inspects all farms producing manufacturing grade milk in accordance with the Milk Quality Standards Act of 1983. This act requires the certification of all facilities producing milk sold as manufacturing grade before July 1, 1985. After initial certification all manufacturing farms must be inspected and recertified on an annual basis. For information on requirements or to request certification, contact the division.

Pursuant to *Laws of Minnesota 1983*, Chapter 232, an operator of a dairy farm that produces milk for sale in cans may apply for reimbursement of expenditures made for capital improvements or equipment installed primarily for the purpose of conforming to the manufacturing milk quality standards adopted with the passage of the Milk Quality Standards Act of 1983. No reimbursement application may be approved after June 30, 1985. For information on eligibility requirements, application deadlines, application forms, and other matters, contact the division.

License fees are: Grade "A" Inspection Service per year is \$400, Grade "A" Dairy Farm per year is \$50, and Manufacturing Grade Dairy Farm per year is \$25. Billing forms for the annual inspection are sent to grade "A" processors and to manufacturing processors prior to the renewal date.

Certification of Interstate Milk Shippers, (612) 296-1588

The division participates in the national interstate milk shippers certification program. Under this agreement, all milk producers, processors or manufacturers who ship their products interstate may voluntarily have them certified by the division as

meeting federal grade "A" milk standards. Without this certification, additional inspections may be required by the state receiving the products, or the products may be prohibited from sale. All certified shippers must obtain single service milk containers for shipment by fabricators or companies which are certified by the division as meeting F.D.A. standards. The companies that make such single service milk containers are also certified by the division.

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

Manufacturing and Labelling Standards, (612) 296-1586

The division enforces manufacturing, composition and labeling standards established for milk, cheese, butter and other dairy products. It will investigate complaints concerning discrimination in the price paid for dairy products for manufacture or sale. The division has 22 district field inspectors. For information or the name, address and telephone of your district field inspector, contact the division. No forms or fees are necessary to make a complaint.

Dairy Industry Unfair Trade and Pricing Practices, (612) 296-1688

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

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

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

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

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

Livestock Licensing and Weighing Division, (612) 296-2292

A. C. (Al) Schloesser, director. The 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. For information, application forms, bond forms, financial statements, and annual report forms, contact the division at the 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. Surety bonds, financial statements and annual reports must be filed with the division prior to issuance of a license. Bond amounts are based on the annual volume of business. All market agencies, packing companies and dealers, when dealing in interstate com-

merce, are required to register with the Packers and Stockyards, U.S.D.A., and file a federal-type bond. Minnesota accepts such bonds in lieu of a state bond when the department is named trustee.

For information and forms concerning federal registration and bonding requirements, contact the U.S. Department of Agriculture, Packers and Stockyards Administration, 208 Post Office Bldg., South St. Paul, MN 55075, (612) 725-7876.

License fees are: Livestock Market Agency \$150, Livestock Dealer \$50, Packing Company \$50, Livestock Dealer and Packing Company Agent \$30. Livestock fees are not prorated and licenses are not transferrable. Livestock market agency licenses are granted for one calendar year. All other licenses expire on June 30 of each year. One week is usually required to process a license request.

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

Agricultural Services and Promotion Councils, (612) 296-9310

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

The program also provides services in maintaining the stability of the family farm system in Minnesota. The Family Farm Security Program assists eligible applicants to purchase farm real estate through loan guarantees and interest adjustments with deferred reimbursement. Conservation of the state's soil and water resources is fostered through the activities of the Soil and Water Conservation Board.

Agricultural Commodity Research/Promotion Councils, (612) 297-3760

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

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

Farm Security Program, (612) 296-8435

Wayne W. Marzolf, administrator. The program administers two activities designed to protect and promote the family farm system in Minnesota. The Farm Security Program is designed to provide financial assistance to beginning farmers who meet

certain eligibility requirements. The Alien and Corporate Farm Acts are intended to restrict farm ownership or leasing by corporations as well as non-resident aliens.

The Farm Security Program, created by the Minnesota Legislature (*Minnesota Statutes*, sections 41.51-41.61) in 1976, aids qualified individuals in obtaining credit to purchase real estate through loan guarantees and payment adjustments on approved farm security loans. It provides a 90 percent state guaranty on loans and may provide a four percent payment adjustment on the outstanding principal balance of the loan.

An advisory council, appointed by the commissioner, reviews all applications and recommends which ones should be accepted. The council must be comprised of seven members with agricultural backgrounds. Membership must include two officers from commercial lending institutions, one dairy farmer, one livestock farmer, one cash-grain farmer, one officer from a farm credit association and one agricultural economist. The board meets on the second Wednesday and Thursday of each month to review applications.

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

Alien and Corporate Farm Acts, (612) 296-1689

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

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

Agricultural Development Grant Program, (612) 296-9310

An Agriculture Development Grant Program was established within the department by the 1983 Legislature. The purpose of the program is to expand, improve, and develop markets for products of Minnesota agriculture. The commissioner of agriculture is directed to encourage and promote the marketing of agricultural products by means of making grants with, among others, agricultural commodity organizations and agricultural related businesses for market promotion and development activities.

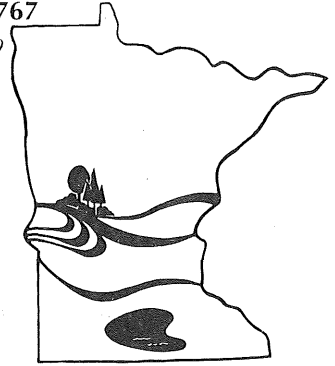
Organizations or persons interested in applying for a grant ought to contact the department to ascertain application deadlines, eligibility requirements, availability of funds, and the required format for grant applications. By law, all grantees must provide at least 25 percent of the cost of a project and no grantee may receive more than \$70,000 in grants during any biennium.

Information about grant applications or other matters may be obtained by contacting Dr. Rollin Dennistoun, deputy commissioner, at (612) 296-9310, Minnesota Department of Agriculture, 90 West Plato Blvd., St. Paul, MN 55107. Copies of the appropriate legislation and the rules governing the Program are available upon request.

Soil and Water Conservation Board, (612) 296-3767

Minnesota Statutes, section 40.03; *Minnesota Rules* 8400-8499

Ron Nargang, acting 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 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 that are used as guides in determining annual priorities of measures 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 is composed of seven members appointed by the governor, five agency personnel representing the University of Minnesota Institute of Agriculture, the Agricultural Extension Service, the Department of Agriculture, the Minnesota Pollution Control Agency and the Department of Natural Resources. The board meets every second Tuesday of the month, usually in Conference Room A, Department of Agriculture, 90 West Plato Blvd. Twice a year the board meets at locations in other parts of the state. Meetings are open to the public and notices of meetings are published in the *State Register*.

The board informs the supervisors of each district of the activities of the other districts and works to have the districts exchange advice and cooperation on projects. It provides a handbook to each soil and water conservation district. This handbook explains rules and guidelines about applicable laws, regulations and other matters. For information on soil and water conservation districts contact the board at 90 West Plato Boulevard, St. Paul, MN 55107.

Administration and Financial Aids Service, (612) 296-9310

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

Agricultural Planning and Development, (612) 296-7686

Gerald F. Heil, director. The division assists other divisions with long-range planning, program development, the promulgation of administrative rules and the development of work programs, budgets and legislation. The division acts as a resource for agricultural policy development and participates in related natural resource planning. Division personnel provide administrative staff support in areas such as rural development, water resources, agricultural land preservation, transportation, and energy use. Staff represent the department on a variety of task forces and committees.

Assistance is also provided in data gathering, statistical compilation, administrative tasks, such as writing the department's biennial report, monitoring agriculturally relevant legislation and preparing department testimony for public hearings. Special projects are also addressed by the division, including agricultural economic analyses.

With the passage of the Agricultural Land Preservation and Conservation Policy Act of 1982, the division began reviewing state agency actions or proposed administrative rules which would adversely impact agricultural land parcels greater than 10 acres in size.

The division also licenses weather modification activities conducted within Minnesota. All individuals or firms interested in conducting weather modification activities must apply annually for a license from the commissioner. A permit must also be obtained for each project, such as cloud seeding, before the activity can begin. Permits are effective for the length of the project or one year, whichever is less. Application forms for licenses and permits are available from the division. A \$100 fee must accompany each application for a license or permit. For more information, contact the division, Room 322, 90 West Plato Blvd., St. Paul, MN 55107.

Personnel and Office Management Division, (612) 296-2323

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

Office Management Services, (612) 296-2636

Margaret Savard, office manager. The division helps resolve clerical or office management problems by providing word processing, mail distribution, central supplies, messenger services, department receptionist, clerical overload, space allocation and utilization, inventory control, O.S.H.A. reporting, and records retention.

Word Processing Center, (612) 296-3479

Diane Jadwinski, supervisor. The center provides services to the entire department, including typing, copying, binding, laminating, stencil cutting, and folding. Telephone dictation service is available 24 hours a day from any location. Material is transcribed daily.

Accounting Division, (612) 296-6187

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

The division also administers the Livestock Compensation Program (*Minnesota Statutes*, 3.737), which compensates livestock owners for livestock destroyed or crippled by an endangered species. Upon determination by a 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 for each animal. Any insurance collected on the loss is deducted from that amount. For further information or submission of a claim, contact the area DNR conservation officer or the county extension agent. No claim requests are accepted directly by the division.

Accounting and Budgeting Section, (612) 296-6187

Terence R. Pohlkamp, assistant director. This section provides budgeting and

accounting support and information for activity managers to meet their objectives within their existing budgets. Accounting officers work in each of the department's program areas to assist with budget planning. The section also assists in the preparation of federal grant agreements. Cash flow and revenue projection changes are made to reflect alterations in fee supported activities.

Licensing Section, (612) 296-6470

Debbie Whitney, licensing supervisor. The section processes licenses and maintains files for food handlers, livestock dealers, fur farms, grade "A" milk laboratories, nursery growers and dealers, apiaries and others. About 17,000 licenses are processed annually through an automated statewide licensing computer system.

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

External Audits, (612) 296-1686

Alan Dupay, chief external auditor. The section performs accounting work for various agricultural organizations receiving assistance from the department. Services include financial audits of agricultural commodity research and promotion councils, livestock breeder associations, county and district agricultural societies and associations, and assisting these organizations in developing and improving their financial accounting system. Audits are also completed to determine compliance with statutes, laws, rules and regulations under the department's jurisdiction. The division is located in Room 335, 90 West Plato Boulevard, St. Paul, MN 55107.

Laboratory Services Division, (612) 296-3273

Richard Schifsky, director. The division supports the inspection and regulatory activities of the other divisions by providing comprehensive laboratory services in four areas: Microbiology, Agronomy, Food Chemistry, and Specialty.

The **Microbiology Section** tests food, beverages and water for presence of harmful bacteria. In cooperation with the U.S. Department of Agriculture, tests are performed for salmonella organisms in eggs. This laboratory also certifies all laboratories that analyze dairy products for grade "A" labeling. Such laboratories must meet departmental requirements and conform to procedures established in *Standard Methods for the Examination of Dairy Products*, 14th edition. The division certifies a laboratory after certification is requested and departmental standards are met. The initial certification fee is \$300. Each year every certified laboratory is required to analyze a set of split samples of milk sent by the division to confirm the certified laboratory's procedures. The fee for split samples is \$60 per set. This section also monitors Minnesota's canning industries.

The **Agronomy Section** analyzes feeds and fertilizers to assure truth in labeling. Feed samples are analyzed to determine nutritive content and fertilizer samples are checked to verify amounts of ingredients present.

The **Food Chemistry Section** performs analyses of samples provided by consumers and departmental inspectors, and serves as expert technical witness in legal action. Its functions are to see that foods are healthful and that there are no economic violations. All types of foods are checked for consumer protection; meat, milk, dairy items, poultry, eggs and all varieties of foods and beverages. Samples collected by department inspectors are from stores, warehouses, and processors, and are foods that would be sold in stores or used for further processing.

The **Specialty Section** is divided into four areas of analysis: the drug laboratory analyzes food samples for drug residues and tests animal feeds for the presence of antibiotics and other drugs; the pesticide residue laboratory tests for the presence of

pesticide residues in food and feed samples; the formulations laboratory tests pesticide formulations to assure they meet the label claim; and the vitamin laboratory analyzes animal feed samples for the presence of vitamin "A".

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

Minnesota Agricultural Statistics Service, (612) 296-2230

Carroll Rock, state agricultural statistician. The service is a cooperative effort of the United States Department of Agriculture and the Minnesota Department of Agriculture. The division provides timely and accurate statistics on Minnesota agriculture and acts as the department's main information gathering service.

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

Call to receive a subscription form listing the reports available or to obtain the information you need. Correspondence may be addressed to the Minnesota Agricultural Statistics Service, P. O. Box 70068, St. Paul, MN 55107.



Minnesota Trade Office, (612) 297-4222

William C. Dietrich, assistant commissioner, governor's special trade representative. The office was created by the 1983 legislature as a result of interest in international trade and promotion initiatives. The office combines the international activities for manufactured and agricultural products and expands the state's international marketing activities.

The primary goal of the Minnesota Trade Office is to increase export sales of Minnesota firms, especially small-to-medium-sized firms. Another goal is to increase foreign investments in Minnesota. The office is also responsible for promoting the sale of Minnesota agriculture products in U.S. markets.

To achieve its goals the Minnesota Trade Office will assist firms in developing and promoting their products and services and recruiting foreign firms to invest in Minnesota enterprises.

Agricultural Marketing Division, (612) 297-4222

Richard Haskett, director. This division promotes the international and domestic sale of Minnesota agricultural and food products. It organizes foreign trade missions and shows, and U.S. food expositions; distributes AgView video tape livestock sales materials; promotes Minnesota food products at the state fair, conventions and trade shows as well as through the "Grown in Minnesota" campaign and publications; assists producer associations; and generates trade leads.

International Trade Division, (612) 297-4222

Eldon Brustuen, director. This division promotes the international sale of Minnesota manufactured goods and services, and recruits foreign investors to locate in Minnesota. It also organizes foreign trade missions, trade fair delegations, and catalog shows; consults in targeting foreign markets, identifying foreign distributors, etc.; operates foreign-based offices; and generates trade leads.

Export Information Office, (612) 297-4222

Sergej Schachowskoj, director. The office promotes Minnesota and its products, services, and investment opportunities abroad, and keeps Minnesota firms and produc-

ers informed about export opportunities. It also publishes export services and export products directories; distributes trade leads; organizes export training programs; maintains an export resource center; implements Minnexport trade missions for new-to-export small firms; and administers the International Associate Program which uses volunteers as consultants to small firms.

Export Finance Authority, (612) 297-4222

Duc Q. Lam, executive director. The authority administers a small business pre-export loan program designed to provide operating capital for the period between conclusion of a sales agreement and time of delivery.

Board of Animal Health

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

Dr. J. G. Flint, secretary and executive officer (612) 296-2942

Minnesota Statutes, chapter 35; *Minnesota Rules 1700-1799*

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

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

State Field Veterinarians and Counties Served:

Dr. G. H. Adkins (218) 587-4196, White Pine Point, Route 60, Box 16, Pine River, MN 56474. (Becker, Beltrami, Cass, Clearwater, Hubbard, Lake of the Woods, Wadena)

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

Dr. D. B. Hicks (507) 629-3022, 761 Center Street, Tracy, MN 56175. (Lac Qui Parle, Lincoln, Lyon, Pipestone, Rock, Yellow Medicine)

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

Dr. P. H. Pugh (612) 437-4012, 1900 Westview Drive, Hastings, MN 55033. (Dakota, Goodhue, Le Sueur, Ramsey, Rice, Scott, Sibley, Wabasha, Washington)

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

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

Federal Field Veterinarians and Counties Served:

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

Dr. Barbara Ann Corso (507) 867-4225, 529 River Street, Chatfield, MN 55923. (Dodge, Fillmore, Houston, Mower, Olmsted, Winona)

Dr. D. P. Jacobs (507) 723-4332, P.O. Box 151, Springfield, MN 56087. (Brown, Cottonwood, Jackson, Murray, Nicollet, Nobles, Redwood)

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

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

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

Brucellosis and Tuberculosis Division, (612) 296-4138

Geo. E. Keller, D.V.M., division head. This division administers programs which deal with livestock disease control and eradication. Livestock owners and the general public may write or call the board for additional information, requests, or complaints which will be handled promptly.

Eradication of Bovine Brucellosis: The program is designed to completely eradicate brucellosis from cattle herds in the state. Brucellosis eradication in cattle protects human beings from contracting brucellosis and causes herds to be more productive which means more meat, milk, and animal products for the public. All cattle herds in the state are under continual surveillance by the ring test on milk collected at creameries and the market test conducted on cattle at time of slaughter. Suspicious herds on either surveillance test are given special attention and disease eradication procedures are carried out. There is no charge to the livestock owner for the brucellosis eradication program. An owner may establish an individual certified brucellosis-free herd. This requires the owner to sign an agreement and to employ his private veterinarian to conduct the required number of tests. There is no charge for this service except the owner must pay his private veterinarian for the tests.

Control of Bovine Paratuberculosis: The board attempts to control this disease by the use of quarantine and tests. The quarantine is established and the several options are explained to the livestock owner by representatives of the board. There is no charge to the owner for tests made on herds under quarantine, but the owner must pay the laboratory charges of the fecal culture test. The owner pays for tests made for international shipments, however, the testing agent is furnished by the board.

Eradication of Bovine Tuberculosis: Minnesota became an accredited tuberculosis-free state in 1976, however, a surveillance program is needed to keep the state in this status. All cattle slaughtered are examined by federal meat inspectors for tuberculosis lesions. If and when lesions are found at time of slaughter, the board carries out eradication procedures in the herd of origin. There is no charge to the cattle owner for the surveillance program. An owner may establish an individual accredited tuberculosis-free herd by signing an agreement and by employing his private veterinarian to conduct the required number of tests. There is no charge for this service except the owner must pay his veterinarian for the tests.

Eradication of Swine Brucellosis: Minnesota became a validated brucellosis-free state in 1975, however, a surveillance program is needed to keep the state in this status. All sows and boars are tested for brucellosis at the time of slaughter. If a test made at slaughter is suspicious, eradication procedures are carried out in the herd of origin. There is no charge to the owner for this service. An owner may establish an individual validated brucellosis-free herd by signing an agreement and employing his private veterinarian to make the required number of tests. There is no charge for this service except the owner must pay his veterinarian for the tests.

Control of Goat Brucellosis: This program controls goat brucellosis, and provides the establishment of individual certified brucellosis-free herds. An owner may establish an individual certified brucellosis-free herd by signing an agreement and by employing a private veterinarian to conduct the required tests. There is no charge for this service, but the owner must pay his veterinarian for the tests. If suspects or reactors are disclosed, eradication procedures are carried out without expense to the owner.

Control of Goat Tuberculosis: This program controls goat tuberculosis, and provides for the establishment of accredited tuberculosis-free herds. An owner may establish an individual accredited tuberculosis-free herd by signing an agreement and

by employing his veterinarian to conduct the required number of tuberculin tests. There is no charge for this service except the owner must pay his veterinarian for the tests. If suspects or reactors are disclosed, tuberculosis eradication procedures are carried out without expense to the owner.

Public Exhibition of Livestock and Poultry: This rule protects the health of animals assembled for public exhibition. The management of each public exhibition must employ an official veterinarian to carry out the provisions of the public exhibition rule. A veterinarian may serve as an official veterinarian after he is selected by the exhibition management and is authorized by this board. There is no charge for the service performed by this board. The exhibition management must pay the salary of the official veterinarian.

Slaughter Cattle and Slaughter Swine Identification: This rule requires slaughter cattle to be identified by back tag and slaughter sows and boars to be identified by tattoo. This identification is needed so animals found to be diseased can be traced to the herd of origin. There is no charge for the administration of this program. There is no state compensation for applying back tags to cattle or applying tattoos to swine.

Swine Tuberculosis Control: This is a voluntary program not governed by a state rule. Its purpose is to reduce the incidence of swine tuberculosis, a costly disease to the producer because affected swine are condemned for food by the meat inspection service of the United States Department of Agriculture. The meat packers report to the board when swine are passed for cooking or condemned because of tuberculosis. This board contacts the producer for the purpose of giving him assistance with the problem. Mostly educational, this program is intended to reduce the incidence of swine tuberculosis. There is no charge for this service.

Export Division, (612) 296-3592

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

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

For information about shipment of animals to other countries, contact Veterinary Services, Animal and Plant Health Inspection Services, U.S.D.A., 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. The laboratory testing fees are charged to the livestock owner. Tests are conducted approximately 30 days after the quarantine is established or by arrangement.

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

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

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

The division issues a certificate to mink ranches, who, at their own expense, have tested their herds twice for Aleutian disease without any positive tests, certifying the herds to be free of Aleutian disease. There is no charge for this service.

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

The division registers livestock brands on cattle, horses, and sheep as a means of documenting ownership. A *Brand Book* with annual supplements is published by the division. Fee for brand registration through 1985 is \$10. The fee for transferring a brand to another owner is \$10. *Brand Books* are available from the Documents Center, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000. Supplements for 1977 and 1979 are available. 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. Prior to importation permits are required for the following classes of animals:

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

For information and permits contact the division, Room 160, 90 West Plato Boulevard, Agriculture Building, Saint Paul, Minnesota 55107, (612) 296-2967 (days), 296-2942 (nights and holidays). There is no charge for permits. Permits are mailed on the day requested. 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. Ap-

plications will be mailed the same day as the request is received. Up to 5 days may be required for inspection of the sale premises to determine compliance with board rules before the permit is issued.

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

The division issues permits for feeding of all classes of cattle in quarantined feedlots without tests if certain requirements are met. There is no fee to applicants. Applications are mailed the same day the requests are received. Up to 5 days may be required for inspection of the quarantined feedlot before the permit is issued.

Poultry and Miscellaneous Diseases, (612) 296-3429

Dr. 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 and 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, issues permits for operation of rendering plants, and 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 one day training course and field instructions. The course is offered every two years at no cost to the applicant. Operational permits are issued 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. Annual permits are issued to poultry dealers who sell poultry and hatching eggs.

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

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

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

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

After inspection annual permits are issued to pet and mink food processing plants to transport some animal carcasses and decharacterized inedible meat and carcass parts to their plants for the manufacture of pet and mink foods. A veterinarian may be authorized to inspect carcasses used by the plant and supervise plant sanitation.

There is no fee for a permit. Applications are mailed the same day requests are received. However, up to 5 days may be required for inspection of plants and transporting vehicles before permits are issued.

After inspections annual permits are issued for operation of rendering plants, their trucks and collecting stations. There is no fee for permits. Applications are mailed the same day requests are received. However, up to 5 days may be required for the necessary 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 division. There is no fee for investigations. Investigations are made promptly after receipt of report.

Public complaints on any of the above activities can be directed to the division. In most cases, complaints by telephone are accepted. In some instances, such as dog kennels, a complaint in writing is required. A follow-up investigation will be made as soon as possible. A report on the results of the investigation will be furnished the complainant if requested.

Brucellosis Laboratory, (612) 373-1491

Dr. Larry White and R. C. Tiller, supervisor. The laboratory exists for the purpose of making all of the milk ring tests and all of the serum brucellosis tests required by the bovine brucellosis eradication program. The laboratory also conducts the brucellosis test on all bovine samples collected by accredited veterinarians for private tests. Swine samples for program and private tests are also conducted. The laboratory, located in room 110E, Diagnostic and Research Building, College of Veterinary Medicine, St. Paul, MN 55108, is open from 8:00 A.M. to 4:30 P.M. Monday through Friday except holidays. Test results are normally mailed to veterinarians the same day or the day following receipt of the blood samples. Only veterinarians may submit samples to the laboratory for the brucellosis test. Laboratory costs are funded by the board; the Veterinary Services, United States Department of Agriculture; and the College of Veterinary Medicine, University of Minnesota. All laboratory services are without charge.

Veterinary Diagnostic Laboratory, (612) 373-0774

Dr. M. E. Bergeland, director. This laboratory provides veterinary diagnostic services on specimens and samples from diseased or dead animals submitted by owners or veterinarians. The laboratory is open from 8:00 a.m. to 4:30 p.m., Monday through Friday, 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 service 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 board and the College of Veterinary Medicine, University of Minnesota.

State Poultry Testing Laboratory, (612) 231-5170

Dr. L. T. Ausherman, director. This laboratory is maintained as a cooperative venture of the board and the Diagnostic Laboratory, College of Veterinary Medicine, University of Minnesota. This laboratory tests blood samples and fecal swabs collected from flocks participating in poultry disease control programs, and performs bacteriological examinations on poultry which have reacted on program tests to confirm existence of disease and on end-products from rendering plants for presence of salmonella bacteria. It also furnishes test tubes, swabs, marking pencils, test charts and shipping cartons to testing agents and hatcheries involved in poultry disease control programs. For services, supplies or forms contact the laboratory at Highway

71 South, Box 126, Willmar, MN 56201. There are no fees for these services. Test results and bacteriological findings are made available promptly after completion of tests and examinations.

State Archaeologist

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

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

Minnesota Statutes, sections 138.31 and 307.08

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

In cooperation with the Indian Affairs Intertribal Board, the State Archaeologist provides for the identification and protection of human burials dating prior to 1700 A.D. on public or private lands.

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

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

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

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

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

Minnesota Statutes 326.02-326.15, 326.53, 609.03; *Minnesota Rules 1800-1899*

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

The board administers the 32 hour, four day, nine part **Uniform Architect Registration Examination** annually during the second or third week of June. To gain admission to the examination an applicant must hold a professional degree from an approved architectural program and have three years of qualifying architectural experience, or have a total of thirteen years of combined architectural education and experience as of the date of the desired examination. Each year of approved architectural education is equivalent to two years of qualifying architectural experience. Requests for admission to this examination must be filed in the board office by February 1 and formal applications must be filed by April 1. There is an application fee of \$25.00 and the

examination fee varies according to the number of parts an applicant wishes to take up to a maximum examination fee of \$220.00.

The board administers engineering and land surveying licensing examinations which are given in April and October each year. The eight-hour **Fundamentals of Engineering Examination** is given to those applicants who are graduating seniors or who hold a bachelor of science degree from an approved engineering program. Bachelor of science degrees from engineering technology programs are not acceptable because they lack sufficient mathematics, basic science and engineering science coursework. An applicant who holds a bachelor of science degree from an approved engineering program and has gained four years of qualifying engineering experience subsequent to graduation from an approved engineering program is eligible for admission to the eight-hour **Principles and Practice of Engineering Examination** in the engineering discipline desired by the applicant. Applications for the Fundamentals of Engineering Examination must be filed in the board office sixty (60) days prior to the date of the scheduled examination with a fee of \$30.00. Preliminary requests for admission to the Principles and Practice of Engineering Examination must be submitted five months prior to the scheduled examination date. Formal applications must be submitted to the board office ninety days prior to the scheduled examination date with a fee of \$100.00. This fee is reduced by the amount of the fee paid for the Fundamentals of Engineering Examination if that exam was completed in Minnesota.

The eight-hour **Fundamentals of Land Surveying Examination** is given to those applicants who have at least one year of education leading to the award of a Bachelor of Science degree to include eight quarter credits of surveying coursework, and qualifying experience necessary to equal four years of combined qualifying education and experience. Applications for the Fundamentals of Land Surveying Examination must be filed in the board office sixty (60) days prior to the date of the scheduled examination. The fee for this examination is \$30.00. Preliminary requests for admission to the **Principles and Practice of Land Surveying Examination** must be submitted five (5) months prior to the scheduled examination date. Examination qualification requirements include a Bachelor of Science degree in Land Surveying or in Civil Engineering with land surveying option and three years of qualifying land surveying experience or nine (9) years of combined qualifying education and experience. Applicants must document combined qualifying education and experience. Applicants must document their experience in twelve areas of land surveying activity. Formal applications must be filed in the board office sixty (60) days prior to the scheduled examination. The fee for the Principles and Practice of Land Surveying Examination is \$100.00.

The sixteen-hour **Uniform National Examination for Landscape Architect** applicants is given the second week of June each year. An applicant must hold a Bachelor of Landscape Architecture degree from an approved landscape architectural program and have eight years of combined education and experience to qualify for admission to this licensing examination. Preliminary requests for admission to the uniform national examination must be filed in the board office by February 1 and formal applications submitted by April 1. The application fee is \$25.00 and the examination fee \$105.00.

Information concerning licensing examinations and examination fees may be obtained by calling or writing to the board office. Written and telephone requests are normally answered on a same-day basis.

The board also licenses persons licensed in other jurisdictions on the basis of comity (mutual acceptance of professional standards). The out-of-state applicant must have received his or her original license based on requirements equal to or greater than Minnesota requirements at the time of original licensure. Application materials may be obtained by calling or writing to the board office. Requests are normally filled the same day they are received. The comity application fee is \$100.00. Comity applications are reviewed upon receipt for compliance with board require-

ments. Architect, engineer, and landscape architect comity applicants tentatively approved are notified that they may practice their profession in Minnesota pending final board approval and license issuance. Prospective comity land surveyor applicants must pass a four (4) hour examination on Minnesota land surveying law and procedures before they may be licensed to practice.

The board renews licenses every two years. Renewal notices are mailed by May 15 each even-numbered year. Licenses must be renewed by July 1 of each even-numbered year. The renewal fee is \$45.00 biennially.

The board receives and investigates consumer complaints. The board has the power to revoke or suspend licenses or bring lawsuits against unlicensed persons who practice architecture, professional engineering, land surveying or landscape architecture. Persons desiring to file a complaint may obtain complaint forms by calling or writing to the board office. There is no fee for filing a complaint. Complaints are answered as soon as possible.

Minnesota State Arts Board

432 Summit Avenue, St. Paul, MN 55102

Katherine Murphy, board chair, (612) 297-2603

State-wide toll-free (800) 652-9747

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

The state's official advocate for the arts, the board encourages new forms of artistic expression, and works to preserve the state's artistic heritage. Minnesota is recognized as a unique, innovative and spirited cultural center for the upper midwest and the board serves the state by making the arts more accessible to its citizens.

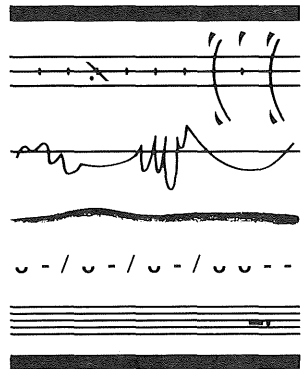
The board sponsors several grant programs, which support individual artists, arts and arts-service organizations, and artist residency programs in private and public elementary and secondary schools. The board is involved in exploring public-private partnerships in support of the arts, and in encouraging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

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

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

Major grant award programs currently offered:

- **General Support** — Unrestricted operating support. Applications from large and medium-sized arts and arts-service organizations in Minnesota are reviewed biennially. They must be nonprofit and tax-exempt.
- **The McKnight Foundation Awards** — Somewhat restricted operating support for organizations, offered through this private-public partnership. The purpose of this program is to enable organizations to pursue specific artistic and management objectives.
- **Artists in Education** — Really two programs. The first, Artists-in-Education School Support program, makes grants to elementary and secondary schools to



sponsor artist residencies at least one week in length. Grants must be matched at least dollar-for-dollar. The second program is the Organizational Support program. The artist assistance program is supported, in part, by the Jerome Foundation and the Dayton Hudson Foundation.

- **Artist Assistance** — Grants to visual, performing and literary artists are made on a two-year cycle. Fellowship grants in the amount of \$10,000, and \$1,000 project assistance grants are made to visual, literary and performing artists on a two-year cycle. One-year residencies in a New York City contemporary art museum are also awarded to two visual artists. This program is supported, in part, by the Jerome Foundation.

Information, grant applications and help in developing project ideas and applications for Arts Board or National Endowment for the Arts review are available free of charge from arts board staff.

In the past year, the staff has worked extensively with the State Tourism Division and the Minnesota arts community to promote the arts to tourists in Minnesota. A new folk arts position focuses on preserving features of the state's cultural heritage and will enrich the state's cultural treasury.

These publications are available free of charge from the arts board:

- *Arts Board News*, the agency newsletter,
- *The Minnesota State Arts Board Annual Report*,
- Booklets and pamphlets on the board and the program it offers.

The Minnesota State Arts Board belongs to the Affiliated State Arts Agencies of the Upper Midwest. Other member states are Iowa, Wisconsin, North Dakota and South Dakota. The affiliation is a private, nonprofit corporation that helps to arrange and fund tours of art exhibitions, and theater, dance, film and music performances in the region.

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

Northwest Regional Development Commission (Region 1), (218) 281-1396
425 Woodland, Crookston, MN 56716

Region Two Arts & Humanities Council, (218) 751-5447
Bemidji Art Center, 426 Bemidji Avenue, Bemidji, MN 56601

Arrowhead Regional Arts Council (Region 3), (218) 724-3610
217 Old Main Building, 2215 East 5th Street, Duluth MN 55812

West Central Regional Arts Council (Region 4), (218) 739-4617
P.O. Box 661, City Hall, 112 W. Washington Ave., Fergus Falls, MN 56537

Region Five Regional Development Commission, (218) 894-3233
611 Iowa Avenue, Staples, MN 56479

Southwest Minnesota Arts and Humanities Council (Regions 6E, 6W, 8), (507) 537-1471
P.O. Box 583, Marshall, MN 56258

East Central Regional Development Commission (Region 7E), (612) 679-4065
119 South Lake Street, Mora, MN 55051

Central Minnesota Arts Council (Region 7W), (612) 253-9517
P.O. Box 1442, St. Cloud, MN 56301

Region Nine Regional Development Commission, (507) 387-5643
410 South 5th Street, Box 3367, Mankato, MN 56001 (toll-free: 800-722-9389)

Southeastern Minnesota Arts Council (Region 10), (507) 281-4848
1312½ 7th Street NW, Suite 207, Rochester, MN 55901

Metropolitan Regional Arts Council (Region 11), (612) 291-6571
300 Metro Square Building, 7th & Robert Streets, St. Paul, MN 55101

The Arts Resource and Information Center is a clearinghouse for information on the visual, literary and performing arts in Minnesota. The center is located at the Minneapolis Institute of Arts, 2400 Third Avenue South, Minneapolis, MN 55403,

(612) 870-3131. Many newspapers, radio and television stations throughout the state offer calendar information about local arts events. Check your local media for more information. The Minnesota Tourism Division publishes calendars of festivals and arts events (see page 130 and the "Explore Minnesota" section pp. 498-537).

The NETWORK, a consortium of arts organizations, recently opened a central ticketing service for the performing arts in the Twin Cities metro area. Tickets To Go is located in the Crystal Court in the IDS Center in Minneapolis. Call (612) 333-0159 for information about full-price advance and half-price (day of performance) ticket sales.

Board of Assessors

658 Cedar Street, 2nd Floor Centennial Office Bldg., St. Paul, MN 55145

William E. Slavin, CAE, secretary-treasurer (612) 296-5040

Minnesota Statutes 270.41-270.53

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

All assessors in the state must be licensed as Certified or Accredited Assessors. These levels of licensure remain effective until January 1, 1989 when two new levels of licensure become effective. Each taxing district in the state has been assigned a level of certification that will become effective January 1, 1989. The four levels established are: Certified Assessor, Certified Specialist Assessor, Accredited Assessor and Senior Accredited Member Assessor.

All deputies, appraisers or persons engaged in valuing or classifying property must be licensed as being a Certified Assessor or a Certified Specialist Assessor. New employees in these positions are allowed three years to become certified and an additional year to become a Certified Specialist.

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

All applications must be approved by the board at one of their regular monthly meetings. Licenses must be renewed annually on July 1st. Certified Assessors and Certified Specialist Assessors must earn four (4) continuing educational units (C.E.U.'s) in the four year period beginning July 1, 1984 and ending June 30, 1988 and every succeeding four year period thereafter.

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

Accredited Assessors must attend six weeks of courses and work three years in the office as a trainee or a Certified Assessor. An additional requirement is the submission of a narrative appraisal report which demonstrates the applicant's knowledge of the appraisal process. Annual licensure is required as explained above for the Certified Assessor and five (5) C.E.U.'s are required in each four year period.

Senior Accredited Member Assessors are required to have five years experience and must submit a second narrative report. Alternates to the second narrative are considered by the board.

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

Training courses are offered by the University of Minnesota's Department of

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

Office of the Attorney General

102 State Capitol, St. Paul, MN 55155

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

Minnesota Statutes, chapter 8; Minnesota Rules 2000-2099

The attorney general is the chief legal officer for the state and is the legal advisor to the governor and all of the constitutional officers. Every board, commission and agency of the state receives its legal advice from the attorney general. Legal services are provided to the state Departments of Administration, Agriculture, Commerce, Corrections, Economic Security, Education, Health, Labor and Industry, Natural Resources, Pollution Control, Public Safety, Public Welfare, Revenue, Transportation and Waste Management Board.

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

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

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

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) 297-3578

Stephen P. Kilgriff, special assistant attorney general, division manager. The 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 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, who will decide on the necessary action. There are no fees or forms to file an antitrust complaint. Antitrust litigation is usually quite lengthy to process.

Consumer Division, (612) 296-3353

Doug Blanke, special assistant attorney general, division manager. The division enforces the state's trade regulation laws and assists the state's consumers in resolving problems they may encounter in the marketplace. To carry out this dual function, the division operates as two separate but coordinated units: enforcement and consumer services.

The **Enforcement Unit** is responsible for investigating and litigating trade regulation violations which have state or regionwide impact. Unit investigators collect evidence of broad patterns of fraud and other violations of Minnesota's consumer statutes. Attorneys in this unit subsequently bring civil actions against the identified violators. It is a common misconception that division attorneys can act as attorneys for private citizens. They cannot. State law gives the attorney general no such authority.

The **Consumer Services Unit** is composed of complaint analysts, professional mediators and support staff who handle all complaints and inquiries from consumers. Specific complaints are investigated and mediated by the unit personnel. When a problem appears to have broader implications, affecting a significant number of state residents, the matter is transferred to the enforcement unit for further action.

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

The following pamphlets are available at no charge:

- *Conciliation Court*
- *A Debtor's Guide to Garnishment*
- *Tenant's Rights and Responsibilities*
- *Truth in Repairs Act*
- *Collection Agencies*
- *Mechanics Lien*
- *Constructive Complaining*
- *Mobile Home Park Tenants' Rights and Responsibilities*
- *Protecting Yourself — A Guide for Minnesota Consumers*
- *Home Solicitation Sales*
- *Buying a New Car*
- *Buying a Used Car*
- *Lemon Law*
- *Credit Cards*
- *Anti-Trust Laws*
- *The Consumer Division*

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

Criminal Division, (612) 296-1027

Norman Coleman, special assistant attorney general, division manager. The division 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 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.

Medicaid Fraud Division, (612) 297-4721

P. Kenneth Kohnstamm, special assistant attorney general, division manager. The division brings criminal prosecutions and civil lawsuits against vendors of medical services who submit false claims for reimbursement to the state. Such vendors include doctors, dentists, pharmacists, nursing homes, clinics and ambulance services.

The division also has the responsibility of investigating and prosecuting allegations of patient neglect and abuse at Medicaid-funded facilities and to investigate and prosecute the misuse of patient trust accounts at nursing homes which receive any Medicaid funds.

Call or write if you have information which indicates that a Medicaid vendor has violated one of these laws.

Opinions Division, (612) 296-6480

Ken Raschke, assistant attorney general, division manager. The division provides opinions to state and local governments on effects and requirements of state laws.

These opinions are given where laws either appear to conflict or are unclear in their application. The division can render opinions only to state officials and attorneys for local governments (counties, schools and municipalities) not to private citizens. There are no forms or fees and requests are handled as they are received. Call or write for more information.

Office of the State Auditor

Suite 400, 555 Park Street, Saint Paul, MN 55103

Arne H. Carlson, state auditor, (612) 296-2551

Minnesota Statutes, chapter 6

The state auditor is required by law to make annual financial/compliance audits of counties, regional development commissions and cities of the first class. In addition, the state auditor, through its Governmental Information Division, collects data from all subdivisions of the state and prepares special reports for the legislature and the public. In this same area, the office has developed a Financial Health Program which involves a five-year trend analysis of local governments.

The state auditor will also perform audits of school districts and local units of government upon the request of the governing body or upon the petition of the people. The state auditor has a strong policy relative to audit compliance and as a matter of course files all of its audits with the county attorney having jurisdiction. If any audit discloses misconduct, the state auditor immediately notifies the appropriate legal authority.

The state auditor occasionally contracts with private CPA firms for audit of local governmental units. The state auditor alone selects the firms and contracts are let in autumn. Firms interested in contracting should send to the state auditor a letter containing:

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

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

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

Board of Barber Examiners

5th Floor Metro Square Bldg., 7th and Robert Streets, St. Paul, MN 55101

Adam J. Mikrot, executive secretary, (612) 296-2364

Minnesota Statutes, chapter 154; *Minnesota Rules* 2100-2199

The board regulates the practice, registration and inspection of all licensed barbers, barber schools and shops in the state.

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

The board issues five different types of license: registered barber, registered apprentice, instructor, shop and school licenses. Continued education is required for renewal of instructor license.

For information or to request an application, contact the board. Fees are:

Examination and certificate — registered barber	\$ 50.00
Examination and certificate — apprentice	48.00
Examination — instructor	150.00
Certificate — instructor	35.00
Renewal of license — registered barber	20.00
Renewal of license — apprentice	18.00
Renewal of license — instructor	35.00
Student permit	10.00
Initial shop registration	50.00
Initial school registration	1,000.00
Renewal shop registration	25.00
Renewal school registration	200.00
Restoration of registered barber license	45.00
Restoration of apprentice license	43.00
Restoration of shop registration	50.00
Change of ownership or location	25.00
Duplicate license	10.00

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

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

Council on Black Minnesotans

504 Rice Street, St. Paul, MN 55155

Victor L. Propes, executive director (612) 297-3708

Minnesota Statutes, section 3.9225

The council was formed in July, 1980 by the Minnesota legislature to advise the governor and legislature on the nature of issues confronting Black people. Prior to the creation of the council, there was no state agency with responsibility for researching a broad spectrum of issues confronting Black Minnesotans and advocating in their behalf.

The public members are appointed by the governor and must be "broadly representative of Minnesotan's Black communities," including at least three women and three men. Legislative members (two senators and two representatives) are appointed by the legislature and do not vote. The council meets about eight times a year in the capitol complex. All meetings are open to the public. Call for specific meeting times, dates and places.

The council is essentially a research and lobbying agency and does not engage in individual advocacy assistance except in rare instances where such cases may have broad, systemic impact. Specific functions of the council include monitoring governmental and private sector programs to determine impact on Blacks; liaison to individuals and organizations of Blacks seeking access to state government; publicizing the accomplishments of Black people and their contributions to the quality of Minnesota life; and recommending new law or change in existing law which may benefit Black people of this state.

During the past two years beginning July 1, 1981, the council has studied many different issues such as the state set-aside program for small business; affirmative action in the executive and legislative branches of state government; the impact of

legislative reapportionment on Blacks; and special programs and legislative issues of Black women in Minnesota.

In 1983 the 73rd session of the Minnesota legislature passed into law several amendments to the Minnesota Small Business Procurement Act and the Minnesota Minority Heritage Child Protection Act which were recommended and lobbied by the council.

Board of Boxing

5th Floor Metro Square Bldg., 7th & Robert Streets, St. Paul, MN 55101

James J. O'Hara, executive secretary (612) 296-2501

Minnesota Statutes, chapter 341; *Minnesota Rules* 2200-2299

The board licenses and regulates boxers, promoters, referees, seconds and managers. Laws passed in 1983 include full contact karate and kick boxing in the terms "boxing and sparring." To comply with this new legislation the board is in the process of revising its rules and adjusting its fees. As of publication date (3-1-84) no fees have been determined. Call for more information.

The board renews licenses each year. Seconds must complete a questionnaire to become licensed. The board processes applications for professional and amateur franchises in Minnesota. Any franchise holder is considered a promoter.

License and renewal fees are:

Boxing	Professional	Amateur
Referees	\$25.00	\$10.00
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: \$250.00 in Minneapolis, St. Paul and Bloomington; \$125.00 in cities with populations 100,000 to 150,000; and \$50.00 in municipalities with a population from 10,000 to 100,000.

Amateur franchise licenses are issued annually. The fees are: \$150.00 in cities with populations over 150,000; \$50.00 in cities with populations 100,000 to 150,000; and \$25.00 for all other cities and towns.

Most license applications can be handled the same day they are received. The promoter's license must be approved by the board and this process may take three to four weeks.

The board investigates all complaints concerning boxing licenses and has the power to suspend or revoke a license. For information or to register a complaint, contact the board. Complaints are handled as soon as possible.

Cable Communications Board

500 Rice Street, Saint Paul, MN 55103

W. D. Donaldson, executive director, (612) 296-2545

Minnesota Statutes, chapter 238; *Minnesota Rules* 2300-2399

The board was established by the legislature in 1973 to promote rapid development of cable and to provide information and assistance to municipal officials, cable operators, community organizations, state and local government agencies, and individuals involved in development of cable communications throughout the state. The board develops state cable communications policy, approves cable service territories and sets municipal franchise standards and procedures to assure that cable develops with consistency and 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 250 cable systems are in operation in Minnesota serving over 500 communities.

The staff conducts research and provides information and analysis for the 7-member, governor-appointed board. The board is part of the Department of Administration's Information Services Bureau, and works closely with other state agencies and departments. The board also cooperates with the Metropolitan Council and other regional development commissions in coordinating development plans for cable communications and related communication technologies. Among present objectives are interconnection of metropolitan area cable systems and designation of the operating agency for the metro regional channel.

Board meetings are held the second Friday of every month at 9 a.m. in the board's conference room 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 board encourages activities increasing educational, governmental and community use of available local cable channels.

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

- **Agenda/Minutes:** Groups and individuals interested in keeping abreast of cable development within the state can request that their name be placed on the Agenda/Minutes mailing list.
- **Franchising Kit,** a collection of documents explaining procedures, giving sample forms of public notices, franchise models, and copies of MCCB rules for establishing cable service territories, franchising, renewing franchises, and applying for certificate of confirmation. (Kits are available in both large and small market sizes.)
- **Statewide Development Plan,** a planning and development guide for cable communications and related telecommunications facilities and services in Minnesota.
- **Operating Cable Systems in Minnesota,** a listing of names, addresses and telephone numbers of all operating cable companies in Minnesota.
- **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.
- **Theft of Service,** a compilation of the relevant statutes which constitute theft from a cable communications company.
- **Small Market Analysis,** a listing which comprises approximately 175 viable cable markets which are yet to be franchised by a cable company.

The board maintains a small library of books and magazines pertaining to cable and related fields and these are available for on-site study or for loan on a limited basis for short periods of time.

The following publications are available from the Department of Administration's Documents Center, 117 University Avenue, Saint Paul, Minnesota 55155 (612) 297-3000. Purchase prices can be obtained by contacting the Documents Center.

- **Cable Communications in Minnesota,** an annual report of cable communications relating statistical data summarizing the growth patterns of cable, ownership, levels of service and costs, cable broadcast coverage, current and potential cable services. Updated annually, approximately 250 pages.
- **Minnesota Rules, Cable Communications Board.** A listing of the rules the board has established; contains information such as classification of systems and franchise standards.

For more information write or call the Minnesota Cable Communications Board.

Capitol Area Architectural and Planning Board

400 S.W. State Office Building, St. Paul, MN 55155

Gary Grefenberg, executive secretary, (612) 296-7138

Minnesota Statutes 15.50; *Minnesota Rules* 2400-2499

The board is responsible for the architecture, land use planning and zoning administration within the capitol area of St. Paul. The board is composed of ten members:

four members appointed by the governor, three members appointed by the mayor of St. Paul, and one member each appointed by the senate and the house of representatives. The lieutenant governor serves as chairperson.

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

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

The board sponsors architectural competitions for any new public buildings within the capitol area estimated to cost in excess of \$1,000,000. Plans for any landscaping scheme, street plan, comprehensive plan or property acquisition or for any proposed alteration or an existing public building, landscaping scheme or street plan may also be secured by a similar competition.

The commissioner of administration and the board jointly share responsibility for preparing standards and policies governing the repair, alteration, furnishing, appearance and cleanliness of the public and ceremonial areas of the state capitol building. The board also advises the legislature on the appropriate development of the capitol area.

Inquiries are responded to promptly. The board can take up to a maximum of seventy-five days to act upon a request for a zoning permit.

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

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

Board of Chiropractic Examiners

717 Delaware Street S. E., Room 336, Minneapolis, MN 55414

Kent J. Erickson, D. C., executive secretary (612) 623-5430

Minnesota Statutes, sections 148.01-148.17; *Minnesota Rules* 2500-2599



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

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

A chiropractor must have a minimum of 20 hours of board required clinical workshops, seminars, etc., annually for license renewal. For information regarding continuing education, contact the board.

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

- The examinee must have two years of college toward a B.A. degree (60 credit hours) preferably in the sciences and other subjects the board may require.
- The examinee must pass the National Board of Chiropractic Examination on basic science and chiropractic subjects.
- The applicant must possess at least three letters of character references.
- The applicant must satisfactorily complete four years of study in a fully accredited chiropractic college receiving a doctor of chiropractic (D.C.) degree.
- The applicant must pass the examination in clinical proficiency which includes written subjects in clinical nutrition, x-ray safety and jurisprudence. The practical examinations include case management, x-ray interpretation, chiropractic treatment procedures and clinical sciences.

To receive the application for, or specific information on licensing, contact the board. There are several fees: the examination fee is \$75.00; the renewal fee is \$75.00; the professional corporation fee is \$100.00; and the professional corporation renewal fee is \$25.00.

Examinations are scheduled during the months of January and June of each year. Applications are mailed any time, but must be in the board office at least 60 days before an examination date.

Department of Commerce

500 Metro Square Building, 7th and Robert Streets, St. Paul, Minnesota 55101
 Michael A. Hatch, commissioner, (612) 296-4026

Minnesota Statutes, chapters 45 (department); 45-49 (banking); 45, 60-79 (insurance); 45, 80, 306, 309, 332, 501 (securities); 82-83 (real estate); 345 (unclaimed property); *Minnesota Rules 2600-2899*

The department is a regulatory and licensing agency which also has a major consumer advocacy role in providing protection, information and assistance to consumers. The department seeks to provide a marketplace which adheres to legal standards through efficient regulation, examination and supervision that meets the needs of consumers in the areas of banking, insurance, securities, and real estate, among others.

The department also provides housing to five non-health occupational licensing boards: the boards of Abstractors; Accountancy; Architecture, Engineering, Land Surveying and Landscape Architecture; Barber Examiners; and Boxing. For specific information concerning these boards and their activities, refer to their specific listings in this book.

Division of Financial Examinations, (612) 296-2135

David A. Shern, deputy commissioner. The division supervises and regulates Minnesota's state-chartered financial institutions, which conduct business at over 1,200 locations and hold assets in excess of \$15 billion.

The division assures that the supervised financial institutions operate in a safe and sound manner, within a framework of state law, fair business practices, and service to the public and business community. The division staff conducts periodic examinations and provides ongoing supervision of regulated institutions. It also processes applications for new charters, mergers, branches, facilities and special applications required by statute.

Supervised institutions include commercial banks, savings banks, trust companies, certificate investment companies, savings and loan associations, credit unions, industrial loan and thrift companies, licensed regulated lenders, motor vehicle sales

finance companies, insurance premium finance companies, debt prorate companies, and safe deposit companies.

Commercial and Savings Banks, Trust and Investment Companies, (612) 297-2548

James G. Miller, assistant commissioner. Commercial Banks. State-chartered commercial banks comprise the largest segment of this section's responsibilities, both in number and dollar volume of assets supervised. There were 553 state-chartered commercial banks operating in 712 locations (including 159 detached facilities) at the end of fiscal 1983, controlling in excess of \$12.9 billion of assets. *Minnesota Statutes*, chapters 46, 47 and 48 govern commercial banks, their organization, operation and supervision.

Trust Companies. There are three state-chartered trust companies under supervision of this section and 21 state-chartered banks authorized to perform trust services. *Minnesota Statutes*, chapters 46, 48, 501 and 520 govern trust companies and trust departments of commercial banks, their organization, operation and supervision.

Investment Companies. There are three investment companies under supervision of this section. Two sell face-amount investment certificates to the general public on periodic payment plans. These companies operate in accordance with the Federal Investment Company Act of 1940. *Minnesota Statutes*, chapters 46 and 54 govern investment companies, their organization, operation and supervision.

Savings Banks. There are currently no savings banks operating in Minnesota. They are governed by *Minnesota Statutes*, chapter 50.

Non-Bank Financial Institutions, (612) 297-2750

Allyn R. Long, assistant commissioner. This section is responsible for examination, supervision, and administration of laws relating to the following institutions:

Industrial Loan and Thrift Companies operate under *Minnesota Statutes*, chapter 53. They make direct loans and may, by authorization, accept deposits. There are 145 authorized industrial loan and thrift offices.

Regulated Lender Companies operate under *Minnesota Statutes*, chapter 56, and make direct loans to consumers in amounts up to \$35,000. There are 20 licensed companies.

Motor Vehicle Sales Finance Companies operate under *Minnesota Statutes*, sections 168.66 to 168.77. There are 81 companies which purchase retail installment sales contracts which originated between retail sellers and retail buyers of motor vehicles, trailers, motorcycles, and mobile homes.

Credit Unions are cooperative associations organized under the provisions of *Minnesota Statutes*, chapter 52. The services of the 243 credit unions are available only to shareholding members who have a common bond of employment, association, or residence in a well-defined community or rural district.

Savings Associations are stock chartered or mutual organizations owned by the savings members with voting rights vested in both savings and borrowing members. They operate under *Minnesota Statutes*, chapter 51A. There is currently just one operating state-chartered association.

Debt Prorate Companies operate under the provisions of *Minnesota Statutes*, chapter 332. There are seven agencies operating at nine licensed locations to negotiate payment plans between consumers and their creditors.

Insurance Premium Finance Companies operate with licenses issued under *Minnesota Statutes*, chapter 59A. There are 22 licensed companies (often affiliated with insurance companies) which finance insurance premiums on behalf of the insured.

Safe Deposit Companies are independent companies which operate under the provisions of *Minnesota Statutes*, chapter 55. Their services are limited to safe deposit box rentals. There are two currently licensed.

These licensees and chartered institutions operate at over 520 locations in the state

and provide various services including consumer lending, commercial lending, mortgage lending, and depository services. State law requires insurance of all depositor funds in these institutions.

The division of financial examinations does not regulate mortgage lenders unless they are otherwise within its jurisdiction.

Division of Policy Analysis, (612) 296-6907

Reynaud L. Harp, deputy commissioner. The division administers state laws affecting insurance companies in Minnesota. Through review of policy forms and rates, this division attempts to assure that all insurers in Minnesota meet standards of solvency; that rates charged for insurance are not excessive, inadequate or unfairly discriminatory; and that insurance policies are readable, not misleading and consistent with public policy.

The division annually issues licenses to all companies admitted to transact insurance in Minnesota. In 1982, 1,140 companies were licensed with assets in excess of \$727.7 billion. Another 74 companies are approved as eligible surplus line companies providing insurance coverage when a particular type or amount of insurance is desired but not available in the state.

Each company selling insurance in Minnesota must obtain a **Certificate of Authority** from the commissioner of commerce prior to soliciting insurance. The financial condition, the marketing program, the company's record for servicing policyholders and claimants, and the overall quality of the company management are reviewed in detail.

Of the 1,140 insurance companies licensed in the state in 1982, 219 are chartered in Minnesota and 921 are incorporated in other states.

Policy Form Analysis and Rate Review, (612) 296-3588

Thomas O'Malley, assistant commissioner. The review and approval of all insurance forms is the major function of this section. Forms are approved after they are found to be in compliance with insurance laws including the recently approved minimum standards for readability and policy coverages. Property and casualty insurance and workers' compensation rates are reviewed to ensure they are not excessive, inadequate or unfairly discriminatory. Rates applicable to individual accident and health insurance coverages must also be approved prior to their use.

This section oversees the statutory and voluntary functions of the FAIR Plan, the Auto Assigned Claims Plan, the Minnesota Dram Shop Market Assistance Committee, the Minnesota Comprehensive Health Insurance Act, the Auto Insurance Plan, Minnesota Life and Health Guaranty Association, Minnesota Insurance Guaranty Association, the Workers' Compensation Insurers Rating Association of Minnesota and the Workers' Compensation Reinsurance Association. It licenses rate service organizations and reviews and approves applications for those who wish to qualify as self-insurers and third party administrators. For more information contact either John T. Ingrassia, supervisor, life, health, accident (612) 296-2203, or Donald W. Peterson, supervisor, property, casualty (612) 296-2656.

Financial Standards, (612) 296-2630

Jay P. Koleski, assistant commissioner. The purpose of the section is to assure that licensed insurance companies marketing insurance in this state comply with financial requirements set forth by statute, charge rates that are fair and nondiscriminatory, and operate within the laws relating to investments, corporate affairs and solvency.

This section performs regulatory examination functions to protect policyholders, stockholders and the insurance buying public from unsound insurance business operations and insurer insolvencies. Periodic examinations of the financial status of insurance companies and workers' compensation self-insurers are conducted to verify solvency and compliance with Minnesota insurance laws. For more information contact Leo Flaten, audit director, (612) 297-4288.

Registration and Licensing Division, (612) 296-2594

Samuel G. Crecelius, deputy commissioner. The division administers the registration and licensing of industries regulated by the department. Among the laws administered, and the *Minnesota Statute* chapters governing them, are the Minnesota Securities, chapter 80A; Corporate Take-Overs, chapter 80B; Franchises, chapter 80C; Real Estate, chapter 82; Subdivided Lands, chapter 83; Social and Charitable Organizations, chapter 309; Collection Agencies, chapter 332; Insurance, chapters 60-79; and Unclaimed Property, chapter 345. Copies of applicable statutes and rules may be obtained from the Documents Center, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000.

Requests for interpretive advice under the securities and franchise acts must be accompanied by a statutory fee of \$50 payable to the Minnesota State Treasurer. Requests for subdivided land opinions must be accompanied by a statutory fee of \$20 payable to the Minnesota State Treasurer.

Registration

Charities, (612) 296-6324, Ann Hagestad, examiner. The section registers and regulates charitable organizations soliciting or receiving donations in Minnesota unless exempt. The section also licenses all professional fund raisers. The licensing fee is \$25. The section cannot give advice concerning charities, but the Minnesota Charities Review Council, (612) 339-5030, will give advice on contributions to a particular charity. This section will fill requests for applications and forms the same day. Applications are processed in approximately one week.

Collection Agencies, (612) 296-6324, Ann Hagestad, examiner. The section licenses and regulates collection agencies in the state. Applications 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.

Franchises, (612) 296-6328, Lenor Scheffler-Rice, examiner. The section reviews applications for registration of franchises. It does not make recommendations regarding investments. The Registration and Licensing Division maintains annual reports filed on active registrations. Interpretive opinions concerning a registration are prepared by the commissioner at a cost of \$50. The time necessary to process a registration varies with the applications.

Securities. All securities offered or sold in Minnesota must be registered or exempt. Securities filings for registration under *Minnesota Statutes*, chapter 804 must be made on Form U-1. Private placement exemption filings are made using a **Statement of the Issuer** format. The registration staff examines applications to determine compliance according to the following areas of responsibility: **Anthony Bibus, (612) 296-4520, examiner** for broker-dealers, investment advisors, common stocks, notifications, investment companies, and real estate, securities and investment trusts; **Brian Patterson, (612) 296-6332, examiner** for oil and gas, commodities, limited partnerships other than real estate, private placements and merger exemptions; **Mary McKenna, (612) 296-4523, examiner** for common stocks and unit investment trusts.

Subdivided Lands, (612) 296-2990, Lorraine Rowe, 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.

The Condominium Law, *Minnesota Statutes* chapter 515A, was passed in 1980 as a self-executing law no longer under the jurisdiction of any state agency. If a violation

involving a Minnesota condominium project subject to this law occurs, relief may be obtained only through the courts.

Cemeteries no longer need to register or be licensed with the state. For information contact your local cemetery association, and see *Minnesota Statutes* chapter 306 for public cemeteries and chapter 307 for public cemeteries.

Licensing, (612) 296-6319

Barbara M. Kivisto, director. The unit is responsible for issuing real estate, insurance, notary, securities and cosmetology licenses. Approximately 200,000 individuals hold licenses issued by this unit. Because of testing and educational requirements associated with these licenses, the unit is also responsible for approving and monitoring courses and examinations. Educational Testing Service administers the real estate, insurance and some cosmetology examinations.

Real Estate

There are approximately 20,000 real estate licensees in Minnesota. Annual renewal notices are sent to licensees by the department for June renewal. The basic requirements for obtaining a real estate salesperson's license are:

- successful completion of a 30-hour course (Course I), approved by the department, prior to testing;
- successful completion of an examination within one year of the completion date of Course I;
- successful completion of a second 30-hour course (Course II) prior to applying for the license;
- successful completion of a third 30-hour course (Course III) within one year from initial license date.

The requirements for obtaining a real estate broker's license are:

- successful completion of all required salesperson education;
- two years experience as a salesperson;
- successful completion of the broker's examination

Both salespersons and brokers are required to complete 45 hours of continuing education every three years.

License fees are:

		Renewal
New Salesperson	\$65,	\$15
New Broker	\$90,	\$30
New Limited Broker	\$90,	\$30
New Corporation/Partnership	\$90,	\$30
Subdivided Land (in addition to regular license)	\$10,	\$10
Transfer Salesperson or Broker	\$10	—

Insurance

Approximately 28,000 individuals hold insurance licenses in Minnesota. Annual renewal notices are sent by the department to licensees for May renewal. Before obtaining a Life/Health or Property/Casualty insurance license, an individual must complete a 45 hour study course and pass an examination. In addition, each individual must be sponsored by an insurance company. After licensure, insurance agents must attend 20 hours of continuing education per year beginning in 1985. License fees are listed below, renewal fees are identical to license fees: **Agents:** Life/Health \$20; Property/Casualty \$20; Variable Annuity (must have Life/Health and Securities licenses) \$25; Farm Property and Life \$20; Travel Baggage \$20; Bail Bonds \$20; Surplus Lines \$500. **Agency:** Corporation \$50; Partnership \$50; Individual Proprietorship no fee.

Notary Public

There are approximately 75,000 notaries in Minnesota, each commissioned for a period of seven years. License fees are \$10 in addition to a \$2000 bond.

Securities

There are approximately 10,000 individuals holding securities licenses in Minnesota. Licenses are renewed annually at \$50. Securities agents are licensed by a nationwide system monitored by the North American Securities Administrators Association. Agents applications may be obtained from the National Association of Securities Dealers (NASD), 1735 K Street Northwest, Washington, D.C. 20013. Broker/Dealer applications may be obtained from the Securities and Exchange Commission, Ballston Center Tower 3, 4015 Wilson Blvd., Arlington, VA 22203.

Cosmetology

Approximately 37,000 individuals hold cosmetology licenses in Minnesota. All licenses last three years. Prior to obtaining a **cosmetologist** license, an individual must complete a required course which is 1550 hours in length, and pass both a test of skills and a written examination. A **manicurist** must complete a course of study consisting of 350 hours, and pass both a test of skills and a written examination prior to licensure. An **esthetician** must complete a course of study consisting of 600 hours, and pass both a test of skills and a written examination prior to licensure. Requirements for a manager of a salon are completing 2700 hours of work experience under a licensed manager and passing a written examination. License and renewal fees are: cosmetologist \$30; manicurist \$30; esthetician \$30; manager \$45; salon \$55; booth \$55; and instructor \$45.

The unit inspects beauty shops and cosmetology schools throughout the state. It receives and investigates complaints of statutory violations and consumer complaints relating to cosmetology matters. Questions or complaints regarding shops or schools should be directed to Rod Durre, (612) 296-4517.

Unclaimed Property, (612) 296-2568

The department administers the Uniform Disposition of Unclaimed Property Act, designed to return abandoned property to its rightful owners. Abandoned property may be checking or savings accounts, safe deposit box contents, paid life insurance policies, stock, dividends, etc. which by definition of the law have become legally abandoned. Owners of unclaimed property are notified by advertising in the county and local newspapers of the owner's last known address. Inquiries concerning possible owners are then answered by Commerce Department personnel, and claimants are directed to the present holders of the property. Two months after advertising, unclaimed property is turned over to the department, which then handles claims.

Information and claim forms may be obtained by writing or calling the Unclaimed Property Section, 500 Metro Square Building, St. Paul, MN 55101. Specific information and documents (death certificates, wills, etc.) may be required to prove the validity of the claim.

Enforcement Division, (612) 296-2594

Gary A. LaVasseur, deputy commissioner. The division investigates possible violations of law and responds to consumer complaints concerning insurance, securities, real estate, collection agencies, subdivided land, charities, franchises and notaries. Efforts are directed to the earliest possible detection of any fraudulent, deceptive or dishonest practices. For information or to register a complaint, contact the division at 500 Metro Square Building, St. Paul, MN 55101.

Minnesota Community College System

301 Capitol Square Bldg., 550 Cedar Street, St. Paul, Minnesota 55101

Dr. Gerald W. Christenson, chancellor (612) 296-3955

Minnesota Statutes, chapter 136

The system grew out of the State Junior College System. The State Junior College Board was created in 1963 and the next year the eleven existing junior colleges, then operated by local school districts, were invited to become part of the new system of two-year colleges. The system grew to 18 community colleges. Today, all community colleges occupy their own buildings on their own campuses.

In 1973 the legislature changed the names of the state junior colleges to community colleges and the State Junior College Board to the Board for Community Colleges. The eleven original colleges had a total enrollment during the 1963-64 academic year of 3,941 full time equivalent students. Full year equivalent enrollment at the 18-college system for 1982-83 was 23,741.

Community colleges provide the first two years of programs leading to baccalaureate degrees and various career programs designed to prepare students for employment after one or two years. Minnesota community colleges provide programs of general studies, vocational and technical programs, a wide range of continuing education classes, and a diverse program of student activities. They are intended to be post-high-school educational and cultural centers of their respective areas.

State Board for Community Colleges (612) 296-3356

The board consists of nine members appointed to four-year terms by the governor with the advice and consent of the senate. The board oversees the management, jurisdiction and control of the Community College System. It determines the exact location and site of community colleges authorized by the legislature, appoints the chancellor and community college heads, and the necessary instructors, supervisors and all other employees. The board also prescribes courses of study, conditions of admission, fees, and students' tuition, graduation requirements, and other rules and regulations for the colleges.

Curriculum

The system provides the first two years of college education which will transfer to a four-year institution. The colleges also offer occupational education, non-credit adult education classes and community service activities including short courses, institutes, conferences, clinics, forums, concerts, exhibits and seminars. In addition, the system makes available student activities in areas of athletics, publications, and fine arts, as well as services in admissions counseling, testing, placement, financial aid and special assistance for disabled or handicapped students. Call or write your local college for a listing of classes and programs. A free brochure about the system is available.

Tuition

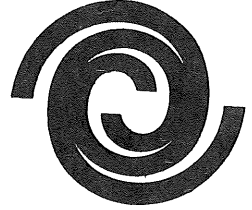
Application forms are available from the colleges by phone or mail. Fees for community education and service programs vary with the program. Fees for credited classes are the same at each college. Minnesota residents pay \$22.50 per credit, per quarter. Out of state residents pay \$45 per credit, per quarter. Senior citizens pay \$6 per credit, per quarter. 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, (612) 427-2600

11200 Mississippi Blvd., Coon Rapids, MN 55433

East Central Center, (Anoka-Ramsey extension) (612) 689-1536

P.O. Box 151, Cambridge, MN 55008



CAREER PROGRAMS

	Anoka-Ramsey	Austin	Brainerd	Farquhar Falls	Hibbing	Inver Hills	Mara	Lakewood	Megaabi	Minneapolis	Normandale	North Hennepin	Parry River	Rochester	Vermilion	Winnetka	Worthington
ALLIED HEALTH																	
Associate Degree Nursing (1) *
Cardio Pulmonary Technology (1)
Chemical Dependency Worker (3)
Clinical Child Care Worker (3)
Dental Assistant (1)
Dental Hygiene (1)
Dietetic Technician (1)
Health Care Mid-Management (4)
Medical Laboratory Technician (1)
Medical Office Assistant (1)
Medical Records Technician (4)
Nurses Aide (2)
Occupational Therapy Assistant (1)
Practical Nursing (2)
Respiratory Therapy (1)
Therapeutic Recreation Technician (3)
BUSINESS — COMMUNICATIONS																	
Accounting (3)
Agri-Business (3)
Business Aviation (3)
Fashion Merchandising (3)
Communications (graphics) (3)
Data Processing (1)
Filmmaking (3)
Financial Management (3)
General Business Management (3)
Hotel-Motel Management (3)
Legal Assistant (4)
Marketing (Distributive Education) (3)
Mass Media Technology (3)
Manufacturing Management (4)
Medical, Legal, Technical Secretarial (3)
Real Estate (4)
Secretarial/Clerk-Typist (3)
Small Business Management (3)
Supervisory Management (3)
Transportation Management (3)
PUBLIC SERVICE																	
Air Traffic Control (3)
Child Development (1)
Corrections (3)
Environmental Analysis Technician (1)
Field Naturalist Technician (1)
Human Services (3)
Law Enforcement (3)
Natural Resources Technician (1)
Recreational Leadership (3)
Water and Wastewater Technician (1)
TECHNICAL — TRADE																	
Agriculture Technician (1)
Aircraft Pilot (3)
Architectural Drafting Technology (1)
Building Inspection (4)
Civil Engineering Technology (1)
Construction Supervision (4)
Drafting and Design (1)
Electronics Engineering Technology (1)
Graphic Art (Commercial Art) (3)
Mechanical Engineering Technology (1)
Occupational Health and Safety (4)
Small Engine Mechanics (2)
Welding (2)

*1. Technical 2. Vocational Certificate 3. Employment Option 4. Continuing Education

ACTIVITY PROGRAMS

	Arbuckle	Austin	Brainerd	Fergus Falls	Hibbing	Inver Hills	Lakewood	Mesabi	Minneapolis	Normand	Northland	Rainy River	Rochester	Vermilion	Worthington
PUBLICATIONS															
Literary Magazine	•	•		•				•	•						
Newspaper	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Yearbook							•					•			
ATHLETICS, MEN															
Baseball	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Basketball	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Cross Country								•			•				
Football	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Golf	•					•					•	•	•		
Hockey				•						•	•				
Tennis	•	•			•				•	•	•	•	•	•	
Track			•					•					•		
Wrestling	•		•		•							•	•	•	
ATHLETICS, WOMEN															
Basketball	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Cross Country															
Softball	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Tennis		•	•		•					•	•	•	•	•	
Track			•					•					•		
Volleyball	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
FINE ARTS															
Forensics	•	•						•							
Theater	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Summer Theater	•	•						•							
Musicals	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Instrumental Music	•	•			•			•		•	•	•	•	•	•
Vocal Music	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
OTHER															
Cheer Leading	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Clubs — Organizations	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Convocations	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Girls Drill or Dance												•			
Social Activities	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Student Government	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•
Intramurals	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•

Arrowhead Community College Region

Hibbing Community College, (218) 262-6700

1515 East 25th Street, Hibbing, MN 55746

Itasca Community College, (218) 327-1760

1851 East 25th Street, Hibbing, MN 55746

Mesabi Community College, (218) 741-9200

9th Avenue and West Chestnut Street, Virginia, MN 55792

Rainy River Community College, (218) 283-8491

Highways 11 & 71 and 15th Street, International Falls, MN 56649

Vermilion Community College, (218) 365-3256

1900 East Camp Street, Ely, MN 55731

Austin Community College, (507) 433-0505

1600 N.W. Eighth Avenue, Austin, MN 55912

Clearwater Community College Region

Brainerd Community College, (218) 828-2525

College Drive at S.W. 4th Street, Brainerd, MN 56401

Fergus Falls Community College, (218) 739-7500

1414 College Way, Fergus Falls, MN 56537

Northland Community College, (218) 681-2181

Highway 1 East, Thief River Falls, MN 56701

Inver Hills Community College, (612) 455-9621

8445 College Trail, Inver Grove Heights, MN 55075

Lakewood Community College, (612) 779-3200

3401 Century Avenue, White Bear Lake, MN 55110

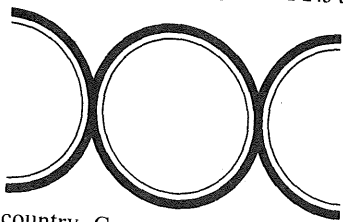
- Minneapolis Community College, (612) 341-7000
1501 Hennepin Avenue, Minneapolis, MN 55403
- Normandale Community College, (612) 830-9300
9700 France Avenue South, Bloomington, MN 55431
- North Hennepin Community College, (612) 425-4541
7411 85th Avenue North, Brooklyn Park, MN 55445
- Rochester Community College, (507) 285-7210
Highway 14 East, Rochester, MN 55901
- Willmar Community College, (612) 231-5102
County Road 5, P.O. Box 797, Willmar, MN 56201
- Worthington Community College, (507) 372-2107
1450 College Way, Worthington, MN 56187

Minnesota Department of Corrections

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

Orville B. Pung, commissioner (612) 296-6133

Minnesota Statutes, chapters 241-243 and 260; *Minnesota Rules* 2900-3099



Minnesota has a national reputation for operating secure humane institutions that have low levels of violence and are safe for both inmates and staff. Although the adult prison population in Minnesota has been increasing steadily during the last decade, state correctional institutions are not overcrowded and plagued with the double-celling that confronts most other states in the

country. Currently, a total of 40 other states are either under or facing federal court orders because of violations of the constitutional rights of prisoners due to conditions of confinement.

Future inmate population projections indicate that state correctional institutions will reach and may slightly exceed their total cell capacities of 2,461 during the next five years. Thus, there are no plans to substantially expand male inmate bedspace. However, construction of a facility for women offenders is scheduled to begin in August, 1984, with completion expected to take two years. The new institution will replace the state's existing antiquated, overcrowded facility for female offenders.

Minnesota is one of thirteen states without capital punishment, having abolished it in 1911. Minnesota is 48th in the nation in the number incarcerated per 100,000 population. The state also ranks low in the cost to operate institutions. Forty-fourth nationally, Minnesota spends about \$9.00 per capita for its adult prisons, which translated to a per day, per inmate cost is about \$49.50. The women's institution per diem, per client cost is about \$68.00. For juveniles it is slightly over \$100.00.

All adult male correctional institutions have been accredited by the National Commission on Accreditation for Corrections. Accreditation means the facilities are in compliance with over 450 standards relating to all aspects of institutional operation.

The rate at which inmates return to prison after release is relatively low in Minnesota. More than 60 percent of the inmates do not return. Of those who return, only 18 percent came back as the result of a sentence for a newly committed crime. The remaining 21 percent returned because they violated the conditions of their release — most frequently, they absconded from a residential halfway house program.

Inmates in state facilities have access to a variety of work, educational and treatment activities. Correctional industry operations include several unique programs which link up with the private sector such as a computer component assembly line located behind the walls of the Minnesota Correctional Facility - Stillwater. Also, at the Lino Lakes institution work activities parallel the outside business world with regular hours, taxes, production standards and strict hire/fire policies.

Commissioner's Office, (612) 296-3559

Donald J. Grafenstein, assistant to the commissioner. The department operates six adult correctional institutions with an inmate population of about 2,200, and three juvenile facilities that have a combined average population of nearly 250. The department provides probation, parole and supervised release services to about 5,000 persons. It also provides subsidy funds to local units of government through the state Community Corrections Act for the treatment, education and diversion of persons in the criminal justice system. In addition, the department provides services and assistance to victims of crimes.

Information, (612) 296-2827

Daniel O'Brien, assistant to the commissioner. This office informs the general public, department staff and criminal justice agencies of the department's programs and activities. The office publishes *Hotline*, a newsletter geared to people in the corrections field which highlights workshops, conferences, training opportunities, media reports and staff changes, and *Perspective*, a publication which provides more in-depth information on corrections topics. Also available through the office are brochures on each correctional institution and a biennial report. To receive more specific information, contact the office. There are no forms or fees for these materials and services.

Office of Adult Release, (612) 296-2729

Leslie Green, executive officer. Parole and supervised release duties were formerly performed by the full-time, five-member Minnesota Corrections Board which was legislatively abolished in 1982. A system of sentencing guidelines, which sets terms of confinement for inmates, was established in Minnesota in 1980. The commissioner of corrections now has responsibility for parole and supervised releases. With the exception of the parole of inmates with life sentences, the commissioner delegates this authority to the Office of Adult Release which consists of the executive officer and three department staff who are assigned part-time to assist the executive officer. An advisory panel composed of department employees advises the commissioner regarding the parole of inmates with life sentences. The executive officer serves at the division level in the department as a member of the commissioner's policy-making staff. This office also has overall responsibility for policy development, system monitoring and information reporting for the adult release process.

Office of Juvenile Release, (612) 296-1335

Jay Lindgren, executive officer. The commissioner of corrections delegates juvenile paroling authority to the executive officer who uses a system of established guidelines to determine how long a juvenile will remain in an institution. The guidelines rely on the juvenile's delinquent history and severity of offense in setting the length of stay. Decisions of the executive officer may be appealed to a juvenile review panel, which is comprised of three staff members from the department's central office.

Legal Services, (612) 296-3546

James Bradford, assistant attorney general. Legal services to the department are provided through the state attorney general's office. The section provides assistance with statutory construction, drafting of contracts, and legal services which ensure that agency procedures comply with statutory and case law.

Institution Services Division, (612) 296-3544

Howard J. Costello, deputy commissioner. The division is responsible for the supervision and management of correctional institutions, including institutional health and educational services. The department operates nine correctional institutions includ-

ing six adult, two juvenile institutions and one juvenile camp. Questions concerning the operation of these institutions should be directed to this division. Following is a description of each facility.

Minnesota Correctional Facility — Oak Park Heights, (612) 779-1400

Frank Wood, warden. The Minnesota Correctional Facility — Oak Park Heights, Box 10, Stillwater, MN 55082, the state's newest correctional institution, began a phased opening process in 1982. At the time of this printing (March 1984) about 350 inmates are housed at the institution with about 260 of the facility's 308 core staff hired. The 400-bed maximum security facility is designed to receive adult male inmates transferred from the St. Cloud and Stillwater institutions who are high-risk, dangerous and disruptive individuals. The 330,000 square foot building has eight self-contained but attached complexes with housing on two lower levels and industry/program space above. One of the complexes is a medical/psychiatric unit which provides psychiatric services on a departmentwide basis. The individual complexes allow for the separation of inmates into small, manageable groups of 52 men. Numerous program options are available within the institution's highly structured environment. Educational, vocational and treatment opportunities are offered and a number of industry programs provide marketable skills.

Minnesota Correctional Facility — Stillwater, (612) 439-1910

Robert Erickson, warden. The Minnesota Correctional Facility — Stillwater, Box 55, Stillwater, MN 55082, built in 1914 as an industrial prison, is the state's largest maximum security institution for the incarceration of adult male felons. The average population is 1,080, program capacity is 1,075, cell capacity is 1,125 and the staff size is 452. Included in the facility's industry operation are a foundry, a sheet metal shop, machine shop, wood shop, assembly shop, an engineering and designing division, and a school bus renovation plant. The Stillwater Data Processing Program, which provides custom program development and assembly contracts such as one with Magnetic Peripherals of the Control Data Corporation, brings private industry to the institution. A wide variety of educational programs are available as well as health care, a chemical dependency program, a therapeutic community, indoor and outdoor recreational activities and a minimum security unit.

Minnesota Correctional Facility — St. Cloud, (612) 251-3510

William McRae, superintendent. The Minnesota Correctional Facility — St. Cloud, Box B, St. Cloud, MN 56302, is a maximum security institution built in 1889, remodeled and modernized, which houses younger male felons. The average population is 630, with a cell capacity of 650, a program capacity of 620, and the staff size is 326. The facility offers a number of treatment programs including individual and group counseling, job counseling, drug treatment and recreation. A wide variety of educational opportunities are available and include full-time high school, evening school and college level courses. Vocational training is also provided in auto mechanics, auto body work, baking, barbering, carpentry, electricity, furniture finishing, graphic design, meat cutting, masonry, painting and decorating, small engine repair, upholstery and welding. Industry offers inmates employment and job experience and consists of furniture manufacturing, upholstery, metal working, printing, mattress making and manufacture of the state's license plates and tabs.

Minnesota Correctional Facility — Lino Lakes, (612) 786-2800

James Hulburt, superintendent. 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/minimum security facility for adult males transferred from the state's maximum security institutions. Five medium security cottages house inmates within a secure perimeter and four minimum security cottages are located outside the perimeter. Average population is 190, program

capacity is 190, with a total cell capacity of 200. The facility has a staff of 146. Prior to transfer, inmates are screened for stable work and discipline records. Industry is a primary focus at Lino Lakes providing work experience in printing, assembly, metal fabrication, upholstery and wood fabrication. Complete education, treatment, recreation and health care programs are also available. A program is provided at the facility for sex offenders who are serving their last nine months before release. The facility is located at 7525 Fourth Avenue, Lino Lakes, MN 55014.

Minnesota Correctional Facility — Shakopee, (612) 445-3717

D. Jacqueline Fleming, superintendent. The Minnesota Correctional Facility — Shakopee, Box 7, Shakopee, MN 55379, opened in 1920 and is the only state correctional institution for women offenders. The institution, which is over its program capacity of 60, has a total inmate capacity of 70. Staff size is 55. Funding for a new larger correctional facility for women has been approved by the state legislature and planning for completion of the replacement institution is underway. Three residential cottages and a main administration building with an upper floor residential area are located on the institution's grounds. 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 key punch instruction, driver training and individual tutoring also available. Recreation, counseling and volunteer programs are offered as well as health care. Individual written agreements negotiated between the institution staff and the residents set the levels of inmate responsibilities and privileges.

Willow River Camp, (218) 372-3101

Ralph Nelson, superintendent. Willow River, MN 55795, 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, St. Cloud and Lino Lakes facilities. Average population is 55, capacity is 60 and staff size is 27. Because most inmates at Willow River are released within seven months, special emphasis is given to development of vocational and social skills. Vocational training is provided in a specialized truck trailer repair program, machine tool operation, truck driving and welding. Academic and trade skill instruction are also required as well as group therapy. Education is available from high school to college level courses.

Minnesota Correctional Facility — Sauk Centre, (612) 352-2296

Harvey Akerson, superintendent. The Minnesota Correctional Facility — Sauk Centre, Box C, Sauk Centre, MN 56378, provides custody, evaluation and treatment for male juvenile offenders from 64 counties in the western region of the state and for all female juvenile offenders committed by the courts to the Commissioner of Corrections. Pre-dispositional evaluations and detention services are also available to the juvenile courts. The institution was established in 1910 as a residential treatment facility for delinquent girls and was made co-educational in 1967. The facility is an open campus with living quarters consisting of two-story cottages, each housing from 20 to 25 residents. Average population is about 100 with a program capacity of 120 and a staff of 108. Curriculum includes basic education, career exploration through vocational/prevocational and work habit programs, and creative expression through elective programs. A wide range of recreational and community activities is available.

Minnesota Correctional Facility — Red Wing, (612) 388-7154

Gerald O'Rourke, superintendent. The Minnesota Correctional Facility — Red Wing, Box 45, Red Wing, MN 55066, provides custody, evaluation and treatment for male juvenile offenders committed to the Commissioner of Corrections from the 23 coun-

ties in the southeastern region of the state, including the Twin Cities metropolitan area. Detention and pre-dispositional evaluation services are also available to county juvenile courts. The institution, which was constructed in 1891, is an open campus with living quarters consisting of one-story and two-story cottages, each housing between 25 and 30 residents. Average population at the Red Wing facility is about 125 with a program capacity of 145 and a staff of 121. Prevocational education provides students at the institution with an understanding of various trades and includes programs in small engine repair, food service, graphic arts, auto service station work and welding. The academic program provides basic courses, remedial reading and mathematics, driver education, art and physical education. In addition, all residents participate in group therapy.

Thistledeew Camp, (218) 376-4411

Derwood Lund, superintendent. On a per diem basis Thistledeew Camp, Box W-10, Togo, MN 55788, provides an educational and confidence-building outdoor survival program for young men 14 to 17 years old who experience difficulties in their home communities. Average population is 46 with a staff of 34. The camp is located in the George Washington State Forest, 250 miles north of Minneapolis/St. Paul at Togo. Thistledeew Camp is available for use by all juvenile county courts in Minnesota and provides county court services and social services with an alternative residential program. It provides educational resources and vocational exploration designed to meet the needs of individual students referred to the camp. The camp's goal is to meet the academic needs of students by continuing their high school education and to involve all students in prevocational and work skill programs at least 20 hours per week. Prevocational programs include training in construction, small engine repair, food services, forestry, wildlife management and plant maintenance. Challenge, the camp's outdoor wilderness survival program, is designed to build self-confidence, develop leadership abilities and teach the importance of teamwork.

Institution Support Services, (612) 297-2818

James Zellmer, director. Institution support services include institution education programs, health services, coordination of transportation of inmates and parole/supervised release violators, fugitive apprehension and control, facility accreditation, and facility planning and development. The education section implements new and coordinates ongoing vocational and academic education programs in the department's nine institutions. Maintaining acceptable standards of education that will help improve inmate literacy and employability is paramount. The health care unit plans, implements and coordinates medical, psychiatric, and dental programs at each facility. The unit also supervises the department's secure in-patient medical unit at the St. Paul-Ramsey Medical Center. Through the accreditation activity each correctional facility is examined for compliance with standards set by the National Commission on Accreditation for Corrections. Facility planning and development includes overseeing the plans for the replacement of the state women's correctional institution at Shakopee.

Industry Coordination, (612) 296-1305

Donald Tomsche, coordinator. This function provides the overall coordination for the department's correctional industries operation. The industry coordination unit develops short and long range planning, provides technical assistance to various institution industry programming, coordinates sales and assists in new product development. The unit also monitors and reports systemwide data regarding fiscal operations and marketing for all correctional industries. Liaison with the private sector and monitoring compliance with state and federal legislation are also key roles of the unit.

Inmate Classification, (612) 296-2729

Casimir Zantek, director. This area includes the development and implementation of

a departmentwide inmate custody status classification system. The system is intended to provide a rational, consistent, equitable and systematic method of assigning inmates to an appropriate level of institutional custody status. The custody status classification system is based on documented behaviors occurring during the five years preceding the inmate's incarceration, the current conviction offense and the inmate's behavior during the current term of imprisonment.

Community Services Division, (612) 296-2672

Bruce W. McManus, deputy commissioner. The division is responsible for providing parole and probation services and community support services including programs for crime victims. Implementation of the Community Corrections Act, inspection of correctional facilities, and administration of state and federal contracts are major responsibilities of this division.

Probation, Parole and Supervised Release Services

James Allen, Regional Director — West, Box 324, Courthouse, Brainerd, MN 56401 (218) 828-2491

Morris Heilig, Regional Director — East, 430 Metro Square Building, St. Paul, MN 55101 (612) 296-3549

Although the 27 counties participating in the Minnesota Community Corrections Act provide services to persons on probation, supervised release or parole, the department provides these services to adult offenders in the remaining 60 counties in the state. Juvenile probation and parole services in non-Community Corrections Act counties are provided by county probation officers or by state agents under contract to the counties. In either case, the state reimburses the counties for up to 50 percent of the probation officer's salary. For specific information about parole, supervised release and probation services, contact the following community services supervisors:

Duane Erickson, (218) 847-1524, Box 844, Detroit Lakes, MN 56501

Raymond Haiden, (612) 255-4273, Box 1143, 120 - 9th Ave. N., St. Cloud, MN 56302

Thomas Lehman, (612) 231-5171, Box 493, Willmar, MN 56201

Wilbur Najjar, (218) 755-2980, Box 397, Bemidji, MN 56601

Leland Paulson, (612) 439-1910, ext. 327, Box 55, Stillwater, MN 55082

Warren Peterson, (218) 723-4635, Room 709 Gov't Services Ctr., 320 W. 2nd St., Duluth, MN 55802

William Weber, (507) 389-2418, Box 911 Northwest Office Bldg., Mankato, MN 56001

Community Services Support, (612) 296-7019

Thomas Lawson, director. The community services support unit is responsible for administration of the Minnesota Community Corrections Act, providing services for crime victims, administration of contracts for residential placements, administration of work release programs, and operation of a halfway house for Indian offenders.

Community Corrections Act, (612) 296-1891

Jeffrey Martin, administrator. The Minnesota Community Corrections Act of 1973 authorizes the Commissioner of Corrections to award subsidy grants to a county or a group of counties for the provision of local correctional services. The act is designed to encourage the development of a local correctional system which includes sanctions for offenders as well as a variety of community programs. A total of 27 counties representing about 60 percent of the state's population now participates in the act. Community Corrections Act areas include the following:

Anoka — Richard Fritzsche, director, Anoka County Court Services, (612) 421-4760, Courthouse, 325 East Main, Anoka, MN 55303

Blue Earth — Ron Wiborg, director, Blue Earth County Community Corrections, (507) 625-3031 Blue Earth County Government Center, 410 South 5th Street, Mankato, MN 56001

Crow Wing/Morrison — Robert Erlanson, director, Crow Wing/Morrison Community Corrections, (218) 829-9214, Courthouse, Brainerd, MN 56401

Dodge/Fillmore/Olmsted — Steve Thornton, director, Dodge/Fillmore/Olmsted Community Corrections System, (507) 285-8164, Olmsted County Courthouse, Rochester, MN 55901

Hennepin — John O'Sullivan, planning supervisor, Office of Planning and Development, (612) 348-3069, A-2308 Government Center, Minneapolis, MN 55487

Ramsey — Jack Young, director, Ramsey County Community Corrections, (612) 298-4434 740 American Center Building, 150 East Kellogg Boulevard, St. Paul, MN 55101

Red Lake/Polk/Norman — Larry Morris, director, Tri-County Community Corrections, (218) 281-6363, 600 Bruce Street, Box 624, Crookston, MN 56716

Rock/Nobles — Jay Klein, director, Rock/Nobles Community Corrections Department, (507) 376-5747
Room 206, Courthouse, Worthington, MN 56187

St. Louis/Cook/Lake/Koochiching/Aitkin/Carlton — David Gustafson, director, Arrowhead Regional Corrections, (218) 722-7776
1918 Arlington Avenue, Duluth, MN 55811

Swift/Lac Qui Parle/Yellow Medicine/Chippewa — Douglas Oxenreider, director, Community Corrections Department, (612) 269-6513 or 269-6514
Community Service Center, Montevideo, MN 56265

Todd/Wadena — Wayne Wendel, director, Community Corrections Department, (612) 732-6165
Reichert Building, 210 South 2nd Avenue, Long Prairie, MN 56347

Washington — Harley Nelson, director, Washington County Court Services, (612) 439-4292 ext. 143, Courthouse, Stillwater, MN 55082

Programs for Battered Women, (612) 296-6463

Maggie Arzdorf-Schubbe, director. Shelters for battered women and their children have been established throughout the state to offer emergency safe housing, 24-hour crisis phone service, counseling, access to social services and advocacy. The department funds non-shelter advocacy and informational programs in the Black, Hispanic and Indian communities. Two programs for violent partners are also funded. All department efforts to aid battered women are guided by a state task force. Shelters funded through the department include:

Bemidji — Northwoods Coalition for Battered Women, (218) 751-0211

Brainerd — Mid-Minnesota Women's Center, (218) 828-1216

Circle Pines — Alexandra House, (612) 780-2332

Duluth — Women's Coalition, (218) 728-3679

Eagan — Community Action Council/B. Robert Lewis House, (612) 452-7466

Fergus Falls — Region IV Council on Domestic Violence, (218) 739-3486

Hopkins — Hopkins Project (Sojourner Shelter), (612) 933-7433

Mankato — Committee Against Domestic Abuse/CADA House, (507) 625-8688

Marshall — Southwest Women's Shelter, Inc., (507) 532-4604

Minneapolis — Harriet Tubman Women's Shelter, (612) 827-6105

Plymouth — Home Free, (612) 559-9008

Rochester — Women's Shelter, Inc., (507) 285-1010

St. Cloud — Woman House, (612) 253-6900

St. Paul — Casa de Esperanza, (612) 224-1199

St. Paul — Women's Advocates, (612) 227-9966

Thief River Falls — Ripley Alliance for Battered Women, (218) 681-5557

Willmar — Shelter House, (612) 235-4613

Programs for violent partners include:

Minneapolis — Domestic Abuse Project, Inc., (612) 874-7063

Minneapolis — Education for Cooperative Living, Phyllis Wheatley Community Center, (612) 521-3646

In addition to education done by shelter and information program staff, a statewide program provides names of local speakers and a loaning library of printed and audiovisual materials. For access to library materials contact: Minnesota Coalition for Battered Women, 435 Aldine Street, St. Paul, MN 55104, (612) 646-6177

Programs for Victims of Sexual Assault, (612) 296-7084

Peggy Specktor, director. This program provides a statewide referral service for vic-

tims of sexual assault and direct victim assistance in areas throughout Minnesota. The program educates criminal justice, health care, human services and education professionals to make them aware of the sexual assault problems and to improve coordination between agencies. Assisting local communities in establishing programs for victims of sexual assault is a key goal of the project. Community-based programs funded by the department provide victim services, professional training and community education. For more specific information on local programs and resources or to request materials including training manuals, brochures, films/slide shows, etc., contact the program director. A slide/tape presentation, "A Crime of Violence", is available free on a loan basis. Following is a list of sexual assault services in counties throughout Minnesota:

- Anoka** — Victim/Witness Assistance Program, (612) 421-4760, ext. 1192, Hotline: (612) 427-1212, Anoka County Attorney's Office, Courthouse, Anoka, MN 55303
- Beltrami/Cass/Hubbard** — Sexual Assault Program, (218) 751-9496, Hotline: (218) 751-0211, Box 1472, Bemidji, MN 56001
- Blue Earth** — Victim Assistance Program, (507) 625-9034, Hotline: (507) 388-9321, 410 South 5th Street, Mankato, MN 56001
- Carver** — Carver County Program for Victims of Sexual Assault, (612) 448-5425, Hotline: (612) 448-2111, 401 East 4th Street, Chaska, MN 55318
- Clay** — Rape and Abuse Crisis Center, (701) 293-RAPE (7273), Box 1655, Fargo, N.D. 58107
- Clay** — Center for Parents and Children, (218) 233-6158, 810 4th Avenue South, Townsite Centre, Moorhead, MN 56560
- Crow Wing** — Mid-Minnesota Women's Center, (218) 828-1216, P.O. Box 602, Brainerd, MN 56401
- Dakota** — Dakota Sexual Assault Services, (612) 894-4212, Hotline: (612) 894-2424, Community Action Council, 13760 Nicollet Avenue South, Burnsville, MN 55337
- Douglas** — Listening Ear Crisis Center, (612) 762-1511, Hotline: (612) 763-6638, 111 17th Avenue East, Alexandria, MN 56308
- Hennepin** — Rape and Sexual Assault Center, (612) 825-2400, Hotline: (612) 825-4357, 1222 West 31st Street, Minneapolis, MN 55408
- Hennepin** — Sexual Assault Services, (612) 348-4053, Office of the County Attorney, C-2100 Government Center, Minneapolis, MN 55487
- Hennepin** — Lesbian & Gay Community Services, Inc., (612) 827-5614 and 827-2821, 124 West Lake Street, Suite E, Minneapolis, MN 55408
- Hennepin** — Upper Midwest American Indian Center Sexual Assault Program, (612) 522-4436, 1113 West Broadway, Minneapolis, MN 55411
- Houston** — Houston County Women's Resources, (608) 782-2437, P.O. Box 61, LaCrescent, MN 55947
- Itasca** — Adult Protection Council, Advocacy Program, (218) 326-0388, County Courthouse, Grand Rapids, MN 55744
- Itasca/Koochiching/Aitkin** — Northland Mental Health Center, (218) 326-1274, Hotline: (218) 326-1034, 215 Southeast 2nd Avenue, Grand Rapids, MN 55744
- Kandiyohi/Big Stone/Chippewa/Lac Qui Parle/McLeod/Meeker/Renville/Swift** — Social Abuse Program, West Central Community Services Center, Inc., (612) 235-4613, 1125 6th Street Southeast, Willmar, MN 56201
- Lyon/Redwood** — Southwest Minnesota Sexual Assault Program, (507) 532-5764, P.O. Box 51, Marshall, MN 56258
- Martin/Faribault/Watonwan** — Southern Minnesota Crisis Support Center, (507) 235-3456, P.O. Box 214, Fairmont, MN 56031
- Morrison** — Sexual Assault Task Force of Morrison County, (612) 632-3046, 608 3rd Street Southeast, Little Falls, MN 56345
- Mower/Freeborn** — Victim's Crisis Center, (507) 373-2223, Box 649, Albert Lea, MN 56007
- Mower/Freeborn** — Victim's Crisis Center, (507) 437-6680, 908 Northwest 1st Drive, Austin, MN 55912
- Nobles/Pipestone/Rock/Jackson/Cottonwood** — Southwestern Mental Health Center, Inc., (507) 283-9511, P.O. Box D, Luverne, MN 56156
- Olmsted/Dodge/Fillmore** — The Rapeline Program, (507) 285-8242, Hotline: (507) 289-0636, 515 2nd Street Southwest, Rochester, MN 55902
- Ottertail** — Women's Crisis Center, (218) 739-3486, Hotline: (218) 739-3359, P.O. Box 815, Fergus Falls, MN 56537

Polk/Pennington/Red Lake — Project Safe, Inc., (218) 281-2864, 223 East 7th Street, Room 34, Crookston, MN 56716

Ramsey — Sexual Offense Services, (612) 298-5898, Produce Bank Bldg., Room 322, 529 Jackson, St. Paul, MN 55101

Rice — Victim Support Program, (507) 645-6661, Hotline: (507) 645-5555, Box 171, Northfield, MN 55057

Rice — Faribault Victim Support Program, (507) 334-2555, P.O. Box 354, Faribault, MN 55021

St. Louis/Carlton/Lake — Aid to Victims of Sexual Assault, (218) 727-4353, Hotline: (218) 727-8538, Two East 5th Street, Duluth, MN 55805

St. Louis/Carlton/Lake — Aid to Victims of Sexual Assault, (218) 749-4725, toll-free Hotline for Range: 1-800-232-1300, 209½ Chestnut Street, Virginia, MN 55792

Stearns/Benton/Sherburne — Central Minnesota Rape & Sexual Assault Center, (612) 251-HELP (4357), 701½ Mall Germain, St. Cloud, MN 56301

Washington — Sexual Assault Services, (612) 777-5222, Hotline: (612) 777-1117, 7066 Stillwater Blvd. North, Oakdale, MN 55119

Winona — Sexual Assault Crisis Aid, (507) 452-4440, 14 Exchange Bldg., Winona, MN 55987

Statewide — Minnesota Migrant Council, (612) 253-7010, Box 1231, 35 Wilson Avenue Northeast, St. Cloud, MN 56302-1231

Statewide — Minnesota Institute on Black Chemical Abuse, (612) 871-7878, 2616 Nicollet Avenue South, Minneapolis, MN 55408

Crime Victim Centers

These centers offer direct crisis intervention, transportation services, referral services, and information about the criminal justice system to victims. Centers have been established in the following areas:

Crime Victim Crisis Center, (507) 437-6680, Mower County Mental Health Center, 908 Northwest 1st Drive, Austin, MN 55912

Minnesota Citizen's Council on Crime & Justice, (612) 340-5400, Crime Victim Centers, 1427 Washington Avenue South, Minneapolis, MN 55454

West Metro Area Community Offices, (612) 340-5400

3801 Nicollet Avenue South, Minneapolis, MN 55409

2400 Plymouth Avenue North, Minneapolis, MN 55411

East Metro Area Community Offices, (612) 340-5400

265 Oneida, St. Paul, MN 55102

1021 Marion Street, St. Paul, MN 55117

985 Ruth Street, St. Paul, MN 55119

Anishinabe Longhouse, (612) 521-2251

Anishinabe Longhouse is operated by the department as a residential halfway house for American Indian offenders. Longhouse houses and provides specialized programming for about 75 Indian offenders each year, and is located at 1016 Newton Avenue North, Minneapolis, MN 55411.

Work Release Programs, (612) 296-0143

Denis Doege, director. This unit administers contracts with public and private programs for residential work release services. The work release programs serve about 150 clients each year. The department's largest contract for work release service is with Volunteers of America, (612) 721-6327, William Nelson, director, 2825 East Lake Street, Minneapolis, MN 55406.

Contract Programs, (612) 296-1891

Jeffrey Martin, administrator. The department contracts with community residential and non-residential corrections programs to provide halfway house placements, job placements, and other support services. About 200 offenders are placed annually in residential programs or are provided other services through these contracts. Each program is a member of the Minnesota Community Corrections Association (MCCA), a private, nonprofit group of united programs which serve as alternatives to incarceration and which perform contract work with the state and county governments and private agencies. The MCCA publishes a *Directory of Community Based Correctional Services* which costs \$5.00 and includes updates. The directory con-

tains lists of over 1,000 resources throughout the state. Copies may be ordered from the MCCA at 666 Marshall Avenue, St. Paul, MN 55104, (612) 292-1131. The following are contract programs:

Alpha House, (612) 872-8218, Gerald Kaplan, director, 2712 Fremont Avenue South, Minneapolis, MN 55408.

Amicus, Inc., (612) 348-8570, Louise Stout, director, 100 Produce Plaza, 100 North 7th Street, Suite 413, Minneapolis, MN 55403.

Freedom House, (612) 827-3300, Gail Wik, administrator, 3020 Lyndale Avenue South, Minneapolis, MN 55408.

Hidden Ranch, Inc., (612) 874-8590, Hank Steeves, director, 2728 Portland Avenue South, Minneapolis, MN 55407.

180 Degrees, Inc., (612) 870-7227, Tom Zoet, director, 236 Clifton Avenue, Minneapolis, MN 55403.

ReEntry Services, Inc., (612) 292-1466, Richard Williams, director, 532 Ashland Avenue, St. Paul, MN 55102.

ReEntry West, (612) 227-6291, 855 West 7th Street, St. Paul, MN 55102.

Women Helping Offenders (WHO), (612) 824-0741, Farris Bell, director, Sabbathani-Bryant Center, 310 East 38th Street, Room 320, Minneapolis, MN 55409.

Facilities Planning and Inspection, (612) 296-0158

Dennis Falenschek, director. This unit is responsible for inspection and licensing of state and local correctional facilities including jails, lockups, holding facilities, adult institutions, group homes, halfway houses, juvenile detention centers and other juvenile correctional residential facilities. Development and enforcement of facility standards and training of staff overseeing these operations are also primary activities of the unit. The unit acts as a clearinghouse for architectural and operational planning for new or remodeled state and local correctional facilities.

Interstate and Federal Compacts, (612) 296-3552

John Elholm, administrator. This unit administers the department's various agreements or compacts which allow for the transfer of inmates, probationers, parolees or supervised releasees to or from other states. It also administers the agreement with the federal government for similar transfers to and from correctional institutions.

Management Services Division, (612) 296-8217

Lurline Baker-Kent, assistant commissioner. The division is responsible for providing overall administrative, planning, policy development, training and staff support functions necessary for the efficient operation of the department. This division includes personnel, research and information systems, fiscal services, planning for women offenders, training, office management and hearings and appeals.

Research and Information Systems, (612) 296-5164

Gerald Strathman, director. The research and information systems section provides computerized data processing services, research support and central records management services to department operational and management staff. The department's information systems include automated inmate records, sentence computation, inmate accounting and classification. Other information contained in information systems includes data on probation/parole/supervised release field services activities, correctional industries and jail-type facilities. The research component produces program evaluations, statistical reports and policy analyses.

Planning for Women Offenders, (612) 296-3525

Planning, programming and advocacy for women offenders in Minnesota's correctional system is provided through this section. Information regarding women offenders is gathered, analyzed and distributed to the legislature, the department and other criminal justice agencies throughout the state. The director of planning for women offenders acts as a liaison between the department and other local and state agencies

concerned with the issues of the female offender. A legislatively established task force which advises the commissioner of corrections regarding women offender issues is staffed by the director of this unit.

Personnel, (612) 296-3520

Ted Spencer, director. The personnel unit provides the department's administrators and managers with information, consultation and direction concerning interpretation of personnel policies, grievance disputes, discipline matters, staffing patterns and the formulation of union negotiation positions. The unit monitors departmental personnel transactions to ensure equity and consistency with established policies. Affirmative action efforts to provide equal employment opportunities in the department are the responsibility of this unit. A departmentwide plan sets affirmative action goals for each occupational category and for each office/institution.

Fiscal Services, (612) 296-3537

Shirley Flekke, director. The fiscal services section performs and monitors all financial activities within the department and reports the economic impact to managers. Services provided include budgeting, payroll, position control, institution accounting coordination, federal grant administration, internal auditing, purchasing, payments, cost accounting, billings, deposits, contract coordination and reporting. The department's controller, Bruce Reddemann, an employee of the State Department of Finance, advises the commissioner and the fiscal unit on all financial matters.

Training, (612) 296-0138

Jerry Andersen, director. Staff training includes pre-service and in-service training programs for employees. Although orientation and in-service training sessions are made available on a departmentwide basis, the primary focus of this function is to meet the unique training needs of correctional counselors (guards). Basic training is provided in a two-week academy for correctional counselors who are beginning work at the department's adult institutions.

Office Management, (612) 296-5695

Delbert Leaf, director. This section provides specialized support and coordination to the department's central office in the areas of word processing, office space, communications, motor pool, printing and duplicating. This unit also provides general office support services for the probation/parole/supervised release community services section.

Hearings and Appeals, (612) 439-1910

Harold Hansen, hearing officer. The hearings and appeals unit conducts and coordinates hearings for inmates concerning whether or not disciplinary action is warranted and, if so, the specific discipline that should be imposed.

Ombudsman for Corrections



Suite 895, 333 Sibley, St. Paul, Minnesota 55101
John Poupart, ombudsman, (612) 296-4500
Minnesota Statutes, sections 241.41-241.45

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

Complaints may be filed with the ombudsman by any person. Each complaint will be investigated thoroughly. If an investigation indicates that a mistake has been made, or arbitrary, unfair, or illegal action has occurred, the office will work with the appropriate officials to rectify the problem. Complaints may be filed by mail, telephone, or in person. Inquiries should be directed to the ombudsman.

The ombudsman and staff make regular visits to state correctional institutions. Other programs and facilities are usually visited upon request. Complaints may be registered directly with members of the ombudsman's staff during these visits. There are no forms or fees. Complainants are contacted personally or by telephone usually within six days after the complaint is received. Most complaints are resolved within one month.

Minnesota Crime Victims Reparations Board

702 American Center Bldg., 160 East Kellogg Blvd., St. Paul, MN 55101

Duane E. Woodworth, executive director, (612) 296-7080

Statewide toll free: 1-800-652-9747

Minnesota Statutes, chapter 299B

The board allows innocent victims of violent 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 \$100.00 of the claim is deductible with a maximum claim of \$25,000.00 paid to each victim. There is no fee.

To request information on filing forms, contact the 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, and payments are made in an average of ½ year after filing.

Board of Dentistry

717 S.E. Delaware Street, Suite 338, Minneapolis, MN 55414

Dale J. Forseth, executive director, (612) 623-5313

Minnesota Statutes, chapters 150A and 319A; *Minnesota Rules 3100-3199*

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

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

Licenses/Registrations	License application fee	Annual Renewal
Dentist	\$ 70.00	\$38.00
Dental Hygienist	\$ 25.00	\$15.00
Registered Dental Assistant	\$ 15.00	\$10.00
Dentist License by credentials	\$250.00	—
Hygienist License by credentials	\$ 75.00	—
Duplicate License or Renewal certificates	\$ 5.00	—

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

The board will investigate all complaints received, written or oral, which allege violations of the Minnesota Dental Practice Act or Rules of the Board. The board has the power to suspend or revoke licenses and registrations. Contact the board to register complaints. Forms are provided. Complaints are processed as they are received, 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 Center. \$4.50 plus tax. There are no other fees involved for informational services. All requests are handled as soon as they are received.

Department of Economic Security

390 North Robert Street, St. Paul, MN 55101

(612) 296-6791 (recorded phone numbers for various services used by the public)

Barbara Beerhalter, commissioner, (612) 296-3711

Minnesota Statutes, chapters 129A, 256C and 268; *Minnesota Rules* 3300-3499

Created by the legislature in 1977, the department is a merger of the former Departments of Employment Services and Vocational Rehabilitation and the Governor's Manpower Office. The department helps persons train for and find gainful employment, including those who have the skills needed to get a job and those who need specialized training and rehabilitative assistance. The department provides income maintenance to unemployed persons and a no-fee placement service to employers and unemployed workers throughout the state. The department also helps individuals with disabilities overcome vocational handicaps and obtain gainful employment in either competitive or sheltered work situations. The department delivers its services through a network of offices located in more than 90 communities throughout the state.

A total of 2,526 people work for the Department of Economic Security in approximately 90 offices statewide. The total includes full-time, seasonal and temporary workers. Of the various departments in the state, Economic Security is one of the few having a large number of seasonal workers such as those who work with youth

on summer employment programs and temporary workers who staff special projects.

The department administered a budget of \$590,214,150, both federal and state monies, for all programs in 1982, the last year complete statistics are available.

In 1982, employment totaled 1,997,000 with 2,166,000 being the annual average number of persons in the labor force (those employed and unemployed) for that year. The labor force in November 1983, the last month for which information is available, was 2,223,000.

Since 1970, the highest annual average unemployment in Minnesota was 7.8 percent in 1982; the lowest was 3.8 percent in 1978. The state unemployment rate is generally below the national average.

On an average, 146,516 unemployment checks were sent out by the department each month in 1982. Whether in good or bad economic times, northern Minnesota experiences the highest unemployment rate of anywhere in 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 Job Training Council (GJTC)** advises the governor on statewide employment and training policy, program development and coordination with service delivery areas, state agencies and related organizations. A subcommittee on youth employment advises the governor and legislature on youth legislation and programs. The GJTC publishes an annual report on employment and training recommendations for policies and programs, and brochures describing job training programs. GJTC meetings provide a forum for the public interested in employment and training issues. For information on the GJTC, or to request copies of its annual reports, films, brochures on locations of workshops and council meetings contact Monica Surrency, GJTC advisory council support unit, at 690 American Center Building, 150 East Kellogg Blvd., St. Paul, MN 55101, (612) 296-8601.

The **Vocational Rehabilitation Consumer Advisory Council** consists of nine members who are appointed by the commissioner. The council's purpose is to assure that consumer concerns are addressed by the vocational rehabilitation program. The council meets at the call of the chairpersons or as often as necessary.

Deputy Commissioner's Office, (612) 296-1821

William Brown, deputy commissioner. The deputy commissioner acts on behalf of the commissioner with respect to the policy and planning direction of the department. The deputy commissioner is responsible for the specific activities of Budget and Management Services, Labor Relations and Affirmative Action, Personnel Services and Intergovernmental and Community Affairs.

Office of the Attorney General, (612) 296-3834

The attorneys assigned to the department from the Attorney General's office advise the department and the commissioner regarding department legal matters and review drafts of department rules. In addition to representing the department in court, the office collects delinquent employer taxes and prepares overpayment prosecution cases for presentation to city and county attorneys. The attorneys provide no services directly to the public. **Peter Andrews, (612) 296-3834,** handles collections, Job Service, Job Training Partnership Act, Minnesota Emergency Employment Development Act, Unemployment Compensation Division, Weatherization and Work Incentive Program programs; **Paul Heckt, (612) 297-3864,** oversees Fuel Assistance, Office of Economic Opportunity — Community Service Agency, Unemployment Compensation and Vocational Rehabilitation matters; and **Laura Mattson, (612) 296-3304,** advises on Unemployment Compensation matters.

Office of Budget and Management, (612) 296-8356

James Connolly, director. The office is composed of the following five units and also makes a broad range of analytical and technical services available to the entire department.

Public Information and Education, (612) 296-2536

Richard Naymark, acting director. This unit is responsible for departmental communications and media relations. It prepares and distributes information materials such as news releases, brochures, posters, newsletters and audiovisual materials about the department's services for the various divisions and for the general public. It produces the department's annual report, and prepares a bi-weekly and a monthly publication to keep employees informed of departmental activities.

Budget and Technical Services Unit, (612) 297-3189

Nick Schmit, supervisor. This unit coordinates planning for the department's state and federal budgets, develops standard financial reports and determines resource allocations. It also maintains and develops management information systems for the unemployment insurance program but provides no services directly to the public.

Grants Management Unit, (612) 296-6066

Larry Simmons, director. This unit coordinates financial compliance auditing of the department's grant programs and monitors conformance to federal and state regulations by the department and its subgrantees. This unit provides no services directly to the public.

Procedures and Evaluation Unit, (612) 296-8758

Mary Ellen Hennen, chief. This unit conducts Department of Labor program appraisals and monitors and coordinates legislative rule-making activities. It also provides writing and editing services as procedures development on a department-wide basis. It provides no services directly to the public.

Special Programs Unit, (612) 296-2101

Richard Panneck, supervisor. This unit deals with internal security of the department's Unemployment Insurance Programs and also conducts continuous audits of processes which result in payments to or on behalf of clients. This unit provides no services directly to the public.

Office of Intergovernmental and Community Relations, (296) 297-4306

Shirley Hokanson, director. The office reviews and coordinates the department's state legislative proposals and works with the legislature to secure passage of legislation. It coordinates the development of policy positions requiring federal legislative action. The office communicates with, and receives input from, community groups who are served by or have interest in the department's programs. It also plans and executes special projects, handles data practices questions, acts as liaison with organized labor, and coordinates the department's transition from the Comprehensive Employment and Training Act (CETA) to the Job Training Partnership Act (JTPA).

Labor Relations Office, (612) 296-4811

Charles Seefeldt, director. The Labor Relations Office serves as the key policy advisor to the commissioner and the management staff in the area of personnel administration including labor relations. This office provides no services directly to the public.

Affirmative Action Committee, (612) 296-1823

Linda St. Sauver, affirmative action officer. This committee monitors, advises and assists the commissioner and the affirmative action officer in their efforts to carry out the department's affirmative action plan.

Personnel Services Office, (612) 296-0194

Sandra Fletcher, director. The Personnel Services Office provides the department with position classification, employee compensation, recruitment of department employees, performance evaluations and such other services as may affect persons during their employment in the department.

Employment Programs Division, (612) 296-3625

Charles Routhe, acting assistant commissioner. The division provides staff support and technical assistance to the Job Service, Job Training Offices and the Minnesota Emergency Employment Development (MEED) program. The specific kinds of support and assistance are detailed below for each set of offices.

Staff Services Branch, (612) 296-3609

Merle Kinvig, director. The branch provides program design, training, technical assistance and support for Job Service area offices. This includes providing instructions for new programs required by the Employment and Training Administration of the U.S. Department of Labor.

Applicant Services Section, (612) 296-0708

Richard Reinhardt, chief. The section provides area offices with technical and program assistance relating to services provided to job applicants. The following Job Service programs are offered to the public through the Field Operations Division's 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 special groups such as veterans, the handicapped, youth and older workers;

Federal bonding for persons who otherwise could not qualify for a fidelity bond 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;

Governor's Summer Youth Program, a state-financed program for youth between 14 and 21, 50 percent of whom must be disadvantaged; the program is designed to provide youth with work experience and additional funding to assist in their educational costs;

Career Information on such topics as how to prepare resumes and prepare for job interviews; and

Testing services in both aptitude and performance so employers are guaranteed of receiving capable applicants. The section uses tests validated by the Equal Employment Opportunity Commission. Consulting services are offered to the professional staff of schools, colleges, welfare agencies and other non-profit community organizations.

For information about services, contact your nearest area office.

State Work Incentive (WIN) Program, (612) 296-3702

Bruce Netland, supervisor. The WIN program provides services and opportunities to help recipients of Aid-to-Families-with-Dependent-Children (AFDC) obtain employment at an adequate wage. Work Incentive Program (WIN) registrants are provided with such services as job referral and placement, training in job-seeking skills or other classroom training, as appropriate, and other services including counseling, testing and job development. Services are provided by staff who have WIN responsibilities in Job Service Area Offices. The WIN program is open to eligible applicants in 26 of 87 Minnesota counties which participate in the program. Applicants are referred by the county welfare agency, then registered in the area office nearest them.

Employer Services Section, (612) 296-6732

Virginia Hiniker, acting chief. The section provides program design, training, technical assistance and support to the statewide network of Job Service Area Offices in placement, employer relations and special employment programs. It plans, develops and coordinates communications with employers, unions and community agencies so they will have a working knowledge of the services available at their Job Service offices.

The section develops strategies and procedures to assure optimum use of programs to match workers to jobs. 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. It manages several placement programs designed for special groups.

The **Targeted Jobs Tax Credit Program** gives tax credit to employers who give jobs to people in seven targeted groups; disadvantaged, Vietnam-era veterans, the disabled, youth, veterans, those in cooperative school programs and ex-felons.

The **Cooperative Placement Program** is an agreement between the Department of Employee Relations and Job Service in which 17 job classifications in state service are tested in the field by the Job Service. The **Trade Adjustment Assistance Program** provides specialized employment assistance in job hunting and relocation for those people who are unemployed as a result of foreign imports.

Migrant and Seasonal Farm Workers Unit, (612) 296-4296

George DeClouet, monitor/advocate. The unit provides support for programs relating to migrant and seasonal farm workers including specialized job placement services and interstate recruitment for migrants. It also coordinates departmental activity with other agencies, public and private, involved with migrant programs.

The Monitor/Advocate investigates complaints against the Job Service, 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 390 N. Robert St., St. Paul, MN 55101.

Job Service Automated Systems, (612) 296-3600

Geoffrey Green, chief. The section collects all computer input data relating to placement and services provided by the Job Service. The section houses the control center for the **Statewide Job Bank System** and controls job order information in the Twin Cities metropolitan area. The **Work Incentive Program (WIN) Central Records Unit** also is located in this section. Employers may place orders for job applicants by calling (612) 296-8400 or the nearest Job Service Office.

Job Training Branch, (612) 296-6056

Eldon Kirgiss, acting director. This branch provides staff support and technical assistance for job training offices in the Field Operations Division. Support services provided are in accordance with agreements the department has entered into with Job Training Partnership Act (JTPA) service delivery areas in Minnesota. During fiscal year 1984 (Oct. 1, 1983, to June 30, 1984) the office will be providing administrative support for JTPA service delivery areas in Economic Development Regions 1, 6E, 6W, 7E, 7W, 8 and 9. The branch also is involved in providing administrative support to job training offices in the delivery of the Minnesota Emergency Employment Development (MEED) Act.

Central Office Unit, (612) 296-1045

Jon Matala, supervisor. The office is responsible for providing support to Job Training Offices in contracting, auditing, invoicing and monitoring.

Planning/Evaluation, (612) 296-6067

Jon Matala, acting supervisor. The unit is responsible for providing assistance in grant

planning, operational planning, program design and assessment, and job training policy and procedure development.

Management Information Unit, (612) 296-3571

Bill Conley, supervisor. The unit designs and maintains participant tracking systems used by job training offices for purposes of Job Training Partnership Act (JTPA) and the Minnesota Emergency Employment Development (MEED) Act. The unit maintains job training policy and operations manuals.

Minnesota Emergency Employment Development (MEED) Act, (612) 297-4566

Joe Samargia, coordinator. The MEED Act, passed in the 1983 legislative session, established a two-year state jobs program intended to create temporary employment in government and nonprofit agencies and permanent jobs in the private sector. The act took effect July 1, 1983 with a total of \$70 million appropriated for approximately 12,000 jobs.

The act is administered by the governor's office through a coordinator based at the Department of Economic Security. The department provides staff and administrative services to the coordinator who has the responsibility to carry out the purposes of the program.

To be eligible for employment under this program, a person must: be a state resident for at least one month, be unemployed, be ineligible for either unemployment insurance benefits or workers' compensation, and be available to work for the duration of the job offered. Priority is given to those job seekers living in households with no other source of income and to persons who would have been eligible for general assistance under 1980 welfare guidelines.

Private sector employers who hire workers through this program will have \$4 an hour of a worker's first 1040 hours on the job (26 weeks) subsidized if the worker stays on the job for 18 months. An additional maximum of \$1 an hour for the initial 26-week period for fringe benefits is also subsidized. If the worker is not kept on for the entire 18-month period, a payback schedule is assessed. The employer must pay back 70 percent if the person is not retained after six months. The payback schedule is prorated between six and 18 months.

Priority is given to those private sector businesses who have a high potential for growth, are labor intensive, make high use of local and Minnesota resources, are under ownership of women and minorities, make high use of new technology, produce energy-conserving materials or services or are involved in the development of renewable sources of energy and have their primary place of business in Minnesota.

Government and nonprofit agency jobs include weatherization of residential and public buildings, reforestation, soil conservation and the expansion of community social services. Day care, income assistance and other supportive services may be available to workers hired under this program.

For purposes of administering this jobs program, the state has been divided into 17 areas along city, county or regional lines. Except where noted, persons seeking work and employers interested in hiring workers under this program may contact the same agency. Areas, service agencies, addresses and telephone numbers are:

Training Programs

Cities

Duluth — Duluth Job Training Programs, 332 City Hall, Duluth, MN 55802, (218) 723-3771

Minneapolis — Minneapolis Employment and Training Program, 310½ City Hall, Minneapolis, MN 55415 (612) 348-4383

St. Paul — City of St. Paul Division of Manpower Programs, 615 S. Chatsworth, St. Paul, MN 55102, (612) 298-4904

Counties

Anoka — Anoka County Job Training Center, 7150 East River Road, Fridley, MN 55432, (612) 571-8500

Dakota — Dakota County Job Training Programs, Old Courthouse, Fourth & Vermillion, Hastings, MN 55033, (612) 437-1921

Carver — Carver County Job Training Center, 600 E. Fourth St., Box 7 & 8, Chaska, MN 55318, (612) 448-3435

Scott — Scott County Job Training Center, 699 Co. Rd. 83, Shakopee, MN 55379, (612) 445-7750

Washington — Washington County Job Training Center, 2000 Industrial Blvd., Stillwater, MN 55082, (612) 439-3220

Employers

Hennepin — Northern Suburbs — HIRED, (612) 536-0777; Southern Suburbs — Hennepin Technical Centers, (612) 861-7481; Western Suburbs — Employment Action Center, (612) 926-3333

Ramsey — Ramsey County Job Training Center, Gladstone Community Center, Frost & Manton, Maplewood, MN 55109, (612) 770-8900

Southeast Minnesota — Economic Development Region #10

Dodge, Goodhue, Olmsted and Wabasha Counties, contact the Rochester Job Training Office, 1200 S. Broadway, Rochester, MN 55901, (507) 285-7286

Fillmore, Houston and Winona Counties, contact the Winona Job Training Office, 58 E. Fifth Street, Winona, MN 55987, (507) 457-5470

Freeborn, Mower, Rice and Steele Counties, contact the Owatonna Job Training Office, 1929 S. Cedar, Cedar Mall, Owatonna, MN 55060, (507) 451-8906

Job Seekers

Hennepin — Job Service Offices in: Bloomington, 9100 Bloomington Freeway, Bloomington, MN 55431, (612) 884-7405; Crystal, 5600 West Broadway, Crystal, MN 55428, (612) 537-0563; Hopkins, 135 Shady Oak Road, Hopkins, MN 55343, (612) 935-3445

Ramsey — Job Service Offices in: Roseville, 1910 West County Road B, Roseville, MN 55113, (612) 631-2566; White Bear Lake, 113 Wildwood Road. (Co. Rd. E), White Bear Lake, MN 55110, (612) 777-8162

Centers and Subcenters

Rural Minnesota Concentrated Employment Program (CEP), Inc. — Economic Development Regions #2, 4 and 5

Alexandria — Marian Bldg., Suite 266, 700 Cedar Street, Alexandria, MN 56308, (612) 763-3107

Bemidji — 1008 Washington Ave., P.O. Box 1469, Bemidji, MN 56601, (218) 751-8012

Brainerd — 1919 South Sixth Street, P.O. Box 528, Brainerd, MN 56401, (218) 829-2856 or toll-free 1-800-432-3722

Detroit Lakes — (administrative office) 819 Lincoln Ave., P.O. Box 1108, Detroit Lakes, MN 56501, (218) 847-9205 or toll-free 1-800-492-4802; (Employment and Training Center) 200 E. State St., P.O. Box 1108, Detroit Lakes, MN 56501, (218) 847-2101 or toll-free 1-800-492-4810

Fergus Falls — Suite 1, Lincoln Centre, 125 Lincoln Ave. W., P.O. Box 161, Fergus Falls, MN 56537, (218) 736-6963

Little Falls — 211 First Street S.E., P.O. Box 332, Little Falls, MN 56348, (612) 632-2356

Moorhead — Townsite Centre, 810 Fourth Ave., S., P.O. Box 657, Moorhead, MN 56348, (218) 233-1541

Morris — 202 Seventh St., P.O. Box 97, Staples, MN 56479, (218) 894-3771

Northeast Minnesota — Economic Development Region #3

Virginia — Arrowhead Economic Opportunity Agency, Third Avenue & Sixth St. S., Virginia, MN 55792, (218) 749-2912

For areas not mentioned above, employers interested in hiring persons through this program, and persons seeking work under the MEED program, contact the nearest Job Training Office. A complete listing is on pages 96-98.

Field Operations Division, (612) 297-4688

Amos Haynes, assistant commissioner. The division supervises the operation of all Job Service Offices and Unemployment Insurance Offices throughout the state as well as those Job Training Offices administered by the department. Within geographic areas, the offices which serve the three functions, helping persons find jobs and providing unemployment benefits and job training, are located in the same building or in adjacent buildings for the convenience of clients. Descriptions of the functions and listings of these offices follow.

Job Service Offices serve as a labor exchange and are affiliated with the state/federal Job Service System. Job Service Offices offer a wide array of services aimed at matching qualified applicants with available jobs. The offices serve both job seekers and employers by providing job referrals and placement, employment and career counseling, vocational testing, technical assistance to employers, labor market statistics and data on employment trends.

As a participant in federal programs administered by the U.S. Department of Labor, Employment and Training Administration, special services are provided to veterans, the mentally and physically handicapped, minority groups, migrant workers, youth, older workers and the economically disadvantaged.

Job Service operates a statewide **Job Bank System** offering daily job openings available at local offices. The Job Bank allows applicants to select positions for which they are qualified from a list of openings in a particular geographic area by use of a film viewer.

Some Job Service Offices also act as intake centers for the **Minnesota Emergency Employment Development (MEED) Act**. Applications for the General Assistance portion of new legislation passed with the MEED Act in 1983 also will be accepted from eligible unemployed persons in these offices. Those offices serving as MEED intake centers are designated in the listing that follows.

Persons who become unemployed must report to the nearest **Unemployment Insurance Office** to apply for benefits and to apply for work. A description of the services offered to persons eligible for unemployment benefits is contained in the Unemployment Insurance Division, page 44.

Federal job training programs, formerly a function of the Comprehensive Employment and Training Act (CETA), are now provided through the **Job Training Partnership Act (JTPA)**. This law, passed in 1982, provides a permanent authorization for programs to help economically disadvantaged and unemployed persons train for jobs and become employed. The act also mandates special programs for dislocated workers, those who have lost their jobs through plant closing, and for young people. The law became effective Oct. 1, 1983. An allocation of \$29 million was made to provide training services for 19,500 Minnesotans for the period Oct. 1, 1983, through June 30, 1984.

Delivery and administration of federal job training program activities are handled in part by the department and in part by the various service deliverers. The governor has the responsibility for coordinating the activities and monitoring the success of job training programs provided by local service deliverers. He is assisted by the Governor's Job Training Council. The federal government oversees the performance of the states.

For purposes of allocating the money for local job training programs, the state has been divided into 12 service delivery areas (SDAs). In each SDA, local elected



officials appoint a private industry council (PIC), whose members represent a cross section of community interests. The local elected officials and PICs develop training plans specifying who is to be served and which services are to be provided; they decide who will receive and manage the training money and they select the program operators.

Services to job seekers may include: remedial education, classroom instruction, vocational counseling, school-to-work transition assistance, temporary work experience, on-the-job training, job upgrading and retraining, job search assistance and job placement.

Services to employers may include: evaluation of trainees before they are referred for interviews; financial incentives, such as reimbursements for a portion of wages paid to an employee during on-the-job training or special tax credits for hiring certain workers; and customized training to meet the particular needs of a business or industry. No fees are charged for any services.

Services are available to any employer and to economically disadvantaged persons, persons receiving public assistance and dislocated workers. Dislocated workers are persons who are unemployed or have received lay-off notices and who are unlikely to return to their previous job due to plant closings or technological changes which have rendered their skills unmarketable.

Employment and training services may be provided to **Work Incentive Program** participants, school dropouts, older workers, displaced homemakers, handicapped persons and others with special training needs.

More information on job training services can be supplied by the program operator in your community or from the Governor's Job Training Office, 690 American Center Bldg., 150 East Kellogg Boulevard, St. Paul, MN 55101, (612) 296-8004. The department administers the following job training offices:

Crookston Job Training Office for Norman, Polk and Red Lake Counties, Highway 75 S. and Minnesota St., Crookston, MN 56716, (218) 281-5135

Marshall Job Training Office for Lincoln, Lyon, Pipestone and Redwood Counties, 700 N. Seventh St., Marshall, MN 56258, (507) 537-7166

Montevideo Job Training Office for Big Stone, Chippewa, Lac Qui Parle, Swift and Yellow Medicine Counties, 1319 Grove Ave., Montevideo, MN 56265

Mora Job Training Office for Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties, 47 N. Park St., Mora, MN 55051, (612) 679-4511

New Ulm Job Training Office for Brown, Nicollet and Sibley Counties, 1200 S. Broadway, New Ulm, MN 56073, (507) 359-2031

St. Cloud Job Training Office for Benton, Sherburne, Stearns and Wright Counties, 2700 First St. N., St. Cloud, MN 56302, (612) 255-4262

South-Central Job Training Office for Le Sueur, Martin and Waseca Counties, 709 N. Front St., Mankato, MN 56001, (507) 389-6073

Willmar Job Training Office for Kandiyohi, McLeod, Meeker and Renville Counties, 2015 S. First St., Willmar, MN 56201, (612) 231-5173

Worthington Job Training Office for Cottonwood, Jackson, Murray, Nobles and Rock Counties, 511 Tenth St., Worthington, MN 56187, (507) 376-3113

Thief River Falls Job Training Office for Kittson, Marshall, Pennington and Roseau Counties, 318 N. Knight Ave., Thief River Falls, MN 56701, (218) 681-7350

The following non-state job training offices are available to assist persons in their areas:

Hennepin County Department of Training and Employment Assistance, First Level South, Government Center, 300 S. 6th St., Minneapolis, MN 55487, (612) 348-7432

Rural Minnesota Concentrated Employment Program, Inc. (CEP), 819 Lincoln Ave., P.O. Box 1108, Detroit Lakes, MN 56501, (218) 847-9205 or toll-free 1-800-492-4802

Northeast Minnesota Office of Job Training, Vermilion Dr., Midway School, P.O. Box 1285, Virginia, MN 55792 (218) 749-1274

Minneapolis Employment and Training Program, 310½ City Hall, Minneapolis, MN 55415. (612) 348-4383

Duluth Job Training Programs; the job training offices in Anoka, Carver, Dakota, Ramsey, Scott

and Washington Counties; and the 11 counties in Economic Development Region #10 (Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha and Winona Counties) have address and phone listings on pages 97-98.

The following area offices are coded for the services each offers, (JS) Job Service, (MEED) Emergency Employment, and (UI) Unemployment Insurance. An asterisk (*) denotes an office that operates one or more satellite or sub office(s). Call the area office for location and schedule of operation. Additional information may be obtained by contacting the Field Operations Division, 390 N. Robert St., St. Paul, MN 55101, (612) 296-4688.

Albert Lea Area Office (UI, JS, MEED) serving Freeborn County, 916 S. Broadway, Albert Lea, MN 56007, (507) 373-3951

Alexandria Area Office (UI, JS) serving Douglas, Pope and Stevens Counties, 418 Third Ave. E., Alexandria, MN 56308, (612) 762-2131

Austin Area Office (JS, MEED) serving Mower County, 1900 Eighth Ave. N.W., Austin, MN 55912, (507) 433-0555

Bemidji Area Office (UI, JS, MEED) serving Beltrami, Clearwater, N. Cass, Hubbard and Mahnomon Counties, 1819 Bemidji Ave., Bemidji, MN 56601, (218) 755-2936

***Brainerd Area Office** (UI, JS) serving Crow Wing and S. Cass Counties, 1919 S. Sixth St., Brainerd, MN 56401, (218) 828-2450

Crookston Area Office (UI, JS, MEED) serving Norman and Polk Counties, Hwy. 75 S. & Minnesota St., Crookston, MN 56716, (218) 281-3593

***Duluth Area Office** (UI, JS) serving Carlton, Lake, Cook and S. St. Louis Counties, 320 W. Second St., Duluth, MN 55802, (218) 723-4730

Ely Area Office (UI, JS) serving N.E. St. Louis and N.W. Lake Counties, 30 S. First Ave. E., Ely, MN 55731, (218) 365-3177

Faribault Area Office (UI, JS, MEED) serving Rice, part of Goodhue and Steele Counties, 218 Central Ave. N., Faribault, MN 55021, (507) 332-3220

Fairmont Area Office (UI, JS, MEED) serving Martin and Faribault Counties, 923 N. State St., Fairmont, MN 56031, (507) 235-5518

Fergus Falls Area Office (UI, JS) serving Otter Tail, Wilkin, Grant and Traverse Counties, 125 W. Lincoln Ave., Fergus Falls, MN 56537, (218) 739-7560

***Grand Rapids Area Office** (UI, JS) serving Aitkin and Itasca Counties, 310 N.W. Third St., Grand Rapids, MN 55744, (218) 327-1780

Hibbing Area Office (UI, JS) serving W. Central St. Louis and Itasca Counties, Mesabi Mall, Hibbing, MN 55746, (218) 262-6777

Hutchinson Area Office (UI, JS, MEED) serving McLeod and Meeker Counties, 117 First Ave. N.E., Hutchinson, MN 55350, (612) 587-4740

International Falls Area Office (UI, JS) serving Koochiching County, 407 Fourth Street, International Falls, MN 56649, (218) 283-9427

Little Falls Area Office (UI, JS) serving Morrison, Todd and Wadena Counties, 106 First Ave. S., Little Falls, MN 56345, (612) 632-5427

***Mankato Area Office** (UI, JS, MEED) serving Blue Earth, Waseca, LeSueur and Nicollet Counties, 709 N. Front St., Mankato, MN 56001, (507) 389-6723

Marshall Area Office (UI, JS, MEED) serving Lyon, Lincoln, Redwood and Pipestone Counties, 1210 E. College Dr., Marshall, MN 56258, (507) 537-6236

Montevideo Area Office (UI, JS, MEED) serving Chippewa, Yellow Medicine, Lac Qui Parle, Big Stone and Swift Counties, 125 S. First St., Montevideo, MN 56265, (612) 269-8819

***Moorhead Area Office** (UI, JS) serving Clay and Becker Counties, Townsite Center, 810 Fourth Ave. So., Moorhead, MN 56560, (218) 236-2191

***Mora Area Office** (UI, JS, MEED) serving Kanabec, Isanti, Pine, Mille Lacs and Chisago Counties, 100 S. Park St., Mora, MN 55051, (612) 679-3611

New Ulm Area Office (UI, JS, MEED) serving Brown, Sibley and Watonwan Counties, 1200 S. Broadway, New Ulm, MN 56073, (507) 354-3138

Red Wing Area Office (UI, JS, MEED) serving Goodhue and part of Wabasha County, Suite 302, 2000 W. Main St., Red Wing, MN 55066, (612) 388-3526

***Rochester Area Office** (UI, JS, MEED) serving Olmsted, Dodge and part of Fillmore County, 1200 S. Broadway, Rochester, MN 55902, (507) 285-7315

St. Cloud Area Office (UI, JS, MEED) serving Stearns, Benton, Sherburne and Wright Counties, 111 Lincoln Ave. S.E., St. Cloud, MN 56301, (612) 255-3266

Thief River Falls Area Office (UI, JS, MEED) serving Lake of the Woods, Pennington, Kittson, Roseau, Marshall and Red Lake Counties, 318 N. Knight Ave., Thief River Falls, MN 56701, (218) 681-1100

Virginia Area Office (UI, JS) serving N.W. & E. Central St. Louis County, 505 W. 12th Ave., Virginia, MN 55792, (218) 749-3123

***Willmar Area Office** (UI, JS, MEED) serving Kandiyohi, Meeker, Renville and McLeod Counties, 2015 S. First St., Willmar, MN 56201, (612) 231-5174

Winona Area Office (UI, JS, MEED) serving Winona, Houston, Wabasha and N.E. Fillmore Counties, 52 E. Fifth St., Winona, MN 55987, (507) 457-5460

Worthington Area Office (UI, JS, MEED) serving Nobles, Rock, Murray, Cottonwood and Jackson Counties, 511 10th Street, Worthington, MN 56187, (507) 376-3116

Metropolitan Offices

Bloomington Area Office (UI, JS) serving Part of Hennepin and Scott Counties, 9100 W. Bloomington Freeway, Bloomington, MN 55431, (612) 341-7241 (JS); (612) 341-7511 (UI)

Burnsville Area Office (JS) serving Dakota County, 3460 Washington Dr., Eagan, MN 55122, (612) 297-2626

Coon Rapids Area Office (UI, JS) serving Anoka, part of Hennepin Counties, 80 Coon Rapids Blvd., Coon Rapids, MN 55433, (612) 341-7373 (JS); (612) 341-7370 (UI)

Crystal Area Office (JS) serving NW Hennepin County, 5600 W. Broadway, Crystal, MN 55428, (612) 341-7168

Forest Lake Area Office (JS) serving Washington County, 568 S. Lake St., Forest Lake, MN 55025, (612) 297-2876

Hastings Area Office (JS) serving Dakota County, 205 E. Third St., Hastings, MN 55033, (612) 437-2032

Hopkins Area Office (UI, JS) serving Part of Hennepin, Carver, Scott Counties, 135 Shady Oak Rd. S., Hopkins, MN 55343, (612) 341-7163 (JS); (612) 341-7517 (UI)

Minneapolis Area Office (UI, JS) serving Hennepin County, 309 Second Ave. S., Minneapolis, MN 55401, (612) 341-7300; (612) 341-7330

Roseville Area Office (JS) serving Ramsey County, 1910 W. Cty. Road B, Roseville, MN 55113, (612) 297-2237

St. Paul Central Area Office (JS) serving City of St. Paul, 390 N. Robert Street, St. Paul, MN 55101, (612) 296-8708, (UI) Metro Square, St. Paul, MN 55101, 696-8221

St. Paul Midway Area Office (JS) serving Ramsey County, 2233 University Avenue, St. Paul, MN 55114, (612) 297-4520

St. Paul North Area Office (UI, JS) serving Washington and Ramsey Counties, 113 Wildwood Road, White Bear Lake, MN 55110, (612) 777-8162 (JS); (612) 297-2880

St. Paul South Area Office (JS) serving Dakota and Ramsey Counties, and Inver Grove Hgts., Mendota Heights and W. St. Paul, 918 S. Robert St., West St. Paul, MN 55118, (612) 296-6008

Stillwater Area Office (JS) serving Washington County, 110 S. Greeley St., Stillwater, MN 55082, (612) 297-2440

St. Paul Unemployment Insurance Office (UI) 155 E. Seventh St., St. Paul, MN 55101, (612) 296-8221

Interstate Unemployment Insurance Claims, MO Box 43156, St. Paul, MN 55164, (612) 296-3648

Veterans Employment and Training Service, (612) 296-3665

A. P. (Tony) Caligiuri, state director for veterans employment. The Veterans Employment and Training 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 veteran employment representatives improve these services and advises the commissioner of economic security concerning veterans affairs.

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

Michael Wold, assistant commissioner. The division provides the department with administrative services including finance, procurement, warehousing, leasing, building management, electronic data processing, mail handling and statistical research.

Administrative Services Office, (612) 296-3689

Donald Keller, director. The office provides purchasing, leasing, building manage-

ment, warehousing, word processing, mail handling, duplicating and inventory control for the department. This office provides no services directly to the public.

Information Services Office, (612) 296-6582

John P. Wirig, director. The office provides data processing services in support of the programs administered by the department. These services include the development and programming of computerized systems and the operation of the department's computer center. A statewide telecommunications network, under the operation of this office, enables on-line access to information needed for area office delivery of client services. This office provides no services directly to the public.

Research and Statistical Services Office, (612) 296-6545

Rudolph Pinola, director. The 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. It also monitors program activity of the department, produces and disseminates labor market information to various users, and undertakes special studies for the executive and legislative branches of state and local government. 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 office at 390 N. Robert St., St. Paul, MN 55101.

MN Occupational Information Coordinating Committee, (612) 296-2072

John Cosgrove, coordinator. This committee develops and implements an occupational information system to assist employment and training planners and career guidance counselors. The committee assures that the informational needs of these agencies, as well as the needs of other individuals who utilize occupational information, are considered by information system developers and program staff. Representatives from Vocational Education, Job Service, Vocational Rehabilitation and the Governor's Job Training Office comprise the committee.

Financial Services Office, (612) 296-3965

John Burns, director. The office provides the department with budgeting, contract and subgrant encumbrance, invoice payment, payroll and financial reporting. It provides no services directly to the public.

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

John Tazell, supervisor. The section develops and maintains Job Service and Unemployment Insurance Program activity reports. It also provides special disaster-related unemployment information required by the U.S. Department of Labor for federal aid. The unit also makes special analyses of program activity and generates statistics to meet the needs of various groups.

Labor Force Statistics Section, (612) 296-3716

Richard Johnson, supervisor. The section develops industry and occupational employment estimates and conducts the annual salary survey of Minnesota industry. The section 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. The section is responsible for producing state and area labor force estimates under a federal-state cooperative agreement with the Bureau of Labor Statistics.

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. The section prepares unemployment insurance cash flow

projections and forecasts, and provides the department and legislature with analyses of current and proposed legislation.

Economic Conditions and Industry Studies Section, (612) 296-4087

Charles Cline, supervisor. The section makes short-term forecasts of Minnesota's nonagricultural employment and assists in the development of projections of industrial employment. It also assists in forecasting unemployment insurance cash flows.

State and Area Labor Market Information Section, (612) 296-3682

Medappa Chottepanda, supervisor. This section coordinates the work of regional Labor Market Information Centers that produce, interpret and make available labor market information to users in each area. Centers are located in areas that are contiguous with the district operation boundaries of the department and the service delivery areas under the Job Training Partnership Act.

Training and Community Services Division, (612) 297-3413

Ruth Ann Wefald, assistant commissioner. The division addresses the needs of low-income and unemployed Minnesotans through: Governor's Job Training Office, Office of Economic Opportunity, Low Income Energy Assistance Program and the Weatherization Program.

Governor's Job Training Office, (612) 296-8004

Christine Larson, executive director. The Governor's Job Training Office (GJTO) exists to provide staff to the Governor's Job Training Council (GJTC) which was created by the federal Job Training Partnership Act (JTPA) of 1982. The JTPA directed that the GJTC be formed to advise the governor in establishing a system of Service Delivery Areas (SDAs) in the state to plan, administer and provide a job training program. The GJTC has the continuing role of management and oversight of job training programs in the state. To assist in fulfilling this role, the GJTC is empowered to retain staff, which, in Minnesota, is the GJTO, housed in the Minnesota Department of Economic Security.

Services performed by the GJTO in fulfilling the staff role include: review and recommendation of SDA plans; certification of private industry councils; development of fiscal and program management information systems; provision of labor market information to SDAs for planning and operating programs; monitoring of SDA programs; auditing of fiscal and program records; provision of technical assistance and training to SDAs; contracting with SDAs or other service delivery agents in the state to provide services to groups with special employment and training needs; establishment of linkages and coordination with state education agencies, rehabilitation agencies, Department of Public Welfare and state Job Service; and preparation of an annual report to the governor and the legislature.

The GJTO provides no direct services to clients, but provides information services about JTPA operations in the state; makes special reports to the governor and legislature as required; and provides information to unemployed and disadvantaged individuals to assist them in accessing services through JTPA. The office is located at 690 American Center Building, 150 East Kellogg Street, St. Paul, MN 55101.

Office of Economic Opportunity, (612) 296-4657

Beverly Gleason, director. The Office of Economic Opportunity was established under Public Law 93-664 and the Governor's Executive Orders 11, 124, 125 and 160. The office mobilizes anti-poverty resources in Minnesota by advising the governor, the legislature and the national Office of Community Services on poverty-related matters in order to provide needed services, develop alternative delivery systems, formulate policy and provide technical assistance to community action agencies, Indian reservations, the Minnesota Migrant Council and other state agencies serving low-income people.

The office is financed by the federal Office of Community Services and the state to function in a planning, advocacy and technical assistance role on behalf of low-income Minnesota residents. It serves in the areas of energy, housing, economic development and human services. The office administers the federal Community Services Block Grant and the Minnesota Economic Opportunity Grant, and monitors programs, conducts studies for new projects and plans those projects in selected areas related to low-income people.

The office contains a Poverty and Manpower Resource Center to assist in its functions and to supply information to grantees and other state and private agencies serving low-income people. The office is located at 690 American Center Building, 150 E. Kellogg Boulevard, St. Paul, MN 55101.

Energy Assistance Program, (612) 297-2591

Leslie Post, acting director. The Minnesota Energy Assistance Program is authorized under the federal Low Income Home Energy Assistance Act of 1981. Minnesota's program is designed to assist low-income households with their home heating energy payments by reducing energy consumption and costs. This is a program which provides for equitable distribution of energy assistance without eliminating households' responsibility for paying their energy bills. The program encourages self-sufficiency through energy conservation, alternative energy projects, education, financial planning assistance and coordination with other self-sufficiency programs.

The office administers the federal funds through 53 subgrantees, mainly community action agencies and county social service centers. Responsibility of the office includes developing program policy and procedures, providing training and technical assistance to local program delivery agencies and monitoring agencies for compliance with governing regulations and rules. The office collects, analyzes and reports statewide program data and presents an annual report to the legislature on program operations. The office is located at 690 American Center Building, 150 E. Kellogg Boulevard, St. Paul, MN 55101.

Weatherization Program, (612) 296-5752

Alan Chapman, director. The Weatherization Program was established to be the grantee at the state level for all U.S. Department of Energy (DOE) funds and state legislative-appropriated weatherization funds. The Weatherization Program Office handles all grant responsibilities incumbent on the department as a DOE grantee and, at the discretion of the governor, provides information and assistance to the state legislature with the objective of enacting and amending legislation and developing weatherization projects for the benefit of low-income persons.

The Weatherization Program provides energy audits for dwellings of eligible homeowners and renters to determine the need for corrective measures to reduce heat loss. Eligibility includes those households where the gross income for the previous 12 months is at or below 125 percent of the U.S. Office of Management and Budget poverty income guidelines; priority is given to the elderly, the handicapped and fuel oil users. The program is administered by 26 community action agencies, three county boards and eight American Indian business committees. This program or local community action agencies may be contacted for further information.

Unemployment Insurance Division, (612) 296-3567

Eugene Sampson, assistant commissioner. The unemployment insurance system provides payments to eligible unemployed workers to help ease the financial burden while they look 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 \$87 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.

Currently, the highest level of benefits is \$191 per week for a maximum of 26 weeks, or a total benefit of \$4,966. Benefits levels are recomputed 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 deductions are Social Security payments, part-time employment and retirement benefits. Checks are mailed to claimants except in rare instances.

Commissioner's Representatives, (612) 296-8788

Philip Franklin, director. The Commissioner's Representatives hear appeals of decisions of the appeals referees (Appellate Branch) of cases tried under the Unemployment Insurance Programs and the Work Incentive Program disqualification proceedings. Decisions of the Commissioner's Representatives on benefits and employment tax rate matters may be appealed to the Minnesota Court of Appeals. Decisions on employer liability matters may be appealed to state district court. For information, see the Appeals Operations section.

Appellate Branch, (612) 296-3749

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

Appeals Operation Section, (612) 296-8778

Mavis Gerber, chief. The section schedules all appeal hearings and provides administrative and clerical support for the hearings and decisions. Appeals may be filed in writing in any area office of the Department of Economic Security which provides unemployment insurance service, or by letter, which must include the claimant's Social Security number. Send to: Department of Economic Security, Unemployment Insurance Division, Appellate Office, 390 N. Robert St., St. Paul, MN 55101. For information and assistance about appeals, write or call 612/296-3745. The claimant's Social Security number must be included in all inquiries.

Benefits Branch, (612) 296-3642

Terrence Clark, director. The branch administers all activity associated with Unemployment Insurance claim payments and programs.

Central Benefits Section, (612) 296-3644

Walter Lundeen, chief. The section processes all claims for unemployment insurance and determines benefit duration, amount and eligibility for the program. The 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, nonprofit organizations, state and local units of government, federal employees, former military personnel and persons under the Unemployment Compensation Interstate Programs; training payments under the Job Training Partnership Act (JTPA) and Work Incentive (WIN) programs received by persons while in JTPA 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.

Unemployment Insurance Field Advisors

The UI Field Advisors provide technical information and assist the area offices with their unemployment insurance functions. Northwest Area — David Erickson, (612) 296-8730, Southeast Area — Roger Ellis, (612) 297-2176.

Tax Branch, (612) 296-3736

Richard Yurek, director. The Tax Branch administers all activities relating to unemployment tax activities and benefit payment control.

Tax Accounting Section, (612) 296-3736

John P. Thomas, director. The section determines employer liability and maintains employer accounts for unemployment insurance taxes, including employer account numbers, address files, quarterly tax and payment reports, benefit charges and tax rates. For information about employer taxes, contact this section at 390 N. Robert St., St. Paul, MN 55101.

Field Auditing Section, (612) 296-3736

James Janssen, director. The field auditors provide technical information to employers concerning unemployment insurance taxes, tax rates, benefit charges and claimant matters. They also conduct audits of employers' payroll records for proper payment of unemployment insurance tax. Field auditors are located in 19 cities around Minnesota. For information or assistance, contact the section at 390 N. Robert St., St. Paul, MN 55101.

Investigation Section, 612/296-3761

James Eichten, director. The section investigates claimants for violation of 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 N. Robert St., St. Paul, MN 55101.

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

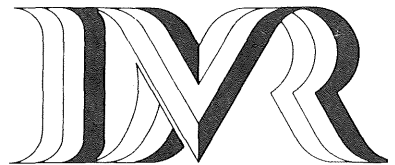
Edwin O. Opheim, assistant commissioner. The primary goal of the agency is the vocational rehabilitation of physically, mentally and emotionally handicapped persons in Minnesota. These persons are served by 50 field offices located throughout the state. Services include orientation to the Vocational Rehabilitation 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 program. The individual is then assigned to a counselor to formulate an individualized plan with the maximum involvement of the client and the fullest utilization of community resources.

The Disability Determination Section of the division adjudicates claims for disability insurance and supplemental security income benefit programs under sections of the Social Security Act. The Vocational Rehabilitation Division has offices at 350 Space Center Building, St. Paul, MN, 55101.

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

Mary Shortall, director. The office plans, organizes and directs the administrative and management support services required to meet agency goals and objectives. It admini-



nisters the internal system of financial management and budget control, and assesses performance within the division.

The activities of this office 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 during the delivery of service; 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.

Consumer Relations, (612) 296-5641

Charles R. Hutchinson, director. The office develops and maintains two-way communications between the program and its multiple, diverse constituencies. Liaison to the Minnesota Legislature, U.S. Congress and other government agencies is an important function of the section, as is public information for the division. Other responsibilities include assuring that federal mandates on consumer involvement are implemented. Consumer relations staff also assist employers, clients and other agencies in meeting affirmative action and nondiscrimination requirements of Title V, in the 1973 Rehabilitation Act, as amended.

Rehabilitation Resources Office, (612) 296-5628

Marvin O. Spears, director. The office maintains cooperative relationships with private vocational rehabilitation facilities, sheltered workshops, work activity centers and independent living programs in Minnesota. The office provides assistance in program development, consultation, technical assistance, grants administration, program certification and other activities designed to enhance these programs. The office administers the state support funds for long-term sheltered workshops and federal funds for independent living centers.

Disability Determination Services Office, (612) 296-4554

Robert M. Sternal, director. The office, under agreement with the Social Security Administration, receives and examines individual applications for social security disability benefits and supplemental security income. The applications are received from the district offices of the Social Security Administration. Medical and other records are acquired by the office in order to determine the extent of disability as it relates to the claimant's ability to engage in gainful employment. The disability examiners make referrals of potential vocational rehabilitation clients to the vocational rehabilitation agency. There is no charge for these services. The office is located at 200 Metro Square Building, St. Paul, MN 55101.

Client Services Office, (612) 296-5622

William Niederloh, director. The office is responsible for the direct delivery of the full range of vocational rehabilitation services to eligible clients on a statewide basis. The state is divided into seven service delivery areas. Within each area, there are DVR field offices housing counselors and support staff necessary to provide service to clients. There is no charge for the services considered usual and necessary for each individual rehabilitation program.

The office also administers a special program service unit for injured workers covered under the provisions of the Minnesota Workers' Compensation statute. Qualified rehabilitation consultants are available statewide. In non-metropolitan service areas these consultants can be contacted through the DVR field offices listed below. Service in the seven-county metropolitan area is available at: Metro Workers' Compensation Office, University Park Plaza, Suite 208, 2829 University Ave. S.E., Minneapolis, MN 55414, 612/341-7526.

Following is a listing of DVR field offices by region, including the counties each serves:

Central Area

Cambridge Field Office serving Chisago, Isanti, Kanabec and Pine Counties, East Side Plaza, East Hwy. 95, Route 5, Cambridge, MN 55008, (612) 689-3250

St. Cloud Field Office serving McLeod, Meeker, Mille Lacs, Sherburne and Stearns Counties, 54 28th Ave. N., St. Cloud, MN 56301, (612) 255-2224 (TTY)

St. Cloud Cooperative Vocational Rehabilitation Program, State Reformatory for Men, Box "B", St. Cloud, MN 56301, (612) 251-3510, Ext. 544

Willmar Field Office serving Kandiyohi, Swift and Yellow Medicine Counties, Third Floor, Canard Center, 200 S.E. Fourth St., Willmar, MN 56201, (612) 235-0707

West Metropolitan Area

Serving Hennepin, Scott and Carver Counties:

Minneapolis Northwest Field Office, Suite 214, 3300 Co. Rd. 10, Minneapolis, MN 55430, (612) 341-7140

Minneapolis Southwest Field Office, 3101 69th St., Minneapolis, MN 55435, (612) 926-6537 (TTY)

Minneapolis Northeast Field Office, 392 United Labor Center Bldg., 312 Central Ave. S.E., Minneapolis, MN 55414, (612) 341-7130

Minneapolis South Field Office, 2344 Nicollet Ave. South, Minneapolis, MN 55404, (612) 341-7117

Metro Hearing Impairment Unit, Third Floor, 311 Second Ave. South, Minneapolis, MN 55401, (612) 341-7100, Voice/TTY/TDD

East Metro Area

Anoka Field Office serving Anoka County, D-62 Professional Bldg., 950 Hwy. #10, Suite 101, Spring Lake Park, MN 55432, (612) 786-6061

Serving Ramsey, Dakota and Washington Counties:

Hastings Field Office, 206 Hastings Professional Bldg., 1250 Hwy. 55W, Hastings, MN 55033, (612) 437-2137

Mendota Field Office, Wentworth Office Center #105, 33 East Wentworth Ave., West St. Paul, MN 55118, (612) 297-2623

Metro Square Field Office, Suite 266, Metro Square Bldg., Seventh & Jackson Streets, St. Paul, MN 55101, (612) 296-6786 (TTY)

Roseville Field Office, Room 101, Roseridge Office Bldg., 1611 W. County Rd. B, St. Paul, MN 55113, (612) 296-9380

White Bear Field Office, Lincoln Square Center, 3148 Century Ave. North, White Bear Lake, MN 55110, (612) 296-9350

Northeast Area

Duluth Field Office serving Lake, Cook and Southern St. Louis Counties, Suite 611, Government Center, 320 W. Second St., Duluth, MN 55802, (218) 723-4698 (TTY)

Grand Rapids Field Office serving Itasca and Aitkin Counties, 401 11th St. S.E., Grand Rapids, MN 55744, (218) 327-1789 (TTY)

International Falls Field Office serving Koochiching and Lake of the Woods Counties, 407 Fourth St., International Falls, MN 56679, (218) 283-3436

Moose Lake Cooperative Vocational Rehabilitation Program serving Carlton, Chisago, Cook, Dakota, Isanti, Kanabec, Koochiching, Lake, Mille Lacs, Pine, Ramsey, St. Louis and Washington Counties, Moose Lake State Hospital, Moose Lake, MN 55767, (218) 485-4411

Virginia Field Office serving Northern St. Louis County, 505 W. 12th Ave., Virginia, MN 55792, (218) 741-5855 (TTY)

Northwest Area

Bemidji Field Office serving Beltrami, Cass, Clearwater and Hubbard Counties, 1705 Hwy. 2 W., Bemidji, MN 56601, (218) 755-3980 (TTY)

Brainerd Field Office serving Cass, Crow Wing, Morrison, Otter Tail, Todd and Wadena Counties, 1927 S. Sixth St., Brainerd, MN 56401, (218) 828-2530

Crookston Field Office serving Mahanomen, Norman and Polk Counties, Hillview Offices, Hwy. 75 S. & Minnesota St., Crookston, MN 56716, (218) 281-1946

Fergus Falls Field Office serving Becker, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin Counties, Lincoln Centre, Suite 3, 125 W. Lincoln, Fergus Falls, MN 56537, (218) 739-7565 (TTY), and **Fergus Falls Cooperative Vocational Rehabilitation Program**, Box 157, Memorial Bldg., Fergus Falls State Hospital, Fergus Falls, MN 56537, (218) 739-7568

Moorhead Field Office serving Clay County, Second Floor, Townsite Centre, 810 Fourth Ave. South, Moorhead, MN 56560, (218) 236-2206

Thief River Falls Field Office serving Kittson, Marshall, Pennington, Roseau and Red Lake Counties, Labree Ave. S. and Zeh St., Thief River Falls, MN 56701, (218) 681-7598

Wadena Field Office serving Todd and Wadena Counties, 311 Jefferson St. North, Wadena, MN 56482, (218) 631-4601

Southeast Area

Austin Field Office serving Mower County, Room 124-A, 1900 Eighth Ave. N.E., Austin, MN 55912, (507) 433-0570

Faribault Field Office serving Dodge, Freeborn, Rice and Steele Counties, Depot Square Bldg., 303 N.E. First Ave., Faribault, MN 55021, (507) 332-3330 (TTY)

Red Wing Field Office serving Goodhue County, Red Wing Vocational-Technical Institute, Red Wing, MN 55066, (612) 388-7811

Rochester Field Office serving Fillmore, Olmsted and Wabasha Counties, Friedell Bldg., 200 S. Broadway, Rochester, MN 55901, (507) 285-7293 (TTY)

Winona Field Office serving Houston and Winona Counties, 58 E. Fifth St., Winona, MN 55987, (507) 457-5483

Southwest Area

Mankato Field Office serving Blue Earth, Brown, Faribault, Le Sueur, Martin, Nicollet, Sibley, Waseca and Watonwan Counties, 709½ S. Front St., Mankato, MN 56001, (507) 389-6511 (TTY), and **St. Peter Cooperative Vocational Rehabilitation Program**, 100 Freeman Dr., St. Peter, MN 56082, (507) 931-7179

Marshall Field Office serving Lincoln, Lyon, Murray and Redwood Counties, 1210 College Dr., Marshall, MN 56258, (507) 537-7280

Worthington Field Office serving Cottonwood, Jackson, Nobles, Pipestone and Rock counties, 923 Fifth Ave., Worthington, MN 56187, (507) 372-2149 (TTY)

The DVR Client Services Office also is responsible for Regional Service Centers (RSC), special service units for the deaf and hearing impaired. The purpose of RSCs is to assist hearing-impaired persons in using available community services. RSCs will be located in eight communities, and will provide statewide coverage. The following RSCs are currently in operation:

Duluth Regional Service Center for the Hearing Impaired, Suite 611, Government Center, 320 W. Second St., Duluth, MN 55802, (218) 723-4961 (Voice/TTY)

Virginia Satellite Program, 505 W. 12th Ave., Virginia, MN 55792, (218) 741-5855 (Voice/TTY)

Fergus Falls Regional Service Center for the Hearing Impaired, 125 W. Lincoln, Fergus Falls, MN 56537, (218) 739-7589 (Voice/TTY)

Mankato Regional Service Center for the Hearing Impaired, 709½ So. Front St., Mankato, MN 56001, (507) 389-6517 (Voice/TTY)

Minneapolis Regional Service Center for the Hearing Impaired, Third Floor, 311 Second Ave. South, Minneapolis, MN 55401, (612) 341-7100 (Voice/TTY)

Rochester Satellite Program, Friedell Bldg., 1200 S. Broadway, Rochester, MN 55901, (507) 285-7303 (Voice/TTY)

St. Cloud Regional Service Center for the Hearing Impaired, 54 28th Ave. No., St. Cloud, MN 56301, (612) 255-2224 (Voice/TTY)

Minnesota Department of Education

Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101

Ruth E. Randall, commissioner, (612) 296-2358

Minnesota Statutes, chapters 120-129, 134; *Minnesota Rules* 3500-3799



State Board of Education, (612) 296-2358

The board sets policies for public schools. The nine-member board directs the Department of Education, which serves the public schools, and implements board policies. The governor appoints board members, one member from each congressional district and one at-large member.

Office of the Commissioner, (612) 296-2358

The commissioner of education, appointed by the governor, provides leadership for the public elementary and secondary education program of Minnesota; encourages state legislation, rules, and policies which promote an educational climate that serves all citizens; and ensures that information on the requirements and leadership of the state are interpreted and disseminated to local and regional education officials. The commissioner administers the staff and budget of the Department of Education so the agency serves local school districts and other educational agencies through a program of planning, research, consultation, coordination, communication and in-service education.

Curman Gaines, deputy commissioner. The deputy commissioner has the authority of the commissioner in the absence of the commissioner. The deputy meets with directors on a regular basis; is knowledgeable about the state and federal revenues for which the agency is responsible; gives leadership to assistant commissioners and other staff by being involved intimately in the budget process; works closely with staff on matters pertaining to expenditures, aids, and grants; gives leadership to staff in their initiatives and programs; works in all facets of employee relations; and supervises the directors of administrative services and employee relations.

June Alexander, executive assistant, (612) 297-4411. The administrative assistant provides general administrative support to the commissioner, does all scheduling for the commissioner, carries out special projects and research studies, and coordinates responses to public officials, the Governor's Office, legislators, and school district officials.

Laura Zahn, executive aide, (612) 297-4256. The executive aide provides administrative and managerial assistance to the commissioner, including speeches, special projects, and correspondence, and manages the internal and external written communications system of the department, having specific supervisory responsibility over the Publications Section.

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

James Lee, director. The Public Information/Publications Section provides publications on the programs of the department and policies of the State Board of Education. The section informs the news media and the public of state and local education news and assists department and education-related agencies on editorial and audio-visual projects.

The section publishes a newspaper, *Education Update*, during the school year which is distributed free to public schools and discusses state education policies and exemplary practices in the schools. The publication is available free to nonprofit education related agencies. Others may subscribe for \$10 per year through the Minnesota State Documents Center, Department of Administration, 117 University Ave., St. Paul, MN 55155, (612) 297-3000.

Office of Employee Relations, (612) 296-3377

Donn H. Escher, director. The office manages the personnel services, labor relations, affirmative action, employee assistance, and staff development programs for the department. Personnel services provided include, but are not limited to, the administration of statutes, policy and procedures for employee hiring and advancement, job classification, salary administration, employee benefits, retirement, and other related activities as appropriate.

The office works with labor organizations and engages in labor contract negotiations, the fair and equitable administration of existing contracts, and the training of

staff in contract administration. The department's Affirmative Action Program ensures equal employment opportunity for all employees and employment practices that comply with state and federal law. The State's Employee Assistance program is administered by the office to provide help to departmental employees who have personal problems that affect job performance. Staff development is also managed by the office and includes training for new managers and individual employees to encourage career enhancement and development to improve employees' job effectiveness and efficiency.

Office of Administrative Services, (612) 296-8418

George W. Fortmeyer, director. This office manages all financial affairs for the department. The office handles the acquisition of all services, supplies, and equipment and provides word processing, mail handling, and copy services. It also provides other management services, such as policy and procedures development and management analysis.

Fiscal Services Unit, (612) 296-6253

Ed Wilkins, supervisor. The unit processes all budget and fiscal documents, maintains all accounting records for state and federal purposes, and disburses all payments for employees, vendors and school aids.

Office Services Unit, (612) 296-3309

Ardelle Krech, supervisor. The unit provides purchasing, mail handling, office copying, and other internal administrative support services for the department.

Word Processing Unit, (612) 296-6312

Bev Sorenson, supervisor. The unit provides word processing services for the staff of the education department.

Education Data Systems Section, (612) 296-2751

Charles Coskran, director. The section provides electronic data processing services to the department. The section analyzes the development of new computer based systems; offers technical support of the on-going computer based systems; develops a data element dictionary; publishes a catalog of forms for school district reporting; and organizes data collected for the federal government. The section provides liaison between the state, the ESV Regional Computer Centers, and school districts for the financial support and maintenance of mandated computer systems. It also develops reports for public use through requests provided by other sections in the department.

Residential Schools Section, (507) 332-3363

Carl T. Johnson, superintendent. 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/visual/multihandicapped and deaf/blind school-age children.

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 for both schools may be obtained by contacting either school at Faribault, Minnesota 55021. The appropriate time for entrance and exit in the schools varies with individual cases.

State Approving Agency for Veterans' Educational Benefits, (612) 296-7998

John Allen, supervisor. The agency approves and supervises education programs offered by Minnesota-based educational institutions, thus allowing veterans and other eligible persons to enroll in these approved programs and receive educational benefits. The agency is involved with all levels of education, including public and private institutions for secondary and post-secondary students.

Equity and Equality, (612) 296-0340

Equity and Equality plans, organizes, directs, reviews, and controls all intra-department matters relating to affirmative action; oversees the establishment of educational equality and equity for protected-class students; and manages selected special projects in the department, including Indian Education, Title I, Child Nutrition, Special Programs, and Equal Educational Opportunities. The activities and sections of this division may be reassigned due to department-wide reorganization.

Equal Educational Opportunities Section, (612) 296-5020

Archie L. Holmes, manager. The section provides technical assistance in race and sex desegregation to local school districts and monitors districts for compliance with state and federal laws prohibiting discrimination. The section provides technical assistance to school districts in developing programs to end discriminatory practices in educational programs and in problems related to compliance with laws prohibiting discrimination.

Indian Education Section, (612) 296-6458

The section administers a scholarship program, an adult basic education program, the American Indian language and culture education programs, a post-secondary preparation program, and an Indian social work aide program. It coordinates the work of the Indian Scholarship Committee and the Task Force on American Indian Language and Culture Education, and it assists school districts, tribal groups, local Indian education committees, and community groups in developing Indian education programs.

The section provides post-secondary financial assistance and career counseling to all persons who are one-quarter or more Indian and have a high school diploma or hold a G.E.D. certificate. Eligible applicants may receive scholarships from the Minnesota Indian Scholarship Program after applying for state grant-in-aid, Pell grant, supplemental education opportunity grant, tribal, Bureau of Indian Affairs, or private funds.

For information or an application form contact this section or Joe Aitken, Scholarship Officer, MN Department of Education, 1819 Bemidji Avenue, Bemidji, MN 56601, (218) 755-2926. There are no fees. Scholarship applicants are usually processed within a month. The following forms are used for scholarship application: **ED 00287-06** — Basic application/School year _____ Indian Scholarship Assistance Program — prepared by applicant; **ED 00284-03** — Permission to receive grades, blood quantum report, and transcripts — prepared by applicant; **ED 00288-01** — High school seniors with Indian ancestry — prepared by high school counselors; **ED 01312-01** — Invoice for post-secondary schools — prepared by business officer; and **ED 01311-01** — Request for completion of invoice — prepared by scholarship office.

The section provides adult basic education classes in rural and reservation areas. Aides recruit Indian persons in need of basic education. Instructors teach classes on an individual basis to help Indian adults achieve literacy, basic skills or G.E.D.'s. For information on adult basic education, contact this section or the Indian Education Section, 712 Government Service Center, 320 West Second Street, Duluth, MN 55802, (218) 723-4657. Adult basic education requires the use of the aide/instructor work record form. There are no fees. Adult basic education is available from fall to spring.

The Indian Education Section provides assistance for participating schools which provide programs under the American Indian Language and Culture Education Act. Contact the Indian Education Section, 303 Capitol Square, for information. There are no fees. Applications are available in the spring if funds are allocated. 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.

The section administers a post-secondary preparation program for schools which enroll American Indian students in grades 7-12. Programs are funded on a competitive basis with proposals due in the spring and funds available on a fiscal year basis. The following forms are used; all are prepared by the applicant, which must be a public secondary school: ED 01696-01 — Letter of intent, ED 01698-01 — Application form, ED 01697-01 — Abstract form, ED 01699-01 — Assurances, ED 01700-01 — Proposed budget summary, ED 01701-01 — Supplementary schedule, ED 01702-01 — Budget breakdown.

ESEA Title I Section, (612) 296-2181

Jack W. Hanson, manager. The section approves projects proposed by local school districts. Minnesota school districts receive allotted funds after programs are approved. Programs must be designed to aid children whose needs are greatest. Upper grades and high school projects are approved after needs of younger children are met.

The section provides assistance 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 this section or Sidney A. Felber, Title I area director, 2522 26th Street, Slayton, MN 56172, (507) 836-8591; or Rodney K. Hunt, Title I area director, State Services Center, 1705 U.S. Highway 2 West, 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.

Child Nutrition Section, (612) 296-6986

Charles L. Matthew, director. The section administers the School Lunch Program, School Breakfast Program, Special Milk Program, Food Distribution Program, and the Child Care Food Program.

The **School Lunch and School Breakfast Programs** are primarily federally funded. The U.S. Secretary of Agriculture prescribes 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 section.

The **Special Milk Program**, available to any school or non-profit child care institution which does not participate in a meal service program authorized under the National School Lunch Act of the Child Nutrition Act of 1966, shall receive the special milk program upon its request. For information on eligibility requirements, contact the section. Forms include: Form ED-01234-03, Form ED-00103-04, Form ED-01494-02, Form ED-0048-02, and Form ED-0049-02.

The **Food Distribution Program** provides donated foods to help schools and other agencies improve the diets of school children and other needy persons and increase the market for domestically produced food acquired under surplus foods or support programs. Eligible participants include local education agencies operating nonprofit lunch programs, agencies participating in the child care food programs, summer food service programs for children, Indian women and children on reservations, summer camps operated by nonprofit organizations, and institutions for the elderly. The form, Application-Agreement for Use of USDA Donated Foods, must be completed by all participants except school districts and nonpublic schools participating in the school lunch/breakfast program and sponsors of the child care food program. They are automatically included in the food distribution program. There are no fees. Processing requires 30 days.

The **Child Care Food Program** offers grants-in-aid for food service programs in 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. Forms

used include: ED-01583-01, ED-01586-01, ED-01587-01, Ed-01176-03, ED-01588-01, ED-00061-03, and ED-01563-01. There are no fees. Processing applications requires 30 days.

Special Programs, (612) 296-4900

Will Antell, manager. The program manages the Limited English Proficient Education and Migrant Education Units.

Limited English Proficient Education Unit, (612) 206-1060

Jessie Montaño, supervisor. The unit assures the availability of appropriate educational opportunities for limited English proficient (LEP) students. The unit administers state and federal aids and provides technical assistance and inservice training to districts serving LEP students so that appropriate educational services are provided. For information on programs and funding, contact the LEP Education Unit. There are no fees. All requests are answered as soon as possible. Forms used are: ED-01405-06 — Application for refugee/entrant grant, ED-00003-02 — Financial completion report, ED-01307-06 — Program application-Education for Limited English Proficient Students Act, ED-01333-03 — Home language questionnaire-primary language by grade school level tabulation of home language questionnaire forms ED-01336-02 through ED-01341-02, ED-01581-03 — Education progress report, and ED-01307-06 — End-of-year report, Minnesota Education for LEP Students Act.

Migrant Education Unit, (612) 296-0324

Pete Moreno, supervisor. The unit provides educational programs designed to meet the special educational needs of eligible children of migratory agricultural workers.

The unit maintains continuous communication with other agencies providing services to migrants in order to assure their awareness of the presence of significant concentrations of migrant families and their locations. The unit encourages LEAs to host migrant education projects, provides technical assistance to the LEA in developing its application for funds and in the implementation of the project. Special training is provided by the unit to all project staff employed in migrant education projects throughout the state on an annual basis.

Approximately 17 projects operate each summer in the areas of the state where migrant workers settle. In addition, 13 tutorial projects, which operate in conjunction with the regular school year program, were funded throughout the state for children of migrant families which have settled out of the migrant stream within the past five years or who were residing in a school district when the regular school term began in the fall.

The unit is involved with the Interstate Migrant Secondary Services Program of New York as a member of a consortium of states working with Texas school districts to provide a credit transfer program for secondary age students who attend evening classes in Minnesota to complete and accumulate credits for graduation.

Forms used are: F24-41(3-76) — Migrant student enrollment form, and F24-55(9-75) — Application for grant (LEA). There are no fees. For information on programs in your area, contact the unit.

Program Effectiveness, (612) 297-4679

Daniel Loritz, assistant commissioner. Program Effectiveness provides leadership, management, coordination, and direction for a comprehensive statewide effort to increase the participation of citizens in public education and to develop strategies for effective parent involvement in local schools. Specific responsibilities include Special Education, Monitoring, Pupil Personnel Services, Program Evaluation, and Assessment.

Special Education Section, (612) 296-4163

Wayne Erickson, manager. The section develops standards and reviews applications from local school districts for approval of programs and budgets for special education

programs for handicapped children. The section determines the amount of special state aid and federal funds to be allocated to these programs.

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 time-limits specified by law.

The section also provides school officials and parents with information on the availability, types, and locations of special education programs. They provide school districts with consultation and technical help in developing special education programs. Consultation on special education programs usually requires one to three months lead time when staff resources are available.

Office of Monitoring and Compliance, (612) 297-2843

Robert J. Wedl, manager. This office conducts compliance monitoring of special education, migrant education, educational programs in state institutions for the handicapped (P.L. 89-313) and educational programs in correctional facilities (P.L. 89-750). It investigates complaints received from parents, teachers, or other interested parties who allege that a public school is not complying with a mandatory special education or migrant education law or rule. It also conducts administrative reviews of local special education due process hearings which are appealed to the commissioner. There are no fees and no special forms are required. Complaint decisions are rendered within 60 days and administrative review decisions within 30 days.

Pupil Personnel Services Section, (612) 296-4080

Reynold Erickson, manager. The section provides consulting services to Minnesota schools for counseling, guidance, testing, psychological, career education, and health services. In addition, the section administers the pre-school health and developmental screening program and the child abuse program.

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, and other pupil personnel or guidance programs.

Information and forms for pre-school screening programs 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 Minnesota State Documents Center. Most information requests are available immediately by telephone. On-site visits will be arranged.

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

William McMillan, director. The 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, music, art, secondary reading, writing, and personal skills (health maintenance and career development). About 250 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 in 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.

Evaluation Section, (612) 296-9313

Len Nachman, supervisor. The section provides the department with an internal

evaluation capacity. The staff primarily conducts evaluation studies, but also provides consultant help to other programs in evaluation design, analysis, and reporting. In addition, the section provides technical assistance and training for local district and education cooperative service unit staff.

Partnerships, (612) 296-2414

Nan Skelton, assistant commissioner. Partnerships provides leadership, management, planning, and brokering in the development of school-business partnerships, intra-agency collaboration, and strategies and communication systems to meet the needs of the child in today's society. The assistant commissioner collaborates with the members of the management team to ensure the development of statewide services in lifelong learning and the results of equality and diversity in education and employment. Specific responsibilities include Education Program Services, Community Education, Secondary Vocational Education, Private Vocational Training, and the Council on Quality Education.

Community Education Section, (612) 296-2587

Robert O. Gramstad, manager. The section provides assistance for the development and operation of local community education programs. These programs include activities, programs, and classes recommended by the Community Education Advisory Council and approved by the district's school board. The section encourages local school districts to establish community education programs and make school facilities available for use by the entire community. Each district which is operating a community education program in compliance with State Board rules receives community education aid.

Programs for Adult/Continuing Education, (612) 296-6130

The unit provides assistance in program development, approval, and funding to school districts for evening school and continuing education programs. School districts may establish programs for persons over 16 years of age who do not attend schools which qualify students for a high school diploma issued by the district, the equivalency certificate issued by the Minnesota Department of Education, or academic achievement approved by the school district board of education.

The GED test is a group of five exams in writing skills, social studies, science, reading skills, and mathematics to establish high school equivalency. A person not enrolled in high school who meets the criteria established by the Minnesota Department of Education may take the GED tests. The tests are administered at GED testing centers located throughout Minnesota.

Adult Basic Education Unit, (612) 296-4078

The unit administers the federal Adult Basic Education Program. It provides educational opportunities that assist adults in acquiring basic academic and survival 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 or 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 percent of the cost of adult basic and adult education programs is paid by federal funds. The school district pays the remaining amount.

Secondary Vocational-Technical Section, (612) 296-3306

J. Thomas Strom, manager. The section manages vocational-technical education programs in school districts and cooperative centers. It supervises exploratory and pre-employment experiences for high school students, including cooperative educational programs. The section also provides leadership for secondary vocational

education student organizations and adult programs outside of area vocational-technical institutes.

Private Vocational School Unit, (612) 296-7896

James Beck, supervisor. The unit's primary function is to ensure that private business, trade, and correspondence schools operating, advertising, or soliciting students in Minnesota achieve and maintain business practices and standards of education clearly in compliance with Minnesota law and rules. The unit provides consumer protection to the clients of these schools. Immediate information is given to prospective students, agencies funding students, and numerous counselors inquiring about private vocational schools. The schools licensed offer programs such as business training, electronics, medical career training, real estate training, bartending, and modeling. The enrollment of Minnesota-based schools in the fall of 1983 was 20,434.

Minnesota Council on Quality Education, (612) 296-5072

Eugene Kairies, coordinator. The council is composed of 19 members; 10 are appointed by the governor and nine represent educational organizations. The purpose of the council is to promote innovation and change in Minnesota's schools through activities involving grants for cost-effective innovations, alternative delivery systems, demonstration sites for handicapped adults, pairing, early childhood and family education, and other legislative assignments.

Education Program Services, (612) 296-9295

Joleen Durken, supervisor. The unit provides services in developing cooperation and partnerships relating to education.

Excellence in Learning, (612) 297-3115

Curman Gaines, deputy commissioner. Excellence in Learning plans, organizes, and directs projects involving major educational issues affecting the child in today's society, including collaboration with colleges and universities in developing standards of excellence in teaching, learning, and curriculum development. Specific responsibilities include Elementary and Secondary Education, North Central Accreditation, Educational Development, Interagency Resource and Information Center, Personnel Licensing, and the Library Development and Services Office.

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

Floyd Keller, manager. The 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, Educational Cooperative Service Units, 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.

Program Specialists

The section comprises a group of 38 professionals—specialists and generalists—with wide-ranging expertise and classroom teaching experience. These consultants participate actively in their national professional organizations, making certain that local educators are aware of state, national and international trends and materials in their field.

The section exists solely and functionally in order that Minnesota schools may offer comprehensive quality programs, pre-school through grade 12, that assist each student to acquire basic educational skills, self-understanding, a sense of self-worth, and insights into social problems, the natural environment and the humanities.

Its services are available to every public school district in the state, including individual teachers, administrators and educational association. Service areas are:

art, basic skills, chemical use-problem prevention, communication skills, curriculum development, early childhood, elementary education, environmental education, gifted and talented education, health education, mathematics, media, modern and classical languages, music, nutrition, physical education, reading, science, secondary education, social studies and traffic safety.

North Central Association of Colleges and Schools, (612) 296-4056

Phil LeBeau, acting director. NCA is a voluntary, non-profit, non-governmental association of elementary, secondary, and post-secondary educational institutions. It improves the quality of education through programs of accreditation and evaluation for member schools. Accreditation through the North Central Association is available to schools in seven classes: comprehensive high schools, junior high/middle schools, elementary schools, independent college preparatory schools, vocational schools, adult high schools, and optional special function schools. To be accredited, a school must demonstrate that it meets a set of minimum standards established by the Commission on Schools.

Education Development Section, (612) 296-5076

Gayle H. Anderson, manager. The section promotes educational change by promoting new programs and distributing state and federal grants to school districts for innovative educational programs. Grants are awarded on a competitive basis. School district applications for federal block grant funds are reviewed and funds granted. Developmental projects are assigned to the section from within the Departments of Education, Economic Security, and Welfare.

Office of Library Development and Services, (612) 296-2821

William G. Asp, director. The office advises librarians, library trustees, and government officials on the organization of libraries. It also operates the Faribault Library for the Blind and Physically Handicapped. It provides 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. The office 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.

Minnesota Library for the Blind and Physically Handicapped, (507) 332-3279

Myrna Wright, librarian. The library offers its services free to all Minnesota residents who qualify for them. Books and magazines in braille, cassette and disc are sent and returned by postage-free mail. The library also offers reference, readers' advisory and other services.

The Library of Congress provides the free books, magazines and special playback equipment. Every year approximately 2,000 new titles are added. Currently there are about 38,000 titles in the library's collection.

There are no fines; all services are free. Anyone who is unable to read or use standard printed materials as a result of temporary or permanent visual or physical limitations may receive services. For applications and/or further information contact the librarian.

The library is located on Hwy. 298 in Faribault and is open Monday-Friday 8 a.m.-5 p.m. Mailing address is Box 68, Faribault, MN 55021 and its toll-free number is 1-800-722-0550.

Interagency Resource and Information Center, (612) 296-6684

Patsy Tupper, director. The center provides literature and computer searching, file development, electronic mail, facsimile transmission, reference and retrieval services for employees in the Department of Education, the 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.

School Personnel Licensing and Placement Section, (612) 296-2046

George B. Droubie, manager. This section licenses teachers and administrators at the pre-school, elementary, and secondary levels. It also improves pre-service and in-service training of Minnesota teachers and administrative personnel.

License fees are: Original Application — \$40, Renewed Application — \$40, Limited Permit Application — \$40, Endorsement Application — \$40, and Placement Bureau Enrollment — \$27.50. Licenses are issued within three weeks. The original license is valid for two years. The continuing license is valid for five years. The limited permit license is valid for one year.

The section operates the State Education Placement Bureau, which provides vacancy lists and a credentials service for enrollees. A free vacancy listing service is provided to school districts including public, private, and parochial schools and Minnesota Community Colleges. The listing is published biweekly and is sent to teachers on a subscription list. To be placed on the list teachers must fill out an application for placement services form. This entitles a subscriber to receive the weekly vacancy listing from Oct. 1 to Sept. 30.

Management Assistance, (612) 296-3116

Dan Skoog, assistant commissioner. Management Assistance provides leadership, direction, coordination, and supervision in implementing a proactive school management assistance program. Responsibilities also include directing the department's legislative initiatives and supervising Aids and Levies, School Financial Management, School District Organization, Planning, and Statistics.

School Aids and Levies Section, (612) 296-8127

Gary P. Farland, director. The section provides the major funding to local educational agencies. It provides analysis and assistance to policymakers in deciding funding formulas, makes analytical reports regarding aid and levy allocations, and computes and distributes all major state aids and permitted property tax levy limitations. These revenues include those for foundation, transportation, vocational and special education aid; property tax credits; capital expenditure equalization; abatement, adult program, G.E.D., community education, teacher mobility, and educational aids to nonpublic school students. It publishes *ABC's of Minnesota School Finance*.

School Financial Management Section, (612) 296-3384

Stan Tikkanen, director. The section provides uniform financial accounting and reporting standards (UFARS) to be used by all school districts, Area Vocational Technical Institutes, Educational Service Cooperative Units, special education and vocational educational cooperatives, and other joint powers agencies (co-ops) serving elementary, secondary, and post-secondary pupils within the Minnesota public school system. School districts and other reporting units are required to make an annual financial report to the section.

Reports on school district financial conditions are made available in summary form annually to the school districts, the public, and the Legislature. Forms used by the school districts include: Form ED-01612 (UFARS annual financial data release), and Form ED-00110 (School revenues and expenditures budget).

School District Organization, (612) 296-1382

Ronald Laliberte, director. Minnesota law requires that all school construction projects with a cost in excess of \$400,000 and all projects that involve a state capital loan be reviewed by the commissioner of education. There are no forms or fees. The required information is contained in Minnesota Statutes, section 122.90. The review and comment statement is provided to districts within 60 days of receipt of the

information and must be published in the district's legal newspaper before the referendum or call for construction bids.

Information and technical assistance are provided to persons engaged in school district planning as it relates to alteration of school district boundaries. State and regional maps of school district boundaries as well as historical records of school district boundary changes are maintained. There are no fees. The time required varies with the service requested.

Information and assistance are provided to superintendents and citizens with regard to changes in legislation which affect the eligibility of students to attend school in a district other than their district of residence. There is no fee, but there is an application form should it be necessary for the family to appeal to the State Board of Education for approval of nonresident attendance. The family is notified of the board's action within 60 days of receipt of the application.

Assistance is provided to those school districts who wish to apply for a state capital loan. On behalf of the commissioner of education and the State Board of Education, on-site visits are made to determine the need to replace facilities as well as to study alternatives to the proposed construction. Applications for a capital loan are made between October 1 and June 1 of the following year; the board makes a recommendation at its regular meeting within 30 days after receipt of the application, and the commissioner of education makes a recommendation to the legislature.

Transportation, (612) 296-2839

The unit 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 state aids; 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.

Facilities, (612) 296-2288

The unit promotes cost-effective improvements in educational environments. It provides technical assistance and guidance to local school districts in the comprehensive planning involved in the financing, purchase, construction, equipping, and operation of facilities; approves proposals to purchase and improve facilities consistent with prevailing standards of safety, health, equal access to services, educational adequacy, and operational efficiency; 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. State and federal involvement in local public educational facilities and operations are normally implemented through this unit. There are no fees.

Office of Planning and Policy Research, (612) 296-9297

Lowell Tornquist, director. The office provides planning expertise and technical assistance to Department of Education managers and staff, local districts, Educational Cooperative Service Units, and other agencies. The goal is to improve the planning capabilities of local, regional, and state agencies, to improve their decision-making and help them provide quality education programs and services to Minnesota citizens. The office coordinates the departmental planning, evaluating and reporting (PER) process, including development of the biennial publication *Condition of Education*; reviews school district PER plans; and develops policy research reports as requested by the department or the legislature.

Education Statistics Section, (612) 296-2400

Mildred Mueller, director. The section provides information and analysis to state officials, school districts, the legislature, and the public concerning school financing and staffing, public and nonpublic school enrollments, education statistics, demo-

graphic 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 Schools System contains all state statutes relating to elementary, secondary, and vocational education.

Minnesota 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 describes the reasons for school enrollment changes, and includes enrollment projections for each Minnesota school district through 1984-85.

The ABCs of Minnesota School Finance describes 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 section. Single copies of the following are free: *School District Profiles*, *The Condition of Education*, *The ABCs of Minnesota School Finance*, and *Minnesota Public School Enrollment*. Other publications may be purchased through the Department of Administration, Minnesota State Documents Center, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.

Office of Legislative Relations, (612) 296-3271

The office serves as the department's liaison with the legislature, Minnesota's congressional delegation, the governor's office, other state and federal agencies, and school districts. The office also assists in the development of the governor's biennial school aids budget recommendations, drafting legislation for the State Board of Education, and monitoring legislation for the department and the governor.

The office works with congress and federal agencies to develop education programs and review documents and proposals submitted to the federal government through the department. The office provides information on federally supported education programs to the Department of Education, local school districts, and other agencies and organizations.

The office will answer specific questions on available education programs. For information on the application procedures, contact the office.

Minnesota Educational Computing Consortium

3490 Lexington Avenue North, St. Paul, MN 55112

Kenneth E. Brumbaugh, executive director, (612) 481-3510

Minnesota Statutes, sections 120.81-120.83

Since 1973 the Minnesota Educational Computing Consortium (MECC) has provided educational computer facilities and services for the state of Minnesota. MECC transcends the various organizational levels of education, serving elementary, secondary, vocational-technical, and higher education. The consortium has four member systems: The State Department of Education (433 school districts), the Minnesota Community College System (18 campuses), the Minnesota State University System (7 campuses), and the University of Minnesota (5 campuses).

MECC is recognized nationally and internationally as the most comprehensive educational computing support group; is the largest publisher of educational computer courseware in the country; and is well-versed in all aspects of educational software design and development, including database management and information retrieval systems. Other services offered by MECC include training of educators, develop-

ment and implementation of computer-based management information systems, the coordination of statewide contracts for computer equipment, and support for the acquisition and operation of microcomputers. MECC has facilitated the purchase of more than 9,000 microcomputers by Minnesota educational institutions.

MECC not only serves all public and private educational institutions in Minnesota, but has 130 institutional members outside the state represented by educational institutions in 45 states (approximately 3500 school districts), 6 Canadian provinces, and sites in 5 continents. MECC institutional members have the right to copy and distribute MECC products to their own clientele. MECC employs 87 full-time and 38 part-time staff members working in seven divisions.

Courseware Development Division, (612) 481-3560

Kent T. Kehrberg, director. The division is a national leader in microcomputer courseware development. This division produces, on average, one high quality instructional computing program per day, which eventually yields approximately 50 new computer diskettes per year. This includes the instructional support materials developed for the teachers and the students, who implement the instruction in a classroom setting. Last year courseware products were developed for the Apple II microcomputer and the Atari microcomputer. The development process is a team effort including instructional designers/developers, programmers, and subject matter experts.

Special Projects Division, (612) 481-3670

Richard A. Pollak, director. The division has two goals: first, to define, implement, and conduct innovative research, development, and training projects which will expand and enhance the use of technology in education; and second, to provide overall management and instructional design for the conversion of MECC courseware to IBM, Radio Shack, and Commodore computers. The division is completing a Microcomputer/Videodisc Project designed to teach high school economics using a microcomputer and videodisc, and a project to improve upper elementary students' critical thinking and writing skills using the television, microcomputer, and word processor.

User Services Division, (612) 481-3650

Don G. Rawitsch, director. This division assists teachers in the effective use of instructional computing through conducting classes and workshops, producing training aids, demonstrating classroom uses of computers, and consulting with users on planning and problems. The staff assist in creating district long-range computing plans, providing in-service training of district staff, and giving advice on equipment purchases. MECC instructional computing users benefit annually from such services as workshops, visits, newsletters, and dissemination of information and materials. On an average, in Minnesota, two workshops are being presented daily to teachers and administrators. MECC's regional and state-wide conferences have drawn large audiences from around the state and the world.

Technical Services Division, (612) 481-3620

John F. Brisky, director. The division provides continued technical support through programming and equipment maintenance for MECC and support of MECC clients who receive timeshare service on the University of Minnesota's Instructional Timeshare System. The staff does the conversion programming for MECC's effort to make computing courseware available on numerous machines.

Management Information Systems Division, (612) 481-3530

Donald R. Thomas, director. The division deals with administrative computing activities for schools and is currently maintaining a statewide management information system for all 433 school districts in the state. This system includes financial and

personnel and payroll application packages for use on main-frame computers. This division is currently developing administrative microcomputer software to support school district administration.

Product Distribution Division, (612) 481-3520

Ronald L. Barnes, deputy executive director. The division provides educators with microcomputer courseware products. It prints product manuals, reproduces courseware diskettes, and delivers MECC products and computer hardware to eventual users. Dealer and distributor arrangements for MECC services and products are established and monitored by this group.

Administrative Services Division, (612) 481-3510

Kenneth E. Brumbaugh, executive director. The division provides support services to the operating units of MECC. Services include those related to personnel, financial accounting, contractual arrangements, and facility management. In addition, the MECC institutional membership program is administrated through this division. This group provides information when MECC, recognized nationally and internationally for its production and active support of computers in education, is called upon to advise other states, local and regional schools, and district cooperatives across the country.

Board of Electricity

N-191, Griggs Midway Bldg., 1821 University Ave., St. Paul, MN 55104

John Quinn, executive secretary, (612) 297-2111

Minnesota Statutes, sections 326.241-326.248; Minnesota Rules 3800-3899

The board promulgates rules for licensing electricians and electrical contractors and inspects new electrical installations. Regular board meetings are held the second Tuesday of each month. The board conducts examinations for ten classes of electrician's licenses. Each class has specific pre-examination qualifications. Examinations are conducted the first Wednesday of each month. To receive specific license qualifications, application forms or testing locations, contact the board office.

License and examination fees are:

Class of license	exam fee	2 year license fee (original & renewal)
*Class A Master	\$25.00	\$70.00
*Class B Master	\$25.00	\$40.00
*Master Elevator Constructor	\$25.00	\$70.00
Class A Journeyman	\$25.00	\$20.00
Class B Journeyman	\$25.00	\$20.00
Elevator Constructor	\$25.00	\$20.00
Maintenance	\$25.00	\$20.00
Lineman	\$25.00	\$20.00
Installer A & B	\$25.00	\$20.00

*New licenses pro-rated monthly if less than two years. Expiration date 3-1 of next even numbered year.

Upon receiving a passing grade and paying for the licensing fee, a renewable license will be issued for two years.

The board issues electrical contractor's licenses. Contact the board to request application forms. An electrical contractor's license will be issued after an applicant has submitted an application form, a \$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 \$150.00 for a two year period. When forms are properly filed, a license may be issued effective the day received and will expire March 1 of the next even number year. The fee is pro-rated quarterly if license period is less than two years.

The board maintains a file of licensed electricians and electrical contractors in the state. The complete file cannot be sent to an individual, but questions regarding specific persons or firms will be answered. Information regarding licensing laws and procedures is also available upon request.

The board inspects new electrical installations throughout Minnesota except in cities of the first class (St. Paul, Minneapolis and Duluth) or any other city which by ordinance 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 resident homeowner may install wiring on his or her property if it is inspected for code compliance.

The person or firm performing the electrical work must file a request for inspection including the inspection fee on or before beginning installation. A rough-in inspection is made before concealing any wiring, and a final inspection is made after all work is completed.

Inspection fees are based on the ampere capacity of the electrical service being installed and the ampere capacity and number of circuits installed. The board can tell a person the exact fee required. An inspection form costs \$1.00 and a copy of the electrical code costs about \$15.60 (tax included). Both are available from the board's office.

There are 44 contract electrical inspectors who work for the board. The name, address and telephone number of the inspector in your area may be obtained from the board. Complaints are handled in accordance with *Minnesota Statutes*, section 214.10.

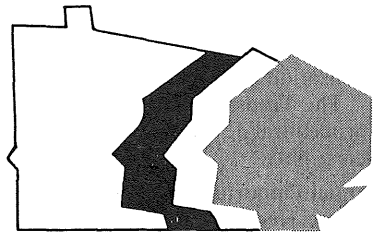
Department of Employee Relations

3rd Floor Space Center Bldg., 444 Lafayette Rd., St. Paul, MN 55101

Nina Rothchild, commissioner, (612) 296-2616

Minnesota Statutes, chapters 43A, 179.61-179.76 and 355; Minnesota Rules 3900-4099

The department is the central personnel staff agency for the executive branch of state government. It directs and coordinates a comprehensive personnel management/labor relations program embodied in a set of laws, collective bargaining agreements, rules, policies, procedures, equal employment opportunity and merit principles. Its goal is to "maintain an efficient and effective merit-based personnel management



system to meet the management needs of the state and the social, economic and program needs of the people of the state" (*Minnesota Statutes*, section 43A.01) and to act as the employer for all state employees for the purposes of collective bargaining (*Minnesota Statutes*, sections 179.61-179.76). It also offers training and development courses and orientation classes.

The commissioner of the department declares weather emergencies. As a general rule, an emergency will be considered when the buses do not run, the plows have been pulled off the roads, or the conditions are so hazardous that a real threat is posed to the safety of state employees. Weather emergencies are not "fair" to all state employees because a substantial number are required to work regardless of the

weather, for example, highway crews, the state patrol, and employees at state hospitals and prisons. After a determination is made that the state offices should close, the following are notified: WCCO, KSTP and KSJN radio stations and the AP and UPI wire services. Also notified are the governor's office and each of the cabinet members. The announcement specifies the time of the emergency and the geographic areas involved.

Employees eligible to vote are entitled to time off work to vote in state general elections without penalty or deduction from wages according to *Minnesota Statutes*, section 204C.04. However, employees must arrange for time off in advance with their supervisors to minimize disruption of each agency's activities.

Special Assistant Attorneys General, (612) 296-6590 and -7960

Steve Gunn and Scott Strand. The department is represented by a special assistant attorney general in all legal matters which arise primarily from the department's responsibilities and authority under *Minnesota Statutes*, chapter 43A, the state civil service law, and the Public Employment Relations Act, *Minnesota Statutes*, chapter 179.

Assistant to Commissioner, (612) 296-3095

Ellen Sampson. The assistant serves as the department's legislative liaison and administers those sections of *Minnesota Statutes*, chapter 43A that deal with conflict of interest, employee code of ethics and the job sharing program. The assistant also represents the commissioner in various forums and carries out special projects.

State employees are cautioned to know the rules on political activities before getting involved. *Minnesota Statutes*, section 43A.32 imposes specific limitations on political activities of state employees, and the federal Hatch Act places restrictions on employees who work on a job that is financed in whole or in part by federal funds. Questions concerning these laws should be directed to this office:

Administrative Services Division, (612) 296-6538

Richard Thorkee, manager. The division provides all internal support services to other divisions within the department. These services include budgeting and accounting, personnel, office management, records management, centralized statewide personnel files, word processing, data entry, and mail delivery.

The division also administers, for state of Minnesota employees, the Central Personnel/Payroll System which is the joint responsibility of the Departments of Employee Relations and Finance. The **Payroll Unit** processes employee appointments and changes in the personnel records of all state employees and certifies to the Department of Finance that all state payrolls are in compliance with Minnesota Statutes, rules, administrative procedures, bargaining agreements, and total compensation plans relating to appointments and rates of pay.

The **Transaction Unit** provides technical assistance, interpretation and policy and procedural development and communications in personnel transactions to state agencies. No services are provided directly to the public.

Equal Opportunity Division, (612) 296-8272

Patric Herndon, director. This division ensures that the state of Minnesota as an employer is in full compliance with federal and state Equal Employment Opportunity (EEO) and Affirmative Action (AA) laws, rules and regulations. It establishes rules, guidelines and administrative procedures and monitors all of the state's executive branch agencies for compliance with the state's affirmative action program.

The division staffs the newly created **Governor's Council on Affirmative Action**. The council's charge is to review the state's personnel system and to suggest ways to provide more opportunities for members of protected classes to enter and advance in state employment. Classes protected under *Minnesota Statutes* are females, handicapped persons, Vietnam era veterans and members of the following minorities: Black, Hispanic, Asian or Pacific Islander, and American Indian or Alaska native.

The principal clients of the division are the state agencies and, particularly, their affirmative action officers or designees. The division provides technical services to the agencies regarding 1) goals and timetables for achieving equity, 2) assessment of adverse impact in any of the agencies' personnel policies or practices, 3) writing of the annual affirmative action plans, 4) establishment of affirmative action committees and internal grievance procedures, 5) design of action steps and monitoring procedures for achieving and maintaining a representative and balanced work force, and 6) internal training of agency personnel with respect to EEO/AA. The division provides training for affirmative action officers and designees in carrying out their responsibilities at the agency level. The division works closely with the department's Recruitment and Examination Division to ensure that members of protected classes are recruited into state service.

The division provides quarterly information to state agencies regarding their current work force composition and approves and monitors the annual affirmative action plans which the agencies must develop. The division annually reports on the state's progress in affirmative action and sets program objectives for each fiscal year.

Personnel Bureau, (612) 297-3859

Richard C. Brainerd, deputy commissioner. The deputy supervises one of the two major bureaus which make up the department. The personnel functions located within the bureau include recruitment and examination, classification and compensation, training and development, employee benefits, management information services, and social security. In addition, the deputy works closely with the commissioner to create the Commissioner's and Manager's Plans which contain the terms and conditions of employment for nonrepresented state employees. Those employees who are not in bargaining units include the approximately 800 managers (does not include faculty) whose terms and conditions of employment are set in the Manager's Plan and those confidential employees whose terms and conditions are contained in the Commissioner's Plan (about 850 full time employees). Both Plans must be approved by the Legislative Commission on Employee Relations and the legislature as a whole. The deputy also reviews appeals which applicants or employees may bring if they are dissatisfied with some action taken by the department. Topics which are often the subject of appeals include test results and classification decisions.

Recruitment & Examination Division, (612) 296-2616

Julie Vikmanis, manager. This division publishes and distributes listings of state service positions open for application, recruits job applicants, receives applications, develops and administers job-related examination procedures, and refers successful applicants to state agencies with vacancies. Upon request, the division also advises regional development commissions on 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. All classes currently open for application are also listed on the Job Bank at each area Job Service Office.

The department offers a subscription service for *Minnesota Career Opportunities* bulletins. Cost of the service is \$13.50 for 6 months, or \$25.00 for 1 year. To order, mail your request including name and address to Minnesota State Documents Center, 117 University Avenue, St. Paul, Minnesota 55155, and enclose a check or money order payable to the State of Minnesota.

Application forms and a copy of the latest *Minnesota Career Opportunities* bulletin may be obtained by calling the numbers listed below or by writing the department. Applicants may also dial (612) 297-3180 to hear a recorded message listing the titles of the positions open for application in the bi-weekly bulletins. No fees are charged.

The department has a statewide, toll-free Helpline to provide information on application, examination, referral, and selection processes within State service. The number for Minnesota residents inside the Twin Cities metropolitan area is 296-6700. The toll-free number for Minnesota residents outside the Twin Cities metropolitan area is 1-800-652-9747. Any calls through toll-free numbers will first be answered by the capitol switchboard operator; callers should then ask for the Department of Employee Relations.

This division also provides examining services to local jurisdictions for positions such as entry and promotional level police officer and firefighter, dispatcher, clerical, and maintenance positions, and refers lists of candidates for county probation officer positions. Written guidelines on testing services and procedures for city and county representatives are available upon request. All requests for county probation officer referrals or tests must be made in writing to the department.

The basic fee for examination services to local jurisdictions is \$50.00 plus \$1.00 for each person tested. If less than five candidates are tested for entry level police officer, the fee is \$10.00 per person. Results of examinations will be mailed to the jurisdiction within two weeks of the return of test materials.

Classification and Compensation Division, (612) 296-6287

Carol Flynn, manager. This division administers a compensation 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, responsibility and essential requirements. The division also collects data dealing with salary and salary administration practices and projects salary ranges. The division provides classification and compensation information which is used by the department in the preparation of the compensation plans and in the negotiation of collective bargaining agreements. It also provides information as requested to legislative staff and to other executive branch agencies.

Benefits Division, (612) 296-2457

James W. Fritze, assistant commissioner. This division administers an insurance benefit program for state employees. The division works with insurance carriers and health maintenance organizations to obtain these coverages on a cost effective basis. Administration of the program includes enrollment, transfers between carriers, resolution of coverage and claims disputes and management of reserves. Services to state employees generally are furnished through designated insurance representatives working in each state agency and institution.

Training and Development Division, (612) 296-2380

Mark L. Sundquist, manager. This division coordinates the statewide system of training and development activities. A variety of general courses are offered for state employees including assertiveness training, clear writing, data processing and personal time management. Management-level courses include effective presentations, problem solving and decision making, the supervisor's role in state government and labor relations grievance handling and discipline. Courses in career renewal and retirement planning are also available. The division offers state and local government agencies direct training services and resources to help them meet their staff development needs.

The division has a curriculum of more than 30 training courses and an audio visual library of equipment and materials including film projectors, VCRs, slide projectors, screens, record players and tape players. Materials are available by contacting the department at the number listed above.

Internships designed to provide work experience to students seeking either credit or to fulfill some other requirement of a degree program also are available. Information on this program can be obtained from Wendy Olson, 296-2914.

Representatives of Associations and Unions Representing State Employees

Unit	Association or Union	Representative	Address and Phone Number
Law Enforcement	A Joint Certification: a) Mn State Patrol Troopers Assn.	Floyd Minnick President	504 South 11th Olivia, Minnesota 56277 612/523-1755
	b) Mn Bureau of Criminal Apprehension Agents Assn.	Duane Luttring President	Rt. 2, Box 32 F Big Lake, Minnesota 55309 612/263-3875 or 507/451-8230
	c) Mn Conservation Officers Assn.	Robert Wilhelm President	Box 485 Deer River, Minnesota 56636 218/246-8462
Craft, Maintenance and Labor	Mn State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Director	236 East Plato Boulevard St. Paul, Minnesota 55107 612/291-1020
Service	Mn State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Director	236 East Plato Boulevard St. Paul, Minnesota 55107 612/291-1020
Health Care Non-Professional	Mn State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Director	236 East Plato Boulevard St. Paul, Minnesota 55107 612/291-1020
Health Care Professional	Minnesota Nurses Association	Geraldine Wedel Asst. Executive Director	1821 Griggs Midway Building Room North 377 St. Paul, Minnesota 55104 612/646-6676
Clerical — Office	Mn State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Director	236 East Plato Boulevard St. Paul, Minnesota 55107 612/291-1020
Technical	Mn State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Director	236 East Plato Boulevard St. Paul, Minnesota 55107 612/291-1020
Correction Counselor	Mn State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Director	236 East Plato Boulevard St. Paul, Minnesota 55107 612/291-1020
State University Instructional	Community College Faculty Assn./Mn Education Association	James Durham President	41 Sherburne Avenue St. Paul, Minnesota 55103 612/227-9541, Ext. 271
State University Administrative	Mn State University Assn./Administrative & Services Faculty (affiliated with Teamsters Local No. 320)	Jack Mogelson Business Representative	3001 University Avenue S.E. Minneapolis, Minnesota 55414 612/331-3873
Professional Engineering	Mn Government Engineers Council	David O'Connell Exec. Secretary	555 Park Street St. Paul, Minnesota 55103 612/227-2316
Health Treatment Professional	Association of Institutional Dentists	Dr. Kenneth Miller	137 Hartman Circle Minneapolis, Minnesota 55432 612/571-1829
General Professional	Mn Association of Professional Employees (MAPE)	Eugene Holub President	411 Main Street, Rm. 301 St. Paul, Minnesota 55102-1049 612/227-6457 or 1-800-652-9721
Professional State Residential Instructional	State Residential Schools Education Association (affiliated with Minnesota Education Association)	Judy Schaubach President	2034 Germentz Lane Red Wing, Minnesota 55066 612/388-7268
Supervisory	Middle Management Association	Gene Aune President	P.O. Box 6686 St. Paul, Minnesota 55106 612/739-7725

Management Information Services Division, (612) 297-4709

This division provides information systems support for personnel/labor relations management and operations. The division primarily serves other divisions within the Department of Employee Relations, but also provides services for other state agencies, the governor and staff, the legislature and staff, exclusive representatives of state employees, the news media and the general public.

When personnel information is desired, the division can be contacted by telephone. The requester will be advised about the availability of data, its cost and anticipated time to retrieve it from computer files. Complex requests should be made in writing, stating as precisely as possible the information requested. All requests should include a telephone number in the event it is necessary to seek clarification.

Availability of information is limited by computer files, program retrieval capability and data privacy statutes. Charges for information may include the actual cost of computer time required to produce it, as well as costs for programmer/analyst services. Estimates will be provided. Information on hand will be produced free, subject only to the cost of making copies. A blank magnetic tape must be provided if the information requested is to be supplied on magnetic tape.

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 the collection of social security contributions, receipt of properly completed wage reports, and serves as liaison between the political subdivisions 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 is not a function of this division but is a responsibility of district and branch social security offices.

Labor Relations Bureau, (612) 296-2516

Lance Teachworth, deputy commissioner, state labor negotiator. The bureau negotiates and administers collective bargaining agreements between the state and exclusive representatives of state employees. It represents state management in developing and implementing all other facets of comprehensive labor relations programs for all state employees such as unit determination, policy development, and arbitration proceedings. It also provides centralized liaison with governor and staff and the Legislative Commission on Employees Relations on behalf of state management with regard to collective bargaining agreements and other labor relations matters.

Current Executive Branch Employees of the 20 Largest Departments, October 18, 1983

Department	Full-Time Classified	Full-Time Unclassified	Full-Time Total	Grand Total
Public Welfare	5,943	38	5,985	7,368
Transportation	4,264	11	4,276	4,839
Economic Security	2,066	14	2,080	2,340
Corrections	1,667	27	1,723	1,860
Natural Resources	1,444	86	1,530	2,295
State Universities	1,353	0	3,370*	4,705*
Public Safety	1,084	509	1,593	1,713
Revenue	896	5	901	962
Administration	660	11	671	757
Education	551	14	565	630
Health	547	5	552	627
Community Colleges	462	0	1,469*	2,825*
Agriculture	368	4	372	448
Pollution Control	297	10	307	319
Veterans Affairs	289	3	292	315
Labor & Industry	227	9	236	256
Military Affairs	219	9	228	371
Commerce	190	11	201	209
Zoological Gardens	126	4	130	239
Finance	107	7	114	119
All Others	1,020	424	1,444	1,416
Employee Relations	79	9	88	226
Total	23,859	1,210	28,127*	34,839*

*Includes Faculty

Source: Management Information Services Division

State of Minnesota Executive Branch Employment by Bargaining Unit October 18, 1983

Bargaining Unit and Number	Classified		Unclassified		Trainees		Faculty		Full-Time Total	Grand Total
	Full-Time	Total	Full-Time	Total	Full-Time	Total	Full-Time	Total		
201 — Law Enforcement	215	219	443	443					658	662
202 — Craft, Maintenance, Labor	2,451	2,494							2,451	2,494
203 — Service	1,740	2,565	1	38					1,741	2,603
204 — Health Care Non-Professional	2,826	3,505							2,826	3,505
205 — Health Care Professional	361	476							361	476
206 — Clerical Office	4,307	5,327	19	98	1	1			4,327	5,426
207 — Technical	2,117	2,335	18	161		8			2,135	2,504
208 — Correctional Guards	802	851							802	851
209 — State University Instructional							1,728	2,115	1,728	2,115
210 — Community College Instructional							894	1,399	894	1,399
211 — State Univ Administrative							174	241	174	241
212 — Professional Engineering	643	650	2	3					645	653
213 — Health Treatment Professional	63	72				1			63	73
214 — General Professionals	4,369	4,590	96	185			6	42	4,471	4,817
215 — State Residential Instructional	204	222							204	222
216 — Supervisory	2,494	2,519	22	27			5	12	2,521	2,558
217 — Confidential	581	614	24	158				4	605	776
218 — Excluded — Work Time	4	984		152	29	40	18	749	51	1,925
219 — Severed MS 179.741/2	66	67	54	56					120	123
220 — Excluded — Managerial	527	528	311	324			203	212	1,041	1,064
221 — Excluded — All Other	89	92	220	260					309	352
Totals	23,859	28,110	1,210	1,905	30	50	3,028	4,774	28,127	34,839

Public Employment Relations Board

Suite 205 Summit Bank Bldg., 205 Aurora Avenue, St. Paul, MN 55103

Claudia M. Hennen, executive director, (612) 296-8947

Minnesota Statutes, section 179.72; *Minnesota Rules* 7300-7399

The board promotes consistent and orderly labor relations between public employers and public employee organizations by assisting in the resolution of disputes arising under the Public Employment Labor Relations Act. The board is made up of five members; two represent public employees, two represent public employers and one represents the public at large. The board is part-time and employs a full-time executive director.

The board hears and decides appeals from decisions rendered by the Bureau of Mediation Services relating to appropriate bargaining unit determinations, fair share fee challenges and the statutory definitions of "supervisory," "confidential," "essential" and "professional" employees. The board decides these appeals based on the record established by the Bureau of Mediation Services. The board reviews the record, hears oral arguments from the parties to an appeal, conducts deliberation sessions and issues a decision. The decisions rendered by the board establish precedents and lend interpretation to the statute under which public employment labor relations activities in the state are conducted. An appeal must be filed within 10 working days of the date of the decision of the Bureau of Mediation Services.

The board also maintains a roster of qualified labor arbitrators. From that roster, the board proposes lists of names to labor and management advocates for the selection of arbitrators to hear disputes. The board proposes lists of arbitrators in the arbitration of grievances arising from the interpretation of the terms of a labor contract and in the arbitration of impasses relating to the finalization of a labor-management agreement. In addition, the board administers a process providing for the independent review of grievances of individual public employees where no other procedure for such review exists.

Appeals, requests for lists of arbitrators and requests for independent review must be filed in writing as outlined in the board's rules. Copies of the board's rules may be obtained from the State Documents Center, (612) 297-3000. Persons who wish to apply for the position of labor arbitrator must file an application and appear before the board for an interview. Arbitrator application forms are available upon request from the board's office.

The board has established the following fee schedule for copies of its documents: hearing transcripts cost \$1.25 per page for the original and 50¢ per page for a copy; all other documents cost 25¢ per page. Appeals and independent reviews are generally decided within two months of the date of the board's hearing. Requests for lists of arbitrators are usually processed within 10 working days of the receipt of the request.

Department of Energy and Economic Development

150 East Kellogg Blvd., American Ctr. Bldg., 9th Floor, St. Paul, MN 55101

Mark Dayton, commissioner, (612) 296-6424

Minnesota Statutes, chapter 116J; *Minnesota Rules* 4100-4399

Connie Lewis, assistant to commissioner. The department is the primary development arm of the state promoting an environment for economic expansion and diversification of all the ventures that comprise the state's complex economy, from farming to manufacturing, forestry to advanced technology and mining to tourism. The department gives special emphasis to promoting Minnesota's unique science and technology resources in business, education, industry, medicine and research. Rural development issues are also given attention through an intergovernmental forum to develop programs that serve the needs of rural Minnesotans. The state's Office of Tourism,

working with increased encouragement and financial support from the legislature, has embarked on an ambitious program to promote Minnesota's tourism industry, recreation areas, arts and cultural attractions, festivals and special activities.

The department was reorganized and renamed in July 1983 from the Department of Energy, Planning and Development by reestablishing the State Planning Agency as a separate agency, and consolidating the Energy Division, the Division of Business and Community Development and the Office of Tourism. Added to the department were the newly formed Financial Management Division and the Minnesota Development Authority, and transferred to the department were the Office of Science and Technology and the Council on Rural Development.

Governor's Quality Environment Program, (612) 297-3190

Frank Ongaro, Sr., director. A partnership between the public, private and volunteer sectors this program initiates, develops, and implements projects to improve the ecological and economic environment of Minnesota. A council of 15 members, appointed by the governor, serves as a board of directors to about 150 members representing government, business, labor, education, non-profit organizations, communities and volunteer organizations. The project brings together people and organizations who have common goals and are willing to share tasks and pool resources.

Started in March, 1982 by executive order, it was funded entirely by private contributions and is completely non-partisan. The project has accomplished statewide recycling education and tree planting programs, community recycling projects and community improvement programs, public events and conferences, and other innovations in the areas of resource management. The project has expanded into a wide range of areas including recycling education, recycling market development and job creation, community systems, tree planting, environmental forums, community improvement and design, and public education and awareness.

Based on the principle that a healthy economy and a quality environment go hand in hand, the project was developed as a vehicle to transform ideas into action immediately and effectively, while also providing a neutral ground for developing innovations to solve problems.

Governor's Council on Rural Development, (612) 296-3993

Peg Michels, director. The council, formed by executive order in 1973, provides a forum for rural development issues and develops programs that serve the needs of rural Minnesotans. It promotes new and expanded opportunities for forest and agricultural resources; maintains the family farm structure and protects agricultural resources; and provides assistance in small business development and expansion.

Funds from the Rural Rehabilitation Trust, originating from loans made by the federal government in the 1930's, provide financing for a number of leadership training programs. One-third tuition assistance scholarships are awarded to farm couples and individuals for the three-year Adult Farm Business Management program offered through area vocational-technical institutes and local school districts. This program is cooperatively managed by the council, the Minnesota Department of Education, the University of Minnesota Division of Agricultural Education and the vocational-technical schools. The council also sponsors an annual Rural Youth Institute for high school students in rural leadership training.

An equity loan fund is available for rural small businesses, either established or new, that do not qualify for U.S. Small Business Administration financing because of lack of equity.

The Lieutenant Governor chairs the council. Membership includes one representative from each regional development commission and the Metropolitan Council.

Office of Science and Technology, (612) 297-4368

Sally Martin, director. Created by the legislature in 1983, the office serves as a focal point for the state's science and technology initiatives. Its goals are to build closer ties among government (state and federal), industry and the educational community;

to expand and better market the scientific and technological resources of the state; and provide technical information and analysis for use in policy-making by the governor and legislature.

Areas of concern include education initiatives, technologically related economic development, environmental protection, intergovernmental technology sharing and governmental use of advanced information and communication technologies. In addition, the office is establishing a procedure to evaluate research projects with potential to become the basis of technological industrial growth, in conjunction with other scientific groups, and considering methods to support development of small technology-oriented businesses and educational programs.

Office of Tourism, (612) 296-2755

Henry R. (Hank) Todd, Jr., director, Ginger Sisco, asst. director. The Office of Tourism coordinates the state's tourism marketing activities. It works with local chambers of commerce, regional and local tourism groups as well as statewide tourism associations to develop the tourism potential of the state. Activities include advertising, publications, a toll-free information center hotline, joint marketing ventures, special promotions, package and motorcoach tours, and meeting and convention sales. Its offices are located in the Bremer Skyway, 240 Bremer Bldg., 419 N. Robert St., St. Paul, MN 55101.

The tourism industry is a \$2.6 billion industry in Minnesota, providing full time jobs for over 105,000 residents and contributing more than \$180 million in tax revenue. The industry is comprised of resorts, hotels, motels, campgrounds and historic, cultural and recreational attractions. In addition, the economic benefits of tourism touch on a wide variety of other business such as retail clothing and sporting goods stores, gas stations, bait shops, restaurants and other service facilities.

Through a joint venture program, the Office of Tourism can become a partner with a tourism organization or Minnesota business in promoting travel in Minnesota. Joint venture programs may include advertising, special event or community promotions, research, publications or travel marketing strategies.

Travel Information Center, (612) 296-5029 Statewide Toll-Free 1-800-652-9747

David Gaitley, manager. Through the Minnesota Travel Information Center, publications are distributed providing information on a wide range of travel opportunities year around. Publications include the *Minnetours* (12 driving tours), *Minnesota Vacation Guide*, *Fall Color Guide*, *Fall Calendar of Events*, *Winter Sports Guide and Calendar of Events*, *Fishing in Minnesota*, *Canoeing*, *Backpacking and Hiking Guide*, *Arts and Attractions Guide and Spring/Summer Calendar of Events*. Travel related brochures such as highway maps, bikeway maps, state parks brochures and historic site guides are also available through the center. Other tourism organizations such as chambers of commerce, convention and visitors bureaus, regional organizations and statewide associations provide the center with literature such as lodging listings and attractions information. Bulk copies of tourism literature are available to tourism organizations. All publications distributed from the center are free to the public. The center is open from 8 AM to 5 PM weekdays.

Communications Unit, (612) 297-3879

Bonnie Richter, manager. The aim of the communications group is to increase the visibility of Minnesota travel attractions and events, and better inform the public on vacation opportunities through public relations and publicity activities, various publications and brochures in coordination with advertising. In addition to guides and calendars of events for each season, posters, and tour planning manuals, the unit plans include publications in foreign languages.

A monthly newsletter, *Travel News*, is mailed to approximately 6,300 tourism businesses and organizations. These groups convene annually at the statewide tour-

ism conference sponsored by the Office of Tourism. In addition, seminars on marketing and new programs are held periodically around the state.

Marketing Unit, (612) 297-2333

Marcia Simon, manager. The goal of this group is to increase travel to Minnesota by marketing to travel agents in both retail and wholesale operations. Target groups include motorcoach and package tours, businesses for meetings and conventions, joint venture programs and international markets such as Canada, Northern Europe, the United Kingdom and Japan.

Also, this unit provides statistical information on Minnesota's tourism industry through monitoring and evaluation of programs in the Office of Tourism.

Energy Division, (612) 296-5120

Tony Perpich, deputy commissioner. The division develops and implements energy conservation programs, promotes alternative energy development and provides information on energy issues to the public. Also, the division collects data on energy use, forecasts future energy demands and develops emergency plans in case of energy shortages. Executive assistant to the deputy commissioner is **Marcia Janssen-Keller.**

Office of Information and Technical Assistance, (612) 297-2319

Karen Carpenter, director. The office is the primary public information arm of the Energy Division. Though other areas of the division are available to assist the public on specific aspects of energy use, this staff provides consumer and technical information on behalf of the entire division, as well as on-site technical assistance requested by communities. The office also performs a clearinghouse service by referring media and certain technical inquiries to key staff involved in a specific project.

Energy Communications, (612) 297-1302

Linda J. McNary, manager. This unit publicizes the Energy Division's policies and programs and develops consumer information on energy efficiency. It develops fact sheets and brochures, public service announcements, news releases to local media, media campaigns, and maintains press contacts. It also serves as a communications support staff, writing and editing information for other division offices.

Energy Information Center, (612) 296-5175

Statewide Toll-Free: 1-800-652-9747

The center is a toll-free telephone information and publication service. Energy specialists answer energy questions from the public, providing information on conservation techniques and renewable energy. In 1983 the Information Center answered 22,850 requests and mailed out over 263,000 pieces of literature free of charge (some for use in workshops or conferences). Fact sheets and information guides are available on current and forecasted energy use, home energy conservation, solar energy, wind energy, wood burning, superinsulation, home energy audits, energy tax credits, required improvements to rental property, and other energy-related topics.

Community Services, (612) 297-3602

Mark Schoenbaum, manager. Community Services provides technical assistance to local governments to develop programs promoting efficient energy use. Staff members can help community leaders measure a community's energy use and recommend ways to decrease that level of use and the dollars spent on energy each year. The unit can assist with home weatherization programs, arrangements for energy audits for residential and business users, and evaluation of the cost-effectiveness of using alternative energy sources in a community, among other projects. It offers guide-

books for revising zoning ordinances regarding earth-sheltered construction, solar access, and wind machines. It can help local communities establish energy planning committees, arrange an energy management plan for a group of small businesses, and promote partnership plans between communities and utilities. The staff can also provide information about financing available for making energy improvements. Services provided by the unit are free, but local governments are expected to provide in-kind staff time and support services.

Governor's Community Energy Program, (612) 297-2652

Paul Wellstone, special consultant to the governor. In 1983, in response to the amount of dollars leaving Minnesota to pay for imported fossil fuels, Governor Rudy Perpich established the Governor's Community Energy Program as a pilot project. The governor's program places special importance on the need for communities to develop localized energy programs. Communities participating in the program receive assistance from the governor's office and the department to develop and carry out localized weatherization/conservation programs for residents and businesses, provide critical energy assistance to low and moderate income people and senior citizens, and develop Minnesota's energy resources. Local community-based input on energy issues and concerns are channeled to the governor and legislators. This effort to involve Minnesota communities in the development of state energy policy and legislation is designed to trim energy use and costs, create new employment opportunities, and strengthen Minnesota's economy by reducing its reliance on other states for needed energy supplies.

The services provided by the staff are free, but it is expected that local governments will provide in-kind staff time and support services.

Division of Policy Analysis, (612) 296-8341

David Reed, assistant commissioner. The Division of Policy Analysis researches and examines the state's use of traditional fuels, nontraditional energy development, and projected energy consumption by sector. The staff collects, compiles and analyzes energy statistics to identify trends in energy use, study those trends, and forecast the impact those trends may have on the state's economy. By providing this information on the current and expected energy situation to legislators, the office recommends the adoption of policies that assure adequate energy supplies, equitable prices, and increased investment in conservation and alternative energy. This information is provided in the biennial report, as required by statute.

Data Systems, (612) 296-8282

Linda Limback, manager. By collecting and compiling energy statistics, the Data Systems staff can identify trends in energy use, and determine statewide supply levels and demand and consumption of traditional fuels (oil, gas and coal). Energy use is broken down into such categories as fuel type, economic sector and county. Data Systems also measures the state's progress toward conservation, the growth of alternative energy, and whether alternative energy programs are meeting their projected goals. The findings of Data Systems are printed in energy trend reports that are available free to the public.

Energy and Economic Analysis, (612) 296-9091

Ernesto Venegas, manager. This group forecasts energy demand and energy prices; and analyzes emerging trends in fuel consumption, the impact of fuel costs on low-income households, and the cost-effectiveness of investments in energy conservation and alternative energy. The analysis determines the impact of conservation on energy consumption and the level of traditional fuel consumption in the state, projects how trends in traditional fuel costs will affect the advancement of conservation and untraditional technologies, and evaluates the current and future impact of conservation and untraditional fuels on the Minnesota economy.

Petroleum Operations, (612) 296-1732

Though prices and supply levels of petroleum have remained fairly stable in recent years, it is important to constantly monitor new developments in the petroleum industry. To do that effectively, the Petroleum Operations staff collects, compiles and analyzes statistical data on price, supply level and use of petroleum products as they affect Minnesota. This can help avoid supply shortages. This information is also used to encourage Minnesotans to seek an optimal mix of energy consumption, conservation, and alternative energy development.

The Petroleum Operations staff also manages the state's set-aside program through which a portion of Minnesota's motor gasoline and distillate fuel oil supply may be allocated to deal with hardship cases. Under the emergency allocation program, fuel distributors and suppliers unable to obtain fuel from their normal supplier can contact their city or county fuel coordinator to request emergency fuel allocations. The Petroleum Operations staff can provide the names and locations of the local fuel coordinator within a given area, and the form to use to make those requests. Processing these requests can take approximately two days, depending on the urgency of the request and the state's overall fuel supply situation. Monthly petroleum reports and refinery fuel inventories are compiled regularly. Information is then given to city and county energy coordinators and meetings are regularly held with petroleum suppliers to better understand the current supply situation.

The Petroleum Operations staff also serves as a liaison with the Emergency Services Division of the Minnesota Department of Public Safety during disaster and emergency drills.

Supply and Demand Analysis, (612) 296-1778

Abby McKenzie, manager. The task of the Supply and Demand Analysis Unit is to analyze issues related to producing, delivering and using electricity, natural gas, and petroleum. The unit develops electricity supply, consumption, and price forecasts, evaluates the accuracy of utility forecasts, and updates forecasts of future housing development. It also analyzes natural gas and petroleum supply and demand to assure ample supplies and price protection for Minnesota consumers. The staff analyzes the impact of price decontrol, assists in determining adequate inventories for seasonal demands, analyzes low-income issues, and estimates future price trends.

Energy Library, (612) 296-8902

Donna Slamkowski, senior librarian. The Energy Library is a research and energy information resource available for use by both the division's staff and the public. Technical information on all aspects of energy use is available from the library's collection of 10,000 books and documents, 70,000 microfiche, and 200 periodicals. The library participates in inter-library loan systems to locate and obtain information that may not be on file. Although materials may not be taken out, the library may be used for research during regular working hours, 8 a.m. to 4:30 p.m. Monday through Friday. Limited photocopying is available.

Office of Energy Conservation and Development, (612) 296-5133

John Armstrong, director. The office is involved in research and demonstration of energy efficient methods and nontraditional energy technologies, and it develops and administers legislated programs in these areas. From the research performed by this office, staff members can identify the most cost-effective methods of conserving energy and the most viable consumer markets for developing alternative energy technologies. Staff members then translate those findings into a program in which they work directly with residential areas, commercial and industrial sectors, and schools to develop and evaluate cost-effective strategies to conserve energy.

Energy Development, (612) 296-9096

Ron Sundberg, manager. The primary focus of Energy Development is to provide research, information and technical assistance regarding various alternative energy

resources and technologies. This unit studies how much energy might be produced by various alternative technologies, how efficiently and economically it could be done, and what the possible market would be for each source. Program areas of this group include special energy crops, wood residues, alcohol fuels, waste-to-energy, industrial cogeneration, and solar, wind and hydro technologies. The unit works with the Department of Natural Resources and others to assess the feasibility of fiber fuels through such projects as test burns of Minnesota-grown peat. The solar certification program managed by this unit documents the performance of solar collectors available commercially in Minnesota for Minnesota tax credit eligibility.

Residential Programs, (612) 297-2117

Greg Hubinger, manager. This unit administers residential energy-efficiency programs, including a home energy audit program offered through utilities and an energy standards program for rental housing. These programs are reviewed later in this section.

New programs are also under development. The **Federal Commercial and Apartment Conservation Service Program**, requiring major utilities to provide energy audits to these customers, is slated to begin in late 1984 or early 1985. This unit will develop the state plan, the energy audit, and regulations implementing the program. It has also been developing an energy audit and conducting auditor training in conjunction with the Solar Energy and Energy Conservation Bank.

The **Home Energy Audit Program**, Minnesota Energy Conservation Service (MECS), requires major utility companies to provide home energy audits for their customers. Under the MECS program, which is a state version of the federal Residential Conservation Service (RCS) program, a home can be evaluated by a trained energy auditor for insulation, caulking and weatherstripping, furnace or boiler efficiency, storm or thermal windows and doors, clock thermostat, or load management devices, and the feasibility of solar systems. The energy auditor who performs that evaluation is required to provide a list of suggested improvements and the expected "payback" or cost effectiveness of each one. The auditor is also required to provide customers with a list of approved contractors and suppliers who can make energy efficient improvements, and a list of approved lenders that can arrange financing. To find out about having your home audited, contact your utility company. There is a \$10 fee for the audit. To become a MECS approved supplier or contractor, contact the Energy Information Center, (612) 296-5175 or toll-free: 1-800-652-9747.

The **Rental Retrofit Program**, established by state law, requires owners of residential rental properties built before 1976 to improve the level of energy efficiency of their buildings to comply with state standards. Landlords are required to install storm windows and doors, fireplace and stove shutoffs, insulation in inaccessible attics, walls and rim joists, and weatherstripping and caulk to seal off any points of possible heat loss. Staff can provide technical assistance to owners and training for building code officials to assure that the energy efficiency standards are met. Beginning in 1984, the Energy Division will provide matching funds to municipalities locally enforcing the state rental standards.

Education and Technical Programs, (612) 296-7502

Jackie Lind, manager. This unit conducts programs aimed at reducing school energy use, increasing the energy efficiency of new buildings, and increasing energy efficiency in the commercial, industrial, and institutional sectors.

"**Total Energy Management for Schools**" is an outreach effort designed for school administrators who want to reduce school energy costs. Staff can help administrators establish a system to measure a school's energy use, and then evaluate those findings and recommend improvements, including modifications to school buildings, heating and cooling systems, and transportation services. A K-12 curriculum is available for teachers to use to instruct students on energy use, production and conservation. Schools that achieve an efficient level of energy use are eligible to receive awards of

recognition from the Office of the Governor for their efforts, as well as cash awards from NSP and Minnegasco.

The **New Buildings Program** researches construction techniques for improved building efficiency, promotes superinsulated construction, and is responsible for the state energy code. The staff works with vocational programs to train building trades instructors in energy efficient construction techniques. In 1982-83, vocational-technical school students built several superinsulated houses with assistance from the Energy Division. Energy performance of these homes will be monitored for two years to evaluate the energy savings possible from a superinsulated home, and to determine the preferred home design and construction technique. The four superinsulated house plans used in the program are available to the public through the State Documents Center for \$25 each (call 297-3000).

The research component of the New Buildings Program includes a grant from the U.S. Department of Energy to monitor the energy efficiency of standard, passive solar, and superinsulated housing. Efforts have also begun to establish a **Building Energy Research Center** with the University of Minnesota and other housing researchers in Minnesota.

This unit is also responsible for the energy portion of the state building code. The revised energy code, effective January 1, 1984, increases the energy efficiency requirements for new and remodeled buildings. The staff trains and educates inspectors, builders, realtors, lenders and consumers about code requirements. Because the updated energy code applies to remodeled portions of existing buildings, owners planning remodeling projects should check with their code officials to determine how the code applies to them.

Commercial/Industrial Technical Programs include the following projects:

- The Award of Excellence Competition. Businesses, corporations and institutions are recognized by the governor's office for their innovative efforts to achieve greater levels of efficient energy use.
- Vocational Energy Training. A series of workshops is held at vocational and technical institutes on pneumatic temperature controls, steam traps, boilers, preventive maintenance, insulation, energy management systems and energy accounting.
- The 10th Annual Minnesota Energy Conference. This is a two-day conference for public and private sectors that features national speakers, seminars and exhibits on new innovations in energy efficiency.
- The State Building Steam Trap Survey. This survey assesses energy efficiency of steam traps in 100 state buildings.
- State Building Operators Training. Training is provided to state building operators on steam traps, boilers, preventive maintenance and insulation in state buildings.

Economic Development Division, (612) 296-4039

Connie Lewis, acting deputy commissioner. The primary aim of this division is to assist in small business development and encourage growth of overall economic activity. Business assistance in the areas of management, marketing, licensing, trade development, financing packaging, business community contacts, intergovernmental coordination and referral is available to small business owners, operators and potential entrepreneurs by calling the Small Business Information Hotline at (612) 296-5011 or statewide toll-free at 1-800-652-9747.

Office of Business Licensing and Information, (612) 296-0617

Charles Schaffer, director. The office provides comprehensive information on the number and kind of licenses required for a business venture, the agencies which issue them, and the affirmative burdens imposed on applicants. The office also provides opinions from licensing agencies on their use of discretion in issuing licenses and the potential issues or difficulties in obtaining licenses based on a review of a potential

applicant's business concept. Master application procedures for obtaining related and similar licenses from different agencies of the state are available as well as consolidation of hearings involved in license application. The office publishes and makes available at no charge the *State of Minnesota Directory of Licenses and Permits*. A similar directory of county and local licenses affecting business ventures is scheduled for publication in mid-1984. The office also administers the provisions of the Minnesota Environmental Permit Coordination Act.

Another unit of the office, the **Small Business Assistance Center**, serves as a focal point within state government for information on resources available to small businesses. It publishes the *Small Business Assistance Directory*; a descriptive brochure *Minnesota's Set Aside Program; Selling Your Product to the State of Minnesota*; and *A Guide to Starting a Business in Minnesota*. The center sponsors a number of workshops or seminars each year on small business topics as well as cosponsoring an annual **Small Business Trade Fair** and an annual **Midwest Inventors and Innovation Workshop**. Center staff assist small businesses and socially or economically disadvantaged businesses with the set-aside provisions of the state of Minnesota procurements of goods and services.

Staff also perform the certification of "qualified small business" required for the technology transfer tax credit and equity investment tax credit.

Office of Development Resources, (612) 296-5010

Harry Rosefelt, director. The office serves as the state's central data resource for businesses considering expansion or relocation. The information includes economic data, financing, and other facts companies use to make decisions on whether to begin manufacturing, expand or relocate. A complete inventory of information is maintained on industrial properties and profiles of Minnesota communities.

Staff provide several outreach services which are directed at assisting communities develop a local capacity in economic development planning and implementation. Since 1982, 14 communities have been designated as Minnesota Star Cities and they have demonstrated the benefits of the program through increased private sector investment and more jobs in Minnesota.

The **Minnesota Enterprise Zone Program** is administered by the office, which provides technical assistance to communities in all phases of the program.

Office of Business Development, (612) 296-3976

Kathleen Callahan, director. The program is the main outreach arm of the agency and serves as a liaison between businesses, local governments and the financial community to aid in securing sites, buildings, financing, permits and licenses and any other aspect of business development.

Information is provided to communities and businesses on federal, state and local programs available for use in industrial development. Technical assistance is offered to cities through the "Star Cities" program for training of volunteer organizations in the community to effectively promote their cities to expanding industries.

Office of Marketing, (612) 297-3059

Melinda McLaughlin, director. This office encourages business creation and expansion by improving the image of Minnesota's business climate through marketing communications. The target audience includes the business community at the state, national and international levels. Specific activities include developing a state economic development marketing plan and strategy, producing and distributing the marketing materials, and acting as a liaison to state officials, the business community, media, and the general public.

Community Development Division, (612) 296-5005

Robert Benner, assistant commissioner. The division provides financial and technical assistance to townships, cities and counties through a variety of state and federal

grant programs. Areas eligible for financing include improving housing stock, economic development and public infrastructure; developing parks and open spaces; and implementing juvenile justice programs. Technical assistance and training for potential applicants to the grant programs are available through information manuals and workshops. Assistance is also provided to communities in establishing local housing and redevelopment authorities and tax increment financing districts, and improving local security facilities. Offices are located at 150 E. Kellogg Blvd., 940 American Ctr. Bldg., St. Paul, MN 55101.

Community Support Section, (612) 296-2102

Leland Newman, director. This section is responsible for conducting research and making policy recommendations on the division's program activities, and for disseminating program information to state policy makers and local officials. Technical assistance and training in preparing applications for the various grant programs are offered to local governments.

Fiscal Operations Section, (612) 296-4756

Michael McMahon, director. The staff manages the division's Grants Management System, providing assistance to and monitoring of labor standards and environmental reviews for grants, and providing assistance to grant recipients in setting up accounting procedures for their grants. This section also reviews grant applications, develops grant contacts and processes payments on grant accounts for each program.

Parks and Recreation Grants Unit, (612) 296-4703

Jeff Hanson, grants supervisor. The program administers federal and state grants to local government for the acquisition and development of parks and outdoor recreation facilities such as ballfields and game fields, large outdoor game courts, picnic areas, campgrounds, swimming beaches, nature areas, boat access and hiking, bicycling and ski-touring trails. The staff provides assistance on applications and conducts on-site inspections of the proposed park or facility improvement.

Small Cities Development Program, (612) 296-2101

This program administers federal funds through the Small Cities Community Development Block Grant Program. Eligible applicants are nonentitlement cities and townships under 50,000 population and nonentitlement counties under 200,000 population. Grants are awarded for single-purpose applications for improving housing, economic development or public facilities and comprehensive programs. The staff provides assistance on application procedures, reviews applications, monitors grant progress and process payment requests. Grant awards are made by the department commissioner.

Juvenile Justice Grants, (612) 296-3133

Stephen Gustafson, grants manager. The program administers federal grants under the Juvenile Justice and Delinquency Prevention Act of 1974, and state grants under the Youth Intervention Program Act. The federal program offers grants to government in delinquency prevention, pre-adjudication, post-adjudication and training areas. Grant awards under the federal program are made by the Juvenile Justice Advisory Committee. State grants are made to operating agencies for prevention services by the department commissioner. The program staff provides information and assistance for application, and reviews grants, monitors grant progress and processes payments.

Minnesota Jail Resource Center, (612) 296-3969

Thomas Redi, director. This program provides services that will reduce the civil liabilities of jail administrators, and upgrade the quality of jail facilities, operation and personnel. It is funded by the state and the National Institute of Corrections to provide technical assistance, training and information to local jails and jail-related agencies.

107 Technical Assistance, (612) 296-2394

Michael Auger, community development specialist. The program provides technical assistance to local government for the Small Cities Development Program through workshops and training programs for prospective applicants, grants to regional development commissions and seminars on community and economic development. A newsletter is published monthly, and is also included in the Minnesota League of Cities monthly magazine.

Minnesota Development Authority

Mark Dayton, chairman. The Minnesota Development Authority was created by the 1983 legislature to provide various types of financial assistance for energy improvements, alternative energy development, fixed-asset financing for small businesses and other programs in coordination with various public or private organizations.

The authority has a policy and decisionmaking board that provides direction to the Financial Management Division, which in turn develops and implements resolutions, programs and various loan maintenance portfolios.

The authority is the successor to the Minnesota Small Business Finance Agency which had developed operational programs including the Minnesota Plan and tax-exempt industrial development bonds for small business. The authority board members have jurisdiction over existing programs that transferred to the authority under 1983 legislation. These programs include:

- Area redevelopment loan program and federal revolving loan program. These two programs are direct loans to small business with no more than 20% of project cost and are used for purchase or expansion of land, buildings, machinery and equipment.
- Community development corporation program. This is an annual grant cycle whereby the corporations make application to the authority for funds to provide administration costs to the operation and also to assist ventures through direct-loan participation within the defined community area. Funds for this program are appropriated on a biennial basis.
- Approval of the industrial development tax-exempt bond applications throughout the state.
- A working relationship with Opportunities Minnesota, Inc. (OMNI), a statewide certified development corporation which provides long-term financing through banks and the Small Business Administration. The staff of the Financial Management Division will perform the application and review for submittal to the OMNI board of directors as part of their responsibilities.
- The existing Minnesota Plan. With authorization of up to \$30 million available for purchase of Small Business Administration guaranteed loans, this program was developed in Minnesota and approved by the SBA in Washington as the national demonstration program. The program continues to March 30, 1984.

The law provides for program development in loan guarantees or insurance, direct loans, participation in other existing state loan programs, purchase of loan packages made by financial institutions to small business and the ability to enter into insurance contracts, letters of credit, municipal bond insurance, surety bonds and to guarantee or insure bonds and notes issued by the authority.

The energy portion of the new authority law contains an energy loan insurance program for a qualified energy project for acquiring, installing or constructing land, buildings, capital improvements, or equipment for conservation or use of alternative or renewable energy resources in the operation of a business. A qualified project may be recovery or production from alternative or renewable resources of energy to be sold by the business in the course of business or the production or sale of equipment for conservation or recovery of energy for the use of energy from alternative or renewable resources.

Another program to be developed is loans to businesses for the financing of capital

improvements in energy conservation to reduce the usage of conventional fuels or to develop alternative energy resources. Funds for this program will be provided through issuance of revenue bonds by the authority.

Other responsibilities of the authority board include loans to municipalities for qualified energy improvements to public land or buildings to conserve energy. Through the Financial Management Division the authority will establish the procedures and contents of the application, review with the authority and make recommendations to the commissioner of finance on proposed projects. State general obligation bonds will be issued by the Department of Finance to provide monies for the projects. Within the loans to municipalities is the district heating loan program and energy improvement loans to schools created by the 1983 legislature.

The authority will also promote a campaign for energy efficiency and assist in the development of a financing investment plan for energy and economic development programs.

Financial Management Division, (612) 296-7457

Ed Meyer, deputy commissioner; Frank Altman, assistant commissioner. This division administers and implements the loan programs provided for under the Minnesota Energy and Economic Development Authority. These programs can be for acquisition or expansion of land, buildings, machinery, and equipment, pollution control financing, or energy related projects. The office is located at 150 E. Kellogg Blvd., American Ctr. Bldg., St. Paul, MN 55101.

Office of Business Financing, (612) 296-9090

David Mocol, director. The office administers the following programs for the authority:

Area Redevelopment Administration (ARA) Loan Program, (612) 297-3547

The ARA Loan Program is designed to provide below market interest rate fixed asset financing for new or existing manufacturers and other industrial enterprises. A firm receiving a loan through the program must be a for-profit manufacturing or industrial corporation, partnership or sole proprietorship; be independently owned/operated; and not dominant in its field of business. Loan funds may be used to assist in:

- Purchasing land to construct a new manufacturing or industrial facility.
- Constructing a new manufacturing facility.
- Purchasing an existing facility.
- Expanding an existing facility.
- Purchasing machinery and equipment.

Loan funds may not be used for debt refinancing, interim financing or working capital. The amount of financing provided for any particular project is determined on a case-by-case basis following a thorough analysis of all project elements (project cost, financial statement analysis, evidence of ability to repay, requested loan amount, etc.): In no event may the amount of any one loan exceed 20 percent of the total project cost. The disbursement of ARA loan funds into a project is the final contribution toward project financing and follows the injection of any other forms of private or public financing and required equity. Terms are limited to fifteen years on land and building(s) and seven years for machinery and equipment. Only counties in Economic Development Regions 8 and 9 are eligible for ARA loan funds.

Revolving Loan Fund (RLF), (612) 297-3547

The RLF program is designed to provide below market interest rate fixed asset financing for new or existing manufacturers and other industrial enterprises. Funds are available for lending to new businesses wishing to start or existing businesses wishing to expand their operation. Firms receiving loans through the program must be for-profit manufacturing or industrial corporations, partnerships, or sole pro-

prietorships, and be independently owned/operated and not dominant in their field. Firms must also be located in RLF eligible counties as listed below. Revolving Loan Fund Counties by Region are:

- Region 1: Kittson, Marshall, Pennington, Polk, Red Lake
- Region 2: Clearwater, Hubbard, Lake of the Woods, Mahanomen
- Region 3: Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis
- Region 4: Becker, Douglas, Grant, Ottertail, Pope, Stevens
- Region 5: Cass, Crow Wing, Morrison, Todd, Wadena
- Region 6W: Chippewa
- Region 6E: McLeod, Meeker, Renville
- Region 7E: Kanabec, Mille Lacs, Pine
- Regions 8 & 9: no counties eligible
- Region 10: Freeborn, Mower

Uses: Loan funds may be used to assist in:

- Purchasing land to construct a new manufacturing or industrial facility.
- Constructing a new manufacturing facility.
- Purchasing an existing facility
- Expanding an existing facility.
- Purchasing machinery and equipment.

Loan funds may not be used for debt refinancing, interim financing or for working capital. The amount of financing provided for any particular project is determined on a case-by-case basis following a thorough analysis of all project elements (project cost, financial statement analysis, evidence of ability to repay requested loan amount, etc.). In no event may the amount of any one loan exceed 20 percent of the total project cost or \$250,000, whichever is less. The disbursement of RLF loan funds into a project is the final contribution toward project financing and follows the injection of any other forms of private or public financing and required equity. Terms are limited to fifteen years on land and building(s) and seven years for machinery and equipment.

Community Development Corporation Program, (612) 297-3547

This is an annual grant cycle whereby the corporations make application to the Minnesota Energy and Economic Development Authority for funds for administrative costs of their operations and for assistance to ventures, through direct loan participation, within the defined community area. Funds for this program are appropriated on a biennial basis.

Industrial Development Bond Approval, (612) 297-3547

The Minnesota Energy and Economic Development Authority has the authority to approve industrial development tax-exempt bond applications throughout the state.

The Tax Exempt Program, (612) 297-3547

This program may finance up to 90 percent of a project up to \$1,000,000. Qualifying applications will be coupled with others so the Minnesota Energy and Economic Development Authority can issue a large tax-exempt bond to raise proceeds. The authority also has a program of direct placement of tax-exempt bonds in an amount up to \$1,000,000 where the client's bank originates the loan, processes it through the authority and purchases the bond for its bank portfolio.

The Minnesota Plan, (612) 297-3547

This program provides fixed-rate, long-term financing for land, buildings, machinery and equipment to those companies that qualify through the U.S. Small Business Administration business loan guarantee program with the same exclusions as previously mentioned. Under this plan a small business would apply at a participating bank for a loan up to \$500,000 for a term not to exceed 10 years for equipment and 20 years on real property. These loans must be used exclusively for fixed asset financing. The bank would approve the loan and send the completed application to the U.S.

Small Business Administration for its approval. After the Small Business Administration consents to the guarantee and the Minnesota Energy and Economic Development Authority concurs, the bank sells the guaranteed portion to the authority and agrees to service the entire loan; resulting in a small business obtaining a fixed-rate for a long term. This is most important for proper cash flow planning and growth.

Opportunities Minnesota Inc. (OMNI), (612) 297-3547

Opportunities Minnesota Incorporated (OMNI), a private financing corporation, will combine its resources with lending institutions by providing subordinated mortgage financing to industry and manufacturing enterprises through the issuance of debentures. The proceeds from the sale of OMNI debentures are used to provide fixed asset financing for up to 40 percent of any project or \$500,000, whichever is less. A local lending institution is required to provide 50 percent of the financing for the project. The remaining 10 percent of a project is financed in the form of equity by the company requesting financial assistance from OMNI. With assistance from OMNI, small business financing is available which is: long term in nature; possessed of a low down payment (10 percent) requirement; and reasonably priced (near long term U.S. Treasury Bond rates).

Office of Energy Financing, (612) 296-6893

Marsha Battles, director. The **Loans to Municipalities Program** provides assistance to municipalities, school districts, counties and other units of local government. Financing is available to public buildings for the purpose of energy conservation, reduction in the use of conventional fuels or use of alternative energy resources. This program also includes district heating financing in the form of loans or grants to communities for the development of municipal district heating systems.

The anticipated start date for the program is the spring of 1984 with financing through the sale of bonds by the state. Applications should be submitted to the commissioner requesting financing for cost-effective improvements in a building or group of buildings.

Energy development loans provide capital for buildings, capital and equipment associated with qualified energy projects. These loans will assist energy businesses unable to obtain loans in the marketplace under favorable terms and interest rates. Through the use of an appropriated reserve, it will be possible to sell industrial revenue bonds at below market rate interest and to provide loans for longer terms than are generally available from traditional lenders.

The authority will issue tax-exempt revenue bonds for individual projects, or for pools of qualified energy projects, most likely in the summer of 1984. The proceeds of these bonds will be used to fund direct loans originated by the Financial Management Division. Loans will be limited to a maximum of \$2.5 million. Loans under \$750,000 will be funded through an "umbrella" bond sale which pools several smaller projects in order to reduce the costs of issuance to the borrower. Applicants should submit application materials to the department commissioner. At a minimum, a comprehensive business plan for the enterprise requesting the loan, a specific plan for the proceeds of the loan, an up-to-date or projected financial statement for two years, and a description of the energy-related capital improvement is needed.

Under the energy loan insurance program, the state shares risk with private lenders to facilitate investment in energy efficiency, the development of Minnesota alternative energy resources and the manufacture of equipment or devices designed to conserve energy or extract or harvest alternate resources.

The **Institutional Buildings Grants Program** provides federal funds to perform energy audits and to implement energy conservation measures in schools, hospitals, local governments and public care facilities. Funds are allocated on a competitive basis, with building energy use and energy costs as the criteria. The program is conducted in four major steps: preliminary energy audit, mini-audit, maxi-audit, and energy conservation measure implementation. Each step includes specific guidelines and

special forms. The program has also established a nationwide and statewide data base of information on heated and/or cooled buildings for use in setting of future energy policies.

Environmental Conservation Library (ECOL)

Minneapolis Public Library and Information Center, 300 Nicollet Mall, Minneapolis, MN 55401

Linda Fritschel, librarian, (612) 372-6570

Minnesota Laws of 1971, chapter 864

Designated as a state center for environmental information by the Minnesota Legislature in 1971, the Environmental Conservation Library (ECOL) is supported jointly by the state and the Minneapolis Public Library and Information Center. It is newly located on the first floor of the Minneapolis Public Library in the Technology and Science Department. 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 newsletter *ECOL News*, published approximately three times a year, is free. A directory entitled *Minnesota Environmental Organizations* lists citizens and professional environmental organizations, with subject and geographical indexes. The directory may be purchased at the library for \$5.00 or through the mail for \$6.00; 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.

Environmental Quality Board

100 Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101

Tom Triplett, chairman; Michael Sullivan, staff director, (612) 296-2603

Minnesota Statutes, chapter 116B-116D; *Minnesota Rules* 4400-4499

The Environmental Quality Board (EQB) is the principal state forum for the discussion of problems related to the environment and which encompass the responsibilities and require the interaction of several state agencies. The EQB is a decision-making body independent of the State Planning Agency, but supported by its staff.

The EQB is composed of the top officials of six state agencies: agriculture, energy and economic development, health, natural resources, pollution control, and transportation. In addition, there are five citizen members appointed by the governor and a governor's representative who serves as chairperson of the EQB. The board promotes cooperation among state agencies on environmental matters by serving as a forum for coordinating discussions regarding significant environmental issues faced by the state.

The EQB decides issues relating to the environmental review, power plant siting and high-voltage transmission line routing, and critical areas programs of the state. The board is also responsible for coordination of water planning activities. The *EQB Monitor*, a twice-monthly publication, provides notice of activities of the board. (See State Planning Agency, Environmental Division for further description of programs staffed through the division.)

Southern Minnesota Rivers Basin Council, (612) 296-0676

Marilyn D. Lundberg, executive secretary. The Southern Minnesota Rivers Basin Council has eleven members, all residents of the basin and appointed by the governor.

The council advises the Minnesota Environmental Quality Board and continues the activities of the Southern Minnesota Rivers Basin Board. The council is now carrying out a comprehensive environmental plan for the watersheds of the streams tributary to the Minnesota River as well as to the Mississippi River south of its confluence with the Minnesota River at Fort Snelling.

The plan is based on a study conducted by the United States Department of Agriculture completed in 1980. This study was conducted in phases and the council works on measures needed to carry out the plan. One such measure is an implementation study conducted jointly by the Soil Conservation Service and the Corps of Engineers for a 4,183 square mile area in southwest Minnesota that is subject to flooding. This study started in 1978 and the council coordinates federal, state and local interests.

The coordination of local governmental units in southeast Minnesota for the purpose of addressing issues affecting water quality is an important activity of the council. The results of the study of southeast Minnesota indicate erosion and water quality are the main resource problems. The council, working with other agencies, is providing information about problems and solutions to insure a better understanding of resource issues and the programs available to deal with them. The council also sponsors public meetings and tours as necessary for better understanding of various programs.

The council will make recommendations to the EQB by June 30, 1985 concerning the establishment of a statewide council to advise the EQB on water-related activities. The council has a June 30, 1987 sunset date.

The council has reports available for free. Information about resource problems and recommended solutions are available in *The Minnesota Rivers Basin Report*, February 1979 and *The Southeast Minnesota Tributaries Basin Report*, April 1980. The council also has a *Southern Minnesota Rivers Basin Board 1981 Report* which summarizes the board's activities and plans and a *Southern Minnesota Rivers Basin Board 1983 Report* that briefly summarizes current activities.

Ethical Practices Board

41 State Office Bldg., St. Paul, MN 55155

Mary Ann McCoy, executive director, (612) 296-5148

Minnesota Statutes, chapter 10A; Minnesota Rules 4500-4599

Established in 1974 by the Ethics in Government Act, the board administers programs that provide disclosure of political campaign registration and reporting of candidates for legislative and statewide constitutional offices and elective judgeships; registration and reporting of lobbying activities, personal economic interests of certain public officials at the state and metropolitan level; and public financing of candidates for legislative and constitutional offices who appear on the general election ballot.

The board is a bi-partisan six-member citizen body whose goals include maintaining public confidence in the integrity of government through public disclosure and public financing of candidates. Members are appointed to staggered four-year terms by the governor and approved by three-fifths of the membership of each house of the legislature. The board annually elects its leadership in May, holds regular meetings open to the public, and reports on its activities annually to the governor, the legislature and the public.



Reports and statements, filed with the board are available in the office of the board within 48 hours of receipt for public viewing and photocopying at 10¢ per page for self service and 50¢ per page for staff service, prepaid.

Copies of the Ethics in Government Act, administrative rules, annual and summary reports, brochures describing each of the board's programs, advisory opinions, and findings, as well as notices, agendas, and minutes of board meetings are available free of charge from the board.

Campaign Finance Disclosure, (612) 296-1721

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

Registered political committees and funds file reports of receipts and expenditures once in a non-election year and three times in an election year. Report forms are mailed 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 statements and reports provided to county auditors are available for viewing and photocopying at cost within 48 hours of receipt.

Public Financing, (612) 296-1721

The board administers the program of public financing of candidates, with funds designated by the voluntary checkoff system by Minnesota residents on state income tax or property tax and renter refund forms. Public financing is available for candidates for 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 sent automatically to each candidate who files for office.

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

Tax Credit Agreements provided by the board must be signed by a candidate or officeholder to allow a contributor to claim a tax credit. A list of those candidates who have signed a Tax Credit Agreement is available from the board.

Conflict of Interest Disclosure, (612) 296-1720

The board administers provisions of law by which public officials may remove themselves from decision making when the decision would substantially affect their financial interests or those of a business with which they are associated. If a potential conflict of interest occurs, a 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.

Lobbyist Registration and Reporting, (612) 296-5615

The board administers a system of lobbyist registration and reporting of lobbying disbursements by individuals who seek to influence legislative or administrative actions by communicating with or urging others to communicate with a public official. The definition of public official includes legislators; constitutional officers and

their chief deputies; members, chief administrative officers or deputy chief administrative officers of state boards and commissions that have rulemaking power; commissioners, deputy and assistant commissioners of major state departments (*Minnesota Statutes*, chapter 15.01); individuals of the executive branch with 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 list of public officials is available from the board.

Any individual 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 with the board within five days. Registration forms and handbooks are provided by the board. There is no registration fee. Registered lobbyists must file quarterly reports of lobbying disbursements. Report forms are provided automatically to registered lobbyists.

A list of registered lobbyists and the associations they represent is issued annually by the board and is available, prepaid, from the Documents Center, 117 University Avenue, St. Paul, MN. 55155. Three supplements to the list are available in April, July and October. Annually, the board publishes a summary of lobbying disbursements by associations or individuals represented by a lobbyist. Copies are available free of charge from the board.

Representation Disclosure, (612) 296-5148

The board administers provisions of law which require a public official, who represents a client for a fee, before a state board, commission, or agency to publicly disclose participation in the action within 14 days after participating in the hearing by filing a form with the board. Representation disclosure statement forms are available from the board. There is no filing fee.

Hennepin County Disclosure Law, (612) 296-1720

Elected officials and candidates for elective office in Hennepin County and the cities of Minneapolis and Bloomington are required by law (*Laws of 1980*, chapter 362) to disclose their personal economic interests and campaign contributions and expenditures. Statements, registrations, and reports are filed with the Hennepin County Auditor.

This law requires the Ethical Practices Board to prepare and supply to the Hennepin County Auditor all forms required by the law. Individuals and associations seeking to guide their conduct under this law may request an advisory opinion from the board.

Advisory Opinions, (612) 296-1720

Any individual or association seeking 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, adopted rules of the board, or *Laws of 1980*, chapter 362 (Hennepin County Disclosure Law). The board must issue an advisory opinion within 30 days of receipt unless a majority agrees to extend the time. Individuals and associations are encouraged to express opinions to staff and members of the board about any pending advisory opinion and may appear at board meetings. Advisory opinion requests and summaries of advisory opinions are published in the *State Register* and distributed to the public. Compilations of advisory opinions are available free of charge from the board. An advisory opinion lapses the day the regular session of the legislature adjourns in the second year following the date of the opinion.

Complaints, (612) 296-1720

Any individual or association may file a complaint with the board about an alleged violation of the Ethics in Government Act.

The board notifies and provides a copy of the complaint to the individual or association about whom the complaint has been filed. Investigations of complaints

and audits are conducted in confidence. Meetings concerning any complaint, investigation, or audit are confidential and are not open to the public. When the board reports a public finding of probable cause or no cause to believe the law has been violated, the matter becomes public along with any materials as determined by the board. The board publicly directs a finding of probable cause to the appropriate law enforcement authorities.

Economic Interest Disclosure, (612) 296-5148

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

Candidates must file a statement of economic interest within 14 days after filing for office. Statements must be filed by public officials within 14 days after their appointment becomes effective, if their appointment is subject to senate confirmation. Other appointed public officials must file statements within 60 days of accepting 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 and handbooks are provided by the board. There is no filing fee.

Copies of statements by legislative candidates filed with the board are provided to each county auditor within a legislative district within 72 hours of receipt by the board. Copies of statements provided to county auditors are available for viewing and photocopying at cost within 48 hours of receipt.

Public officials required to file statements of economic interest are:

- Abstracters Board — members, chief and deputy administrative officers.
- Accountancy Board — members, chief and deputy administrative officers.
- Administration Department — commissioner, deputy and assistant commissioners.
- Administrative Hearings Office — chief and hearings examiners, compensation judges.
- Agricultural Society — members, chief and deputy administrative officers.
- Agriculture Department — commissioner, deputy and assistant commissioners.
- Animal Health Board — members, chief and deputy administrative officers.
- Architecture, Engineering, Land Surveying and Landscape Architecture Board — members, chief and deputy administrative officers.
- Armory Building Commission — members, chief and deputy administrative officers.
- Arts Board — members, chief and deputy administrative officers.
- Assessors Board — members, chief and deputy administrative officers.
- Attorney General's Office — attorney general, deputy attorney general, solicitor general, deputy solicitor general, special assistant attorneys general.
- Auditor's Office — state auditor, chief deputy.
- Barber Examiners Board — members, chief and deputy administrative officers.
- Boxing Board — members, chief and deputy administrative officers.
- Cable Communications Board — members, chief and deputy administrative officers.
- Capitol Area Architectural and Planning Board — members, chief and deputy administrative officers.
- Chiropractic Examiners Board — members, chief and deputy administrative officers.
- Commerce Department — commissioner, deputy and assistant commissioners.
- Community College Board — members, chancellor and vice-chancellor.
- Corrections Department — commissioner, deputy and assistant commissioners, ombudsman and deputy ombudsman.
- Crime Victims Reparation Board — members, executive and deputy director.
- Dentistry Board — members, chief and deputy administrative officers.
- Designer Selection Board — members, chief and deputy administrative officers.
- Economic Security Department — commissioner, deputy and assistant commissioners, hearing examiners.
- Educational Computing Consortium — executive director.
- Education Board — members, chief and deputy administrative officers.
- Education Department — commissioner, assistant commissioners.
- Electricity Board — members, chief and deputy administrative officers.

Employee Relations Department — commissioner, deputy and assistant commissioners.
Employees Suggestion Board — members, chief and deputy administrative officers.
Energy and Economic Development Authority — members.
Energy and Economic Development Department — commissioner, deputy commissioner.
Environmental Quality Board — members, chief and deputy administrative officers.
Ethical Practices Board — members, executive director.
Finance Department — commissioner, deputy and assistant commissioners.
Governor's Office — governor; chief deputy.
Health Department — commissioner, deputy and assistant commissioners.
Higher Education Coordinating Board — members, executive and deputy directors.
Higher Education Facilities Authority — members, chief and deputy administrative officers.
Housing Finance Agency — members, executive and deputy directors.
Human Rights Department — commissioner; deputy and assistant commissioners.
Humane Society Board — members, chief and deputy administrative officers.
Indian Affairs Intertribal Board — executive director.
Investment Board — executive and assistant executive secretary.
Investment Advisory Council — members.
Iron Range Resources and Rehabilitation Board — commissioner, deputy commissioner.
Labor and Industry Department — commissioner, deputy and assistant commissioners.
Legislative Employees — chief clerk of the House, legislative auditor, House Research researchers and attorneys, revisor of statutes, secretary of the Senate, Senate Counsel attorneys, Senate Research researchers.
Legislature — state representatives and state senators.
Lieutenant Governor's Office — Lieutenant governor and chief deputy.
Mediation Services Bureau — director, deputy director.
Medical Examiners Board — members, chief and deputy administrative officers.
Metropolitan Airports Commission — members, chief administrative officer.
Metropolitan Council — members, chief administrative officer.
Metropolitan Parks and Open Space Commission — members, chief administrative officer.
Metropolitan Sports Facilities Commission — members, chief administrative officer.
Metropolitan Transit Commission — members, chief administrative officer.
Metropolitan Waste Control Commission — members, chief administrative officer.
Military Affairs Department — adjutant general, deputy and assistant adjutants general.
Municipal Board — members, chief and deputy administrative officers.
Natural Resources Department — commissioner, deputy and assistant commissioners.
Nursing Board — members, chief and deputy administrative officers.
Nursing Home Administrators Board — members, chief and deputy administrative officers.
Occupational Safety and Health Review Board — members, chief and deputy administrative officers.
Optometry Board — members, chief and deputy administrative officers.
Peace Officer Standards and Training Board — members, chief and deputy administrative officers.
Pharmacy Board — members, chief and deputy administrative officers.
Planning Agency — executive and deputy directors.
Podiatry Board — members, chief and deputy administrative officers.
Pollution Control Agency — members, executive and deputy directors.
Private Detective and Protective Agent Services Board — members, chief and deputy administrative officers.
Psychology Board — members, chief and deputy administrative officers.
Public Employment Relations Board — members, chief and deputy administrative officers.
Public Safety Department — commissioner, deputy and assistant commissioners.
Public Service Department — executive and deputy directors.
Public Utilities Commission — members, executive director.
Public Welfare Department — commissioner, deputy and assistant commissioners.
Racing Commission — members, executive secretary, medical officer, inspector of pari-mutuels, stewards.
Retirement System — members, chief and deputy administrative officers.
Revenue Department — commissioner, deputy and assistant commissioners.
Secretary of State's Office — secretary of state, chief deputy.
Soil and Water Conservation Board — members, chief and deputy administrative officers.
State University Board — members, chancellor, vice-chancellor.

Teachers Retirement Association Board — members, chief and deputy administrative officers.
Teaching Board — members, chief and deputy administrative officers.
Transportation Regulation Board — members.
Transportation Department — commissioner, deputy and assistant commissioners.
Treasurer's Office — state treasurer, chief deputy.
Veterans Affairs Department — commissioner, deputy and assistant commissioners.
Veterinary Medicine Board — members, chief and deputy administrative officers.
Vocational Technical Education Board — members, chief administrative officer.
Waste Management Board — members, chief administrative officer.
Water and Waste Water Operators Board — members, chief and deputy administrative officers.
Water Resources Board — members, chief and deputy administrative officers.
Workers' Compensation Court of Appeals — judges.
Zoological Board — members, chief and deputy administrative officers.

Executive Council

50 Sherburne Avenue, 2nd Floor Administration Bldg., St. Paul, MN 55155
Sandra J. Hale, executive secretary, (612) 296-3862

Minnesota Statutes, chapter 9

The council consists of the governor, lieutenant governor, attorney general, secretary of state, state auditor, and state treasurer. The commissioner of the Department of Administration acts as executive secretary.

The council performs a number of specific administrative duties, including the designation of state depositories, the approval or disapproval of mineral leases, the extension of timber permits, cancellation of uncollectible accounts, and the sale and disposal of certain state lands. It also acts as a calamity board and may grant emergency relief in certain cases and may expend and borrow not more than \$150,000 during any fiscal year to cover emergency or disaster situations.

The council usually meets every other month. In order for the Executive Council to consider an item, a request must be received by the executive secretary 2 weeks prior to the meeting date. An original and 11 copies of the request, including appropriate documentation, are needed.

Department of Finance

50 Sherburne Avenue, 309 Administration Bldg., St. Paul, MN 55155
Gordon M. Donhowe, commissioner, (612) 296-2438

Minnesota Statutes, chapter 16A

Jay Kiedrowski, deputy commissioner. The department administers the financial affairs of the state. It operates a uniform statewide accounting system, operates the central payroll system, manages the state's cash balances, issues state bonds, and provides analysts for all state agencies. It also develops policies and procedures necessary to all financial, budget and accounting systems.

The department also provides staff support to the governor and the legislature. It coordinates the development of biennial budgets submitted by state agencies and assists the governor in the preparation of biennial budget recommendations to the legislature. It also provides economic and tax analysis, revenue forecasts and expenditure projections.

Economic Analysis, (612) 296-5631

William Toal, director. The 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. It prepares periodic statements of the state's revenue position, develops financial forecasts, and provides economic analysis to other units of government.

Tax and Credit Analysis, (612) 297-3887

Dr. John Haynes, director. The section analyzes taxes, property tax credits, aids to cities, towns, counties, and special districts, and makes recommendations to the governor and the legislature.

Administrative Management, (612) 296-8433

Peggy Kenny, director. Administrative Management 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.

Internal Audit, (612) 296-5925

Curt Heywood, director. Internal Audit conducts audits within the department to determine adequacy of procedures and controls. At the direction of management, audits may be conducted in other departments.

Financial Management and Capital Budget, (612) 296-4195

Norman E. Dybdahl, assistant commissioner. The division establishes state depositories through a bid process for the control of funds placed in those depositories. The division also manages the cash flow of the state in order to insure the maximum utilization of the cash balances of the state. Responsibilities connected with the sale of long term bonds and short term notes, such as preparing the prospectus, calling for bids, and making awards are with this division. This division also supervises the preparation of the Governor's Capital Budget proposals for submission to the Legislature no later than April 15 of the odd-numbered year. Peter Sausen, (612) 296-8372, directs the debt management activities.

Accounting Services Division, (612) 296-1699

Geri Benting, assistant commissioner. The division operates statewide accounting, the state payroll system and financial reporting and systems.

Statewide Accounting, (612) 296-5903

Roy Muscatello, director. Statewide Accounting operates the state accounting system which serves as the operating and financial base for the state. The system records revenues and expenditures for all state agencies and provides the fiscal information necessary for financial management. This section is also responsible for the identification and proper recording in the state accounting system of all legislative appropriations and appropriation transfers. It receives and reviews all requests for duplicate warrants due to losses and forgeries. It also receives and records all documents related to state land acquisition.

Central Payroll, (612) 296-4061

Don Smith, director. Central payroll processes payroll data and issues salary warrants for all employees in the executive branch of government and for supreme court justices and district court judges in the judicial branch. The U.S. savings bond program for state employees is operated by this section.

Financial Reporting, (612) 297-2429

Rosalie Greeman, director. Financial Reporting 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. This section also forecasts and monitors cash flow.

Financial Systems, (612) 296-5600

James Stavsvick, director. Financial Systems reviews and improves financial systems and reviews financial systems conceived or designed by other agencies. It determines the feasibility of the proposed financial systems and, upon approval, designs or acquires new financial related systems. Systems maintenance of the statewide

accounting system, payroll/personnel system, and biennial budgeting system are also the responsibility of this section.

Budget Services Division, (612) 296-5904

Nellie Johnson, assistant commissioner. The division plans the biennial budget and monitors its progress through the biennium. Special teams monitor and analyze financial data in specific activities to help manage the state's budget.

Budget Support Section, (612) 296-5188

Al Yozamp, director. Budget Support plans the biennial budget process, operates the biennial budget system, performs position control functions, develops and negotiates the statewide indirect cost plan, and reviews and approves fees.

Financial Planning and Analysis, (612) 296-4724

Charlie Bieleck, director. Financial Planning and Analysis prepares periodic budgetary statements and analyses on historic, current, and projected revenues and expenditures which are used to prepare and monitor the state budget. It develops financial planning information, including long range projections and identification of budget issues and alternatives. The section produces materials which summarize and provide information on the state budget and responds to inquiries from the executive and legislative branches, the financial community, and the general public.

Budget Services Teams:

Education Aids, Medicaid, Pensions, (612) 296-5618

Ron Hackett, team leader. The School Aids, Medicaid, Pensions Budgeting and Analysis team is responsible for all budget and policy analysis relating to aids to local school districts, the medicaid program, and public employee pensions.

Education, (612) 373-4899

Dale Nelson, team leader. The Education team provides controller services to the State Board for Vocational Technical Education, Community College Board, State University Board, University of Minnesota, Department of Education, Higher Education Coordinating Board, Higher Education Facilities Association, and Mayo Medical School. The team advises the commissioner of finance and the governor on matters relating to fiscal control, budget review, and proposed legislation regarding these agencies.

Health, Welfare, Corrections, and State Departments, (612) 296-4846

Ted Spiess, team leader. The Health, Welfare, Corrections, and State Departments team provide independent evaluative judgment, recommendations, and policy. It provides program analysis to the governor, finance department managers, state managers, and the legislature relative to planning, development, and execution of the state budget. The team also provides professional financial management assistance to state departments and agencies relative to general and managerial accounting functions, budget services, financial systems, and financial organization.

Transportation and Economic Development, (612) 296-5190

David Johnson, team leader. The Transportation and Economic Development team is responsible for analytical policy evaluation and development, budgetary review, and financial oversight of state agencies involved in the physical and economic development of the state. Controllers and analysts serve as the departments' field representatives, and provide agencies with professional advice in the preparation of budgets and the management of financial resources.

Governor's Council on Fire Prevention and Control

2005 Buford Avenue, 33 North Hall, St. Paul, MN 55108

Antona Richardson, Secretary, (612) 376-3535

Executive Order #83-9, March 15, 1983

The council has operated under various titles and executive orders since its initial establishment by statute in 1969. It was created to encourage the development of improved fire protection for the people of Minnesota.

The council is composed of 21 people, six members from state agencies and 15 appointed by the governor representing a variety of fire service organizations, the general public, the private sector and local government units. The council meets quarterly at various locations in the Twin Cities. Meetings are open to the public. Persons wishing to be placed on the agenda or to make a presentation should contact the council secretary.

The council coordinates the efforts of existing fire protection delivery systems at state, federal and local levels. It advises the governor, commissioner of public safety and other state agencies and political subdivisions on the development, administration, and scope of fire protection research, fire prevention and control. The council monitors the needs of Minnesota's fire suppression and control services, and encourages the development and provision of education and training programs for firefighters and the general public. It is Minnesota's principal contact with the United States Fire Administration for application and receipt of federal funds.

Office of the Governor

130 State Capitol, St. Paul, MN 55155

Rudy Perpich, governor, (612) 296-3391

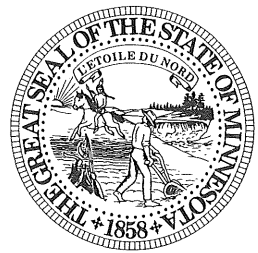
Minnesota Statutes, chapter 4

The governor is elected by the people for a four-year term which begins on the first of January of an odd numbered year. The governor must be 25 years old, have resided in the state at least one year and be a United States citizen.

As Minnesota's chief executive officer, the governor is responsible for the administration of state government, the proposal of biennial budgets, appointments, proposal and review of legislation and the preparation of comprehensive long range plans for state growth. Every two years, the governor submits a proposed budget to the joint legislature. The governor also makes two "State of the State" addresses to joint sessions of the legislature during his term within three weeks after the inauguration and again in the second half of the term for the following biennium. These major speeches serve to inform the legislators of the general condition of Minnesota, and provide a means for the governor to outline his present and future goals. In addition, the governor is able to deliver special messages to the legislature as necessary, and on extraordinary occasions, the governor may call a special session of the legislature to complete necessary work of a regular session or consider emergency actions between sessions.

As administrator, the governor appoints agency heads and commissioners, approves departmental budgets and controls policies regarding hiring, purchasing and travel.

The governor proposes legislation, some of which is drafted by the departments and agencies of the executive branch. The governor reviews all laws passed by the legislature and either approves a bill by signing, or vetoes a bill by returning it to the legislature with objections. A two-thirds vote in each legislative body is required to pass a bill over the governor's veto. When the governor does not sign a bill passed in



the final three days of a legislative session within 14 days after adjournment, he exercises a pocket veto and the bill does not become law.

The governor appoints more than 1500 citizens to positions on Minnesota's approximate 175 boards and commissions during his four-year term. The terms of such appointments vary from two to six years. The 1978 Open Appointments Law established procedures that enable any citizen to apply for such a position through the secretary of state's office. A 15-member Governor's Appointments Advisory Committee reviews the applications, interviews candidates and makes recommendations to the governor. As determined by statute, the senate confirms most, but not all, such appointments.

By virtue of the office, the governor is an ex officio member of the State Pardon Board, the Executive Council, the State Board of Investment, and the Land Exchange Board. He is also the presiding officer of the Legislative Advisory Commission.

The governor must safeguard the health and safety of the citizens of Minnesota. He fills vacancies which occur in municipal, district and supreme court judgeships by appointment that does not require senate confirmation. The governor issues extradition papers, restores civil rights to felons and commissions notaries public (approximately 5,500 each year). The governor is the commander-in-chief of the military forces in Minnesota. He may call out such forces as necessary to execute the laws, suppress insurrections, repel invasion, and for other emergencies, such as natural disasters.

The governor's office operates to assist the public with matters concerning state government and its agencies by either resolving the issue directly, or by referring the person to the appropriate office for assistance.

State Council for the Handicapped

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

Richard L. Ramberg, executive director, (612) 296-6785

Minnesota Statutes, sections 256.481-256.71

The council was created by the state legislature in 1973. It is composed of 21 members appointed by the governor as well as non-voting ex-officio representatives from state departments and agencies dealing with issues of importance to people with disabilities. The council has a full-time staff to carry out its day-to-day activities.

Members of the council are appointed from the general public and from organizations that provide services for disabled persons. The majority of the board is to be comprised of disabled persons or parents or guardians of disabled persons. At least one member of the council is appointed from each state development region. Following a transition period during which council members will serve staggered terms, appointments will be for three years.

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 provides a computerized information and referral service to the general public as well as disabled people which can assist individuals in resolving problems they have encountered. Finally, it encourages inter-agency coordination and improvement of services and programs.

Two specific activities which the council has undertaken in carrying out its mandates are: providing information to recipients of federal financial assistance about how they can best comply with their obligations under Section 504 of the Rehabilitation Act of 1973; and giving technical assistance to government, the public.



architects, building officials, contractors and builders concerning the accessibility provisions of the state building code.

To increase council effectiveness in providing information, the council publishes a bi-monthly newsletter, *Connector*, which is available to interested persons without charge. A news brief entitled *Capitol Ideas* is produced during the legislative session to keep persons apprised of proposed legislative action which affects or may affect persons with disabilities. The council also provides speakers, films and slide presentations free of charge on issues that relate to disability. A toll-free information line is maintained so that Minnesotans living outside the Minneapolis-St. Paul area can call for information and referral assistance at no cost to themselves. To use the statewide toll-free line, call 1-800-652-9747 and ask the operator for the Council for the Handicapped. The council prefers telephone or written inquiries, but in-person requests are also accepted. For further information, contact the council. There are no fees or forms for council assistance. All requests are handled as soon as possible.

Department of Health

P.O. Box 9441, 717 Delaware St. S.E., Minneapolis, MN 55440

Sister Mary Madonna Ashton, commissioner, (612) 623-5221

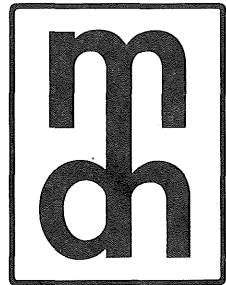
Minnesota Statutes, chapters 144,144A., 145, 149, 326 and 327; *Minnesota Rules* 4600-4799

Commissioner's Office, (612) 623-5460

Valentine O'Malley, deputy commissioner. The department 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 citizens. The commissioner of health, who is the head of the department, is governor-appointed.

Bureau of Administration, (612) 623-5391

Thomas Maloy, assistant commissioner. The administration bureau provides health information and statistics, personnel, accounting and internal administrative services to the department.



Vital Records Services Section, (612) 623-5120

Frederick King, state registrar. 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 \$5.00 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.

Mortician, Funeral Director, Funeral Establishment Licensing, (612) 623-5491

David Schwietz, supervisor. This office licenses all morticians, funeral directors and funeral establishments. The state of Minnesota no longer licenses or registers cemeteries. Information about public cemeteries can be found in Minnesota Statutes, chapter 306, and for private cemeteries see Minnesota Statutes, chapter 307. For more information, call your local cemetery association, listed in your phone book. 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 this unit. The examination fee is \$25.00, trainee

registration fee is \$10.00, and the reciprocity exam fee is \$100.00. License renewal fees are: mortician — \$40.00, funeral director — \$40.00, and the establishment permit — \$75.00. Penalty fees are: mortician — \$10.00, funeral director — \$10.00, and funeral establishment — \$10.00.

The office has also produced *A Time For Choices*, a consumers' guide to the purchase of funeral services. The pamphlet is available free of charge through the Health Education Section of the department.

Health Education and Information Section, (612) 623-5272

Davis Leino-Mills, section chief. The section encourages people to stay healthy by providing them with information on good health practices. Section staff provide information, consultation and assistance in the planning, use and evaluation of programs and materials for public health education and information. Inservice education programs, seminars and continuing education activities are sponsored by the section in response to needs expressed by health care practitioners throughout the state.

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. It also helps agencies and businesses throughout the state take an organized approach to health risk reduction and health promotion.

The section provides free health information to schools, health programs and the public in the form of pamphlets, films, news releases and radio spots. State residents can get a literature and film catalog through the department's headquarters in Minneapolis.

The section also collects and catalogs health education materials (print and audio-video) that have been produced in Southeast Asian languages (Cambodian, Hmong, Laotian and Vietnamese). Some of these materials are available in quantity to agencies and organizations serving refugees, while some audio-video and reference works are provided on a loan basis.

R. N. Barr Library, (612) 623-5090

Barbara Brian, librarian. The library provides information and reference services to department employees, Community Health Service agency staffs, public health nurses, school nurses, other state employees and public health professionals. Students and the public may use the materials, but may not check them out. Photocopying is available. The library is open 8:00-4:30, Monday through Friday.

Minnesota Center for Health Statistics, (612) 623-5353

Paul Gunderson, director. The center routinely issues publications and statistics pertaining to phenomena associated with birth, the family, leading causes of disease and death, human behaviors 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. No special request forms are required and fees are not generally 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.

District Office Services, (612) 623-5471

Fred G. Goff, section chief. The department maintains eight district offices to inform, assist and maintain contact with local governmental units, 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 non-metro district offices and representatives are:

Bemidji — William Heisenfelt, 1819 Bemidji Ave., Bemidji, MN 56601, (218) 755-3820

Duluth — Government Services Center, Room 703, 320 W. Second St., Duluth, MN 55802. (218) 723-4642

- Fergus Falls** — Robert Poyzer, Box 5, Fergus Falls Hospital, Grounds Bldg. 4-C, Fergus Falls, MN 56537, (218) 739-7585
- Mankato** — Rodney Church, 75 Navaho Ave., Mankato, MN 56001, (507) 389-2501
- Marshall** — John D. Blohm, Box 1065, Social Science Bldg., Southwest State University, Marshall, MN 56258, (507) 537-7151
- Rochester** — Eric Anderson, 1220 Fourth Ave. S.W., Rochester, MN 55902 (507) 285-7289
- St. Cloud** — LeMar J. First, Box 38, 1848 Third St. N., St. Cloud, MN 56302 (612) 255-4216

Bureau of Health Services

Division of Disease Prevention and Control, (612) 623-5363

Andrew G. Dean, division director and state epidemiologist. The prevention, investigation and control of communicable and chronic diseases are responsibilities of this division. 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 as well as active program promotion. The division 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 Minnesota Center for Non-smoking and Health, (612) 623-5550, promotes non-smoking in Minnesota through educational, regulatory, economic, and other strategies. The center provides technical support and information to non-smoking programs throughout the state.

Acute Disease Epidemiology Section, (612) 623-5414

Michael Osterholm, chief. This section maintains surveillance of acute disease occurrence in order to detect disease outbreaks. The section conducts epidemiologic investigations of disease problems and reports to the public findings and control/prevention measures. Consultation services are provided free to local health agencies, physicians, nurses and clinics. Statistical information is available from this section, but copying services and research are not provided. This section provides assistance to the Epidemiologic Field Services Section in acute disease control measures.

Chronic Disease Epidemiology Section, (612) 623-5216

Alan Bender, chief. This section conducts investigations of specific chronic diseases including a description of the epidemiology of these conditions in Minnesota and development of appropriate surveillance techniques and control methods. The section assists in the design of surveillance programs and identifying risk factors (causes) for chronic diseases.

Acute Disease Programs Section, (612) 623-5237

Diane Peterson, chief. This section operates programs developed to control acute diseases.

The Tuberculosis Unit, (612) 623-5208, 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) 623-5203, 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) 623-5237, 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.

Chronic Disease and Health Promotion Section, (612) 623-5363

Andrew G. Dean, acting chief. This section operates ongoing programs developed to control chronic diseases whose causes have been identified. The section works on the epidemiologic analysis and control of hypertension, heart disease, diabetes, cancer and other chronic diseases. In addition, the section works with the legislature, public media, community programs and private industry in order to successfully implement health promotion/risk reduction programs designed to prevent chronic diseases.

Epidemiologic Field Services Section, (612) 623-5213

John Washburn, chief. This section serves as the principal contact for this division with local health agencies and the physician community. The section conducts professional education through seminars, courses, and literature distribution. 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.

Public Health Nursing, (612) 623-5468

Lorene Wedeking, assistant director. Public Health Nursing 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.

Dental Public Health Section, (612) 623-5529

Richard Hastreiter, acting director. This section provides information, materials, technical consultation, and educational training programs to Community Health Services agencies, schools, nursing homes, voluntary agencies, governmental agencies, and health professionals. The section focuses on activities that promote multiple uses of fluoride and sealants combined with fluoride use as the most effective methods to prevent dental caries, and oral hygiene measures which aid in the prevention and control of gingivitis.

Nutrition Section, (612) 623-5289

Pat Elmer, chief. This section provides nutrition consultation to various programs including Community Health Services; Women, Infants and Children supplemental nutrition program; Maternal and Child Health; hypertension; and diabetes in the areas of program planning, nutrition education, development standards, nutrition monitoring and assessment, and implementation. This section works on the epidemiologic analysis and control of nutrition related disease. Professional education and training through seminars, courses, inservice, and materials is provided to nutritionists, physicians, nurses, other medical professionals and educators. The section prepares and distributes educational materials in addition to answering public nutrition questions. This section also works with community programs, the university community and public media to implement programs designed to prevent or alleviate nutrition related diseases.

Division of Environmental Health, (612) 623-5320

Raymond W. Thron, division director. The division oversees state health standards in water supplies, occupations, food and beverage establishments, hotels, resorts, restaurants, radiation use, environmental exposure to physical or chemical agents, swimming and bathing places, and water and sewage treatment facilities. It also licenses professionals working in the above activities, and performs various physical, chemical, bacteriological and radiological examinations and inspections for the department and other government agencies.

Water Supply and General Engineering Section, (612) 623-5330

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 **Engineering Unit, (612) 623-5227**. 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) 623-5338**, 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, penalty fee after January 31 — \$10.00.

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 **Engineering Unit, (612) 623-5525**. The average fee for an 8-hour training program is \$10.00, and 20-hour programs usually cost \$45.00.

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) 623-5525**. 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 **Engineering Unit, (612) 623-5227**. 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) 623-5328**. Examination and license fees are: master's bond filing fee (per year, concurrent with license), \$25.00. Exam fees are: masters and journeyman, \$25.00. License fees are: 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) 623-5328**. Examination and license fees are: contractor's bond filing fee (per year, concurrent with license) \$25.00. Exam fees are: contractor — \$25.00,

installer — \$10.00. License fees are: contractor — \$25.00, installer — \$10.00. Licenses must be renewed annually.

The section publishes three semiannual 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) 623-5525.

Hotels, Resorts and Restaurants Section, (612) 623-5335

M. Frederick Mitchell, section chief. The 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 (Minnesota Statutes, chapter 327). 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 section.

The annual license fees for lodging facilities are based on the number of sleeping rooms, units and/or cabins as follows: 1 to 18 — \$46; 19 to 35 — \$90; 36 to 100 — \$120; 100 and over — \$150.

The annual license fees for beverage services are based on the number of employees working in each establishment as follows: 1 to 4 — \$42; 5 to 18 — \$72; 19 to 28 — \$108; 29 to 35 — \$150; 36 or more — \$180; limited or temporary food service — \$30.

Annual license fees for food service are also based on the number of employees working in each establishment as follows: 1 to 4 — \$42; 5 to 18 — \$72; 19 to 28 — \$108; 29 to 35 — \$150; 36 or more — \$180; limited or temporary food service \$30.

Manufactured home park/camp site annual fee schedule: primary license (first license issued to park or camp) is \$50.00 for each 50 sites; 2 to 50 sites — \$50; 51 to 100 sites — \$100. Annual license (year round over 6 months) \$10.00 for each 10 sites with a maximum of \$300.00; 2 to 10 sites \$10; 11 to 20 sites \$20. Seasonal license (6 months or less) \$7.50 for each 10 sites or fraction thereof with a maximum of \$225.00; 11 to 20 sites \$15.

Complaints concerning facilities will be investigated by the section. To register complaints contact the section.

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.

Occupational Health Section, (612) 623-5333

Darrell Anderson, section chief. The section is concerned with recognizing and controlling job-related health hazards. This is done in conjunction with the Department of Labor and Industry as part of the state OSHA program.

The section handles inquiries about industrial health problems, primarily concerning toxic materials, noise, non-ionizing radiation, and generally unsafe work environments. Its **Enforcement Unit, (612) 623-5334**, enforces occupational safety and health standards and responds to general occupational health questions from the public. The **Consultation Unit, (612) 623-5510**, works with small employers, responding to their occupational health questions and offering on-site industrial hygiene consultation.

Radiation Control Section, (612) 623-5323

Alice Dolezal Hennigan, section chief. The section registers all sources of ionizing radiation (such as x-rays) in the state. These approximately 9,000 sources include x-ray machines, radioactive materials, etc. Scheduled inspections of medical, dental, veterinary, industrial and educational facilities using these sources are conducted on a routine, continuous basis every three to four years. The section regulates the

transportation of radioactive materials within the state and is a primary responder to emergencies and accidents involving radiation. For registration information contact the section. Fees are required biennially: x-ray machine, 1st unit — \$30; x-ray machine, additional unit up to 16th unit — \$10.00; radium source, all sources at facility — \$100.00.

Analytical Services Section, (612) 623-5300

The section performs physical, chemical, bacteriological and radiological examinations of air, water, waste water, sludge, sediment, soil, hazardous waste, and other environmental samples for the Minnesota Department of Health, the Minnesota Pollution Control Agency, the Minnesota Department of Transportation, and other governmental agencies. The ability to make these analytical measurements is essential to the standard-setting and compliance-monitoring activities of state and federal environmental control programs. Over 70 such programs (including the department's occupational health; health risk assessment; hotels, resorts and restaurants; water supply; and radiation control programs) depend on the section for laboratory support.

Environmental Field Services Section, (612) 623-5335

Charles Schneider, section chief. The section inspects licensed food, beverage and lodging establishments on an unscheduled basis for the department. In addition they license and inspect manufactured home parks and recreational camping areas. 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) 623-5352

David Gray, section chief. The 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.

Division of Medical Laboratories, (612) 623-5241

C. Dwayne Morse, director. The medical laboratories provide bacteriological, parasitological, mycological, virological, serological, cytogenetic and neonatal metabolic disease 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:

- **Data & Specimen Handling, Rick Kantorowicz, (612) 623-5384**
- **Microbiology, John McCullough, (612) 623-5251**
- **Immunology, James Anagnost, (612) 623-5245**
- **Hereditary, Metabolic and Viral Diseases, Lloyd Boyd, (612) 623-5258**

These sections provide testing which extends and supplements medical laboratory services of hospitals, clinics, other medical laboratories, public health and community 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. Special investigations and collaborative studies are conducted through a **Special Studies Section, Robert Siem, chief, (612) 623-5255.**

There is a handling fee of \$5.00 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 the Data and Specimen Handling Section.

The medical laboratories also act as a referral center for special specimens to be

submitted to the Centers for Disease Control, U.S. Public Health Service, in Atlanta, Georgia. It is required that all specimens of this nature be submitted through or with the approval of the director of this division.

The division also operates a clinical laboratory improvement program. Included are a uniform, statewide external quality control (proficiency) program, training and consultation activities presently serving over 500 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. For information, contact John Ikeda, chief, **Clinical Laboratory Improvement Section, (612) 623-5409**. The division also publishes a quarterly newsletter, the *Medical Lab Forum*. To subscribe to the free newsletter, call David Stickle, editor, (612) 623-5243.

Bureau of Community Services, (612) 623-5511

Daniel McInerney, assistant commissioner. This bureau oversees the department's relationship with community health services in the state, and manages the divisions of child and maternal health and health systems, which licenses and regulates health care facilities and providers.

Office of Community Development, (612) 623-5554

Jim Parker, director. The office provides support to the maintenance and improvement of the Community Health Services (CHS) system in the state. The office is responsible for strengthening the relationship between the Department of Health and local Community Health Services organizations so that needs, issues, trends, and other factors affecting the system can be identified and addressed from both a state and local perspective. The office assists with policy development, establishes management and program guidelines, and serves as a communication link between the department and local organizations. It also monitors and proposes legislation, provides staff support to the state CHS advisory committee and other task forces and committees, offers technical assistance in evaluation and planning, and conducts educational forums to address CHS system needs and concerns.

Maternal and Child Health Division, (612) 623-5265

Edward L. Hendricks, director. The division provides statewide leadership in the important area of protection and promotion of the health of mothers and children. It is comprised of the Maternal and Child Health Technical Services Section; the Services to Children with Handicaps Section; and the Women, Infants and Children (WIC) Section.

Maternal and Child Health Technical Services Section, (612) 623-5265

Ronald Campbell, section chief. This section provides technical support and leadership to local agencies and professionals related to the goal of improving the health of mothers, children, and their families. In addition to the following unit activities the section conducts and coordinates maternal and child health planning efforts, supervises a statewide system of grants, and promotes services related to parenting, adolescent health, and comprehensive child health services.

The **Family Planning/Reproductive Health Unit, (612) 623-5285**, administers a statewide system of family planning services to enable individuals to attain or prevent pregnancy. It promotes and guides services for pregnant women to foster healthy mothers and babies. Staff members respond to requests from agencies interested in providing any reproductive health service. The unit offers technical consultation, training, films, pamphlets, bibliographies, and will research information not at hand.

The **Comprehensive Child Health Screening Unit, (612) 623-5287**, 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.

The **Hearing and Vision Conservation Unit**, (612) 623-5288, promotes and supports the provision of hearing and vision screening services for children in schools, local health departments, and other community settings, so that problems are detected early and treatment is arranged as appropriate. The unit develops screening standards, and provides training workshops, technical consultation, program evaluation, and audiometer calibration checks.

The **Human Genetics Unit**, (612) 623-5269, provides consultation to physicians, nurses, other professionals, and public education relative to genetics. It is responsible for the department's newborn metabolic screening program. Additionally, it provides counseling to families and individuals concerned about genetic disease upon referral by a physician. There is no fee for counseling. Laboratory studies regarding specific genetic diseases are available. A fee of \$200 is charged for cytogenetic (chromosome) studies, except in special financial circumstances.

Services for Children with Handicaps Section, (612) 623-5150

This section administers state and federal funds for the diagnosis, treatment and rehabilitation of handicapped children. Any physically handicapped or potentially handicapped child under 21 years of age who lives in Minnesota is eligible for diagnostic evaluation without charge. Approximately 300 clinics are held throughout the state each year. For information about clinic locations and dates contact this section. Total or partial subsidy of the cost of treatment and rehabilitation is available. Eligibility depends upon the financial status of the parents or guardian. An application for services is required. Approximately \$4.3 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.

Women, Infants and Children (WIC) Section, (612) 623-5266

Patricia Maier, state WIC administrator. This section administers Minnesota's Women, Infants and Children (WIC) program, a food supplement and nutrition education program of the U.S. Department of Agriculture. This program provides services to eligible pregnant, postpartum, and breastfeeding women, infants, and children whose health is determined to be at risk because of nutritional and income status.

Local agencies and nonprofit organizations with ongoing health services for mothers, infants, and children are eligible to apply for grants to administer the program. Funding cycles run from October 1 to September 30. Letters of intent must be submitted by June 1 and applications by August 15. Information and assistance in preparing applications can be obtained from the section.

Division of Health Systems, (612) 623-5440

Janet G. Brodahl, director. This division oversees the inspection and licensing of the state's health care facilities and providers. It also reviews plans for construction and remodeling of health care facilities, receives and investigates complaints, and insures eligibility and quality control standards.

Technical Consultation and Training Section, (612) 623-5447

Marlene J. Deschler, section chief. The section provides consultation services and educational programs to health care providers in relation to federal requirements for certification. Areas include nursing, physical and occupational therapies, medical records, sanitation, social services, nutrition, infection control, patient's rights, patient care planning and utilization review.

Engineering Services Section, (612) 623-5451

Hans P. Larsen, section chief. The 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.

Survey and Compliance Section, (612) 623-5420

Clarice U. Seufert, section chief. The section licenses and conducts inspections of all health care facilities throughout the state. All health care facilities must be licensed annually. For information, contact the section at the department's address. License fees are: Joint Commission Accredited Hospitals — \$450.00; Non-Accredited Hospitals — \$468.00 base fee plus \$29.00 per bed; Nursing Homes, Boarding Care Homes and Supervised Living Facilities — \$68.00 base fee plus \$16.00 per bed; Freestanding Outpatient Surgical Centers \$450.00. Licenses are renewable annually upon notification by mail from the section. The section also conducts the survey activity for facilities and agencies desiring participation in the Medicare and/or Medicaid programs.

Every spring, the section publishes a directory: *Minnesota's Licensed and Certified Health Care Facilities*. The directory is alphabetized by county and town, and contains names, addresses and telephone numbers of all facilities, as well as type of ownership, administrators' names, and number of licensed and certified beds. Copies may be purchased through the Minnesota State Documents Center, Department of Administration, 117 University Avenue, St. Paul, 55155, (612) 297-3000.

Quality Assurance and Review Section, (612) 623-5295

Marian E. Lewis, section chief. The section conducts an annual review of the care of each Medicaid recipient residing in federally certified skilled nursing facilities, intermediate care facilities, intermediate care facilities for mental retardation, and institutions for mental disease. Registered nurses and social workers conduct the reviews with consultation from physicians. They visit each recipient and review related medical and developmental records to determine that the individual's care, service and developmental needs are being met and that programs are being provided at the appropriately certified level of care.

Planning and Resources Development Section, (612) 623-5365

Kent E. Peterson, section chief. The section 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 (sometimes called Hill-Burton obligations) are met for federally funded construction and modernization projects. Under Hill-Burton obligations, you may be eligible for free or below-cost hospital care, depending on your income. 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. A free pamphlet describing the Hill-Burton program is available by calling (612) 623-5444.

This section responds to questions and complaints about HMOs in the state. For information, call the section.

Health Economics Program, (612) 623-5520

Marianne Miller, director. The program oversees the Minnesota Hospital Rate Review System, monitors the performance of the health care delivery system, and conducts policy analysis. The 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.

Emergency Medical Services Section, (612) 623-5281

Peter Carr, chief. The 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 section.

The section certifies emergency medical technicians (EMTs) and paramedics. To be registered as an emergency medical technician, an individual must complete the 81-hour basic emergency care course and pass both a written and practical examination. To be registered as a paramedic, an individual must complete a state-approved paramedic program and pass national registration examinations.

Minnesota Office of Health Facility Complaints, (612) 623-5562

Arnold Rosenthal, director. The office, directly responsible to the commissioner of health, receives and acts upon complaints about licensed health care facilities in Minnesota, as well as reports of maltreatment of vulnerable adults (patients in any such facilities). Licensed health care facilities include hospitals, nursing homes, boarding care homes and supervised living facilities. Actions relating to such facilities of any division, official or employee of a state or local government agency or any health care provider may be investigated.

The office assists residents of health facilities in enforcing their rights under Minnesota law (Minnesota Statutes, chapter 144A). The office cooperates with other agencies to assure that the complaint will be handled by the agency with the appropriate jurisdiction. The office will respond to any complaint, anonymous or identified. Personnel of the office can enter any health facility at any time to investigate a complaint and will issue correction orders to health care facilities when violations are found. This service is offered to residents of Minnesota.

To register a complaint, write or call this office collect. There are no forms or fees. A complaint may be resolved in a matter of days or weeks depending on its complexity. However, matters involving a potential hazard to patient/resident health or safety are acted upon immediately.

The office distributes two free brochures: one describes the office, and the other, titled *Looking for a Nursing Home*, assists in nursing home placement. The office prepares an annual report for the legislature and the commissioner of health.

Office of Administrative Hearings

310 - 4th Avenue South, 400 Summit Bank Bldg., Minneapolis, MN 55415

Administrative Offices - 4th Floor; Hearing Rooms - 3rd Floor

Duane R. Harves, chief hearing examiner, (612) 341-7600

Minnesota Statutes, Chapters 14 and 176;

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

The office employs 13 full-time hearing examiners and 19 full-time workers' compensation judges who conduct hearings, ensure that all parties to a case are treated fairly, and issue hearing examiner reports or workers' compensation judge orders.

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 when the hearing is conducted under the Administrative Procedure Act and to the commissioner of the Department of Labor and Industry when the hearing is conducted under the Minnesota workers' compensation law. The cases are then referred to the Office of Administrative Hearings.

All hearings are open to the public. Each agency of state government maintains a mailing list of persons who wish to be notified of upcoming rulemaking hearings. Notice of rulemaking hearings must also be published in the *State Register* at least 30 days prior to the hearing. Any person attending a rulemaking hearing may offer oral or written testimony that may influence the recommendation of the hearing examiner and the final decision by the agency. Inquiries about procedure can be directed to the hearing examiner assigned to the hearing. Following Administrative Procedure Act hearings, hearing examiners prepare reports consisting of findings of fact, conclusions and a recommendation which is filed with the agency. The agency then makes a final decision after reviewing the record. Hearing examiner reports may be reviewed at the Office of Administrative Hearings or at the Legislative Reference Library. Following workers' compensation hearings, the compensation judge issues a final order which is appealable to the Workers' Compensation Court of Appeals. Copies of reports or orders may be obtained from the office for the cost of reproduction. Inquiries about the date of hearings or their current status may be directed to the office.

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

The office also has two hearing rooms on the 4th floor of the Space Center Building, 444 Lafayette Road, St. Paul, and an office in Duluth on the 7th floor of the new Government Services Center with a full-time compensation judge and a secretary.

Higher Education Coordinating Board

400 Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101

Executive director, (612) 296-3974

Minnesota Statutes chapter 136A; *Minnesota Rules* 4800-4899

David Longanecker, deputy director. The board conducts planning for all post-high school education in Minnesota and coordinates the state's post-secondary education systems which include the University of Minnesota, the state universities, community colleges, area vocational-technical institutes, and many private-controlled schools. The board recommends post-secondary education policies to the governor and legislature. In addition, the board administers several state and federal higher education programs, including Minnesota's student financial aid programs.

The board is composed of 11 voting members appointed by the governor, with the advice and consent of the senate, for four year terms. There is one member from each of the state's eight congressional districts and three at-large members.

Advising the board, but not voting, are the chancellors of the State University System and the Community College System, the commissioner of the Department of Education, the president of the University of Minnesota, and the executive directors of the Minnesota Private College Council and the Minnesota Association of Private Post-Secondary Schools. They constitute the Higher Education Advisory Council.

Meetings are held once a month either in the capitol area or at a post-secondary

institution in the state and are open to the public. Call (612) 296-9665 for specific meeting locations.

Communications Office, (612) 296-9684

Phil Lewenstein, assistant director for communications. This office manages communications to the public, the news media, and other constituencies. It compiles and writes the board's reports and publications including a newsletter, *Mhecb report*; a tabloid on financial aid, *Focus on Financial Aid*, and a biennial report submitted to the governor and legislature. These and other board publications are available by contacting the office.

Financial Aid Division, (612) 296-5715

H. James Leskee, director. The division administers the following student financial aid programs for Minnesota students.

State Scholarship and Grant-in-Aid Programs, (612) 296-5715

State scholarships and grants are awarded to Minnesota residents who attend or plan to attend an eligible institution of learning as a full-time student. Eligible institutions include the state universities, the University of Minnesota, community colleges, public area vocational-technical institutes, private colleges and universities, private technical schools, schools of nursing and related health professions and private vocational institutions.

Minnesota residents who will be full-time, first-year undergraduate students at an eligible school may apply for scholarships. Awards are based on both scholastic achievement (high school rank) and financial need. Students who qualify on the basis of high school achievement but do not show sufficient financial need receive honorary scholarships. Honorary scholarships provide no money.

For the grant program, Minnesota residents who will be full-time students may apply during any year of their undergraduate study. Applicants must be a graduate of a secondary school or its equivalent or be 17 years of age or over. Students must apply each year to renew both scholarships and grants.

Awards are based on a design that assigns a specific responsibility for paying costs of attendance to the student, parents, and government. The main variable is the amount parents are able and expected to contribute.

All applicants are required to contribute at least 50 percent of their cost of attendance from savings, earnings, loans, or other additional assistance from institutional or private sources.

The cost of attendance consists of tuition and fees plus an allowance established by the board for room and board, books and supplies and miscellaneous expenses.

The remaining 50 percent of the cost is met by a contribution from parents determined by a national need analysis and by the combination of federal Pell Grant and State Scholarship and Grant Awards.

The maximum amount of state and federal Pell aid in 1983-84 ranges from \$1,774 at an AVTI to \$3,174 at a private four-year college. These amounts change each year as the cost of attendance changes. The maximum will be somewhat higher in 1984-85. The minimum state award is \$100.

Application forms are available from high school counselors, post-secondary financial aid officers, and the board. By submitting one application, a student will be considered for both a State Scholarship and Grant-in-Aid.

Applicants must fill out the Family Financial Statement-Minnesota edition. The form is used to determine financial need. Students may use this same form to apply for a federal Pell Grant and other types of aid from institutions.

Applicants are charged a fee for each Family Financial Statement report they want sent to a college, state agency, or scholarship program. The fee is \$6 for one report, \$9 for two reports, \$12 for three, and \$15 for four. If the Family Financial Statement is processed and returned with errors, they must be corrected. The correction costs

\$4.00 for the first school receiving a copy of this corrected form (again at the student's request) and \$3.00 for each additional school. Parents and students may request that the need analysis be sent directly to them.

The application deadline is determined by the board.

Students can apply for an award for the 1984-85 school year after January 1, 1984, and continue to apply through May 1985.

Nursing Student Grants

A program of grants for nursing students is 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 or registered nurse) 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.

Part-Time Student Grant Program, (612) 296-5715

Awards are made to students attending post-secondary education institutions less than full time and 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.

Minnesota Veterans' Dependents Student Assistance Program, (612) 296-5715

This program provides tuition assistance to dependents of prisoners of war or persons missing in action after August 1, 1958. Most Minnesota post-secondary education institutions are eligible for the program. Students must apply for assistance at the financial aid office of the school they attend. There are no forms or fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

Minnesota Work-Study Program, (612) 296-5715

The work-study program enables students to earn money for school by working an average of 15 hours a week, and earn up to \$2,500 per year. The board allocates state work-study funds among post-secondary education institutions based on a formula set by the legislature. All Minnesota public post-secondary institutions and most private ones participate. They select students on the basis of financial need and arrange the employment. Minimum wage laws are followed. The maximum hourly wage depends on the job and the student's qualifications.

To be eligible for the work-study program, students must attend an institution on a full-time basis and demonstrate financial need. Students will be employed either in a post-secondary institution, in a non-profit, non-sectarian agency located in the state, or at the residence of a handicapped person or person over 65 years of age.

To apply for the work-study program, students should contact the institution they attend or plan to attend. Forms are obtained from the educational institution the student attends or plans to attend. There are no fees for this service. The financial aid director of each school will give the student an estimate of the time it takes for applications to be processed.

Minnesota Student Loan Program, (612) 296-5715

Under this program, eligible undergraduate students may receive loans of up to \$2,500 per year and may borrow a maximum of \$12,500 while in school; however, first year students borrowing directly from the state may not apply for more than \$1,500 at one time nor borrow more than one-half the estimated cost of their education for the year. Graduate and professional students may borrow \$5,000 per year of a total of \$25,000 including undergraduate borrowing.

In order to qualify you must be a Minnesota resident enrolled at least half time in an eligible school in Minnesota or another state. Non-residents attending eligible Minnesota schools also are eligible. Undergraduate, vocational, graduate and professional students are eligible to borrow from the state program.

Students whose family adjusted gross income is \$30,000 or more must undergo a financial need test to determine if they are 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. Complete the application and take it to the financial aid office at the school you attend or plan to attend.

There are no fees for application forms; however, there is an annual interest charge. It varies from 7 to 9 percent depending on when the student first borrowed. The interest rate is 8 percent for students borrowing for the first time. Borrowers with loans outstanding at either 7 or 9 percent will continue to receive new loans at the interest rate of their prior loans. Most students qualify for interest benefits, and the federal government will pay the interest while the student is in school and until the start of the repayment period. In most cases, the student begins repaying the loan principal six to nine months after leaving school. Students have up to 10 years to complete repayment. The amount of payments depends on the size of the debt, but in most cases is at least \$600 per year.

The applicant is required to pay an insurance premium of three-fourths percent of the loan value per year plus six months after leaving school which is deducted from the loan amount. Also, the borrower must pay a 5% fee that is deducted from the loan and is used to help cover interest costs to the government.

A student may apply any time during the year but should allow 8 to 10 weeks for processing from the time of the initial application.

Minnesota-Wisconsin Reciprocity Program, (612) 296-5715

The program is designed to make post-secondary educational opportunities more available and accessible to residents of Minnesota and Wisconsin.

Minnesota residents may attend any University of Wisconsin System school or Center System institution. And Wisconsin residents may attend any Minnesota public post-secondary institution.

Students attending a public higher education institution in the neighboring state pay approximately the average tuition that they would have paid at a comparable school in their home state. For example, an undergraduate student from Minnesota who attends the University of Wisconsin at Madison pays approximately the tuition rate charged at the University of Minnesota's Twin Cities campus. Vocational students pay the resident tuition charged at the institution they attend.

The program covers virtually all students — full-time, part-time, undergraduate, graduate and professional.

The deadline for applying for each academic term is the last day of scheduled classes at the student's school. Applications will not be processed retroactively.

Students wishing to participate in the program for the entire school year must have their application postmarked by the last day of scheduled classes for the fall term at their school. There is no application fee. Regardless of a student's application for reciprocity, he or she must also apply and qualify for admission to the out-of-state school according to the institution's procedures.

Information can be obtained from the institution the student attends, or by mailing or phoning the board. Application forms are available at all Minnesota high schools and eligible post-secondary institutions. They also may be obtained from the board. Applicants for reciprocity in an area vocational-technical institution should apply to the director's office at the nearest Minnesota AVTI.

Students should contact the institution they plan to attend to determine the exact tuition they will be charged.

Students will receive the results of their applications approximately four weeks after applying.

Minnesota-North Dakota Reciprocity Program, (612) 296-5715

Students attending institutions in the neighboring state pay a regional reciprocity tuition rate. This rate varies by cluster of institutions as follows:

- Graduate and professional students and North Dakota undergraduates attending the Twin Cities Campus of the University of Minnesota pay the resident rate of the state in which the institution is located.
- Undergraduate students enrolled in the Minnesota State University System, the University of North Dakota and North Dakota State University pay a rate based on the average of the resident rates at these institutions. North Dakota students attending the University of Minnesota's coordinate campuses at Crookston, Morris, Duluth, and Waseca also pay this rate.
- Undergraduate students in the following institutions pay a rate determined by averaging the resident rates at the schools in the cluster: North Dakota School of Science (Wahpeton), Dickinson State College, Mayville State College, Minot State College, Valley City State College, North Dakota State University-Bottineau, and community colleges in Minnesota.
- Undergraduate students in the following institutions pay a rate equal to the Minnesota AVTI rate: Bismarck Junior College, Lake Region Community College (Devils Lake), University of North Dakota-Williston Center and Minnesota AVTIs.

Students should contact the institution they plan to attend to determine the exact tuition charges.

The program includes virtually all students: full time, part time, undergraduate, graduate, professional and vocational.

The deadline for applying for each academic term is the last day of scheduled classes at the student's school. Applications will not be processed retroactively. Students wishing to participate in the program for the entire school year must have their application postmarked by the first day of scheduled classes for the fall term at their school. There is no application fee. Regardless of a student's application for reciprocity, he or she also must apply for admission to the out-of-state school according to the institution's procedures. Applications are available at all Minnesota high schools and eligible post-secondary education institutions. They also may be obtained from the board.

Students will be notified of the results of their applications approximately four weeks following receipt of the applications.

Minnesota-South Dakota Reciprocity Program, (612) 296-5715

Students attending institutions in the neighboring state pay a regional tuition rate negotiated between the two states. This rate varies by cluster of institutions as follows:

- Graduate and professional students and South Dakota undergraduates attend-

ing the University of Minnesota Twin Cities pay the resident tuition rate of the state in which the institution is located.

- Undergraduate students attending the University of South Dakota (Vermillion), South Dakota State University (Brookings), the South Dakota School of Mines and Technology (Rapid City), and the University of Minnesota coordinate campuses (Duluth, Morris, Waseca, Crookston) pay the average of the resident rates at these institutions.
- Undergraduate students enrolled in the following institutions pay a reciprocity rate determined by averaging the resident rates at these institutions: Northern State College (Aberdeen), Black Hills State College (Spearfish), Dakota State College (Madison), University of South Dakota-Springfield, Minnesota State University System, and Minnesota Community College System.

Students should contact the institution they plan to attend to determine the exact tuition charges.

Applications are available from the colleges and universities in the two states and high schools.

The program covers virtually all students — full-time, part-time, undergraduate, graduate, and professional; but not vocational students.

The deadline for applying for each academic term is the last day of scheduled classes at the student's school. Applications will not be processed retroactively. Students wishing to participate in the program for the entire school year must have their application postmarked by the last day of scheduled classes for the fall term at their school. There is no application fee. Regardless of a student's application for reciprocity, he or she must also apply and qualify for admission to the out-of-state school according to the institution's procedures.

Minnesota-Iowa Reciprocity

No statewide reciprocal agreement exists between Minnesota and Iowa, but two limited agreements with individual institutions are in effect. One agreement provides for tuition reciprocity between Pipestone AVTI, Jackson AVTI and Worthington Community College in Minnesota and Iowa Lakes Community College which has campuses in Estherville and Emmetsburg.

The second agreement provides for tuition reciprocity between the same three Minnesota schools and Northwest Iowa Technical College in Sheldon.

Under the agreements Minnesota residents may be able to attend the two Iowa institutions and pay Iowa resident tuition and fees. Residents of northwestern Iowa may be eligible to attend the three Minnesota schools at resident rates. Students should contact the institutions they plan to attend.

Administrative Services Division, (612) 296-9696

Arlon Hauptert, director. The division prepares and manages the budget for the board, personnel services, agency administrative support, fiscal management of the State Student Loan Program and management of the Optometry and Osteopathy Contracting Program.

Optometry and Osteopathy Contracting Program

The board administers a program of optometry and osteopathy contracting. It contracts with schools located outside the state to assure that a limited number of seats will be available to Minnesota residents seeking to pursue professional studies leading to degrees in these fields. The program does not provide direct financial assistance to students.

Any Minnesota resident who is accepted into an optometry or osteopathy program at any of the schools with which the state has signed a contract is eligible to apply for one of the spaces. Applicants must agree to practice optometry or osteopathy in Minnesota for a period of not less than three years. The board reviews the list of applicants and submits to each contracted institution a list of those students eligible

to occupy contract seats. The schools then select and match candidates with seats available during the regular admissions process.

Each contract seat student receives a reduction in tuition and fees as determined in the contract between the board and the institution. For state institutions, students pay the tuition and fees charged for in-state students; for osteopathy students, the tuition and fees are the same as in-state tuition and fees at the University of Minnesota Medical School.

Students interested in applying for a contract seat may obtain information and applications from the coordinating board. For 1983-84 and 1984-85 no funding is available for seats in optometry.

Policy and Program Planning Division, (612) 296-9672

Bill Hall, director. The division conducts long-range planning for Minnesota post-secondary education. It identifies issues, analyzes and evaluates alternative policies, and develops recommendations for state policy. The division collects and studies information about the financial conditions of post-secondary education and the financing of post-secondary education. It analyzes budget requests and appropriations for the University of Minnesota, the State University System, the State Community College System, and the state's public area vocational-technical institutes.

The division also collects and analyzes information on post-secondary education enrollments in the state and prepares institutional enrollment projections. It develops and maintains an information system for post-secondary education in Minnesota.

The division evaluates new and existing instructional program proposals submitted to it by post-secondary systems and submits its recommendations to the board, which then reviews the programs.

These services are not offered directly to the public, however, citizens interested in obtaining information may contact the board. The division also manages state and federal programs.

Private Institutions Registration Program

All private post-secondary institutions and out-of-state public institutions which are non-profit, which grant degrees, or which use the term "academy", "college", "institute", or "university" in their name are required to register annually with the board and receive approval to grant degrees or use one of those terms in their names.

Information about registered institutions is available to the public. Contact the board at (612) 296-9672 for information or assistance. There are no fees for public information or assistance.

Minnesota Inter-Library Telecommunications Exchange (MINITEX)

The Minnesota Inter-Library Telecommunications Exchange (MINITEX) program makes most of the state's library resources available to the public. Libraries which cannot meet the information needs of their patrons transmit requests to the MINITEX central office (University of Minnesota, Wilson Library). MINITEX staff locate and retrieve the material from over 150 libraries 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.

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. A \$4.50 fee is assessed to students who take the **Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test**. (Some schools may add a small charge for administration.)

This test is intended for students who expect to enter college programs leading to a baccalaureate degree. It measures verbal and math abilities. It also is the first step in entering the National Merit and National Achievement Scholarship Program. Most Minnesota colleges and universities that require test scores for admission or for placement and advising accept the PSAT/NMSQT scores with no additional testing required.

The **School and College Abilities Test (SCAT)** is an alternative for students who do not plan to get a four year college degree. There is no charge.

The **Career Planning Program** component is an instrument that measures a student's skills in six ability areas, vocational interests, and experiences, and relates them to career groups. Information is available from high school counselors and the board.

The testing part of the program is administered in the fall and a plans and background survey, given free of charge, is administered in the spring. Results are given to the student during the junior and senior years, and with the student's permission, results are sent to Minnesota post-secondary institutions.

Minnesota Higher Education Facilities Authority

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

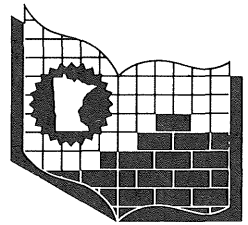
Joseph E. LaBelle, executive director, (612) 296-4690

Minnesota Statutes, sections 136A.25 to 136A.42

The authority assists non-profit, private colleges, universities, and professional schools that need loans for construction, renovation, energy conservation, capital equipment, or refinancing of indebtedness of existing buildings. The authority acts as an agent for institutions of higher education by securing loans for them at a lower interest rate than might be otherwise available to them. The loans must be financed by the sale of revenue bonds by the authority. The institution then signs a lease with the authority to pay rent in the amount needed to repay the loan. As of January 1984, the authority has issued 37 bond series totalling \$117,010,000.

Applications for loans may be made by any Minnesota non-profit, non-sectarian, private college, university and/or professional school. The first step in the application procedure is 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 loan. When a preliminary application is approved by the authority, the institution will receive an application manual as a guide in the preparation of a formal application. When the application and the exhibits are complete, the executive director, the bond counsel and the fiscal consultant each review the documents and prepare recommendations to the authority's 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.

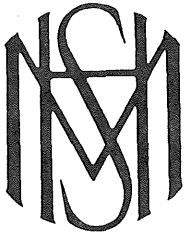
A fee of \$1,000 must accompany the submission of the formal application. For further information or assistance, contact the authority.



Minnesota Historical Society

Administrative Office & Headquarters, 690 Cedar Street, St. Paul, MN 55101

Russell W. Fridley, director, (612) 296-2747



Minnesota Statutes, chapter 138

The Minnesota Historical Society (MHS), chartered by the 1849 Minnesota territorial legislature to collect, preserve, research, and interpret Minnesota history, is the oldest institution in the state. The society receives funds from the Minnesota legislature, memberships, gifts and endowments. It is not a state agency, although it performs certain state functions and is the official custodian of the state's history.

One of the largest in the United States, the Minnesota Historical Society is a nationally recognized leader in the field of state and local history, directly serving more than three-fourths of a million people each year. The resources of the society are available to the public. Books, pamphlets, and exhibits, both in the society's headquarters and at its historic sites, tell the story of Minnesota from prehistoric times to the present. The society works closely with more than 275 county and local historical societies throughout the state.

The society's services are carried out by six divisions: administration; archives and manuscripts; education; libraries and museum collections; publications and research; and field services, historic sites and archaeology. The divisions operate from four offices at four principal locations: The Main Building, 690 Cedar Street adjacent to the State Capitol, St. Paul; the Research Center, 1500 Mississippi Street, St. Paul; the James J. Hill House, 240 Summit Avenue, St. Paul; and the Fort Snelling History Center located at Fort Snelling. In addition, the society operates historic sites throughout the state.

All divisions are open weekdays from 8:30 A.M. to 5:00 P.M. The libraries at 690 Cedar Street are open Monday–Saturday from 8:30 A.M. to 5:00 P.M. The exhibit galleries at 690 Cedar Street are open Monday–Saturday from 8:30 A.M. to 5:00 P.M., and Sunday from 1:00 P.M. to 4:00 P.M. The Research Center at 1500 Mississippi Street is open Monday–Friday from 8:30 A.M. to 5:00 P.M. and Saturday from 9:00 A.M. to 1:00 P.M.

The society has three collections of research material at its main building: **Reference Library** (612) 296-2143, which consists of 500,000 printed books and pamphlets, periodicals, microfilms, and other published documents; **Newspaper Library** (612) 296-2152, which contains all Minnesota newspapers from 1849 to the present, many on microfilm; and **Special Libraries** (612) 296-2489 (A.V.) and (612) 296-4543 (Maps) which houses slides, prints, lithographs, films, video and tape recordings, phonograph records, paintings, 150,000 photographs dating from the 1840's to the present, and the map and atlases collection. Mail and phone inquiries are answered. The collections are non-circulating. Photo reproductions are available for a fee.

Additional research material is located at the Research Center where the Division of Archives and Manuscripts holds archival records totaling 70,000 linear feet. These include both personal records and papers such as diaries, letters, account books, reminiscences, scrapbooks, minutes, and similar material and the State Archives comprised of the records of state and local government.

Administration Division

Business Operations, (612) 296-2155

John J. Wood, deputy director of operations. The Business Operations Group is located at 1500 Mississippi Street, St. Paul, MN 55101. It provides budget development and management, contracting and purchasing, personnel services, facility planning and management, accounting management and services, and operates the main

Gift Shop located in the Main Historical Building at 690 Cedar Street in St. Paul. It also provides management and marketing supervision to the gift shops located in historic sites throughout the state, mail order processing of books, shipping and receiving for the society, and all of the membership functions of the society. Fiscal officer is Mary Dooley and business manager is Jane Juhnke.

Society Membership, (612) 296-0332

Connie Hoverson, membership secretary. Membership in the society is open to all through several membership classifications from individual (\$15.00) and family (\$20.00) to corporate patrons. Membership benefits include *Minnesota History*, an award-winning quarterly journal of illustrated articles, book reviews, reports on the society's collections, and notes on many aspects of the state's colorful history; *Minnesota History News*, a bimonthly newsletter for members only with short features, news of the society, the MHS Calendar of Events, and a continuing update from the State Historic Preservation Office; *Roots*, one of the finest local history magazines for young people, available to all membership categories except individual, student, senior citizen, or Institutional I memberships, issued three times a year and including a teacher's guide; a 25% discount at the society's Museum Shops; special invitations to "members only" events and the first chance to register for lectures, exhibits, conferences, institutes, and workshops held throughout the year; free admission to statewide historic sites operated by the Minnesota Historical Society.

Program Office, (612) 296-2747

Nina M. Archabal, deputy director for program. The office administers the activities of the society's five program divisions: archives and manuscripts; education; libraries and museum collections; publications and research; and field services, historic sites and archaeology.

The society's efforts to bring Minnesota history to the people encompass other significant special projects.

The **Public Affairs Center**, emphasizes the institution's interest in regional politics and government. It provides research grants to selected scholars, and writers, publishes a series of books and pamphlets, collects relevant manuscripts, and prepares collections for public use. The center is administered jointly by three divisions of the society. A free pamphlet on the center research resources is available on request.

The **Annual History Conference**, a day-long event, is held each fall. It offers sessions on a wide range of topics of Minnesota interest.

Lectures, panel discussions, and slide programs feature both nationally and locally known historians and experts in related fields.

"Adventures in History" Tours take hundreds of Minnesotans to historic places in the state and throughout the world each year. Members of the society receive special discounts on the cost of these popular travel adventures.

The society produces award-winning films on Minnesota's past. Among them are *"The Timekeeper," "Last of the Jacks,"* and *"Building Yesterday,"* All may be rented through the **Speakers Bureau and Film Service** by calling (612) 296-3984.

Women's Organization of the MHS, (612) 296-2747

Ardene Flynn, liaison. The Women's Organization of the Minnesota Historical Society is an independent body that serves as an auxiliary to the society. It sponsors tours and seminars and provides volunteer guides at the governor's residence. Membership is open to everyone interested in promoting the enjoyment of the state's history and the work of the society. Dues are \$7.50. Membership in the MHS is encouraged but not mandatory. Send inquiries to WOMHS, James J. Hill House, 240 Summit Avenue, St. Paul, MN 55102, or call 296-2747.

Information Office, (612) 870-7760

Kelvin W. Miller, information office. The office serves as the society's contact with

the media, providing public information, publicity and promotion about society programs. Questions that cannot be answered by the general information line are referred to this office.

Archives and Manuscripts Division, (612) 296-6980

Sue E. Holbert, state archivist and assistant director for archives and manuscripts. The collections of the Division of Archives and Manuscripts contain nearly 70,000 linear feet of materials. They include the Minnesota State Archives, the official historic records of the territory and the state, and manuscript sources documenting the life of Minnesota, its people, politics, businesses, and organizations. The archives also care for the records of the Great Northern and Northern Pacific railway companies that include history of much of the northwestern United States. Also cared for are the Minnesota census records and indexes, an aid to family historians.

Much of the primary source material available to historians, researchers, and scholars is found in this division, located at the Research Center, 1500 Mississippi Street, St. Paul, MN 55101. Holdings comprise approximately 25,000,000 items in more than 6,000 collections and include diaries, letters, account books, reminiscences, scrapbooks, minutes, and other materials, largely unpublished. The bulk of the material dates from the establishment of the Minnesota Territory in 1849.

The State Archives hold the official, noncurrent, and historically valuable records of the governors, other executive officers, state agencies, judicial and legislative branches of state government, and many local governments. These records begin in 1849 and total about 35,000 linear feet.

The personal papers of politicians, fur traders, diplomats, farmers, business people, soldiers, householders, labor activists — people from all walks of life — and the records of churches, businesses, unions, political parties, social clubs, and other organizations provide information on a multitude of subjects. Collections relating to labor, politics and government, the co-operative movement, 19th-century family life, conservation and the environment, and business and industry are especially rich.

Reference and photocopying services are offered by this division. Some of the major collections have been microfilmed and are for sale or available on interlibrary loan. Pamphlet guides to microfilm editions, to the Hubert H. and Muriel Humphrey papers, and to other manuscripts collections also are available. A checklist of State Archives holdings is available in the reading room. Some collections have restrictions on use.

Bus shuttle service is provided weekdays from 690 Cedar Street to 1500 Mississippi Street, departure at 9:00 A.M. and return at 4:00 P.M.

The patron reading room at the Research Center, 1500 Mississippi Street, is open to the public Monday through Friday, 8:30 A.M. to 5:00 P.M., and on Saturday from 9:00 A.M. to 1:00 P.M. Minimal information may be handled by phone or mail.

Education Division, (612) 296-0107

Rhoda Gilman, assistant director for education. The society's resources are brought to both school children and the general public through a variety of educational programs. Schools, historical agencies, and community organizations throughout the state and region use the division's circulating photographic exhibits, slide sets, videotapes, and films, which offer vivid images of Minnesota's past.

Call 296-2881 for more information, and a free catalog of educational services and prices of rental materials.

Educational Materials, (612) 296-1055

Stephen Sandell, supervisor of educational resources; Mary Ann Nord, editor. The division publishes *Roots*, a magazine for intermediate students, three times a year. It also produces curriculum materials for elementary and secondary students in an effort to provide schools with informative and colorful classroom resources on Minnesota history.

Teacher Education Program, (612) 296-3252

Maureen Otwell, teacher education specialist. The program offers a statewide series of workshops and classes that give teachers background information about Minnesota and assistance with curriculum development.

The teacher education associate will go out to school districts and do inservice training at local schools. Two workshops available are Teaching Minnesota History: Resources and Approaches, and Local History Resources as Classroom Materials. Consulting services are also provided to individual teachers, including designing research projects that use the MHS collection. Call or write for more specific information.

Exhibits, (612) 296-3830

Nicholas Westbrook, curator of exhibits. The division plans and produces the imaginative and informative exhibits found in the third floor galleries of the Main Building at 690 Cedar Street. In the last five years the division has developed traveling photographic exhibits available to other groups around the state and region. The unit also provides hour long history lessons for school children at the museum and sponsors public programs from time to time. Call 296-6126 for more information.

Speakers Bureau and Materials Rental, (612) 296-3984

Patricia Grafstrom, program services manager. The public may rent films, slides and video tapes from the division. Some films currently available are "*The Last Log Drive on the Little Fork*," "*Prairie Fire*," "*The Riddle of the Runestone*," "*Minnesota's Mexicanos*," and "*From the Bottom Up*" (about Minnesota underwater archaeology). Most films are under a half hour. Films are sent out U.P.S. to renters for a fee of \$10.00. Return postage must be paid by the renter. Videotapes and slide/tape sets rent for \$5.00.

About 60 speakers are available through the Speakers Bureau on a sliding scale fee basis arranged with each speaker. Speakers' topics include "Christmas in the 19th Century," "Gravestone Art in Minnesota," "Minnesota Immigrant Communities," "Folklife," "The Depression," "Starting Your Family Tree," and "The Value of Oral History." Call for a Speakers Bureau brochure or a list of materials that can be rented from the division.

Libraries and Museum Collections Division, (612) 296-9984

Lila J. Goff, assistant director for libraries and museum collections. The MHS libraries contain books, pamphlets, newspapers, microfilms, photographs, tapes, magazines, films, maps and other published sources about Minnesota life and Minnesota people. The Reference Library has a rich genealogy collection, works on American and Canadian history (especially the Upper Mississippi Valley and Great Lakes regions), local histories, and the major collection of Minnesota publications. The Newspaper Library has the most complete set of Minnesota newspapers and the Special Libraries hold over 200,000 photographs about Minnesota, prints, paintings, films, tapes, maps, and atlases.

The libraries at 690 Cedar Street are open to the public Monday through Saturday 8:30 A.M. to 5:00 P.M. Mail and phone inquiries are answered. Call the libraries at the following numbers: Reference Library, 296-2143; Newspaper Library, 296-2152; Special Libraries, 296-2489; Map Library, 296-4543. Photo reproductions are available for a small fee.

The museum collections at 1500 Mississippi Street, St. Paul, are non-circulating and can be viewed Monday through Friday only by appointment.

Reference Library, (612) 296-2143/Newspaper Library, (612) 296-2152

Patricia Harpole, chief librarian. The rich resources of this department consist of over 500,000 printed books, pamphlets, periodicals, microforms, and documents and more than 3,000,000 issues of approximately 5,000 newspapers.

The society's reference library contains the nation's major collections of official

and unofficial Minnesota publications, as well as important works in American and Canadian history with emphasis on the Upper Mississippi Valley and the Great Lakes areas, the fur trade, books of travel in America, works on ethnic groups with significant collections on the Scandinavian element and Native Americans, publications of state and local historical societies and extensive holdings on local genealogy and biography.

Its newspaper archives range from the first issue of the first paper published in Minnesota in 1849 to those that came off the presses this morning. In many instances the papers preserved by the society are the only surviving copies. Current Minnesota newspapers are collected and microfilmed at the rate of 35,000 issues per year in the hope of preserving a complete record of Minnesota's community newspapers. The library is located at 690 Cedar Street in St. Paul.

Special Libraries Department, (612) 296-2489

Bonnie Wilson, head. An impressive collection of photographic maps, slides, prints, lithographs, films, video and audio tape recordings, phonograph records, paintings, and historical maps and atlases is preserved in this department.

As the best visual collection on Minnesota in existence, this library is heavily used by authors, publishers, researchers, news media, genealogists, collectors, and people from all walks of life. Over 200,000 photographs dating from the 1840s to the present as well as about 22,000 maps are cataloged and available for viewing at no cost. Photocopies may be purchased for a nominal fee. The growing oral history collection housed in this library preserves on magnetic tape the candid recollections of a cross section of Minnesotans. A film and video tape collection also documents contemporary history. Brochures describing the audio-visual collections are available on request. The library is located at 690 Cedar Street, St. Paul.

In addition to the public service departments listed above, the division includes a Library Conservation Lab, (Terry Carlson, conservator, 297-3896); a Photo Lab, (Betsy Wehwein, chief photographer, 297-3895), an Acquisitions Department, (Patrick Coleman, acquisitions librarian, 296-9986), a Processing Department, (Edward Swanson, librarian, 296-4549), and a Microfilm Lab, (Ron Walrath, 296-2145 or 296-4132). The professional staff members in these areas are available to assist the public in their areas.

Museum Collections Department, (612) 296-8071

Marcia Anderson, curator. The society maintains collections all across the state at historical sites and at its main building. These popular collections contain three-dimensional artifacts from Minnesota's past, ranging in size from tiny buttons to carriages. Most of the collections remain in storage, but many of the items may be viewed by appointment with the collections staff and by visiting displays in the main building and at historic sites operated by the society. The collections are continually used by scholars, researchers, authors, publishers, collectors, donors, school groups, special projects, and other educational institutions and museums.

Outstanding collections are those relating to lumbering, railroads, Indians, fur trade, costumes, toys, agricultural equipment, and domestic handicrafts.

The museum collections are housed at 1500 Mississippi Street in St. Paul and can be viewed weekdays by appointment only. Call for more information. Bus shuttle service is provided weekdays from 690 Cedar Street to 1500 Mississippi Street, departure at 9:00 A.M. and return at 4:00 P.M.

Publications and Research Division, (612) 297-4463

Jean A. Brookins, assistant director for publications and research. This division is comprised of the Minnesota Historical Society Press and the Research Department. The MHS Press is the publishing arm of the MHS, issuing a quarterly journal and books written both by staff members and by authors not affiliated with the institution. The Research Department conducts research projects resulting in publications by the

MHS Press and encourages scholarly research and writing by persons outside the society.

Minnesota Historical Society Press, (612) 297-4457

John McGuigan, managing editor. The Minnesota Historical Society Press is the oldest publisher in the state and issues a wide range of publications that explore Minnesota history and culture in its regional, national, and international contexts. MHS Press has published editions of historical documents; biography; books on politics, folklife, and ethnic studies; local history; Native American history; social history; agriculture and industry; and geography and archaeology; as well as guides to the society's collections. Its publications have won numerous awards; a number are considered the most authoritative references on their subjects. While continually exploring new areas of publication, the MHS Press maintains its tradition of editorial excellence and fine craftsmanship.

MHS Press publications are sold at all MHS Museum Shops, at most of its historic sites, and at bookstores throughout the nation. They may also be ordered by mail from the society's Business Office. A list of publications is available at no cost.

Minnesota History Magazine, (612) 297-4462

Mary D. Cannon, editor. *Minnesota History*, the society's quarterly journal, is now in its 69th year of publishing informative, authoritative, and entertaining articles in the areas of local, state, and regional history. In addition to the regular articles, the well-illustrated magazine features biographical profiles, the MHS collections, book reviews, and news and notes. Each year the journal offers the Solon J. Buck Award, which carries a monetary prize, for the best article to appear in that period. The editor welcomes submissions of manuscripts relating to Minnesota and the surrounding regions, including Canada.

Minnesota History is sent to all MHS members and to schools, libraries, and other institutions by subscription.

Research Department, (612) 297-4464

Deborah L. Miller, research supervisor. Scholars wishing to conduct research in the MHS collections are offered advice and guidance by the research supervisor. A brochure entitled *A Guide to Research and Publishing Opportunities at the Minnesota Historical Society* is available at no charge.

Field Services, Historic Sites, and Archaeology Division, (612) 726-1171

Donn Coddington, assistant director for field services, historic sites and archaeology. The division brings the programs and resources of the Minnesota Historical Society directly to the people of Minnesota through an extensive network of historic sites and markers, an active historic preservation office, statewide archaeological excavation and research, and many kinds of assistance to counties and communities anxious to preserve and interpret local history. The division's offices are located in the Fort Snelling History Center, St. Paul, Minnesota 55111.

Archaeology Department, (612) 726-1171

Robert Clouse, head. The department is a service unit of the Minnesota Historical Society. Although primarily working in the interpretation of state-owned historic and prehistoric sites, numerous services are offered to the public.

During the field season, group tours are given of available excavation sites. "Behind the scenes" tours are also provided of the archaeological laboratories on a scheduled basis. Lectures and illustrated talks are presented to the interested public reaching nearly 1,000 persons annually. Assistance is provided to individuals, county historical societies, and governmental units in the identification of artifacts, sites, and their importance in the understanding of our past.

Contract archaeology programs are also a part of services performed. Cultural resource surveys are conducted for state agencies and other units of government.

Grants Management Office, (612) 726-1171

Henry Harren, chief. This office processes applications and manages the Federal Preservation Fund Grants for the State Historic Preservation Officer. It also processes and manages the State Grant-in-Aid Program in a broad field of historical preservation and interpretation.

Federal grants are awarded only to properties listed in the National Register of Historic Places. A priority rating system is used to assist in awarding these grants. Federal grant applications are issued only when assurance has been received that appropriations to the state are available.

A State Grants Manual outlines the various categories of historical projects eligible for assistance under this program. Manuals are mailed to all regional, county, and local historical societies biannually, and to other non-profit organizations involved in historical projects upon request.

State and federal appropriations determine the number and amount of grants. A nine-member grants review committee named from the membership of the Minnesota Historical Society's Executive Council reviews and votes upon all grant applications at open public meetings.

Field Services Department, (612) 726-1171

David Nystuen, director. The department provides technical assistance and advice to the county, local, and special interest historical societies in Minnesota, covering all areas of operation from organization and funding to interpretation and programming. The department also manages the state historic marker program and maintains lists of historical markers. Two books on the state's historic monuments and markers, *History Along the Highways* (1967) and *History Along the Highways Supplement* (1973) are available at most public libraries.

Services and information on Minnesota history are also available through this department to state agencies, county and local governments, and private citizens. A monthly newsletter, *The Interpreter*, is mailed to all historical societies and libraries in Minnesota.

"Adventures in History" Tours, administered by the Field Services Department, take hundreds of Minnesotans each year to historic places in the state and throughout the world. Members of the society receive special discounts on the cost of these popular travel adventures.

State Historic Preservation Office, (612) 726-1171

Dennis Gimmestad, assistant state historic preservation officer. The office is engaged in a long-range survey of the state to locate, document, register, and help preserve properties that have played an important role in Minnesota's history. The inventory files contain information on over 10,000 historic structures. The office administers the nomination of significant properties to the National Register of Historic Places, the nation's official list of properties worthy of preservation. Preservation of these places is encouraged through tax benefits available under the Economic Recovery Tax Act of 1981 and through a system of review for all federally-financed or licensed projects in the state, under the procedures of the Advisory Council on Historic Preservation. Both of these programs are administered by the office, which also provides technical assistance to individuals and organizations involved in many aspects of historic preservation and advises local governments on the establishment of municipal heritage preservation commissions to promote preservation on the local level.

Historic Sites Department, (612) 726-1171

John Ferguson, head. Since 1958, Minnesota's centennial year, the society has been active in acquiring, preserving, developing, and interpreting major historic sites in Minnesota. Twenty-two important landmarks are now preserved and operated by the society through gift, state purchase, or cooperative agreement. These include significant places related to agriculture, ancient peoples, American Indians, the fur trade,

politics, lumbering, transportation, the decorative arts, and military history. They offer visitors an exciting opportunity to learn about history where it happened. Most of the sites offer guided tours, demonstrations of skills and crafts, and visitor centers with exhibits and book sales areas. Many special lectures, films, festivals, exhibits, and re-enactments are presented each year at these historic locations.

For a listing and description of Minnesota Historic Sites, see pages 498-537.

Minnesota State Horticultural Society

161 Alderman Hall, University of Minnesota-St. Paul, St. Paul, Minnesota 55108
Glenn H. Ray, executive secretary, (612) 373-1031

Minnesota Statutes, chapter 43A.27; Laws of Minnesota 1976, chapter III, Section 3, Subd. 1(a).

The 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 currently has more than 11,000 members, about half of whom are members of the nearly 300 local garden clubs throughout the state which are affiliated with the society.



The society publishes the *Horticulturist* nine times a year. First published in 1873, this journal carries articles written by experienced amateur gardeners as well as university and other professional horticulturists, with emphasis on information specifically for the northern gardener. The *Horticulturist* is free to members, yet is sold to the general public for \$1.50 per copy.

A library of more than 2,000 volumes is maintained by the society in its offices and is open to the public. Only members may borrow books and they may do so via the mail. A library of 2" by 2" slides is also maintained for loan to member organizations.

An annual statewide public meeting featuring workshops and informational sessions is conducted by the society. Through its district and local organizations, the society conducts similar educational sessions in all sections of the state. The society also sponsors an annual plant show at the Minnesota State Fair.

The horticultural society assists local garden clubs with organization and program planning, supports public gardens and other civic landscaping projects, assists in the establishment of long term horticultural programs and institutions such as the Minnesota Landscape Arboretum and the University of Minnesota Horticultural Research Center, and provides speakers and other program material for community organizations. The cost for a speaker varies with the group and the distance the speaker must travel.

Minnesotans who make notable contributions to state horticulture are honored through the society's annual awards. The society also sponsors the **Minnesota Heritage Tree Program** which identifies Minnesota trees of outstanding size and/or historical significance. The horticultural society instructs and certifies judges for horticultural shows, and provides information on rules for horticultural exhibition.

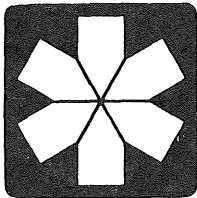
To obtain these services, more information, or to join contact the society. Membership fees are \$10.00 a year, or \$7.00 a year for a member of an affiliated organization. A life membership is \$250. A family membership is \$15.00 a year. Special contributing memberships are also available.

Minnesota Housing Finance Agency

333 Sibley Street, Suite 200, St. Paul, MN 55101

James J. Solem, executive director, (612) 296-7608

Minnesota Statutes, chapter 462A; *Minnesota Rules* 4900-4999



The Minnesota Housing Finance Agency (MHFA) was created by the state legislature in 1971 for the purpose of providing “. . . sanitary, decent and safe residential dwellings at prices or rentals which persons and families of low and moderate income can afford.” MHFA has developed a variety of housing assistance programs for low and moderate income residents of Minnesota, which are funded primarily through the sale of tax exempt bonds. The nature of those bonds enables MHFA to make below market interest rate loans to qualifying applicants for the construction, rehabilitation

and/or mortgage financing of single and multi-family housing. The Minnesota state legislature provides the other basic source of funding for MHFA programs. Appropriations have been made for a number of purposes, including the maintenance and improvement of Minnesota’s existing homes; the increase of homeownership opportunities for low and moderate income people; the development of new techniques in housing design and construction; the promotion of energy conservation; and enhancement of the ability of Indians, disabled people and large families to meet their housing needs.

A financially self-supporting state agency, MHFA maintains the ability to repay its bondholders from the revenues generated by its finance operations.

It should be noted that financing availability under MHFA programs had been limited by a cutback in state appropriations, by federal legislation restricting the sale of tax exempt bonds for housing and by volatile interest rates. For current information concerning financing availability and terms contact MHFA staff.

Legal Services, (612) 296-9793

Karl Herman, chief counsel. This division provides legal services to other divisions of the MHFA in the implementation of programs, and to the MHFA’s board of directors.

Research and Information, (612) 297-4063

Riva Lee Nolley, director. The Research and Information Division assists MHFA staff in developing policies and programs, formulating systems for allocating MHFA resources, monitoring and evaluating MHFA performance in meeting identifiable housing needs throughout the state, and developing and maintaining ongoing program information systems. The division conducts research on various housing issues and prepares MHFA publications, which are generally available free of charge. For more information contact MHFA staff.

Fair Housing and Equal Opportunity, (612) 296-5602

Charles Williams, director. The Fair Housing and Equal Opportunity Division is involved in all MHFA operations, both external and internal, to assure that low income, moderate income and protected class persons have access to MHFA programs, projects and employment opportunities.

Staff are involved in affirmative action programs that insure contract compliance by monitoring all developments under construction to assure equal employment opportunity.

To assist in equal opportunity recruiting, staff advertise in minority oriented newspapers, use extensive mailing lists and utilize community contacts to inform protected class persons of job opportunities within the MHFA and positions created by companies which do business with the MHFA. Staff also act as community liaison

with special interest groups, serving as MHFA's handicapped coordinator; maintaining a resource bank of protected class groups; and conducting training and information sessions for agency programs.

In affirmative fair housing marketing, staff monitors and approves all fair housing plans to assure non-discriminatory rental procedures by management agents in multi-family housing programs, and provides liaison between MHFA and housing oriented groups.

Finance and Accounting, (612) 296-8839

Robert Sonnek, director. Responsible for providing financial information to the MHFA, this division obtains the necessary financing at the lowest possible interest cost to carry out the MHFA's programs; receives, invests, and disburses funds; and prepares MHFA budgets, cash flow projections and financial statements, to ensure the continued financial strength of the agency.

Home Improvement Programs, (612) 296-7615

Mary Tingerthal, director. The Home Improvement Programs are designed to assist low and moderate income homeowners and rental property owners in the rehabilitation of existing properties.

Rehabilitation Loan Program, (612) 296-7615

Kathleen Anderson, supervisor. The Rehabilitation Loan Program makes up to \$7,500 available to a qualifying applicant for the purpose of making basic repairs to an existing home. To be eligible for a rehabilitation loan, an applicant must: 1) own and occupy the property, of no more than two units to be improved, 2) have an annual adjusted gross income of \$7,000 or less, and 3) have assets, excluding the value of the house to be improved, of no more than \$25,000.

Two types of loans are available. An applicant who cannot afford any monthly payments may receive a deferred loan, which does not require monthly payments, but which must be repaid if the improved property is sold, transferred or otherwise conveyed within 10 years of the date of the loan. An applicant who has the ability to make a small monthly payment may receive a flexible loan, which will be made at a very low interest rate and which must be repaid in regular monthly payments. Some applicants may receive a combination of these two types of loans.

MHFA contracts with community action agencies, public housing authorities, and other public agencies for the processing of rehabilitation loan applications. Contact the MHFA for a list of processing agencies, to which application is made, or for further information on the program.

Home Improvement Loan Program, (612) 296-7615 or 1-800-652-9747 toll free — ask for "REHAB"

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 three to eleven percent, depending on the applicant's annual adjusted gross family income, which may not exceed \$24,000. The maximum loan amount for a dwelling is \$15,000 for a term of not more than 15 years. Improvements may be made on homes which are owned and occupied by the applicant, with up to four dwelling units.

Energy conservation improvements and other permanent improvements that encourage the stabilization and upgrading of existing homes and neighborhoods generally qualify under the program. Acceptable improvements include additions, interior remodeling, exterior work, plumbing, heating and electrical improvements.

The MHFA contracts with financial institutions and public housing agencies for the origination and processing of loans. Applications for an MHFA loan should be made directly to one of these participating lenders. Please contact your local lender or the MHFA for further information on the program.

Rental Rehabilitation Loan Program, (612) 296-7615

Diane Sprague, coordinator. The Rental Rehabilitation Loan Program provides loans to owners of rental properties, which are primarily occupied by low and moderate income renters, for the purpose of making energy conservation and other repairs. The program offers loans at an interest rate of 11%. The maximum loan amount is \$43,850 or \$8,750 per unit, whichever is less, for a term of not more than 15 years. There is no limit on the number of dwelling units in the structure.

Loan proceeds must be used to finance energy conservation improvements which are necessary to bring the structure into compliance with state energy conservation standards for rental properties. For buildings which are more than 15 years old, improvements other than the energy conservation improvements may also be financed provided that the energy standards are met.

The MHFA contracts with financial institutions and public housing agencies for the origination and processing of loans. Application for rental rehabilitation financing, which is only available in certain areas of the state, should be made through a public housing agency which is participating in the program. Please contact the MHFA for a list of participating agencies or for further information on the program.

Home Energy Loan Program, (612) 296-7615

Jim Cegla, supervisor. The Home Energy Loan Program provides up to \$5,000 to qualifying owners for the purpose of making home energy conservation improvements. Loans are available at interest rates of 7.5% for borrowers with incomes of \$24,000 or less, and 8.5% for borrowers with incomes above \$24,000. Loans may be made for a term of up to five years. To be eligible, a homeowner must have a good credit history and occupy the property to be improved as a principal residence. The property to be improved may consist of only one unit.

For more information about the program, or for a list of lending institutions and credit unions through which financing is available, contact the MHFA.

Accessory Apartment Demonstration Program, (612) 296-7615

Greg Baron, coordinator. The Accessory Apartment Demonstration Program provides below market interest rate loans to qualifying homeowner/occupants who wish to add an independent living unit — an accessory apartment — to an existing single family home. Funds may also be used to bring one or two existing rental units in a single family home into compliance with local zoning, housing, fire prevention and/or health codes.

Up to \$15,000 may be available for up to 15 years. Interest rates are based on borrowers' incomes. Loans of between 3% and 10.5% may be made to borrowers with incomes of \$24,000 or less. Loans of 11% may be made to borrowers with incomes of more than \$24,000. Homeowners receiving 11% loans must agree to hold rents at federally established levels for one year.

The purpose of the program is to increase the state's supply of moderate cost rental units and to assist homeowners in meeting escalating housing costs through the addition of a rental unit to a home. Financing under this demonstration is available only in limited areas of the state through local governments and housing authorities which are under contract to the MHFA to administer the program. Contact the MHFA for a list of administering entities, to which application is made, or for further information on the program.

Single Family Mortgage Loan Program, (612) 296-7613 or 1-800-652-9747 toll free — ask for "HOME"

Michael Haley, director. The Single Family Mortgage Loan Program provides financing to low and moderate income residents of Minnesota for the purchase of new or existing housing at below market interest rates. Applicant eligibility is based upon annual adjusted gross family income, and the applicant must establish the fact that he or she is a reasonable credit risk, with financial ability to repay the loan. Both the

maximum purchase price for new and existing homes and the maximum annual adjusted gross income for eligibility under this program are set by guidelines prior to each program phase.

Private financial institutions contract with the MHFA for the processing of mortgage loans, which may be made for owner-occupied property of one or two dwelling units.

The legislature has also appropriated funds, the Housing Assistance Fund, for use with the Single Family Mortgage Loan Program to make housing more affordable. Guidelines of any supplemental program to be developed with these funds are announced with each phase of the Mortgage Loan Program. For more information, contact MHFA Single Family Mortgage Loan staff.

Vietnam Era Veterans Downpayment Assistance Program, (612) 296-7613

Eleanor Northrop, coordinator. The Vietnam Era Veterans Downpayment Assistance Program provides 10% of the purchase price up to \$4,000 in downpayment assistance to eligible Vietnam era veterans or veterans' dependents who are buying their first home. The veteran should have served some time between August 5, 1964, and May 7, 1975. A veteran's dependent is the unmarried, surviving spouse of a Vietnam era veteran.

The applicant must plan to reside in the home and must be a Minnesota resident. Both the maximum purchase price for new and existing homes and the maximum annual adjusted income for program eligibility are available from MHFA.

The assistance is in the form of an interest free loan that is to be repaid when the veteran no longer occupies the property. Applications are taken by the Veterans Service Office in the county in which the house is located. Further information may be obtained by contacting MHFA or a county Veterans Service Officer.

Medium Density Housing Program, (612) 296-7613

Eleanor Northrop, coordinator. The Medium Density Housing Program provided 10%⁰⁰, 30 year mortgage financing to eligible first-time homebuyers for the purchase of modest priced, energy efficient attached housing (i.e., townhomes; quadhomes) in specific developments selected by the MHFA. All of the units eligible for purchase under this program are in newly constructed developments of medium density (generally 50-75 units) and range in price from \$52,000-\$70,000. Mortgage applicants must be first-time homebuyers with incomes of not more than \$31,000.

For information concerning the location of medium density housing for which financing is available, or for a list of lenders through which financing is available, contact the MHFA.

Rollover Housing Demonstration Program, (612) 296-7613

May Hutchinson, coordinator. The Rollover Housing Demonstration Program provides a set-aside of 10%⁰⁰, 30 year mortgage financing to eligible home sellers. The set-aside is then made available by the seller to eligible first-time homebuyers for the purchase of the home.

Eligible home sellers are households of not more than two persons, at least one of whom is 45 years of age or older. Eligible homebuyers are first-time buyers with household income of not more than \$30,000 purchasing a home of not more than \$75,000, in the metro area, or with an income of not more than \$25,000 purchasing a home of not more than \$60,000 in the balance of Minnesota.

The intent of the program is to enable mature homeowners to sell their property, which may have become too large or burdensome for them, to first-time homebuyers at an affordable cost. Under the current demonstration program, \$10 million was initially made available. Contact the MHFA for a list of lenders through which mortgage financing set-asides are available, or for more information.

Indian Housing Programs, (612) 297-4060

Donna Folstad, coordinator. To date, the legislature has appropriated \$22.46 million for Indian Housing Programs, of which \$19.46 million are for tribal housing pro-

grams, and \$3 million are for urban Indian housing programs. The administering entities of the tribal programs are: The Minnesota Chippewa Tribe's Housing Corporation, The Red Lake Housing Finance Corporation, and The Minnesota Dakota Indian Housing Authority. These programs provide housing loans at below market interest rates, (3½% to 5%) to qualifying low and moderate income American Indian families residing on and off the reservations. The mortgage loans and home improvement loans have terms not to exceed 30 years and 15 years, respectively.

The Urban Indian Housing Program areas include: Minneapolis, St. Paul, Duluth and the metropolitan suburbs. These programs are administered by: The Minneapolis Community Development Agency in conjunction with Little Earth of United Tribes, Inc. (Minneapolis); The St. Paul Intertribal Housing Board (St. Paul); The Minnesota Chippewa Tribe's Housing Corporation in conjunction with the Duluth Indian Housing Task Force (Duluth); and The Minnesota Dakota Indian Housing Authority (suburban area). These urban Indian programs provide either affordable homeownership or rental opportunities depending upon the program.

American Indians residing in Minnesota are eligible to apply for assistance through MHFA's Tribal and Urban Indian Housing Programs, without regard to tribal affiliation.

Innovative Housing Loan Program, (612) 296-7615

Mary Tingerthal, director. The Innovative Housing Loan Program provides loans to non-profit and limited dividend sponsors of innovative projects which involve the construction or rehabilitation of single family or multi-family housing units. 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 to non-profit sponsors. (Limited dividend sponsors are eligible to apply for loans at an interest rate determined by the MHFA.) The repayment period is generally two years or less. Plans for permanent financing of the project must be submitted along with the application. Applications are accepted on an ongoing basis as long as funds are available. For additional information and application materials, contact the program director.

Multi-Family Development Program, (612) 297-3294

Marvin J. Tero, director. Under the MHFA Multi-Family Development program, mortgage loans are made for the construction or substantial rehabilitation of multi-family 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 multi-family developments, which are eligible to receive federal rent subsidy. Under the Section 8 Housing Assistance Payments Program, eligible tenants pay no more than 30% 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 non-profit. A limited dividend sponsor may be in the form of a general or limited partnership, corporation, joint venture or trust. Due to the curtailment of federal Section 8 funds for new construction, the MHFA is currently accepting only those proposals which do not require Section 8 assistance. 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 multi-family development must be made to the development management agent. For more information concerning the location of MHFA financed developments, call 296-7618 or to initiate the development application process, contact MHFA Multi-Family Development staff.

Residential Group Home Program for the Developmentally Disabled, (612) 296-9953
Kathryn Beebe, coordinator. The Residential Group Home Program for the Developmentally Disabled provides permanent mortgage financing for community-based, noninstitutional residences housing a maximum of 16 developmentally disabled individuals. Eligible residents are mentally and/or physically developmentally disabled individuals as defined by Public Law 95-602, "Developmental Disabilities Assistance and Bill of Rights Act." Residences are licensed by the Minnesota Departments of Health and Public Welfare and meet need determination requirements of the State Planning Agency.

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.

Energy Improvement Loan Insurance Program, (612) 296-9846
Murray Casserly, coordinator. Beginning in January of 1984, the Energy Improvement Loan Insurance Program will provide insurance for loans made to owners of rental property. The loans must be for making improvements which will reduce a property's energy consumption. Rental properties which were constructed prior to January 1, 1976, and are not in conformance with the state energy code, are eligible. This insurance will be available to lending institutions throughout the state who participate in this program. Applications for energy improvement loans should be made directly to a local lender. Contact the MHFA for further information on this program.

Minnesota Humane Society

529 Jackson Street, Suite 221, St. Paul, MN 55101

Barbara Raye, executive director, (612) 296-3613

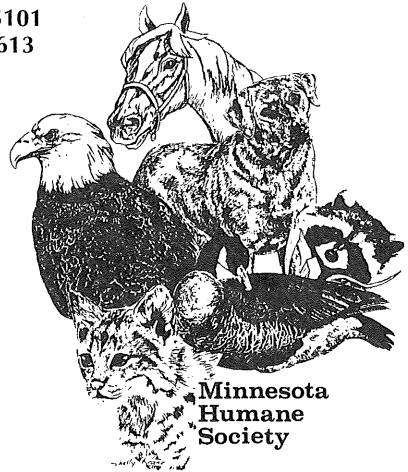
Minnesota Statutes, chapter 343, 346 and 347

The Minnesota Humane Society was established in 1869 to prevent the needless suffering and cruel treatment inflicted on animals in Minnesota. Formed as a private nonprofit corporation, the society became a state agency in 1977 for the purpose of "inculcating humane principles, the enforcement of law, and the prevention of cruelty, especially to animals" (*Minnesota Statutes*, chapter 343).

The society is governed by a seven member board of directors and an executive director who are all appointed by the governor. Society policies and goals are established by the board and implemented by the executive director with the assistance of society staff.

Representatives from the governor's office, attorney general's office, and Department of Education serve as ex-officio members of the board. A representative from the Board of Animal Health also serves as a guest of the board. The society is governed by the open meeting law of Minnesota assuring citizens and groups access to the society and input to its decision making process. The board meets every two months. Individuals who wish to receive notice of board meetings may request to be placed on its mailing list.

The society secures the enforcement of laws for the prevention of wrongs to animals. It assists in the organization of district and county societies, the appointment of local and state agents, and their representation in the state society. It aids these societies and agents in the enforcement of the laws that prevent wrongs to



animals. It also promotes the growth of education and sentiment favorable to the protection of animals. Society program activities include:

- development of new or amended legislation to further protect the welfare of animals;
- investigation of complaints and the training of its volunteer agents who supplement the efforts of the paid staff;
- cooperation and advocacy with other agencies to develop standards and procedures necessary to ensure the humane treatment of animals.

The society investigates every complaint about cruelty, abuse, or neglect of animals, even complaints made anonymously. The society can help start legal proceedings when necessary to resolve a complaint. Complaints of mistreatment can be made by telephone, and no forms or fees are required. Investigation of a complaint is usually begun within 24 hours.

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. Dates and registration fees vary. Requests for applications should be sent to Joan Ravich-Neren at the society office.

The society's education program activities include:

- information and referral to the appropriate agencies to ensure proper care of animals and proper use of available resources;
- encouragement of discussion and learning about animal welfare issues and controversies;
- participation in continuous general education of the public and distribution of educational and written materials;
- completion of a special project titled, "Share the Care," to develop a humane education program for Minnesota schools and distribution of these materials in a manner that encourages the greatest access and participation.

The society provides public education on the care of animals by sponsoring a number of programs. The society offers speakers and films for schools and groups upon request. There is no charge for borrowing films and speakers are often available at no charge. Radio, television shows and public service announcements are sponsored by the society. It also provides brochures on Minnesota cruelty statutes and other regulations to the public and the Peace Officers Training Board. The cruelty statutes brochure costs \$2.50. The society also distributes free of charge special topic brochures published by the American Humane Association and the Humane Society of the United States, as well as those printed by several large animal products businesses. Call or write the society to see if there is a brochure available which addresses your questions.

- *The Handbook of Dog Care* by Ralston Purina Company
- *How to Control Worms in Dogs, Welcoming Your New Puppy, The Vaccination Story, and First Aid for Dogs* by Gaines
- *Have Dog, Will Travel* by Nabisco, Inc.
- *Tuffy's Doggie Log* by Star-Kist Foods, Inc.
- *Sit, Heel, Down, Stay, Come: Dog Training Tips* by Pet Food Institute
- *Care of Dogs, Care of Cats, Care of Birds, Care of Fish and Cold-Blooded Animals, Care of Horses, Ponies and Burros, Care of Small Mammals, Care of Riding Horses and Riding Techniques, Care of the Outdoor Dog, Rodeo Animals Questions and Answers, and Rabies Protection* by the American Humane Association
- *Laboratory Animals, Unwanted Animals, Hunted Wildlife, Trapped Animals, Rodeo, Fur Seals, and Whales* by the Humane Society of the United States

The society publishes a quarterly newsletter, "Caring For Their Lifetimes," used to encourage membership, tell of events and happenings throughout Minnesota and to prevent cruelty to animals. To receive a copy, call or write the society.

The "Share the Care" project is partially funded by the Minnesota Council on Quality Education and is helped by a 15 member advisory council. During 1983 and 1984 the project is being developed with the help of three pilot school districts who write, revise and field test the materials. Materials will be available for distribution to all Minnesota schools by 1985 and to the general public soon thereafter. To volunteer on the project or to receive materials, contact Kathryn Broun, project director.

The society's telephone lines (612/296-3613 metro area or 1-800-652-9747 statewide toll free) are open for receiving questions, animal abuse complaints or general information on any animal related concern. Office hours are 8:30 a.m. to 4:30 p.m., Monday through Friday. However, after hours, callers may leave a recorded message for a prompt return reply.

In regard to county societies and membership, society program activities include:

- development of local humane societies either as chapters of the Minnesota Humane Society or as independent groups;
- training and consultation assistance to local programs to ensure stable and consistent organizations;
- inclusion of local program needs and interests in state goals and activities;
- recruitment of individual members and supporters of the Minnesota Humane Society.

Booklets are available on how to start a county society and staff are available for personal visits to help groups organize. Regular (at least annual) visits are made to each county society by the executive director. There are no fees for this service. There are currently 38 local societies. Mailing lists and referral to the society closest to you are available free of charge by contacting the office.

Memberships in the Society are open to the public. More than 85% of the societies operating funds come from contributions of members and supporters. To receive membership forms, contact the society. The fees for memberships and all donations are tax deductible. Fees range from \$10 for basic membership to \$100 for life membership. Today the society has approximately 1,600 members. There is both an annual statewide conference in the spring and an annual membership meeting in the fall. The public is welcome to attend these conferences. Registration information is available upon request.

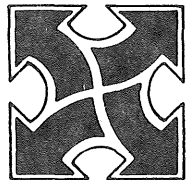
Minnesota Humanities Commission

Metro Square Bldg., LL85, 7th and Robert Streets, St. Paul, MN 55101

Cheryl Dickson, executive director, (612) 224-5739

Minnesota Statutes, section 138.91

The Minnesota Humanities Commission was formed in 1971 in response to U.S. Public Law 89-209 which created the National Endowment for the Humanities and subsequently, the state humanities councils. The commission is not a state agency but performs a statewide service and function. The commission receives funds from the federal government, the Minnesota state legislature, and donations from foundations, corporations, and individuals.



The commission exists to promote the understanding and appreciation of the humanities in Minnesota. The humanities include the study and knowledge of history, languages, literature, jurisprudence, ethics, philosophy, archaeology, linguistics, comparative religion, cultural anthropology, the history and criticism of the arts, and those aspects of the social and physical sciences that employ historical and philosophical approaches. The humanities are concerned chiefly with ideas, the meanings of languages, and values, and it is important to distinguish them, as bodies of knowledge, from the quantitative or value-free aspects of the social and natural

sciences and the creation or performance of the fine arts. The humanities should not be confused with particular philosophies, such as secular humanism, or specific social movements, such as humanitarianism.

The commission awards grants for humanities projects for the public. Eligible projects include conferences, forums, seminars, lectures, film and videotape production, radio projects, and interpretive exhibits. Awards can be made only to non-profit groups, organizations or institutions. No awards can be made to individuals. The commission is governed by a board of twenty-one members; seventeen are elected and four are appointed by the governor. Members represent all regions of the state. Approximately half of the members are humanities teachers or academic administrators, and half represent other groups that comprise the general public. Commission members review and act upon all grant applications, establish application criteria, make commission policy, and evaluate the commission's program. All commission meetings are open to the public.

Grant award meetings are held quarterly, but small grants — \$500 and under — are reviewed weekly. Guidelines, annual reports, and grant application forms are available upon request. The commission staff is prepared to offer technical assistance to inexperienced groups and refers ineligible projects to more appropriate sources. The staff also provides assistance with applications to its parent federal agency, the National Endowment for the Humanities.

In addition to its grants program, the commission has an annual awards program to recognize the contributions of scholars, teachers, and other persons who have made significant contributions in support of the humanities in Minnesota. The commission also administers a program to promote scholarship in the humanities by persons who are not affiliated with colleges or universities.

Department of Human Rights

Bremer Tower, 5th Floor, 7th Place and Minnesota Street, St. Paul, 55101
Linda Johnson, commissioner, (612) 296-5663

Minnesota Statutes, chapter 363; *Minnesota Rules 5000-5099*

As of the date of publication of this entry, the Department of Human Rights was undergoing reorganization. Services to the public in the area of discrimination remain the same. For current information regarding changes in the department's operations, call 296-5663.

The Department of Human Rights enforces the Human Rights Act, a law that protects people in the state from discrimination. While the resolution of charges of discrimination is the primary function of the department, public education, aimed at eliminating and preventing discrimination, is a crucial part of the department's work.

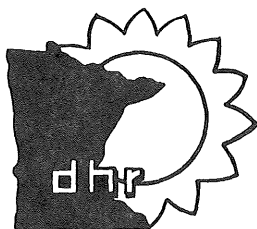
The department was established by the state legislature in 1967. It succeeded the State Commission Against Discrimination and absorbed the duties of the Governor's Human Rights Commission and the Governor's Commission on the Status of Women. Minnesota was the first state in the nation to establish an executive agency with departmental status to administer its equal opportunity law.

Public Information, (612) 296-1283 or statewide toll free: 1-800-652-9747

To obtain general information about the provisions of the Human Rights Act or to request speakers, brochures, the department's biennial report, or other printed materials, contact the public information office by telephone or mail.

Minnesota Human Rights Act

Employers, employment agencies, and labor organizations are prohibited from dis-



criminating against persons on the basis of, or requiring applicants to provide information about one's race, color, creed, national origin, religion, marital status, sex, disability, status with regard to public assistance, or age. They may not discriminate in any aspect of employment, including hiring, training, promotion, pay and benefits, conditions of employment, termination, or lay offs. Most charges of discrimination received by the department fall into the area of employment and the largest number allege discrimination on the basis of sex and race.

Persons **selling or leasing property or housing** may not refuse to sell, rent, or lease property because of race, color, creed, national origin, religion, sex, marital status, disability, status with regard to public assistance, age, or, in most cases, familial status. Banks or other financial institutions may not refuse **loans or other financial assistance** on these bases.

Discrimination in **public accommodations** is prohibited on the basis of race, color, creed, religion, disability, national origin, or sex. Public accommodations include a business, accommodation, entertainment, refreshment, recreation, or transportation which offers, sells, or makes available its goods, services, facilities, or privileges.

State agencies and local governmental agencies may not discriminate against any person in access, admission, use, or benefits of **public services** because of race, color, creed, religion, national origin, disability, sex, or status with regard to public assistance.

Educational institutions may not discriminate in the use of, or benefit from, their programs or services because of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, or disability. An educational institution may not exclude or expel a person on these bases, nor may it seek such information about a person.

Aiding, abetting or coercing a person to engage in any practice forbidden by the law is also prohibited. Preventing or obstructing compliance with the law or the work of the department is forbidden.

Reprisals taken against persons who file charges, participate in investigations, or associate with persons of a different race, color, creed, religion, or national origin are unlawful. Persons who feel they have been the victim of a reprisal may file a charge with the department.

It is an unfair practice to discriminate in the **extension of credit** to a person because of sex, marital status, or status with regard to public assistance.

Enforcement Bureau, (612) 296-5668

Assistant commissioner for enforcement. The bureau consists of three major activities: intake, compliance, and case processing units. Each unit is headed by a human rights enforcement officer supervisor. Supervisors report to the assistant commissioner for enforcement. Each unit includes a human rights enforcement officer at the intermediate level, one or more enforcement officers at the entry level, and a clerical person.

Intake Unit, (612) 296-5663 or statewide toll free: 1-800-652-9747

Pamela B. Kelly, supervisor. A person who believes s/he has been discriminated against may file a charge of discrimination by contacting the Intake Unit. Complaints must be filed within six months of the date the alleged discriminatory act took place. An individual alleging discrimination may call the unit and explain the nature of the complaint or submit a complaint in writing in the form of a letter outlining the specific incidents. If the department has jurisdiction, forms will be mailed for completion and a formal charge will be written from the information the charging party provides on the forms. The formal charge is signed by the charging party and the signed statement serves as a notice to the respondent that a charge of discrimination has been filed. In instances where the charging party is approaching the six-month statute of limitations for filing a charge, s/he is encouraged to come in for a personal interview. Bilingual and sign language interpreters are available upon request at the St. Paul office. The office has a telecommunications device to aid the hearing impaired. The number is

(612) 296-1283. Business hours for the St. Paul office are 8:00 a.m. to 4:30 p.m. Monday through Friday.

When the department receives a charge of employment discrimination which alleges a violation of Title VII of the U.S. Civil Rights Act of 1964, the department also files it with the Equal Employment Opportunity Commission (EEOC) which enforces Title VII. Title VII prohibits discrimination in employment on the basis of race, sex, national origin and religion. As a result of Section 706 of Title VII, some state agencies receive funds to process charges covered by the federal law as well as by state law. The department has an annually negotiated contract with EEOC to process a designated number of jointly filed cases. EEOC reimburses the department for every closure made. EEOC also files charges with the department covered by Minnesota law and, under the work sharing agreement, processes these charges and reports its results to the department.

The department has developed a cooperative relationship with the U.S. Department of Housing and Urban Development (HUD). This relationship avoids duplication of efforts by state and federal agencies which enforce similar housing laws. If a Minnesota resident files a housing charge with the state department which may also be a violation of federal law, the charge is automatically filed with HUD's regional office in Chicago. Investigation of the charge is carried out by the state department staff and the results forwarded to HUD.

In addition to receiving new charges, the intake unit works with local human rights commissions throughout the state in an effort to resolve complaints of discrimination before they become formalized charges. Called the No Fault Grievance Process, this informal, voluntary approach enables an individual to file a grievance with his/her local commission which will assist in attempting to reach a settlement. If this no fault grievance procedure is unsuccessful, a formal charge may be filed with the department. In order to participate in this program, local commissions must obtain authorization from their governing bodies and have a minimum of two commissioners trained in the process. There are currently 26 cities involved in the program. The intake unit provides training to local commission members in the identification and resolution of allegations of discrimination. Except for those located in Minneapolis, St. Paul, St. Cloud, and Rochester, the commissions do not have investigative powers.

Case Processing Units, (612) 296-5663

Once a charge has been filed and entered in the department's computerized case tracking system, the charge is assigned to a human rights enforcement officer for investigation.

Investigation may include a fact finding conference, a meeting between the individual alleging unfair treatment and the person against whom discrimination has been charged. A department representative convenes the conference to discuss the facts and issues. Written documents and witnesses' statements may be provided as evidence by either side. The conference convenor remains neutral as questions are directed to each party in an attempt to ascertain the facts. The parties are encouraged at the conference to consider a voluntary settlement of the charge.

If the two parties are able to resolve the issue, an agreement is drawn up and signed by each party and the commissioner. If a settlement cannot be reached at the conclusion of the fact finding conference, further investigation is undertaken. This may involve interviews, requests for documents and on-site visits.

Following the investigation, if there is probable cause to believe that discrimination occurred, another attempt is made to settle the case. At this stage, however, the department representative is an advocate for the department's position that the law has been violated. If a resolution is reached, a written agreement is drawn up which includes the remedies to be provided to the charging party. Failing settlement at this point, the case is submitted to the commissioner who issues a formal complaint and

notice to appear at an administrative hearing, a quasi-judicial proceeding. The department is represented at the hearing by a special assistant attorney general.

The law provides that if probable cause is not found by the commissioner, a charging party may appeal the determination. The statute details procedural requirements for filing appeals. Appeals must be submitted ten days after the charging party has been notified of the no probable cause determination. Forms are provided by the department for this purpose. A brief statement of the reason for the appeal should be given along with any new evidence. The charging party must also provide the respondent with a copy of the appeal request. Following the review of an appealed case, the commissioner either reaffirms or reverses the determination of no probable cause within 20 days after receiving the request for an appeal.

Compliance Unit, (612) 296-5683

Jim Robinson, supervisor. As a result of changes made by the 1981 Legislature, firms that wish to do more than \$50,000 in business with a state agency must have an affirmative action plan approved by the Department of Human Rights before they may be a contractor. The law applies to firms with more than 20 full-time employees in Minnesota at any time during the previous 12-month period. A certificate of compliance will be issued to firms after their plans have been approved. Certificates and contracts may be revoked for a lack of good faith effort in implementing the plan.

The Compliance Unit also monitors the carrying out of affirmative action plans. In addition, the unit monitors settlements reached in connection with individual charges of discrimination. The unit receives and reviews EEO reports and affirmative action programs of cable communications companies in Minnesota and maintains the records for the familial status exemptions of the Human Rights Act.

Office of Attorney General, (612) 296-7862

Richard Varco, attorney. The attorney general assigns special assistants to represent the department when a charge of discrimination goes to an administrative hearing. A case goes to hearing when departmental efforts to conciliate the issue fail. Depending upon the outcome of a hearing, a case may go to appeals court or to the Minnesota Supreme Court. There are no fees charged by the department. The special assistants also provide advice on legislation, rule making, and other legal matters.

Planning, Information and Administration Services, (612) 296-5667

Deputy commissioner. Personnel, accounting, office management, and the Planning Division are administered for the department by this program.

Planning Division, (612) 296-5674

Barbara Stokes McCarty, program director. The division provides the department with planning, policy analysis, research, and library services. It operates the management information system, a computerized case-tracking device. Public information is provided by planning staff. Education programs, workshops, and staff training are also coordinated by the division.

Duluth Office, (218) 723-4612

Thomas Mahaney, regional supervisor. The Duluth Attorney General's Office, Consumer Division, receives charges of discrimination from persons in northern Minnesota. Once a charge has been received, it is sent to St. Paul for processing. Northern residents should direct inquiries to the regional supervisor, Consumer Division, Attorney General's Office, Room 610, Government Services Center, 320 W. 2nd Street, Duluth, MN 55802.

Department Publications

Single copies of the following publications are available at no charge from the department: the *Minnesota Human Rights Act*, a general information brochure on the department, a brochure on the Human Rights Act as it applies to employment, and a

brochure on the Human Rights Act as it applies to physically and mentally disabled persons. The 1981-82 Biennial Report is also available from the department.

Copies of *Minnesota Human Rights Rules and Regulations* and the *Minnesota Human Rights Act* may be purchased from the Documents Center, Department of Administration, 117 University Ave., St. Paul, MN 55155, (612) 297-3000 or toll free 1-800-652-9747. Contact the center for current price information.

Indian Affairs Council

127 University Ave., St. Paul, MN 55155, (612) 296-3611

or

1819 Bemidji Ave., Bemidji, MN 56601. (218) 755-3825

Roger Head, executive director

Minnesota Statutes, section 3.922; Minnesota Rules 5100-5199

The Indian Affairs Council, formerly the Indian Affairs Intertribal Board, created by the state legislature in 1963, is composed of chairmen of the tribal governments of 11 reservations in Minnesota and two at-large members elected by the Indians who live in Minnesota, but who are enrolled in tribes with reservation bases in other states. The majority of Minnesota Indians are Dakota (Sioux) and Ojibwa (Chippewa). However, several other tribes, including substantial numbers of Winnebagos and Oneidas, are represented in the urban Indian population. An Urban Advisory Council, consisting of five Indian residents of Minneapolis, St. Paul and Duluth advise the council on the unique problems and concerns of Indians living in the major urban areas.

The council rotates its monthly meetings between these three cities. Quarterly meetings are rotated between the eleven member reservations and all meetings are open to the public.

The council 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. Staff resolve concerns of both urban and reservation Indian communities, including employment, health, education, welfare, corrections, law, business development, burial protection, economic opportunity, housing, energy and discrimination. Although the council 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 Indian Affairs Council or its Urban Advisory Council.

Information packets on Indians in Minnesota are provided to students, 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, and data regarding population and economic levels of the reservations. This information is provided free of charge to all requests. The council also publishes an annual report. Contact the council for free copies.

Council and Urban Indian Advisory Council meetings are arranged by the staff which also maintains job opportunity files listing openings in public and private sectors. For information or aid, contact the council. 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.

Indian Business Loan Program

The council administers the Indian Business Loan Program which offers Minnesota-based Indians the opportunity to establish or expand a business enterprise in Minnesota and provides the resources for management or technical assistance. Funds for the program come from taxation of several mineral interests. Applicants must be $\frac{1}{4}$ or more Indian and be an enrolled member of a Minnesota-based band or tribe; must have at least 5% or more equity in the form of cash or collateral for the project; and the business venture must be wholly owned by Minnesota-based Indians, and if a partnership, all the partners must be $\frac{1}{4}$ or more Indian and be enrolled in a Minnesota-Based band or tribe (the same rule applies to a corporation). Loans cannot be made to repay or consolidate existing debt. Interest charged is 2% and repayment is determined by an assessment of cash flow and the ability to repay. Regular financial information is required, including a business plan, income and expense projections, and must show a reasonable chance for success. The loan application is submitted to the appropriate Tribal Council for analysis and approval or rejection. For more information, contact Charlotte M. Rice at (612) 296-3611.

Minnesota Chippewa (Ojibwa) Reservations

The Minnesota Chippewa (Ojibwa) Tribe is made up of Indian groups formerly described as Mississippi, Pembina, Lake Superior, Pillager and Lake Winnebigoishish bands. In the 1800s and early 1900s, these bands were permanently located in northern Minnesota along the waters of the upper Mississippi River and along the shores of Lake Superior. The Chippewa Bands were followers of hereditary chiefs.

Today they have adopted a representative type of government. Their reservations are White Earth, Leech Lake, Bois Forte (Nett Lake), Grand Portage, Fond du Lac, and the Mille Lacs Band living in small communities in the Mille Lacs Lake area. The Chippewa Indians of the six reservations organized as the Minnesota Chippewa Tribe under the Indian Reorganization Act of June 18, 1934.

A revised constitution and bylaws were adopted by the tribe and approved by the U.S. Secretary of the Interior on March 3, 1954. The revised constitution requires the members of each of the six reservations to elect a Reservation Business Committee to govern and serve the reservation. Each Reservation Business Committee is composed of a chairman, secretary-treasurer, and three committeemen, who serve four-year terms. Elections are held every two years to fill the positions of expired terms.

The chairman and secretary-treasurer of each of the Reservation Business Committees form the 12-member Tribal Executive Committee which is the governing body for the parent organization, the Minnesota Chippewa Tribe. After each regular reservation election, the newly developed Tribal Executive Committee chooses a president, vice-president, secretary, and treasurer, to serve for two years or until the next regular reservation elections are held. The tribe employs an executive director who maintains an office at the tribal headquarters in Cass Lake, and who serves under the direction of the Tribal Executive Committee.

Following are brief descriptions of the six reservations of the Minnesota Chippewa Tribe.

Bois Forte (Nett Lake) Reservation, (218) 757-3261

Gary Donald, chairman. The reservation is located in the northeast Minnesota counties of Koochiching and St. Louis, 40 miles south of the Canadian border. Tribal headquarters are located in Nett Lake, MN 55772. The reservation was established by an 1866 treaty with the U.S. government and has 30,035 tribally owned acres and 11,744 allotted acres. Its acreage at Vermillion Lake was set aside as the Vermilion Lake Reservation by executive order on Dec. 20, 1881. The Nett Lake area is famous for wild rice which is reserved for the reservation members.

Fond du Lac Reservation, (218) 879-4593

William Houle, chairman. The Reservation is located near Cloquet, about 15 miles west of Duluth, in Carlton and St. Louis counties, with tribal headquarters located in Cloquet, MN 55720. Established by U.S. government treaty in 1854, the reservation has 4,213 tribally owned acres and 17,154 allotted acres. The majority of the land is forest and the balance is classed as agriculture and other types, with a few lakes and streams on the reservation.

Grand Portage Reservation, (218) 475-2277

James Hendrickson, chairman. Located in the extreme northeast corner of Minnesota in Cook County its tribal headquarters are located in Grand Portage, MN 55605. An 1854 treaty with the U.S. government established the reservation which today has 37,390 tribally owned acres and 7,283 allotted acres. Located in one of the most scenic settings on Lake Superior, with the Grand Portage National Monument within its borders, members are active in timber harvesting, trapping, hunting, fishing and guide work.

Leech Lake Reservation, (218) 335-2207

Hartley White, chairman. The Leech Lake Reservation is located in the north central Minnesota counties of Beltrami, Cass, Hubbard and Itasca with tribal headquarters in Cass Lake, MN 56633. Established in 1855 by a treaty with the U.S. government the reservation has 14,069 tribally owned acres and 12,693 allotted acres. Most of the land within the reservation is within the Chippewa National Forest, and members work primarily in timber and construction supplemented by the harvest of wild rice, blueberries and maple sap.

Mille Lacs Reservation, (612) 532-4181

Arthur Gahbow, chairman. The Mille Lacs Reservation is located in the east central Minnesota counties of Mille Lacs, Aitkin and Pine with tribal headquarters located near Onamia, MN 56359. Established by an 1855 treaty with the U.S. government, the land owned by the band or held in trust by the U.S. Secretary of the Interior totals about 3,704 acres. Members supplement their income through timber work, harvesting wild rice and maple sap and selling native crafts.

White Earth Reservation, (218) 983-3285

Darrell "Chip" Wadena, chairman. The White Earth Reservation is located in the northwestern Minnesota counties of Mahnomen, Becker, and Clearwater with tribal headquarters located in White Earth, MN 56591. An 1867 treaty with the U.S. government established the reservation which owns 56,116 acres tribally and allotted land to individual members.

The main sources of employment are construction work, Reservation Business Committee (RBC) government employment, and band owned businesses. Many band members still depend on wild rice, fish and game to supplement their diets. The RBC owns a fish hatchery, a freeze-dried bait operation, a sawmill, construction business, building supply company, firewood processing company, a garment manufacturing company, and a garage. Its own conservation department, which determines its own hunting and fishing seasons as well as regulations regarding its natural resources, reseeds and monitors wild rice, the fifth leading economy on the reservation. In 1983, White Earth Reservation became the first reservation in the nation to have a congregate housing complex. It has its own Indian Health Service clinic and two Bureau of Indian Affairs contract schools.

Red Lake Reservation, (218) 679-3341

Roger Jourdain, chairman. Unique among Chippewa reservations, because it was never ceded by treaty to the U.S., is the Red Lake Reservation, not part of the Minnesota Chippewa Tribe. The Red Lake Band was the first group to organize in Minnesota under a written constitution in 1918 when a General Council was estab-

lished as the governing body. Unlike the other Chippewa bands, the Red Lake Band did not accept the Indian Reorganization Act of 1934. Red Lake is a closed reservation and, therefore, was not open to homestead entries and the land has not been allotted to individual Indians.

The Red Lake Reservation is located in the northern Minnesota counties of Beltrami and Clearwater with tribal headquarters in Red Lake, MN 56671. The tribe owns 636,954 acres. The band also owns scattered tracts of land extending up to the Canadian border including some of the Northwest Angle. The total area is the size of Rhode Island and encloses Lower, and part of Upper, Red Lake, a body of water that is the third largest fresh water lake within the boundaries of the U.S. All land is held communally by the Red Lake Band and is held in trust by the U.S. government. Individual members may apply for land use permits for homesites and agricultural purposes.

The Indians of Red Lake are locally governed by an eleven-member Tribal Council elected to four year terms of office. The council is the legislative body of the band and operates under a constitution and by-laws approved by the U.S. Secretary of the Interior and the Bureau of Indian Affairs. The Red Lake Band have their own tribal court and police force.

Members use timber holdings for the manufacture of timber into usable wood products, own and operate a large sawmill and a fishing industry, and have reclaimed 9,000 acres of wastelands now suitable for propagation of wild rice, trapping and duck hunting.

Minnesota Sioux (Dakota) Reservations

Of the seven tribes of the Sioux (Dakota) nation, four known collectively as the Santee or eastern Sioux remain in Minnesota. The Mdewakanton built their villages along the lower Mississippi and Minnesota rivers, the Wahpeton and Sisseton settled in the upper Minnesota Valley, and the Wahpekute lived a nomadic life along the Cannon, Cedar, and Blue Earth rivers.

European settlement was established with the construction of Fort Snelling in 1819-24 and from then on the Santee Sioux were under relentless pressure from traders and land-hungry settlers. In 1837 they sold their claim to all lands east of the Mississippi, and in 1851 by the treaties of Traverse des Sioux and Mendota, they gave up the rest of their lands except for a narrow reservation along the Minnesota River. In 1858 half of the reservation — everything lying north of the Minnesota River — was also relinquished.

The Southern Minnesota Sioux do not have recognized chiefs, hereditary, or honorary. There are four Sioux reservations in Minnesota.

Lower Sioux Reservation, (507) 697-6185

Michael Prescott, chairman. The Lower Sioux Reservation is located in Redwood County, abutting the Minnesota River, two miles south of Morton, MN 56270, its tribal headquarters. This reservation came into being during the period 1887 to 1893 when the U.S. congress appropriated funds to purchase lands for the landless Minnesota Sioux. The land purchased during this period can only be assigned to those Mdewakanton Sioux who were residing in Minnesota on May 20, 1886 and their descendants. The land originally purchased amounted to 623 acres. The reservation was organized under the Indian Reorganization Act and under the provisions of that act additional acres of land were purchased. The tribal constitution and bylaws were approved in 1936 and the corporate charter was ratified by members in 1937. Today the reservation owns 1,743 acres.

The governing body is the Community Council of the Lower Sioux Indian Reservation composed of five members who are elected by a term of two years by qualified voters of the community. The committee members elect officers.

A large portion of the tribal land is cleared for agriculture and the remaining

balance is timber, brush, and other types. The land is never allotted to individual members but is assigned for homesites. Some families retain original assignments of farm land and receive a crop share rental from the farming of their assignments.

Prairie Island Reservation, (612) 388-8889

Albert White, president. The Prairie Island Reservation is located in Goodhue County on the west bank of the Mississippi River some fourteen miles north of Red Wing, with tribal headquarters in Welch, MN 55089. The Prairie Island Indians are mainly members of the Mdewakanton Band and are descendants of the Santee Sioux who remained in Minnesota at the time of the removal of the main band to Nebraska after the Sioux uprising or who had subsequently returned. In 1891 about 120 acres were purchased at Prairie Island for the landless Mdewakanton residing in Minnesota on May 20, 1886, and their descendants.

Under the Indian Reorganization Act of 1934 an additional 414 acres were purchased for other Indian residents whose names appeared on the Minnesota Sioux rolls. Under the same act the reservation was organized and they have a constitution and bylaws approved on June 20, 1936. They also have a corporate charter ratified by members on July 23, 1937.

The governing body is called the Community Council of the Prairie Island Indian Reservation and is comprised of five members elected for two-year terms.

The majority of the land is cleared as farm land. The land is assigned to eligible members for homesites only, and the balance is leased for tribal income with leasing preference going to members of the reservation.

Shakopee-Mdewakanton Reservation, (612) 445-5655

Norman Crooks, chairman. The Shakopee-Mdewakanton Reservation, known as the Prior Lake Reservation until its organization under the Indian Reorganization Act on November 28, 1969, is located entirely within the city limits of Prior Lake, in Carver County. Tribal headquarters are in Prior Lake, MN 55372.

Its history parallels that of the other Minnesota Sioux as to organization and settlement. The governing body is called the Shakopee-Mdewakanton Sioux General Council composed of all persons qualified to vote in community elections. The Business Council chairman, vice chairman and secretary perform duties authorized by the General Council and are elected to a one-year term.

The tribe owns 258 acres, the majority of which is cleared as agricultural land and the balance is in timber, brush and other types.

Upper Sioux Reservation, (612) 564-4504

Irene Howell, chairwoman. The Upper Sioux Reservation tribal headquarters is located five miles south of Granite Falls, MN 56241, on the Minnesota River in Yellow Medicine County. The Upper Sioux Community came into being about the same time as the other Minnesota Sioux communities.

Land purchases amounting to 746 acres were made in 1938 but the Upper Sioux Community did not complete organization under the Indian Reorganization Act. Factionalism and internal dissension prevented the consummation of the plan. The Bureau of Indian Affairs dropped the matter and a Board of Trustees was set up chiefly to advise the agency superintendent on the use of rehabilitation funds. This group operates under a document entitled Provisions for Governing the Upper Sioux Community. The governing body is known as the Upper Sioux Community Board of Trustees, consisting of five members elected every four years, represent the community negotiating with federal, state and local governments. These provisions for governing are close to the constitution and bylaws of the Lower Sioux and Prairie Island groups.

The majority of their 746 acres is cleared as farm land with only a few acres under community control. Most of the land is under individual assignment to members of the community.

Intergovernmental Information Systems Advisory Council

5th Floor Centennial Office Bldg., 658 Cedar St., St. Paul, MN 55155

Roger I. Sell, executive director, (612) 297-2172

Minnesota Statutes, section 16.911

The council is made up of 25 members appointed by the governor to four-year terms. Members represent local government and state agencies. The council promotes the effective use of automated information systems. Properly developed, installed and maintained, these systems contribute to sound internal management, more informed decision making, and improved information flow among government units.

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 education and training opportunities to local government units to keep officials informed of current computer assisted systems. It also acts as an information resource to local governments contemplating automation, and assists the commissioner of administration in developing 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 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. For more information about automation development, grants and information systems, contact the council. Following is a partial list of grants awarded during fiscal year 1982 by the council.

Minnesota County Research Foundation — \$9,600 for assistance in the provision of COFARS (County Financial Accounting and Reporting Standard) related training to county auditors and treasurers.

Government Training Service — \$16,348 for assistance in the provision of electronic data processing related training to members of local governments.

St. Louis County Human Service Department — \$10,000 for assistance with the implementation of enhancements which were collectively agreed upon by the consortium of Child Support Collections System users.

Wright County Assessor's Office — \$30,000 for assistance with the implementation of an automated Computer Assisted Appraisal System.

Minnesota County Information System — \$25,000 for assistance with the procurement of an accounting/personnel/payroll system which meets the COFARS (County Financial Accounting and Reporting Standard) reporting requirements.

Minnesota County Research Foundation — \$15,000 for assistance with the task of providing guidance to individual counties which convert to the COFARS (County Financial Accounting and Reporting Standard) standard.

State Board of Investment

105 MEA Bldg., 55 Sherburne Avenue, St. Paul, MN 55155

Howard Bicker, executive director, (612) 296-3328

Minnesota Statutes, chapter 11A

The board manages approximately \$6.8 billion in public funds for various constituents. Over \$5.2 billion are retirement funds for Minnesota state employees,

teachers, and public employees. Many other individual accounts, including the Invested Treasurers Cash Fund, three constitutionally dedicated transportation funds, the proceeds from various bond sales, and numerous endowments, welfare, and departmental accounts comprise the remaining \$1.6 billion. Of this amount, approximately \$296 million is a permanent trust fund for the benefit of Minnesota schools.

The board is composed of the governor, attorney general, secretary of state, state treasurer and state auditor. The board is assisted in the day to day management of assets by an executive director and professional staff.

An Investment Advisory Council advises the board on general investment policy. The council is composed of seventeen persons, including ten persons appointed directly by the board, the executive directors of three retirement funds, the commissioner of finance, a retiree and two employee representatives. The council reviews the board's asset allocation and investment strategy, proposed statutory changes, and internal operating guidelines. The council does not advise on individual investment transactions. Meetings, held in the Twin Cities area bimonthly, are open to the public. Meeting notices are published in Twin Cities major newspapers and the *State Register*.

The board's investments are governed by the prudent person rule established in common law and codified in Minnesota Statutes. This standard requires the board to act in good faith and "exercise that degree of judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived therefrom" (Minnesota Statutes, Section 11A.09).

The board seeks to maximize the total rate of return consistent with an appropriate level of risk. Through external money managers and the internal investment staff, the board invests in a diversified portfolio of common stocks, fixed income securities, and alternative investments such as commingled real estate funds, resource programs, and venture capital. Common stocks provide potential for appreciation in the value of the assets, as well as increased income over the long term. Common stock investments have provided a total rate of return in excess of most other widely utilized types of investments over the long term.

Fixed income investments, such as bonds and mortgages, provide a stable, relatively high level of current income to the funds. Alternative investments, such as real estate and resource funds, provide additional portfolio diversification and a hedge against the impact of inflation. The cash reserves of the retirement funds and the entire assets of the short term state accounts are invested in short term securities such as U.S. Treasury and agency issues, repurchase agreements, commercial paper, bankers acceptances and certificates of deposit.

The board provides no services directly to the public, but publishes an annual report each January 1. A limited number of copies are available by writing to the board.

Funds Managed by the State Board of Investment June 30, 1983

Basic Retirement Funds — \$3.1 Billion

The Basic Retirement Funds are the pension assets of the currently employed participants in six major statewide retirement funds: Teachers Retirement Fund — \$1,263 Million; Public Employees Retirement Fund — \$1,007 Million; State Employees Retirement Fund — \$616 Million; Public Employees Police and Fire Fund — \$210 Million; Highway Patrol Retirement Fund — \$48 Million; Judges Retirement Fund — \$3 Million.

Post Retirement Investment Fund — \$1.8 Billion

The Post Retirement Investment Fund is composed of the reserves for retirement benefits to be paid to currently retired employees by the six basic funds. Permanent post retirement benefit increases are based on dividends, interest, and net realized capital gains from the sale of equities.

Minnesota Supplemental Investment Fund — \$217 Million

The Minnesota Supplemental Retirement Investment Fund includes the assets of the state deferred compensation plan, supplemental benefit arrangements, various retirement programs for local police and firefighters, and the unclassified employees of the state. Participants have a choice among four separate accounts with different investment emphases as authorized by law:

Income Share Account — a balanced portfolio of stocks and bonds

Growth Share Account — a portfolio of common stocks

Fixed Return Account — a portfolio of bond and other debt investments

Bond Account — a portfolio of longer maturity debt investments

Minnesota Variable Annuity Fund — \$107 Million

The Variable Annuity Program is an investment option which concentrates on common stocks historically offered to members of the Teachers' Retirement Association. It is no longer available to new members.

Invested Treasurers Cash Fund — \$572 Million

The Treasurers Cash Fund is composed of tax receipts used to pay state obligations. The fund is composed of short term investments maturing within three years.

Transportation Funds — \$273 Million

These funds are set aside for highway and airport construction projects.

Miscellaneous Cash Accounts — \$478 Million

These accounts include proceeds from bond sales, debt service funds, state agency accounts, and endowment funds and trust accounts held for various educational institutions.

Permanent School Fund — \$296 Million

The Permanent School Fund is a trust established for the benefit of Minnesota schools. Criteria governing investments are contained in the Minnesota Constitution.

Iron Range Resources and Rehabilitation Board

Highway 53 South, P.O. Box 441, Eveleth, MN 55734

Gary Lamma, commissioner, (218) 744-2993

Minnesota Statutes, section 298.22

The board was created in 1943 to encourage the 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 chemical analysis, charcoal production, tourism surveys and industrial development surveys.



General Support Division

Phil Landborg, deputy commissioner. The division carries on the administrative duties of the board, is in charge of personnel, maintains board equipment and buildings, and administers the general appropriations account grants section.

Human Resource Rehabilitation Grants Section

Michael Gentile, grants analyst. 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 section. There are no fees. Applications will be processed within one to six months.

Tourism Grants Section

Michael Gentile, grants analyst. 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 Interpretative Center. Any municipality or non-profit organization may apply for a grant. For further information and application forms contact the 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, recreation trail development and grooming, and publication of land ownership maps for 21 counties.

Peat Research Section, Wilderness Valley Farm, Zim Minnesota

Harold Bergquist, research technician. The section is involved in a number of peat related research projects including utilization of biomass material through gasification, peatland reclamation studies, hydrology studies, agriculture and horticultural uses for peat, sewage treatment and peat inventory. Research is being conducted at the 520 acre Wilderness Valley Farm, owned and operated by the agency.

Building Demolition Section

Ralph Potami, director. The section will assist local government 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 government in which the structure is located. Release forms are available at the coordinating agencies of these governments and are 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.

Land Ownership Map Section

The section produces and publishes land ownership maps for 21 counties of northern Minnesota. These maps show ownership of federal, state, county and private land ownership. For further information, or to receive maps contact the section. Maps are free of charge. Requests for maps will be 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 which augment and connect with the state trail systems. For further information and application forms, contact the section. Services are provided at no direct cost to the snowmobile clubs. A waiting list is used and varies from one to thirty days.

Public Information Division, (218) 254-3323

Richard A. Nordvold, information officer. 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 Information Center near Eveleth and coordinates the advertising and promotional program for the Iron Range Interpretative Center and the Hill Annex Mine Tours. Public information offices are located at the Iron Range Interpretative Center, P.O. Box 392, Chisholm, MN 55719.

Information Office Section

The section produces news releases and photographs for general media distribution, conducts a speakers bureau for public use, administers an extensive program of advertising and promotion and is responsible for the production of all publications issued by the agency.

The *Resourceur*, the agency's newsletter, features articles of interest concerning the

activities of the agency and board, and is distributed free of charge to 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, and is distributed free of charge.

To be included on the mailing list for any of the agency publications, submit your name and address to the division.

Anchor Lake Tourist Information Center Section, (218) 744-2297

Peggy Larsen, travel information center supervisor. 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 per day, seven days a week. The Tourist Information Center is open every day except Thanksgiving Day, Christmas Day and News Years Day. Hours of operation: Memorial Day weekend through Labor Day 8:00 a.m.-8:00 p.m. Winter hours: 9:00 a.m.-5:00 p.m. The center is located at R.R. 1 Box 271 A, Eveleth, MN 55734.

Iron Range Interpretative Center, (218) 254-3323

Robert T. Scott, director. The center is open to the public year around and interprets the dynamic story of the history and heritage of the people and industry of northeastern Minnesota. The center features a self-guided tour through its 34 exciting exhibits, the Hall of Geology, the Ethnic Arts Center, and Oral History Library. The center encourages use of the facilities for seminars and conferences. The center grounds feature numerous picnic tables, campsites for overnight parking, nature trails and the scenic beauty characteristic of the Iron Range. The center is open daily from 9:00 a.m. to 9:00 p.m. (Memorial Day through Labor Day) and 9:00 a.m. to 5:00 p.m. the rest of the year seven days a week. Admission is \$1.50 for adults and \$.50 for students and children. For further information or to arrange group tours, contact the center, P.O. Box 392, Chisholm, MN 55719.

Iron Range Regional Research Center Section, (218) 254-5733

Dana Miller, director; **Edward Nelson**, archivist; **Elizabeth Bright**, librarian. This facility provides professional archival classification and storage in a secure, fire-proof, climate controlled environment for all aspects of documentation relating to Iron Range history. Holdings include personal manuscript collections, local and state records, pictures, oral histories, maps and other sources. The Reading Room contains extensive reference works, theses, and dissertations, genealogical sources and microfilm collections of newspapers and census and naturalization records of northeastern Minnesota. Facilities include a conference room, oral history room, classroom and photo lab. The center is open Monday-Saturday from 9-5 p.m. It is located adjacent to the Iron Range Interpretative Center, Chisholm, Minnesota.

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.

Taconite Area Environmental Protection Fund Grants 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 Commission and the governor for approval. To be eligible for the program an applying community or unit of government must be in the taconite tax relief area as defined in Minnesota Statutes, section

273.134. For further information and for guidelines and application forms, contact the board, P.O. 678, Eveleth, MN 55734.

Mineland Reclamation Section, (218) 247-7215

Orlyn Olson, director. This section reclaims inactive and abandoned minelands on the three Iron Ranges in the northern portion of the state. The program is funded by the Taconite Area Environmental Protection Fund and provides no direct assistance to the public.

The division works on mine stockpiles, tailings basins, mine pits and on auxiliary mining lands. The reclamation program deals with problem areas, such as, eroded stockpiles, eroded pitwalls and unvegetated areas. Safety and health concerns are of top priority items for reclamation projects.

The division works on state lands or with local units of government on mining lands which they own or lease to develop new productive uses for the abandoned mining lands. Projects are submitted to the commissioner, the IRRRB, the Legislative Advisory Commission and the governor for approval.

Hill Annex Mine Tours Section

Open to the public during the summer months, the Hill Annex Mine Tour presents a unique opportunity to tour a natural ore iron mine. The daily 1½ hour bus tour begins at the mine clubhouse and takes the visitor past old mining company buildings, a processing plant, and gigantic mining equipment as you wind to the bottom of the 600 foot deep mine. There are numerous stops along the way for picture taking. Tours are given at 10:00 a.m., 12:00 noon, 2:00 p.m. and 4:00 p.m. seven days a week from Memorial Day week-end through September. Special tours are available. For further information, contact Hill Annex Mine Tours, P.O. Box 376, Calumet, MN 55716. Admission is \$1.50 for adults and \$.75 for children.

Croft Mine Historical Park

George Spalj, Cuyuna Range Coordinator. Open to the public, Memorial Day through Labor Day, 10:00 a.m. to 6:00 p.m., seven days a week, the park is a memento from the past. The Croft was an underground mine which has been preserved as a historical park. Among its exhibits are its original smoke stack and dry house with mining artifacts.

Department of Labor and Industry

4th & 5th Floor, Space Center Bldg., 444 Lafayette Road, St. Paul, MN 55101
Steve Keefe, commissioner, (612) 296-2342

Minnesota Statutes, chapters 175-178, 181-184 & 326; Minnesota Rules 5200-5499

Make Our State



The Safest State

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.

Code Enforcement, (612) 296-6529

Charles Curren, assistant commissioner. Enforcement activities consist of the following divisions: Occupational Safety and Health; Employment Standards, Regulation

and Enforcement; Voluntary Apprenticeship; Boiler Inspection and Steamfitting Standards; and Prevailing Wage.

Occupational Safety and Health Division, (612) 296-2116

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, MN 55101, (612) 296-2116

415 Washington Avenue N.E., Brainerd, MN 56401, (218) 828-2455

801 First Federal Savings Bldg., Duluth, MN 55802, (218) 723-4678

70½ East Fourth Street, Winona, MN 55987, (507) 457-2958

200 S.W. Fourth Street, Willmar, MN 56201, (612) 231-5168, (612) 231-5167

Occupational Safety and Health Advisory Council, (612) 297-3467

This twelve-member council appointed by the governor represents the statewide community and advises the department on matters relating to occupational safety and health. No services are provided directly to the public.

Occupational Safety and Health Review Board, (612) 297-3467

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 an employee who wishes to contest an OSHA citation may do so by notifying the commissioner of the department within 15 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 board.

Copies of the rules of the Office of Administrative Hearings and the Rules of Procedure for Practice before the Governor's Occupational Safety and Health Review Board may be obtained at cost from the Minnesota State Documents Center, 117 University Avenue, St. Paul, MN 55155.

Consultation Unit, (612) 296-2973

Tim Tierney, director. The Consultation Unit provides free safety and health consultation services to assist private employers in voluntary compliance with OSH law and standards. No citations or penalties are issued by the Consultation Unit. To request an on-site consultation, contact the unit.

Prevailing Wage Division, (612) 297-4474

Don Jackman, director. The division administers the Little Davis-Bacon Act, assuring that state of Minnesota construction projects pay workers the prevailing wage rate in each county. These wage rates are determined through periodic surveys of building contractors. No services are provided directly to the public.

Employment Standards Regulation and Enforcement Division, (612) 296-2282

Kurt Pinke, director. The division advises and enforces compliance with state laws relating to minimum wage, overtime, child labor, wage claims, handicapped workers, fee employment agencies and illegal use of lie detectors by employers. Persons wishing to make complaints or needing information in any of these areas may call, write or visit the Labor Standards Division. The Labor Standards Division, as a public service, addresses groups to instruct and explain the provisions of the laws relating to the division's activities. There are no fees for any of the services provided to the public. There is a specific form for each area available from the division. A complaint may be answered in a few hours or it may take over a year.

Fee employment agencies must be licensed. A \$200 license fee is charged annually for the period from Jan. 1 to Dec. 31. Counselors and managers of fee employment agencies must take a one-hour exam which costs \$10. Upon passing the exam a license is issued which also costs \$10.

Search firms are not licensed but must register with the state and meet certain requirements. A \$200 registration fee is charged annually for the period from August 1 to July 31. Search firm personnel and owners are not required to take a test or have individual licenses.

Application for license or registration for fee employment agencies and search firms involves an investigation and submission of references. Spot checks are made during the year. For more information contact Bob Roppe (612) 296-2125.

Child labor — Employment of minors under fourteen is prohibited, with very few exceptions. Employment of minors under sixteen is limited to non-school hours while school is in session, to a maximum of 8 hours per day and 40 hours per week. Employment of minors under sixteen before 7:00 a.m. and after 9:30 p.m. is prohibited. Proof of age for each minor employee must be kept on file by the employer. Violators will be subject to fines and possible criminal prosecution. **Special Exemption Permits** may be granted by the commissioner of the Department of Labor and Industry in unusual cases. Applications for such exemptions may be obtained from the labor standards division.

Minimum Wage, Overtime, and Wage Claims — The minimum wage in Minnesota is \$3.35 per hour (March 1984). For minors under eighteen, the minimum wage is \$3.02 per hour. Employees who receive at least \$35 per month in tips may be paid a minimum of \$2.68 per hour, due to the 20% tip credit. Overtime wages of 1½ times the regular hourly wage must be paid to employees who work in excess of 48 hours in a week. Wages must be paid within 24 hours to employees who are discharged, and within 5 days to employees who quit their job.

Lie Detectors — Employers may not require or request their employees to take polygraph tests, voice stress tests, or any other test purporting to test the honesty of an employee or prospective employee.

Mandatory Retirement — An employer may not discharge, refuse to hire, or demote any individual on the basis of age if the age of the individual is less than 70. For further information on your rights and duties under this law, call the Labor Standards Division, (612) 296-2282.

Voluntary Apprenticeship Division, (612) 296-2371

Robert Wickland, 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 Statutes, chapter 178, and the Minnesota Plan for Equal Employment Opportunity in Apprenticeship. The division approves all veter-

an'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 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) 297-3467

The council proposes occupational classifications for apprenticeship programs, minimum standards for apprenticeship programs and agreements, and advises the commissioner on policies, procedures and rulings.

Boiler Inspection and Steamfitting Standards 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 division. Fees and experience requirements as of Dec. 31, 1983 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.

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 and approved by the Advisory Council for Steamfitting Examinations. Examinations are given Monday through Friday and, if passed, licenses granted.

Fees and experience requirements as of Dec. 31, 1983 are: Journeyman, four years experience or training, \$25 examination fee and \$15 renewal. Contractor, five years experience or training, \$75 examination fee and \$60 renewal.

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 Boiler Inspection and Steamfitting Standards Division.

Advisory Council for Steamfitting Examinations, (612) 297-3467

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.

Workers' Compensation Division, (612) 296-6107

Jay Benanav, deputy commissioner. The division provides assistance to employees with job related injuries and illnesses, employers, and insurers so that 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 Bldg., Duluth, MN 55802, (218) 723-4570

444 Lafayette Rd., St. Paul, MN 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) 297-3467

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.

Rehabilitation Services, (612) 297-2684

Gladys Westberg, director. This section implements the rehabilitation law of 1979, Minnesota Statutes, section 176.102, which ensures early intervention and establishment of programs that assist individuals who sustain work-related injuries or illnesses to return to gainful employment as soon as possible, to reduce long term disability and cost, and to reduce litigation in connection with work-related injuries or illnesses.

The division monitors evaluation, counseling and job placement activities for disabled individuals and serves as a forum for approving rehabilitation plans, resolving disagreements and directing the payment of rehabilitation benefits and program costs when appropriate.

Mediation Services, (612) 296-4534

Gayle Dixon, director. This section provides mediation of disputes between parties in workers' compensation cases. Participation in mediation is voluntary, and the contents of mediation sessions are confidential. Mediation provides a speedy and inexpensive dispute resolution process designed to reduce unnecessary litigation.

Administrative Services, (612) 297-3249

David Renz, assistant commissioner. This program provides research, administration,

and personnel and fiscal management at the department level, so that the various divisions may receive the direction, technical assistance, financial and human resources necessary to meet their goals and objectives.

Research and Education, (612) 297-4595

Marilynn Taylor, director. This section develops and conducts education and training programs for employers, employees, medical providers, insurers and other parties with an interest in workers' compensation and other laws administered by the Department of Labor and Industry. Additional services include ongoing research and production of informational materials.

Information Management Services Division, (612) 296-4893

Arthur G. Gasche, director. The division manages information resources of the department, the electronic data and word processing operations, and the compilation and dissemination of occupational safety and health, and workers compensation statistics. The division also provides statistical information regarding occupational injuries and illnesses and distributes OSHA brochures and posters to Minnesota employers.

Office of the Lieutenant Governor

122 State Capitol, St. Paul, MN 55155

Marlene Johnson, lieutenant governor, (612) 296-2374

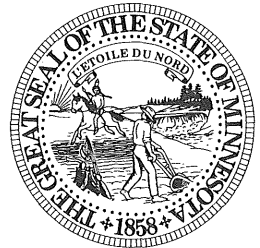
Minnesota Constitution Article V

The lieutenant governor is first in line when a vacancy occurs in the Office of the Governor and may assume the governor's duties any time the governor is unable to perform them. The lieutenant governor represents the governor and the state of Minnesota within the state, nationally, and internationally.

A bill was enacted in 1971 enabling the governor to delegate to the lieutenant governor such powers, duties, responsibilities, and functions as are prescribed by law to be performed by the governor, provided those powers are not imposed upon the governor by the constitution. Until 1972, the lieutenant governor presided over the Minnesota Senate. A constitutional amendment, ratified in November of that year, permitted the senate to choose its own presiding officer. Consequently, the lieutenant governor became a fulltime official of the executive branch.

The governor has delegated to the lieutenant governor the responsibility for coordinating the state's tourism efforts. In addition, she chairs a number of boards and commissions, including the Open Appointments Commission, the Capitol Area Architectural and Planning Board, the Governor's Council on Rural Development, and the Minnesota Mississippi River Parkway Commission. The lieutenant governor also advises the governor on matters of concern to women, minorities, and small business.

The office is available to assist the public with questions concerning these areas, as well as matters of a general nature. For assistance, contact the Office of the Lieutenant Governor.



Bureau of Mediation Services

2nd Floor, Summit National Bank Bldg., 205 Aurora Ave., St. Paul, MN 55103

Paul W. Goldberg, director, (612) 296-2525

Minnesota Statutes, chapter 179; *Minnesota Rules 5500-5599*

The bureau implements the state's public policy governing the collective bargaining relationship between unionized employees and their employers. Originally created in 1939, the bureau has responsibilities in the public, private, and nonprofit

sectors of the state's economy. Its primary goal is to promote a stable and constructive relationship between labor and management within Minnesota.

The bureau carries out the following activities in order to fulfill the state's public policy concerning the labor-management relationship.

Selecting Employee Bargaining Representatives

The bureau determines what grouping of employees is appropriate for the purpose of collective bargaining and whether the employees within the determined grouping desire to be represented by a labor organization for the purpose of collective bargaining. The question of representation is addressed at a hearing where the petitioning labor organization and the employer provide evidence concerning what the appropriate grouping should be. If the parties do not mutually agree, the bureau determines an appropriate unit or units and identifies the employees within the unit or units, based on the hearing record. Following the unit determination process, the bureau may conduct a secret ballot election among the employees within the appropriate unit to determine whether the employees wish to be represented by the labor organization. A labor organization receiving a majority of the votes cast at the election will be certified as the exclusive representative for the employees, having the right to collectively bargain with the employer over the terms and conditions of employment.

Mediation Services

The bureau devotes the largest amount of staff and time to mediation. This is the extension of the face-to-face bargaining process which takes place between representatives of a labor organization, acting as an exclusive representative and the employer. When face-to-face negotiations have reached a deadlock, either party or both may request the assignment of a mediator. It is the mediator's responsibility to aid the parties in reaching a voluntary settlement acceptable to both. Although without any decision-making authority, the mediator seeks a settlement between the parties by suggesting alternatives, identifying crucial issues and seeking areas of compromise from each party. The mediator is not an advocate for either party, but rather is an advocate of collective bargaining and the voluntary settlement of terms and conditions of employment by the parties themselves.

Fair Share Issues

Labor organizations having the status of exclusive representative may assess public employees who are represented by the organization, and who are not members, a fair share fee which reflects the costs of representing non-member employees. Public employees who are assessed such a fee may challenge the amount under certain conditions. Although not directly involved in the fair share issue, public employers are required to take certain actions that are requested by bureau orders.

Fair Share Challenge forms are available from the bureau and must be accompanied by a \$10 filing fee when submitted.

Arbitration Referral

A vast majority of labor-management contracts contain a grievance procedure which culminates in arbitration. The grievance procedure provides the parties a means to resolve disputes over the application or interpretation of the contract. The bureau maintains a master list of arbitrators from which panels of arbitrators will be referred to labor and management representatives upon request. From the panel submitted the parties alternately strike names until a single name remains who will hear and decide the grievance.

Union Democracy

The bureau will supervise union officer elections and contract ratification votes upon request and on a case by case basis.

Education

The bureau offers education and information programs that cover the entire spectrum of the collective bargaining process. It offers this service specifically to repre-

representatives of labor and management, staff mediators and the grievance arbitrators. In addition, the staff mediators work on an individual basis with a variety of labor organizations, associations of employers, institutions of higher education and other mediation agencies to make understandable the mediation process.

For information and assistance, contact the bureau.

Board of Medical Examiners

717 Delaware Street S.E., Room 352, Minneapolis, MN 55414

Arthur W. Poore, executive secretary, (612) 623-5534

Minnesota Statutes, chapters 146-148, 319A; *Minnesota Rules* 5600-5699

The board 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, contact the board.

To practice medicine-surgery licensees must pay \$125 for the examination application fee. The annual registration fee is \$20, and the reciprocity and endorsement application fee is \$100.

To practice physical therapy licensees must pay \$70 for the examination and application fee. The annual registration fee is \$5, and the professional examination service endorsement application is \$15.

To practice midwifery licensees must pay \$2.00 for the examination and application fee. The annual registration fee is \$1.00, and the endorsement application fee is \$1.00.

Registration fee for the first year only for professional corporations is \$100 and annual registration each year following is \$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 S., Minneapolis, MN 55450

Raymond G. Glumack, chairman; Lawrence E. McCabe, executive director, (612) 726-1892

Minnesota Statutes, sections 473.601-473.679

The Metropolitan Airports Commission (MAC) has jurisdiction over an area lying within the seven-county metropolitan area and/or within a 35-mile radius of the city halls of Minneapolis and St. Paul. MAC owns and operates one major hub airport, Minneapolis-St. Paul International Airport, and a system of six reliever airports; St. Paul Downtown, Lake Elmo Airport, Airlake Airport, Flying Cloud Airport, Crystal Airport and Anoka County-Blaine Airport.



The commission consists of 11 members from the metropolitan area (a chairman and 8 commissioners appointed by the governor, and the mayors of the cities of St. Paul and Minneapolis or their designated representative). The commission is charged with the promotion and development of air transportation, the development of the full potential of the metropolitan area as an aviation center, and to provide such aviation services in an economical and safe manner with minimum environmental impact. The commission coordinates its functions with the federal government, the commissioner of aeronautics of the Minnesota Department of Transportation and the Metropolitan Council.

The commission meets once a month on the third Monday of each month in Room 303 of the Main Terminal Building at Minneapolis-St. Paul International Airport. The meetings begin at 1:00 p.m.

The commission's air carrier airport, Minneapolis-St. Paul International Airport, handled almost 9 million ticketed passengers in 1982, and will be enlarging its passenger terminal space and baggage handling spaces to meet increased public needs. Corporate aviation needs are served both at the St. Paul Downtown Airport (Holman Field) and the International Airport. Other general aviation needs are served at Anoka County (Blaine), Flying Cloud, Crystal, Lake Elmo and Airlake Airports. In 1982 almost 900,000 aircraft operations took place on MAC's system of airports, one of the largest systems in the nation in terms of operations.

The commission possesses the authority to levy $\frac{1}{8}$ mill on the assessed valuation of the seven-county area, but currently does not exercise its option to levy this tax. The commission's most recent bond sale carried a AAA rating.

As a service to the public, the MAC publishes guides to the facilities at the Minneapolis-Saint Paul International Airport, an airport access guide for the handicapped and elderly and a guide to the parking lots at the airport. These pamphlets are free and available at the airline ticket counters and other locations in the airport terminal building. A 20-minute slide presentation with sound, using 2 projectors, detailing the history, structure, financing and future plans of the commission is available free to groups. A staff member will run the projectors and answer questions. Call for more information and for availability.

Metropolitan Council of the Twin Cities

300 Metro Square Bldg., 7th and Robert Streets, St. Paul, MN 55101
 Sandra Gardebring, chairwoman; Public Information, (612) 291-6464
 Maurice Dorton, chief administrator, (612) 291-6359 General Offices
 Minnesota Statutes, sections 473.01-473.341; *Minnesota Rules* 5700-5799



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 physical 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 a number of 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 17th 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: Advisory Committee on Aging, Arts Advisory Committee, Criminal Justice Advisory Committee, Developmental Disabilities Task Force, Metropolitan HRA Advisory Committee, Metropolitan Health Planning Board, Metropolitan Waste Management Advisory Committee 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) 291-6300, or write to the appropriate committee at the council's address.

The council's development guide establishes policies for the region's growth and contains data about the region — its economic, demographic, physical and social characteristics. The guide contains the following regional plans: aviation; criminal justice; development framework (a generalized growth plan); health, housing; investment framework (fiscal plan); protection of open space; recreation 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 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 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 (291-6464) as a first step. Except as noted below, the publications and services listed are available by calling 291-6464.

Direct-Service and Grant Program

Housing Assistance — The council is predominantly a planning organization. However, it administers one large direct-service program for the public in its role as 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 30 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 3,000 individuals and families are under the program. Information about the program can be obtained by calling the Metro HRA at 291-6300.

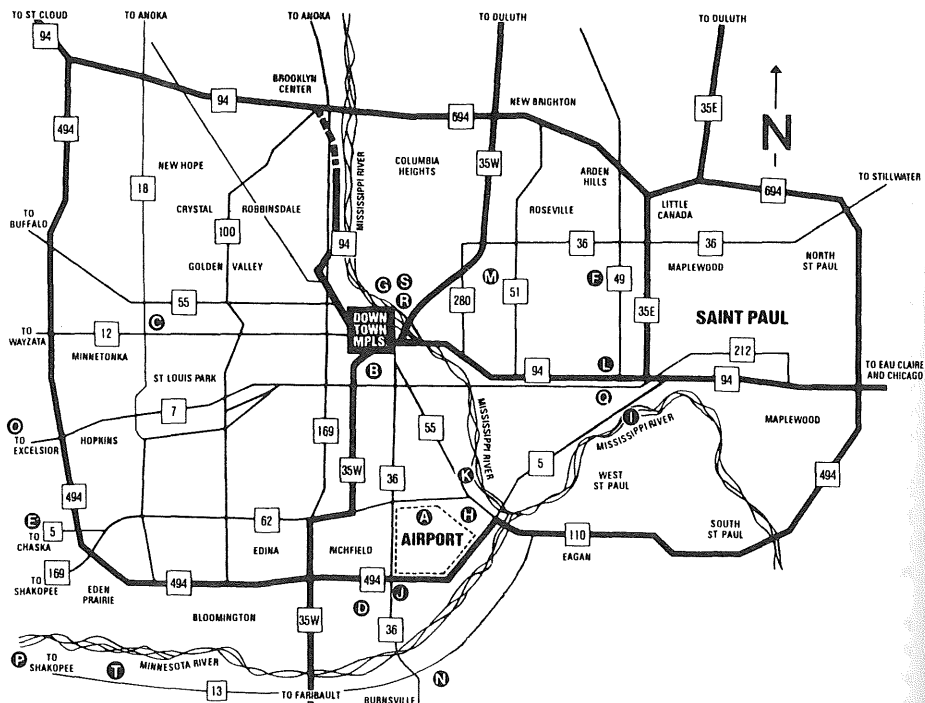
Grant Programs — The council also administers several grant programs. Persons interested in securing grants for local arts development should contact the program at 291-6571. Information about grants for services to elderly persons can be obtained by calling the council's aging program at 291-6304. Information about housing rehabilitation grants and Section 8 Moderate Rehabilitation Housing Programs 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 covers major regional planning and coordinating issues, lists new publications and provides information on other matters of general regional interest.

GREATER MINNEAPOLIS ST. PAUL AREA



How To Get There!

Locations of Attractions Outside Downtown Minneapolis

- A. AIRPORT**
35W South to 494 East
726-1717 information
- B. AMERICAN SWEDISH INST.**
2600 Park Ave. 871-4907
- C. BETTY CROCKER KITCHENS**
9200 Wayzata Blvd. 540-2526
- D. CARLTON CELEBRITY ROOM**
494 West to Cedar So. Exit,
left at light. 854-9300
- E. CHANHASSEN DINNER
THEATRES**
35W South to 494 West to
Hwy 5 West. 934-1525
- F. COMO PARK AND ZOO**
94 East to Lexington Pkwy,
north to Como Park. 488-4041
- G. DUDLEY RIGGS THEATRES**
1430 Washington Avenue
2605 Hennepin 332-6620
- H. FORT SNELLING**
35W South to 62, east to
Ft. Snelling. 726-1171
- I. JONATHAN PADEFORD**
Excursion Boat, Harriet Island,
St. Paul 222-0000 (May-Oct.)
- J. MET SPORTS CENTER**
35W South to 494 East, Cedar
Ave. So. Exit. 853-9300
- K. MINNEHAHA FALLS/PARK**
Hiawatha to
Minnehaha Pkwy.
- L. MINN. STATE CAPITOL**
94 East to Marion St. Exit
Tours: 296-2881
- M. MINNESOTA STATE FAIR**
94 East to Snelling Ave. Exit
north to Como. 642-2200
- N. MINNESOTA ZOO**
35W South to 122nd St. Exit,
east on Cliff Rd. to Johnny
Cake Ridge Road. 432-9010
- O. OLD LOG THEATER**
5175 Meadville, Excelsior
474-5951
- P. RENAISSANCE FESTIVAL**
4 Miles Southwest of
Shakopee on Highway 169.
445-7361
- Q. OMNI THEATRE/SCIENCE
MUSEUM OF MINN.**
10th at Wabasha. St. Paul
221-9488
- R. THEATRE IN THE ROUND**
245 Cedar Ave. 333-3010
- S. UNIVERSITY OF MINN.**
Northrup Aud., Bell Museum,
Rarig Center, Stadium Fourth
St. to across river. 373-2851
- T. VALLEYFAIR**
35W South to Hwy 13, west 9
miles on Hwy 101. 445-7600

Review is a bi-weekly 2-page publication listing council and committee agendas for the coming weeks and summarizing council activities.

Specialized newsletters are written for special interest audiences, usually professionals in the field. Published periodically are: *Planning Briefs*, *Development Disabilities Newsletter*, *Metro HRA Newsletter*, *Housing Relocation Newsletter* and *Wasteline* (solid waste).

Special Public Service Publications

1983 Legislative District Map, 17×22 inches, shows legislative district boundaries in the Twin Cities area and legislators. Free.

Recycle It! 1983. A consumer directory of locations to take recyclable material in Twin Cities area (paper, glass, metals, oil). Free.

Facilities Serving Developmentally Disabled People, 1980, 17×22 inches. Map gives locations and phone numbers of facilities such as rehabilitation centers and others in the Twin Cities area. Free.

Public Boat Launch Guide, 1983. 17×22 inches. This map shows locations of public boat launch sites in the Twin Cities area. Joint publication of council and Minn. Dept. of Natural Resources. Free.

Metropolitan Council Annual Reports to the Minnesota State Legislature. Reports describe the council's activities during calendar years.

Twin Cities Regional Strategy, November 1980, by Arthur Naftalin and John Brandl. Evaluates the success of the two-tiered governmental system in Twin Cities area in a national context. \$1.00.

Consumer's Guide to Hospital Care, Twin Cities Metropolitan Area. 1983. Contains information consumers should know about hospital care and alternatives to hospitalization. Also lists services available at Twin Cities hospitals. \$1.50.

Art About Town. 1983 Guide to the Arts in the Twin Cities Area. Lists nonprofit arts groups, their specialties and how to contact them. Free.

1980 Census Tracts, Twin Cities Metropolitan Area. 17×22 inches. Map shows census tract boundaries. Necessary to use data from the 1980 federal census. Free.

Aerial Photo Prints. 36×36 inches. Shows 14-square-mile sections of Twin Cities area. Scale is 1 inch equals 800 feet. 233 photos in all. Cost is \$1.50 per print, plus mailing.

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.

Audio-Visual Presentations. The council has automated 35 millimeter slide shows about the council and regional programs available for loan. The council also has speakers available to talk to groups. No honorariums are accepted.

The Metropolitan Council has many other publications including reports on 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 council publications directory is available upon request.

Metropolitan Parks and Open Space Commission

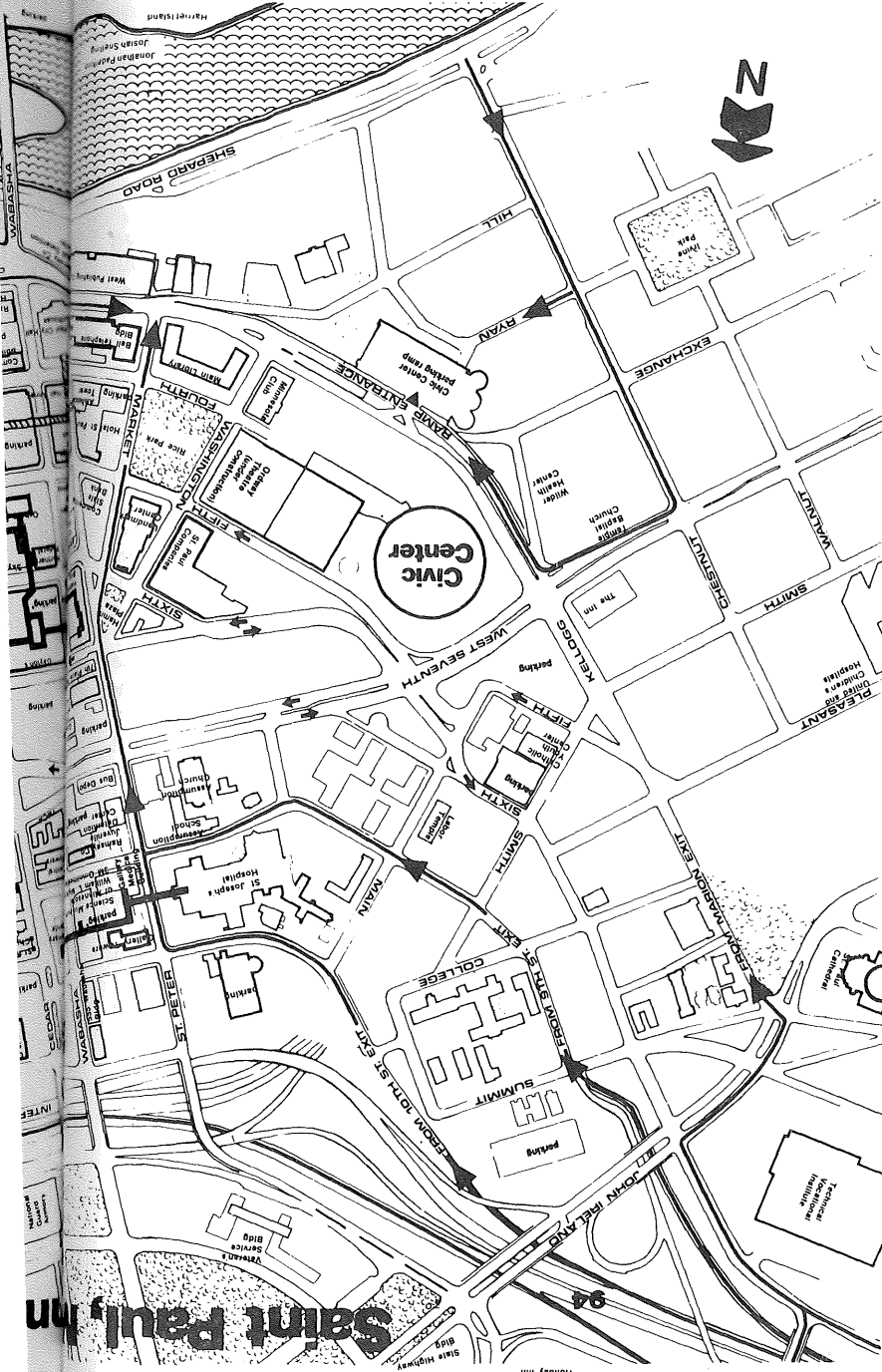
300 Metro Square Bldg., 7th & Robert Streets, St. Paul, MN 55101

John McBride, chairman; Robert Nethercut, director, (612) 291-6401

Minnesota Statutes, sections 473.301-473.341

The commission is a nine-member group of citizens who advise and assist the Metropolitan Council in developing long-range plans and funding for adequate park and open space facilities in the region. The commission also gives advice to the council concerning grant requests from local governmental units for federal and state monies for park acquisition and development.

CENTRAL BUSINESS DISTRICT MAP



Saint Paul, Minn

Minnesota



- ★ Chamber of Commerce
- ▨ 1983 Skyway System
- ▨ 1984-5 Skyway System
- * Shopper Parking (special rates)

The guiding document for the program is the *Recreation Open Space Policy Plan/Development Guide* which defines the policy direction and identifies those sites and facilities in the metropolitan area deemed to be regional in nature. Regional parks are 200-500 acres in size and park reserves are 1,000 acres or more. Facilities for recreation include swimming, boating, fishing, picnicking, camping and trail activity. Regional trail corridors and special recreation use facilities are also included in the system.

The commission has planned for a regional park system of 51 parks and park reserves, two special use sites, and trail corridors. The commission has funded major acquisitions in the following regional parks: Anoka County Riverfront in Anoka County, Lake Minnewashta in Carver County, Medicine Lake in Hennepin County, Central Mississippi Riverfront in Minneapolis, Cleary Lake in Scott County, Long Lake-Rush Lake, Bald Eagle-Otter Lake, Grass-Vadnais, Lilydale-Harriet Island, and Lebanon Hills in Ramsey and Dakota Counties. Major acquisitions at park reserves have taken place at Rice Creek-Chain of Lakes in Anoka County, Hyland-Bush-Anderson Lakes in Hennepin County, Murphy-Hanrehan in Scott County and Lake Elmo in Washington County. Major developments and redevelopments have been completed at regional parks at Coon Rapids Dam in Hennepin County, Minneapolis Chain of Lakes, Hidden Falls-Crosby Farm, Phalen-Keller, and the Como Zoo in St. Paul. Additional development projects have been funded and are in progress at Long Lake-Rush Lake, Battle Creek, Medicine Lake and Lake Elmo.

Before the creation of the commission cities and counties were on their own in starting park programs. Since 1974 the commission has had the responsibility for park system planning and funding. Initial funding for the program came from bonds sold by the Metropolitan Council, and today it comes from the sale of state bonds. A brochure about the commission and copies of the guiding document can be obtained at the Metropolitan Council Public Information Office, (612) 291-6464.

A total of \$125.7 million has been authorized by the state legislature for the regional system since 1974. The Metropolitan Council authorizes grants to the implementing agencies — the counties, municipalities and special park districts — to acquire and develop regional recreation facilities. These implementing agencies pay operation and maintenance costs, primarily from real estate property tax sources.

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 district. The council chairman nominates the commission chairman. Eight members are selected from districts of equal population, plus the chairman who represents the metropolitan area at large. Terms are for four years. To be considered for appointment when vacancies occur on the commission, contact the office of the Metropolitan Council chairman for more information.

Two guides to the regional park system were compiled in the last year *The Great Outdoors . . . It's Just Next Door* and *Warm Up Winter*. These guides include descriptions of the regional parks, where they are, who operates them, and what recreational opportunities are available to the public. While the supply lasts, they may be obtained free of charge by calling Metropolitan Council Public Information office, 291-6464.

Metropolitan Sports Facilities Commission

900 S. 5th Street, Minneapolis, MN 55415

Ron Gornick, chairman; Jerry Bell, executive director, (612) 332-0386

Minnesota Statutes, sections 473.551-473.597

The commission was established by the state legislature in 1977 to decide whether a new stadium should be built and, if so, what type and where. The commission decided to build a covered facility in downtown Minneapolis. Construction began in December 1979 and the Hubert H. Humphrey Metrodome was opened in April 1982. The commission also owns Met Center in Bloomington, but does not operate the building. Revenue for the commission comes from operating the building and is generated through admission taxes, rent, concession revenue and other miscellaneous revenue. The charge to rent the Metrodome is a minimum of \$5,000 per day. The stadium is available at the times in which the major tenants, the Minnesota Twins, Minnesota Vikings, University of Minnesota Gophers, and the Minnesota Strikers, are not using the facility. Parking is available throughout the downtown area and can handle 20,000 vehicles. The Metrodome parking lot can handle up to 240 buses at any one time.

In 1983, the commission received revenue of \$7.5 million and had expenses of \$4.8 million for an operating surplus of \$2.7 million. The result of this was that the 3% hotel/motel/liquor tax in the city of Minneapolis was reduced to 2% on January 1, 1984. The commission is confident that the remaining tax can be removed in the ensuing years. Two million people visited the Metrodome during 1983 and increased attendance is anticipated in 1984.

The commission handles complaints dealing with the administration of the Metrodome. Public speakers are available occasionally, depending upon the flow of the work at the time and there is no charge for a speaker.

The commission is a seven-member group with a chairman appointed by the governor and the other members appointed by the Minneapolis City Council. The term of appointment is four years. Regular commission meetings are held the third Wednesday of every month in the commission offices in the Metrodome and are open to the public. For more information, contact the commission administrative offices.



Metropolitan Transit Commission

801 American Center Bldg., 150 East Kellogg Blvd., St. Paul, MN 55101

Peter Stumpf, chairman; Louis Olsen, chief administrator, (612) 221-0939

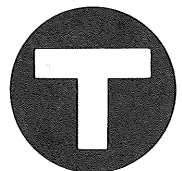
Bus Schedule Information: (612) 827-7733

Minnesota Statutes, sections 473.401-473.451; Minnesota Rules 5800-5899

The Metropolitan Transit Commission (MTC) is a public agency with jurisdiction within the seven-county metropolitan area. It was created in 1967 by the Minnesota legislature. Since 1970, the MTC has owned and operated the major bus system in the Twin Cities area. The agency also has transit planning and coordinating responsibilities for the area.

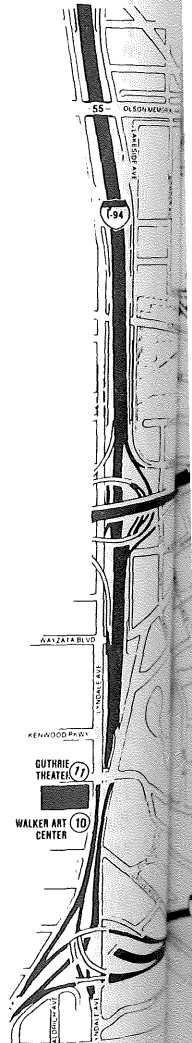
The bus system has 1,004 standard buses, 29 wheelchair lift-equipped buses and 45 articulated buses. Five bus garages and an overhaul base are located in the Twin Cities. MTC buses travel approximately 100,000 miles per day on 123 routes.

Special features of the transit system include a computerized radio system that links buses to a central control center, special metered ramps that give buses easy access to Interstate 35W, reverse flow bus lanes in downtown Minneapolis, an exclusive transit way on Nicollet Mall, 116 park-and-ride lots that provide more than 4,900 parking spaces and 648 passenger waiting shelters.



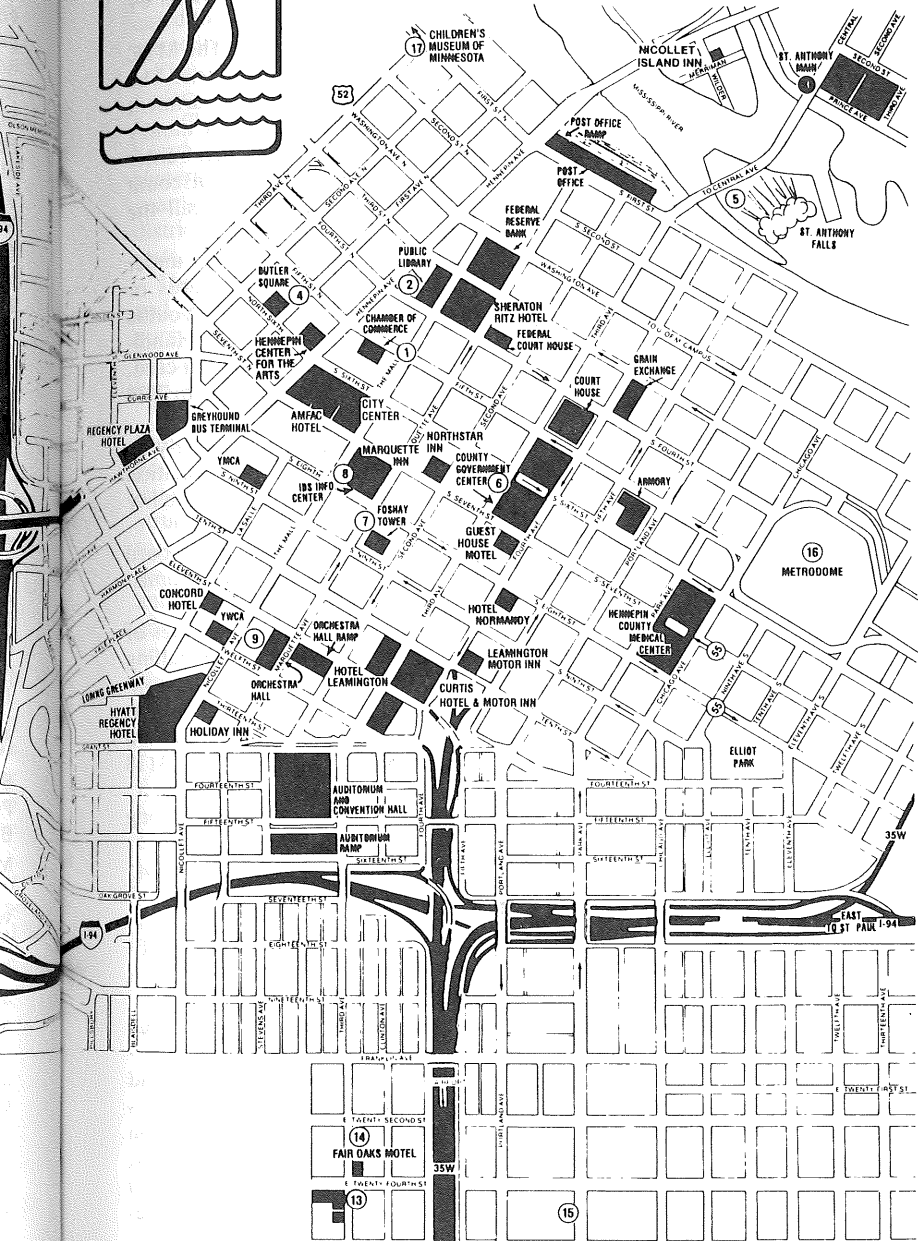
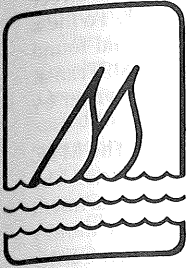
Points of Interest Downtown

1. **Nicollet Mall** Nation's longest downtown pedestrian stroll-way flanked by trees, flowers, benches and fountains—the heart of the shopping district. Perfect for leisure walk in summer and a holiday spectacle of lights during the winter months.
2. **Minneapolis Public Library** and Information Center John Rood's sculpture "The Scroll" faces the main entrance on the Mall. Exhibits in the lobby feature topics of interest, changed every six weeks. Also visit the Planetarium in the Library.
3. **St. Anthony Main . . . on the river**, in the historic heart of Minneapolis. It is a stunning collection of distinctive shops and restaurants.
4. **Butler Square** Old massive warehouse renovated with interesting shops, restaurants and offices.
5. **Upper St. Anthony Lock & Dam** See historic St. Anthony Falls, where Minneapolis was founded and which supplied power for early lumber and flour mills. Tour the Federal Lock & Dam, start of navigation of Mississippi River.
6. **Minneapolis City Hall/Hennepin County Government Center** A dramatic architectural contrast between stately City Hall with a clock larger than "Big Ben" in London and the new modernistic home of County Government.
7. **Foshay Tower** A Minneapolis landmark designed after the Washington Monument.
8. **IDS Center** Fifty-seven story home of Investors Diversified Services with observation deck open seven days a week on 51st floor. Star attraction is the Crystal Court with 120-foot ceiling topped by see-thru pyramids and overhanging restaurants.
9. **Orchestra Hall** Exciting downtown Minneapolis home of the world famous Minnesota Orchestra, ranked among the finest concert orchestras in the nation.
10. **Walker Art Center** One of the finest art galleries offering an extensive collection of contemporary art.
11. **Guthrie Theater** World famous repertory theater built by Sir Tyrone Guthrie.
12. **Loring Park** The lake and park in Downtown Minneapolis ideal for strolling and relaxing amid greenery, water and a host of swans and ducks.
13. **Minneapolis Institute of Arts** A newly expanded museum with paintings and sculptures considered among the finest in the world.
14. **Hennepin County Historical Society** Elegant mansion displaying items from the early settlers of Hennepin County (Minneapolis).
15. **American Swedish Institute** A 33-room castle-like mansion filled with fine exhibits depicting Minnesota's Scandinavian heritage.
16. **Hubert H. Humphrey Metrodome** A dramatic addition to the downtown skyline. The home of the Minnesota Twins and the Minnesota Vikings.
17. **The Children's Museum** Minnesota's Warehouse educational facility for children 3-12 and their families. Encourages active involvement, exploration and discovery.



MINNEAPOLIS

The City of Lakes



In addition to bus service, the MTC offers carpooling and vanpooling services, and special services for handicapped people.

For bus schedule and fare information, call 827-7733. Information is also available at MTC booths in the IDS Crystal Court in downtown Minneapolis and on the street level of Town Square in downtown St. Paul. To charter buses, call 827-4071. To file a complaint or commendation, call Customer Service at 827-4025. For lost and found information, call 827-4071. For carpool or vanpool information, call 297-3800. Transit information is available for speech and hearing impaired people via teletypewriter by calling 824-5202.

Bus fares must be paid in exact change or by using a prepaid fare item. The MTC sells tokens, 10-ride commuter tickets and monthly **All You Can Ride** cards. The items are sold at the MTC's two information booths and at many banks, department stores and other outlets. They are also available by mail. Send a check or money order including first class postage to MTC Convenience Fares, 801 American Center Building, St. Paul, Minnesota 55101. **All You Can Ride** cards are sold at a discount through a payroll deduction program. For information on this program, call the Communications Section at 221-0939.

Reduced bus fares are available during off-peak hours to persons over 65 or under 18 and to handicapped people. Senior citizens may use their Medicare cards or specially endorsed driver's licenses and State I.D. cards as identification. Youths aged 14 to 17 may receive **Easy Rider** identification cards from their schools. Handicapped riders using regular buses should have a **Limited Mobility** identification card, which may be obtained by calling 644-1119. Off-peak hours are from 9 a.m. to 3:30 p.m. weekdays and all day Saturday, Sunday and holidays.

Metro Mobility provides door-to-door transportation for handicapped people who are unable to ride regular buses. Metro Mobility users must be certified. Information on the service and certification forms may be obtained by calling the Metro Mobility Transportation Center at 644-1119.

The 1984 Legislature divided the MTC into a 15-member Regional Transit Board with transit planning responsibilities and a 3-member Metropolitan Transit Commission to operate the metro transit system.

The MTC publishes an annual report, which is available without charge. Copies of publications, reports and studies published by the MTC may be obtained by calling the Communications Section at 221-0939. The *Twin Cities Transit Guide*, which contains a map of all bus routes and information of MTC services, costs \$1. It is sold at the two MTC information booths and by mail. Pocket bus schedules may be obtained by sending a self-addressed stamped envelope to MTC Pocket Bus Schedules, 3118 Nicollet Avenue, Minneapolis, MN 55408.

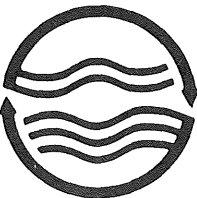
The MTC operates a speakers bureau. Presentations may be scheduled by calling the Communications Section at 221-0939.

Metropolitan Waste Control Commission

350 Metro Square Bldg., 7th & Robert Streets, St. Paul, MN 55101

Peter Meintsma, chairman; Louis Breimhurst, dep. chief admin., (612) 222-8423

Minnesota Statutes, sections 473.501-473.549; *Minnesota Rules* 5900-5999



The Metropolitan Waste Control Commission (MWCC) was created by the state legislature as the Metropolitan Sewer Board in 1969. It was established to treat wastewater and sewage for 101 municipalities in the seven county area. As the regional water pollution control agency, the commission was charged to more effectively and economically prevent, abate, and control water pollution in lakes, rivers, and streams. The commission is also involved in various research and development projects, all toward the goal of preserving the quality of metropolitan water resources.

The MWCC owns and operates the wastewater treatment system in the 7-county metropolitan area. The system includes 500 miles of interceptor sewers, 60 lift stations, 14 treatment plants, 175 remote flow meters which utilize a computer based telemetry system, and a combined sewer regulator system. The commission treats approximately 260 million gallons of sewage per day.

The commission constructs and upgrades facilities to accommodate the future development of the communities in accordance with the *Water Quality Management Development GuidelPolicy Plan* of the Metropolitan Council. The system is coordinated through the comprehensive plan each community submits to the council. The council reviews the commission's capital budget annually.

The commission is regulated by the Minnesota Pollution Control Agency and the Federal Environmental Protection Agency. The regulatory bodies enforce standards for effluent discharges and air emission at each treatment plant. The commission board is comprised of a chairperson appointed by the governor and eight commissioners appointed by the Metropolitan Council. Commissioners serve staggered 4-year terms and each represent a geographical precinct based on Metropolitan Council districts. Vacancies are announced and applications are accepted by the secretary of state.

The commission board meets during the second week of each month in committees and the third Tuesday of each month as a full board. Special meetings are held pursuant to notice. Committee meetings are held at the commission's central office, full commission meetings are held at the Metropolitan Council's chambers. All meetings are open to the public.

The commission staff is organized into six departments. The commission administration oversees management of agency personnel and programs as directed by the policy-making commissioners. The Engineering Department plans and designs facilities needed in the short and long range, as well as maintaining and upgrading present structures. The Construction Department manages construction of plants, interceptors and lift stations. The Quality Control Department provides extensive laboratory services, monitors water quality in area lakes and rivers, manages land application and composting of sewage sludge and administers an industrial waste control program. The Operations Department provides operation and maintenance of all plants and the collection system, and is responsible for flow metering. The Business Services Department administers personnel programs for approximately 925 employees, controls purchasing and inventory. The Comptroller's Department manages the commission's financial affairs.

The commission's operations are funded in three ways. The primary source of funds is the user charge assessed to each community in the system. This charge is based on the volume of wastewater the community discharges to the system. The community, in turn, bills residential, commercial and industrial customers within its jurisdiction for these costs as well as the costs of the municipal system. The second source of funds is the Service Availability Charge (SAC) assessed for each new sewer hook-up. This charge is a payment to amortize major sewer interceptor construction. The third source of funding is the industrial strength charge assessed to those industries that discharge relatively strong wastewater into the system.

Expertise and information from commission staff is relied on by diverse groups including the Pollution Control Agency (PCA), The Departments of Natural Resources of both Minnesota and Wisconsin, the U.S. Geological Survey (USGS), the U.S. Army Corps of Engineers, consulting firms nationwide, the University of Minnesota, barge owners, citizen groups, and several libraries.

The commission works cooperatively with other agencies such as DNR, USGS, PCA, to avoid redundancy, exchange new information and to acquire data cost-effectively regarding technical issues.

The commission provides information services directly to the public through speakers and slide presentations which can be arranged for school groups, civic and

business organizations, and professional forums. General information publications are produced each year describing the goals and progress of the commission's pollution control programs. A newsletter, the *OUTFALL*, with a circulation of approximately 5,000 carries articles describing many different facets of MWCC activities. The general interest publications are available on request from the Public Information Office. The commission produces technical reports concerning engineering projects, water quality monitoring, technical plant performance and finances of the agency. These reports are available for review at the central office.

The goal of all MWCC programs is to alleviate all forms of water pollution; restore our natural water resources, and enhance the environment of the Metropolitan area.

Department of Military Affairs

Veterans Service Bldg., 4th Floor, 12th St. & Columbus Ave., St. Paul, MN 55155

MG James E. Sieben, adjutant general, (612) 296-4662

BG Otto Korth, assistant adjutant general, air (612) 296-4672

BG Harry L. Moore, assistant adjutant general, army (612) 296-4677

Minnesota Statutes, chapters 190-195



The Department of Military Affairs consists of the military forces of the state of Minnesota, the office of the adjutant general, civilians employed for administration and maintenance, and the state-owned military installations.

The Minnesota Army and Air National Guard are 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, (612) 632-6631, ext. 331

Col. William S. Mahling, U.S. property and fiscal officer. 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.

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Recruiting and Retention Section, (612) 296-4676

MAJ John Bathke, 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

MAJ Terry D. Jones, 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 newspeople. For information contact the section.

Administrative and Personnel Section, (612) 296-4040

COL Adrian W. Beltrand. 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 John H. Cox, 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 Richard L. Hayes, post commander. 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 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 Gerald W. Forslund, 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 Minnesota National Guard. For information about job possibilities contact the section.

Military Support Section, (612) 296-4613

COL Duane J. Marholz, 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.

Equal Employment Opportunity Section, (612) 296-4000

CPT Marie Ciokiewicz, 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

MAJ Wayne A. Johnson, 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 Roy DeRosier, state maintenance officer. The section directly supervises Camp Ripley's Combined Support Maintenance Shop and provides technical supervision for 19 Army Guard organizational maintenance 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

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) 296-6505

MAJ Duane Paisley, 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

BG 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 outside 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 John Spencer. 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

MG Edward W. Waldon, 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

165 Metro Square Bldg., St. Paul, MN 55101

Terrence Merritt, executive director, (612) 296-2428

Minnesota Statutes, chapter 414; Minnesota Rules 6000-6099

The board acts on all boundary adjustment (changing the boundaries between a city and the adjacent land, city, or township) and incorporations (creating a new city from a township).

The board provides assistance in understanding boundary change and incorporation statutes, information to citizens on proper filing procedures, and information on other state agencies that might help with questions outside the board's jurisdiction. The board provides sample documents and other supporting materials needed to initiate a boundary change or incorporation. It also provides information relating to the factors which the board must consider in making its decision. All proposed boundary changes or incorporations are resolved within 2 years of the first board hearing.

Depending on the type of proceeding, there is a filing fee ranging from \$25 to \$600. To receive the proper filing forms or assistance, contact the board.

Minnesota-Wisconsin Boundary Area Commission

619 Second Street, Hudson, Wisconsin 54016

James M. Harrison, executive director, (612) 436-7131 or (715) 386-9444

Minnesota Statutes, sections 1.31-1.40

The commission conducts studies and monitors government management of the interstate boundary portions of the St. Croix and Mississippi Rivers. Each state governor appoints five commissioners.

The commission serves as coordinator and chairman of the Upper and Lower St. Croix National Riverway Management Commissions on major segments of the National Wild and Scenic Rivers System, a cooperative venture of the Minnesota and Wisconsin Departments of Natural Resources and the National Park Service.

The commission advises the state governments and private parties on developing

and protecting the St. Croix and Mississippi River areas. It conducts special studies on interstate and regional river corridor problems for state agencies, organizations and individuals. Technical assistance is provided to state and local agencies for preparation of zoning ordinances and water surface use regulation. The commission also provides information on federal programs related to the two rivers such as the National Wild and Scenic Rivers System and the new master plan for the Upper Mississippi River System.

For information or to request a study, contact the commission. There are no forms or fees. Information can be obtained immediately by phone on laws and rules governing land and water uses of the St. Croix and Mississippi River Valleys. If special studies are required, the amount of time needed will depend on the extent of the request and the amount of detailed information desired.

Minnesota Department of Natural Resources

Centennial Office Bldg., 3rd Floor, 658 Cedar Street, St. Paul, MN 55155

Joseph N. Alexander, commissioner, (612) 296-6157

Minnesota Statutes, chapters 84, 84A, 85, 86, 86A, 88-94, 97-112; *Minnesota Rules* 6100-6299

Office of the Commissioner, (612) 296-2549



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 way sides, 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.

The department will move to new quarters on September 1, 1984, consolidating its offices in the Centennial Bldg., the Space Center Bldg., and the Licensing Center at 625 N. Robert Street in St. Paul. The new DNR headquarters will be in one building at 500 Lafayette Road, St. Paul, MN 55155, just north of the Space Center Bldg. at 444 Lafayette Road. Telephone numbers will be the same as of publication date of this *Guidebook*.

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.

Trails & Waterways Unit, (612)/296-6699

Donald M. Carlson, special assistant to the commissioner. The Trails & Waterways Unit is responsible for the operations of over 2,600 miles of state park, forest and state trails, over 1,200 water access sites and 19 designated canoe and boating routes which offer over 2,800 miles of river for recreation. Through grants-in-aid funding, the unit administers over 6,500 miles of snowmobile and 500 miles of ski touring trails. In cooperation with other state agencies the unit publishes individual water access maps by county, maps listing hiking, ski touring and snowmobile trails and

maps of 18 Minnesota rivers for boaters and canoeists. As a service to canoeists the unit also provides river level reporting from May 1 to October 30.

Eighteen rivers, designated as canoe and boating routes, have been mapped and are listed in the accompanying illustration. Each map indicates facilities provided and marks potential hazards. The Pine River, recently designated as part of the system, has not been mapped. The Mississippi River is mapped in fourteen sections from the headwaters at Lake Itasca to the Iowa border. The St. Croix River starting in Trego, Wisconsin on the Namekagon River and going south to the St. Croix's meeting with the Mississippi is mapped in five sections. The Minnesota River is mapped in four sections from Ortonville on Minnesota's western border to Fort Snelling.

Eight trail maps are available for developed state trails in Minnesota. The Douglas State Trail is 12 miles long and is open to hiking, bicycling, snowmobiling and horseback riding. A 51-mile Heartland State Trail is open for hiking and snowmobiling and a 27-mile section used for bicycling and horseback riding. The Luce Line State Trail, 30-miles long, is open to bicycling, hiking and horseback riding and has 23 miles developed for snowmobiling and seven miles for cross country skiing. The Minnesota-Wisconsin Boundary State Trail has 78-miles developed for hiking and snowmobiling and 58-miles for horseback riding.

The Minnesota Valley State Trail extends for 26-miles from Shakopee to near Belle Plaine for hiking, horseback riding and snowmobiling, and two loop trails primarily for hiking and skiing, one at Carver Rapids Wayside and the other at Lawrence Wayside. A 118-mile North Shore State Trail is open for snowmobiling and some hiking, a 37-mile Sakatah Singing Hills State Trail is open for bicycling, hiking and snowmobiling, and a Taconite State Trail with 140-miles open to snowmobiling and some hiking. There are more trails at these locations, but they are not yet developed trails.

The **Public Water Access Program** has become very popular with the fishermen and recreational boaters of the state. The goal of the Public Water Access Program is to provide free and adequate access to Minnesota's lakes and rivers. The unit hopes to meet the demand on the state's water resources for all boating activities.

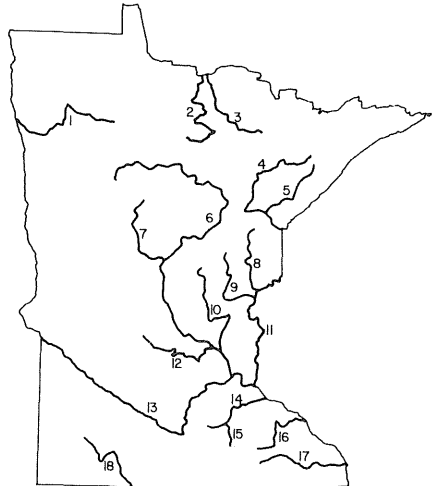
While most accesses have ramps for launching boats from trailers, some require carrying boats or canoes to the water. Boats 12 to 18 feet can be launched at most accesses with launch ramps. DNR accesses usually remain open 24 hours a day unless otherwise posted and are patrolled by conservation officers. There is no fee for their use. However, accesses located within a state park require a daily or annual state park sticker.

Presently Water Access Maps that identify public boat launches in 55 counties are available through this unit.

All maps are free, but persons are asked to limit their requests only to those maps they will use in a year. A checklist is sent out to general inquiries. The unit is located

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 |



on the Sixth Floor of the Space Center Building, 444 Lafayette Road. Saint Paul Mailing address is Box 52 — Centennial Building, Saint Paul, MN 55155-1679.

Information and Education Bureau, (612) 296-3336

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 Minnesota State Documents Center, 117 University Ave., St. Paul, MN 55155, (612) 297-3000. The bureau answers all requests for information as soon as possible.

Audio-Visual Section (612) 296-3336

Lawrence Duke, 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.

Environmental Education Section, (612) 296-3336

Roger Grosslein, coordinator. This section provides Minnesota schools with curriculum and audio-visual materials, in-service workshops, development of outdoor learning sites, and natural resource information. Areas of curriculum development include environmental education, resource management and outdoor education. An advanced Hunter Education Program is available to the public.

Information Section, (612) 297-0903 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) 296-3336

Robert Kraske, editor; Judith Melander, associate 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.

Total boat registrations for 1983 were 471,002 motorboats; 125,229 canoes; 24,731 sailboats; and 1,910 rowboats. Minnesota's boat registration is one of the top three in the nation along with Michigan and California. There is one boat for every 6.5 residents in Minnesota.

Minnesota Environmental Education Board, (612) 296-2368

Ray Quinn, executive director. The Minnesota Environmental Education Board (MEEB) was established by the 1973 legislature to foster environmental education statewide. Most of the board's work is accomplished through a network of 13 Regional Environmental Education Councils (REEC's), one in each of the original Regional Development Commission areas. All members of the state board and the regional councils serve without pay.

The board, composed of six at-large members appointed by the governor and one representative of each environmental education council, meets quarterly to coordinate the activities of the councils statewide. The board also advises the legislature about the environmental education needs of the state and reviews environmental legislation to determine if it includes an educational aspect.

Each council is composed of twelve volunteers representing a cross-section of the people in that region. The councils identify the environmental education needs of their regions and find ways to meet them, typically through classes, workshops, conferences, radio/TV programs, tours, special events, publications, and cooperative activities with other state and federal agencies involved in environmental education. The educational programs cover topics such as energy use, wildlife habitats, forest management, waste management, land use, acid rain, groundwater, etc.

The councils are assisted by four paid coordinators working through offices in St. Paul, Brainerd, and West-Central Minnesota. Most councils meet monthly at central locations in their regions to conduct business, exchange information and develop programs. Some funds are available to reimburse council members for mileage and cover program related expenses.

A slide-tape program, *Acid Rain — The Choice Is Ours*, a 16 mm film, *Crisis In the Rain*, and a series of 15-minute radio broadcast tapes entitled, *Your Own Backyard*, which were aired each week on 30 stations statewide, are available for use for the cost of return postage. MEEB also has a variety of environment related materials available to the public free of charge. For further information contact the board at 658 Cedar Street, Centennial Office Bldg., Box #5, St. Paul, MN 55155.

Enforcement Division, (612) 296-0716

Fredean C. Hammer, 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 enforcing laws and rules on shooting reserves, aerial pollution surveillance of lakes and rivers, surveys and census work regarding moose, beaver, deer and deer yards, and pheasant counts. The division enforces all rules and statutes within state parks, campgrounds and recreational areas under the jurisdiction of the DNR. The division holds auction sales to dispose of furs, firearms and hunting, fishing and trapping equipment confiscated from violators of the game and fish laws.

A pamphlet outlining the duties of conservation officers is available from individual officers, regional 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 division. There are no forms or fees. Most requests can be handled immediately.

Motor Vehicle-Killed Wildlife

Motorists who run down a deer or other wildlife are required by law to leave the animal where it has fallen unless it is blocking the road and can be dragged off to the side. Drivers are required to call a conservation officer, sheriff or highway patrolman and report the accident. When the enforcement agent arrives the driver may be offered the deer or may ask to purchase it. DNR regulations provide that the minimum price is \$5 but may be higher, depending on the size and condition of the animal and the time of year. The conservation officer has the duty of disposing of a car-killed deer and the driver does not automatically gain possession of it. The conservation officer may elect to sell it to a charitable organization or institution.

Either a check or cash may be used to make the purchase and the driver will be given a receipt, or seizure slip, on the spot if the enforcement agent is a conservation officer. The receipt or seizure slip is proof that the deer is legally in the person's possession. If the agent is a sheriff, deputy or highway patrol officer, the driver may be allowed to take the deer and will be contacted the next day by a conservation officer to complete the paper work. The conservation officer must send a check to DNR headquarters in St. Paul for the price received for the deer along with a confiscation report showing the time and date of the accident, buyer's name, and other details.

Pheasants or other game birds killed on the road should be left where fallen and may be sold to the driver for not less than \$1. Waterfowl and other migratory birds, by federal law, cannot be sold but must be gathered up and disposed of by the conservation officer. If the car-killed bird or animal is to be mounted, the seizure slips must accompany the wildlife to the taxidermist and must be attached to the bottom of the mount afterward. More than 8,650 deer were killed on Minnesota roads in 1981 with the majority killed during the fall months.

Turn In Poachers (TIP)

The division coordinates a program called "TIP" (Turn In Poachers) which was instigated to encourage the public to report natural resource violations. The information and the person reporting will be kept confidential. Persons reporting violations are asked to obtain as much information from observation as possible, and to report all violations as soon as possible. If an arrest is initiated, the person reporting the violation will become eligible for a reward of up to \$1,000.00, depending upon the seriousness of the crime. The decision as to the amount of the reward will be determined by an impartial panel. The telephone numbers for reporting violations are: 297-3999 in the Twin Cities metro area, and statewide toll-free 1-800-652-9093. This toll-free number is available on a 24-hour basis. Since its inception in 1981, this program has been a deterrent on the senseless waste of wildlife and is extremely beneficial to the Enforcement Division. TIP, Inc., is a private, non-profit organization of conservationists concerned about poaching problems. TIP, Inc., provides all reward monies for the program.

Special Investigation Unit, (612) 296-8906

Robert Hodge, administrative assistant. This unit concentrates on illegal commercialization, interstate 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

Pat Bauer, supervisor. This unit is responsible for the proper disposition by public

auction of all nonperishable articles confiscated from violators of Minnesota game and fish laws.

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 unit also provides a summary of confiscated animals, such as car-killed, illegally taken, diseased or crippled deer, moose and bear. A summary of arrests showing a breakdown of violations and percentage of not guilty or dismissals on all game and fish, snowmobile, and watercraft laws is prepared by this unit and is available to the public by contacting the unit.

Firearm and Snowmobile Safety Section, (612) 296-0655

Wayne Eller, coordinator. This section provides a sufficient number of trained instructors and training locations to ensure that any student between the ages of 12 and 16 who wishes to learn the safe handling of firearms 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 DNR. Between the ages of 14 to 18, youths may drive snowmobiles as an adult.

The cost for either program is \$4.00. 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 \$4.00.

Division of Fish and Wildlife, (612) 296-3344

Larry Shannon, director. The division manages all programs concerning fish and wildlife. The division also acquires land to be developed as Wildlife Management Areas. In cooperation with the Bureau of Information and Education it produces leaflets and pamphlets on Minnesota wildlife and fish. The division also offers maps of Wildlife Management Areas, Minnesota trout streams, and a booklet listing lakes stocked with trout.

Leaflets and pamphlets are available from the Bureau of Information and Education. Depth contour maps of lakes are available from Documents Center, Department of Administration. Copies of hunting, fishing, and trapping rules are available from the department's Bureau of Information and Education and are also included with the individual licenses. For more information, contact the division. There are no forms or fees except for the depth contour maps. Fees for the maps are set by the Documents Center at \$2.50 plus tax per map. Some larger maps cost more. For a free

catalog of lake depth and other maps, contact the Minnesota State Documents Center, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000 or statewide toll-free 1-800-652-9747.

Ecological Services Section, (612) 296-2835

Jack Skrypek, chief. The section serves as a fact-finding monitoring and environmental review unit supporting the department's activities and providing information needed by regulatory agencies. It evaluates fish, wildlife and related resources in all areas proposed for major development, such as dams, hydro facilities, reservoirs, channels, mines, tailings basins, and power plants, so that recommendations and decisions can be made for the protection, mitigation and enhancement of these resources in project plans. It sounds and maps lakes, monitors water quality in representative fish lakes and conducts biological surveys on major rivers of the state.

The section administers and coordinates the statewide aquatic nuisance control program so that lakeshore property owners can control weeds, algae and other nuisance conditions through permits without harming lake ecosystems. It enforces federal and state laws pertaining to aquatic pesticides through monitoring, surveillance and inspections of applications in public waters. It also investigates major pollution spills and kills of fish and wildlife, and collects fish specimens needed by DNR and other public agencies for analysis for pesticides and other toxic substances.

Ecological services conducts autopsies, tests and analyses on all water samples and fish and wildlife specimens brought into the laboratories for diseases, parasites, pesticides, mercury, PCB's (polychlorinated biphenyls) and other toxic substances. The section carries out a program for the prevention, treatment and control of diseases in fish hatcheries, ponds and other rearing facilities. It coordinates the statewide lake aeration program, reviews applications for aeration permits and issues permits after field and central staff reviews.

Section of Fisheries, (612) 296-3325

Richard L. Hassinger, chief. The section manages the state's 3.8 million acres of fishing waters used by 2.1 million anglers. Its field force operates from six regional and 26 area offices. Projects include the improvement of game fish habitat, propagation and distribution of fishes, rough fish control and lake rehabilitation. A large fish survey program is operated to provide current information on the status of the fish populations and as a basis for the distribution of the management effort. A fisheries research program is conducted to develop new management methods, improve techniques and supply basic information for understanding problems.

The development of spawning areas, trout stream improvement and rough fish barriers allow intensive management. Easements along trout streams provide an access corridor for trout fishing.

The big six walleye lakes including Red Lake, Lake of the Woods, Mille Lacs, Winnibigoshish, Leech and Rainy annually produce more than 2 million walleye to anglers.

Each year about 190,000,000 fish are raised and distributed from the following facilities: 28 walleye spawning stations, 4 muskellunge spawning stations, 10 sucker spawning stations (to supply food for muskellunge rearing), 14 walleye hatcheries (7 of which also hatch sucker eggs and 4 of which also hatch muskellunge eggs), 5 trout hatching and rearing stations, 200 walleye rearing ponds, 113 controlled northern pike spawning areas, and 18 muskellunge rearing ponds.

Information on fishing, kinds of fish and other biological and physical features present in a certain lake or stream is available and can usually be 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. Permits are available at the fisheries station in the area involved.

Permits to control aquatic nuisances such as algae, weeds, snails, and leeches are available upon application. Fees vary with the type of control planned and are available from the Area Fisheries Headquarters.

Permits to transport and stock fish which are purchased from private hatcheries are obtained at your local fisheries station by filing an application. The length of time for processing is two-three weeks.

Application for permits to operate lake aeration systems are available from local Fisheries Stations.

The following reports are available at cost from the Minnesota State Documents Center, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000. *Key to Common Aquatic Plants*, 1974, and *Methods for the Study of Ponds*, 1967.

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 any of these publications: *North Shore Fishing Guide*, *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 report and stocking records 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 location.

Fisheries Area Headquarters Statewide

DNR Region 1 — Northwest

Fisheries Regional Headquarters, 2115 Birchmont Rd., N.E., Bemidji, MN 56601, (218) 755-3959.

Fisheries Area Headquarters, P.O. Box 823, Detroit Lakes, MN 56501, (218) 847-1579.

Fisheries Area Headquarters, No. Lakeshore Drive, R.R. 3, Glenwood, MN 56334, (612) 634-4573.

Fisheries Area Headquarters, P.O. Box 166, Park Rapids, MN 56470, (218) 732-4153.

Fisheries Area Headquarters, P.O. Box 38, Walker, MN 56484, (218) 547-1683.

Fish and Wildlife Area Headquarters, 2114 Bemidji Avenue, Bemidji, MN 56601, (218) 755-2974.

Fish and Wildlife Area Headquarters, 1221 Fir Avenue E., Box 122, Fergus Falls, MN 56537, (218) 739-7576.

Fish and Wildlife Area Headquarters, Route 1, Box 1001, Baudette, MN 56623, (218) 634-2522.

DNR Region II — Northeast

Fisheries Regional Headquarters, 1201 E. Highway 2, Grand Rapids, MN 55744, (218) 327-1714.

Fisheries Area Headquarters, French River, 10029 North Shore Drive, Duluth, MN 55804, (218) 525-4680.

Fisheries Area Headquarters, P.O. Box 546, Finland, MN 55603, (218) 353-7591.

Fish and Wildlife Area Headquarters, Route 8, P.O. Box 8, International Falls, MN 56649, (218) 286-5434.

Fish and Wildlife Area Headquarters, Star Route 2, P.O. Box 3710, Ely, MN 55731, (218) 365-3230.

Fish and Wildlife Area Headquarters, 1201 E. Highway 2, Grand Rapids, MN 55744, (218) 327-1755.

Fish and Wildlife Area Headquarters, P.O. Box 146, Grand Marais, MN 55603, (218) 387-2535.

DNR Region III — Central

Fisheries Regional Headquarters, 424 Front Street, Brainerd, MN 56401, (218) 828-2624.

Fisheries Area Headquarters, 315 Charles St., N.W., Brainerd, MN 56401, (218) 828-4361.

Fisheries Area Headquarters, P.O. Box 398, Hinckley, MN 55037, (218) 384-6147.

Fish and Wildlife Area Headquarters, 502 Minnesota Avenue No., Aitkin, MN 56431, (218) 927-2114.

Fish and Wildlife Headquarters, Route 4, Box 14 A, Little Falls, MN 56345, (612) 632-2321.

Fish and Wildlife Area Headquarters, P.O. Box 158, Montrose, MN 55363, (612) 675-3301.

DNR Region IV — Southwest

Fisheries Regional Headquarters, Highway 15 South, P.O. Box 756, New Ulm, MN 56073, (507) 354-2196.

Fisheries Area Headquarters, P.O. Box 296, State Highway 7 W., Hutchinson, MN 55350, (612) 587-2717.

Fisheries Area Headquarters, P.O. Box 26, Ortonville, MN 56278, (612) 839-2656.

Fisheries Area Headquarters, P.O. Box 457, 232 Lake Avenue So., Spicer, MN 56288, (612) 796-2161.

Fisheries Area Headquarters, P.O. Box 86, Waterville, MN 56096, (507) 362-8558.

Fisheries Area Headquarters, P.O. Box 221, Windom, MN 56101, (507) 831-3394.

DNR Region V — Metro/Rochester

Fisheries Regional Headquarters, 2300 Silver Creek Road, N.E., Rochester, MN 55901, (507) 285-7427.

Fisheries Area Headquarters, P.O. Box 69, Lake City, MN 55041, (612) 345-4219.

Fisheries Area Headquarters, Rt. 2, Box 85, Lanesboro, MN 55949, (507) 467-2442.

Fisheries Metro Headquarters, 1200 Warner Road, St. Paul, MN 55106, (612) 296-2959.

MDNR — Fisheries Section, Box 12, Centennial Bldg., St. Paul, MN 55155, (612) 296-3325.

Wildlife Section, (612) 296-3344

Roger Holmes, chief. The section carries out research and management programs affecting all state wildlife species. The formulated programs are carried out by the regional and area personnel. The section acquires and develops Wildlife Management Areas, most of which are open to public hunting during established seasons. The section recommends hunting and other wildlife related regulations, census, survey and research programs and promotes wildlife habitat protection and development on public and private lands. These duties include administration of the Scientific and Natural Areas Program, the Natural Heritage Program, and the Nongame Wildlife Program, which is funded through an income tax checkoff. This section will answer any information requests concerning wildlife programs and rules. Information requests may be directed to any of the local field offices located throughout the state or to the Section of Wildlife, Minnesota DNR, Box 7, 300 Centennial Bldg., St. Paul, MN 55155.

Natural Heritage Program, (612) 296-9782

Barbara Coffin, coordinator. The program's goal is to identify Minnesota's ecologically significant natural lands. It conducts inventories and research, manages data in a computer-based system, and provides technical advice on Minnesota's native habitats and rare species. The program identifies and locates significant examples of Minnesota's plant and animal species, plant community types, special wildlife habitats and special geologic features. The program is a centralized information system useful to planners interested in conservation or development. This system will aid both the process of identifying natural areas most needing protection and the environmental review processes that must evaluate potential impacts from alternate routing and siting decisions on public and private development projects. A brochure describing the program's information system in more detail is available upon request.

Nongame Wildlife Program, (612) 296-2855

Carroll Henderson, supervisor. The program has over 50 wildlife conservation projects underway in Minnesota to help the kinds of wildlife we do not hunt. Examples are restoration of peregrine falcons and trumpeter swans, protection of bald eagles and loons, providing wildlife ecology lesson plans to schools through "Project WILD", and providing the public with information about topics like helping bluebirds, building birdhouses, and winter bird feeding.

This popular program is financed by donations to the Nongame Wildlife Checkoff on Minnesota's income tax and property tax forms. Of 31 states with a wildlife checkoff on their state income tax forms, Minnesota has consistently ranked 1st or 2nd in the nation in the number of donations received and amount of money raised. In 1983, over \$613,000 was received from over 200,000 taxpayers.

For more information, contact the program at the DNR, Box 7, 300 Centennial Bldg., 658 Cedar Street, St. Paul, MN 55155.

Scientific and Natural Areas Program, (612) 297-3288

Bob Djupstrom, supervisor. The program is a statewide program established to preserve and manage Minnesota's rare and/or endangered natural features. The program, created in 1969 by the Minnesota legislature, currently administers 30 natural areas established to protect Minnesota's most uncommon features or sensitive resources. State natural areas are typically a few hundred acres or less in size. Scattered across the state, these areas include a rare sand prairie dune community, an unusual orchid bog, a remnant prairie in south-central Minnesota, habitat for some of Minnesota's most rare plant and animal species, an undisturbed maple-basswood forest with the largest sugar maples and bitternut hickory in the state, a ravine harboring some of Minnesota's last hemlock trees, and a plant community essentially unchanged for several thousand years: calcareous fens.

State scientific and natural areas are open for nature observation, educational and research use. Consumptive activities such as picking plants, hunting, snowmobiling, camping and fishing are prohibited. Certain areas may be visited only after securing a free permit. All research projects must be covered by a permit. Organized groups interested in visiting a preserve should contact the program beforehand to inform us as to the date of the visit. The program may be able to lead an organized group or have someone else do so if time permits. The program has free brochures for several preserves as well as a statewide synopsis of all 30 preserves.

Lands designated as scientific and natural areas have been acquired with public funds, leased on a long term basis from the private sector, or have been gifted by the private sector. Persons interested in gifting lands or having their lands evaluated as to state natural areas significance should contact the program.

To find out more about the program or a particular preserve contact the program, Box 6, 300 Centennial Bldg., St. Paul, MN 55155.

Farmland Wildlife Population & Research Group, (507) 652-8478

Alfred Berner, group leader. The group coordinates and conducts all the censuses, surveys and research dealing with wildlife species in the agricultural areas of Minnesota. The group conducts August roadside counts which are used to estimate population changes for pheasants, gray partridge, cottontail rabbits, jackrabbits, mourning doves, red fox and skunk. Other census and survey projects consist of aerial deer counts, deer reproduction (examination of does killed by cars from January to June) and turkey gobbler counts.

Research projects conducted by the group consist of deer feeding studies, deer population modeling, deer mortality determinations, use of 10-row windbreaks for wildlife, experimental stocking of wild turkeys, the effects of trapping on muskrat populations, and population dynamics of gray partridge.

The group is located 5 miles south and 2 miles west of Madelia on State Trunk Hwy. 60 and Watonwan Co. 109. The facility is open weekdays and the public is welcome. The area is being managed as a demonstration area for wildlife habitat practices as well as a facility to house the research staff. For more information write the station at Rte. 3, Box 127, Madelia, MN 56062.

Forest Wildlife Population & Research Group, (218) 327-1732

Patrick Karns, group leader. The group designs and analyzes all the census and survey data, and conducts original research, dealing with wildlife in the northern forested area of Minnesota. The group conducts deer, moose and aerial beaver censuses, surveys deer reproduction, conducts ruffed grouse drumming and sharp-tailed grouse dancing ground counts, and conducts furbearer scent-post surveys.

Research projects involving the group are forest predator ecology, deer population dynamics, habitat selection by white-tailed deer, deer physiology, an experimental census of otter, studies of deer and timber wolf interactions, and black bear population studies. In addition, the group operates a wildlife forensics laboratory.

The group is located in the DNR Regional Headquarters on Highway 2 on the east

edge of Grand Rapids. For more information write the station at 1201 E. Highway 2, Grand Rapids, MN 55744.

Wetland Wildlife Populations & Research Group, (218) 755-2973

Todd Eberhardt, group leader. The 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, fall migration ecology of diving ducks and studies of cavity nesting waterfowl. The group also researches the distribution and chronology of diving duck harvests in Minnesota and analyzes band recovery information and the harvest components of waterfowl in Minnesota by species, sex and age. The group is located within the DNR area complex in Bemidji. For more information write the station at 102 23rd Street, Bemidji, MN 56601.

Region I Northwest — Regional Wildlife Headquarters, 2115 Birchmont Beach Rd. N.E., Bemidji, MN 56601, (218) 755-3958

Wildlife Area Offices:

- Baudette — Box 1001, MN 56623, (218) 634-1705
- Bemidji — 2114 Bemidji Avenue, MN 56601, (218) 755-2964
- Crookston — 425 Woodland Ave., MN 56716, (218) 281-3287
- Detroit Lakes — P.O. Box 823, MN 56501, (218) 847-1579
- Fergus Falls — 1221 Fir Ave. E., MN 56537, (218) 739-7576
- Glenwood — Rte. 3, Box 1A, MN 56334, (612) 634-4573
- Karlstad — P.O. Box 183, MN 56732, (218) 436-2427
- Middle River — NE Star Route, Box 17, MN 56737, (218) 222-3747
- Park Rapids — DNR Fisheries Station, Box 166, MN 56470, (218) 732-8452
- Roosevelt — Red Lake WMA, Box 100, MN 56673, (218) 783-6861
- Roseau — Roseau River WMA, Star Route 5, Box 103, MN 56751, (218) 463-1557
- Thief River Falls — 123 Main Ave. N., MN 56701, (218) 681-7789

Region II Northeast — Regional Wildlife Headquarters, 1201 E. Hwy. 2, Grand Rapids, MN 55744, (218) 327-1713

Wildlife Area Offices:

- Aitkin — 502 Minnesota Ave. N., MN 56431, (218) 927-2114
- Cloquet — S. Hwy. 33, MN 55720, (218) 879-4544
- Ely — Star Rte. 2, Box 3710, MN 55731, (218) 365-3230
- Grand Marais — Fish & Wildlife Bldg., MN 55604, (218) 387-2370
- Grand Rapids — 1201 E. Hwy. 2, MN 55744, (218) 327-1728
- International Falls — Rte. 8, Box 8, MN 56649, (218) 286-5434
- Virginia — Hwy. 135E, MN 55792, (218) 749-2094

Region III Central — Regional Wildlife Headquarters, 424 Front Street, Brainerd, MN 56401, (218) 828-2615

Wildlife Area Offices:

- Brainerd — 315 Charles Street NW, MN 56401, (218) 828-2555
- Cambridge — 915 South Hwy. 65, MN 55008, (612) 689-2832
- Hinckley — P.O. Box 398, MN 55037, (612) 384-6147
- Little Falls — Rte 4, Box 19A, MN 56345, (612) 632-2321
- Onamia — Mille Lacs WMA, MN 56359, (612) 532-3537
- St. Cloud — 3725 12th St. N., Box 370, MN 56301, (612) 255-4279

Region IV Southwest — Regional Wildlife Headquarters, Box 756, New Ulm, MN 56073, (507) 354-2196

Wildlife Area Offices:

- Appleton — Appleton Civic Center, 323 West Shlieman Avenue, MN 56208, (612) 289-2493
- Dundee — Talcot Lake WMA, MN 56126, (507) 468-2248

- Gaylord — 230 N. 4th, MN 55334, (612) 237-5274
 Madison — National Guard Armory, MN 56256, (612) 598-7641
 Mankato — 79 Navaho Ave., P.O. Box 4033, MN 56001, (507) 389-6713
 Marshall — 1400 E. Lyon, MN 56258, (507) 537-6250
 Redwood Falls — 231 E. 2nd St., MN 56283, (507) 637-2320
 Slayton — 2513 Broadway, MN 56172, (507) 836-6919
 Watson — Lac qui Parle WMA, MN 56295 (612) 734-4451
 Willmar — 905 West Litchfield, MN 56201, (612) 231-5163
 Windom — 1043 4th Ave. Office #5, MN 56101, (507) 831-2465

Region V Rochester/Metro — Regional Wildlife Headquarters (Rochester) 2300 Silver Creek Rd. NE., Rochester, MN 55904, (507) 285-7435 and (Metro) Carlos Avery Game Farm, Forest Lake, MN 55025, (612) 464-5200

Wildlife Area Offices:

- Altura — Whitewater WMA, MN 55910, (507) 932-4133
 Minneapolis — 8709 30th Ave. N., MN 55427, (612) 545-0341
 Owatonna — 285 18th Street S.E., MN 55060, (507) 451-9282
 Winona — 305 Exchange Bldg., MN 55987, (507) 457-5486
 Wyoming — Carlos Avery WMA, MN 55092, (612) 464-2860

Division of Forestry, (612) 296-4484

Ray Hitchcock, director. The division manages and protects Minnesota's forest resources. Multiple-use forest management provides for improved wildlife habitat, quality forest recreation opportunities, increased yields of wood and wood products, and conservation of the state's valuable land and water resources.

Its forest management program includes forest fire protection on 22.8 million acres of wildland; insect and disease protection on 16 million acres of forest land; management of 4.6 million acres of state forest and other state-owned lands, management assistance to non-industrial private forest landowners, counties, schools and municipalities; and assistance to wood users to improve harvesting, utilization and marketing of the timber resource.

The division also directs the sale of timber from state-owned lands, builds and maintains state forest roads, operates two forest tree nurseries, and supervises state forest campgrounds and other recreational sites located on state forest lands.

Administration of the forest management program is the responsibility of the director of forestry. Five regional forest supervisors and 20 Area Supervisors have line authority for field operations. Four functional staff groups in St. Paul and field personnel in each of the regions also report to the division director. The St. Paul staff provides guidance for each of the division's four main program areas: forest management, forest resources and products, planning and information, and wildfire protection.

Forest Management Section, (612) 296-5963

Jim Brooks, manager. The section consists of three major program areas: state land management, county and private forest management assistance, and insect and disease management.

State Land Management includes the silviculture, state forest roads, nursery, and forest recreation programs. The county assistance, private forest management, and urban and community forestry programs are under the cooperative programs supervisor. The insect and disease supervisor oversees the forest pest program, the Federal Dutch Elm Disease Program, and monitors the use of pesticides by the division.

Silviculture, (612) 296-4482

C. Barry Morse, silvicultural specialist. Silvicultural specialists have been added to the St. Paul, Bemidji, Grand Rapids, and Brainerd staffs and at six areas in the northern regions. The silvicultural specialists handle part of the increased workload generated by the BWCA forest management intensification program and improve the quality and efficiency of timber management on state lands.

State Forest Roads, (612) 296-4482

C. Barry Morse, supervisor. Responsibility for construction, repair, and maintenance of state forest roads and bridges was recently transferred from the Wildfire Protection Section to the Forest Management Section. There are currently about 1,800 miles of state forest roads in Minnesota.

Nursery Operations, (612) 296-4499

Bruce ZumBahlen, forest management supervisor. The Division of Forestry operates two forest tree nurseries. Nursery tree shipments peaked at about 40 million trees per year in the early 1960's and then gradually declined to about 12 million trees per year in the late 1970's. The current forest management intensification effort has required considerable capital improvements at the nurseries to meet the projected demand for 30 to 36 million seedlings per year during the 1980's.

Nurseries are the **General Andrews Nursery**, DNR Forestry Headquarters, Box 95, Willow River, MN 55795, (218) 372-3182; and the **Baudora Nursery**, DNR Forestry Headquarters, Akeley, MN 56433, (218) 652-2385.

Recreation, (612) 297-3508

John Hellquist, recreationist. The division develops, maintains and operates many outdoor recreation facilities on state forest land and certain other lands managed by the DNR. Many state forest recreation management projects are cooperative efforts between the division and other groups or agencies. The DNR's Trails and Waterways Unit administers the funds for trail development and maintenance and manages the state canoe routes, many of which pass through state forests. The Trails and Waterways Unit also administers the grants-in-aid trail program that provides connections with state forest snowmobile trails.

County Assistance Program, (612) 296-5947

Gerald Jensen, county and private forest management supervisor. The County Assistance Program (CAP) and its staff of nine foresters annually assist county land departments in 16 northern Minnesota counties with the administration and management of approximately 2.8 million acres of tax-forfeited forest lands. CAP foresters are involved in most phases of county forest management activity including land or timber sale transactions, tree planting, forest inventory, ownership mapping, aerial photo interpretation, and forest road development.

Private Forest Management Assistance, (612) 296-5970

Bob Tomlinson, cooperative forest management specialist. Over 7,000 of Minnesota's approximately 120,000 nonindustrial private landowners are assisted annually with management plans and technical advice. DNR foresters provide professional guidance to private landowners in the management of their resource for multiple-use benefits. Services provided include advice on tree planting, timber stand improvement, harvesting and marketing assistance, and preparation of management plans.

Urban and Community Forestry, (612) 296-5958

Meg Hanisch, urban forestry specialist. Annually the Division of Forestry provides more than 100 local Minnesota communities and thousands of urban and suburban residents with technical advice and assistance in urban forest management. Assistance with tree planting, care and maintenance, management planning, wood utilization, urban development and multiple-use management has helped municipalities wisely use their urban forest resources, and efficiently utilize their forestry budgets.

Forest Pest Management, (612) 296-5965

S. Olin Phillips, supervisor. The division's forest insect and disease management specialists conduct pest surveys, evaluate pest management techniques, direct pest control projects, and work to reduce insect and disease problems. The role of the division's forest pest management program is to provide management guidelines, standards, examples, and management options for preventing, mitigating or controlling these agents on public and private forest lands. The unit publishes an annual *Forest Pest Report* which is available upon request.

Forest Resources and Products Section, (612) 296-5953

Wayne Hanson, manager. The section conducts the forest resources inventory, administers timber sales and timber scaling, and provides utilization and marketing services.

Forest Inventory, (218) 327-1749

Robert Peura, supervisor. The Division of Forestry must have reliable inventory information to effectively manage the state's forest resources. The Forest Inventory Unit is involved in the development and maintenance of Phase I and Phase II inventory systems. Phase I is the statewide permanent plot inventory maintained by the U.S. Forest Service's North Central Forest Experiment Station. This inventory provides estimates of the forest resources on all lands in Minnesota. Phase II inventory consists of on-the-ground examinations of each stand on state and county forest land. Both inventories have computerized data bases and programs to display inventory information in a variety of tabular and graphic formats.

Timber Sales (612) 296-4498, and Scaling (612) 327-1741

Bill Berndt, timber sales supervisor; Richard Anttila, timber scaling supervisor. The commissioner of natural resources has the authority to sell timber from state lands. The annual allowable cut for each area is determined by field personnel under guidelines developed by the Forest Management Section. State timber is scaled to determine the volume cut and the payment due the state. Most scaling is completed by district personnel with check scales by area personnel of the scaling specialist or scaling supervisor. Some wood-using industries have been granted authority to scale state timber under the terms of Consumer Scale Agreements.

Utilization and Marketing Program, (612) 296-6491

John Krantz, utilization and marketing specialist. The program provides technical assistance to increase utilization of forest resources through more efficient harvesting and processing. The program also seeks to expand existing markets or develop new markets for timber resources. The staff is involved in preparing and publishing periodic timber price reports and other information of interest to loggers and forest products manufacturers.

Resource Planning and Information Section, (612) 296-4491

Robert Hance, manager. This section is responsible for planning, environmental studies, economic analysis, information management, and for providing business management services.

Forest Planning, (612) 297-2214

Bill Morrissey, supervisor. The planning unit is involved in developing the programs and policies needed to manage the state's forest resources for the public benefit. The planning unit has completed the Minnesota Forest Resources plan (MFRP), a statewide plan that examines alternative program directions and outlines Division of Forestry budget requests for the 1983-1989 period. The planning unit also assists in developing unit management plans for division-administered lands.

Environmental Studies, (612) 297-2634

Lloyd Wagner, environmental review supervisor. The Environmental Review Forester serves as the division's technical representative on the DNR's Planning and Environmental Review Team (PERT). PERT develops a department position on environmental issues and project proposals submitted from outside the department. PERT also reviews the divisions' long range plans; department policy statements; and management plans for parks, trails, wildlife management areas, and other units.

Economics and Statistics, (612) 296-4486

Doug Ford, forest economist. The Forest Economist provides economic and statistical analyses for the Division of Forestry. The Forest Economist is involved in determining the economic efficiency of various programs including the BWCA forest management intensification program and the fire protection program.

Information Management, (612) 297-3516

Mike Hagberg, systems analyst. The Information Management Program is an effort to increase forest management efficiency through the improved use of computer-based information systems within the Division of Forestry. This program will design and begin to implement an integrated information system for the division.

Business Management, (612) 296-4487

Joyce Nyhus, administrative assistant. This unit provides a variety of services to the Division of Forestry including accounting, bill processing, coding of time summaries, expense reimbursement, and handling personnel transactions for the St. Paul staff.

Wildfire Protection Section, (612) 296-5966

Dennis Gardner, chief. The Division of Forestry provides wildfire protection for nearly 23 million acres within the state. During severe fire seasons nearly all Division of Forestry personnel are involved in fire control operations.

Wildfire Protection Program, (612) 296-4490

George Meadows, wildfire management specialist. This program includes a variety of activities needed to maintain the division's fire control capabilities. Several training courses are held each year so that division personnel meet national standards and are eligible to participate in interagency fire protection efforts. The policies governing the Township Fire Warden program are set by this section. The division's radio system and radio manual are maintained by the fire section. The division has hot shot crews, three overhead teams, equipment caches, and air tanker bases to respond to fires that exceed initial attack capabilities.

Air Operations, (218) 327-1736

A. Bruce Humrickhouse, chief pilot. The chief pilot supervises the three DNR pilots when they are involved in fire emergencies and provides a variety of services for the division's Wildfire Protection and Forest Management programs. Helicopters and air tankers are contracted for during fire seasons. The Air Operations Program maintains an aviation manual and provides training for air attack personnel.

Rural Fire Protection, (218) 327-1736

Carson Berglund, rural fire protection specialist. The division has the authority to enter into cooperative fire protection agreements with rural fire departments. The division trains local fire department personnel in wildfire control techniques, assigns excess federal property to fire departments, and screens fire department applications for federal cost sharing grants to purchase wildfire fighting equipment.

Fire Planning, (218) 327-1736

Eugene Novak, fire planning specialist. This program is designed to assess the adequacy of the existing Wildfire Protection Program. Factors such as fuel types, ignition sources, detection coverage, response time, and potential resource loss are analyzed to determine if changes would result in a more efficient protection program.

DNR Forestry Headquarters and District Offices

The commissioner of natural resources may issue a permit to salvage or cut no more than 12 cords of fuelwood per year for personal use from either or both of the following sources: 1) dead, down and diseased trees; 2) other trees that are of negative value under good forest management practices. Permits are issued for a period of one year. The permit fee is determined by the local forester according to the value of the fuelwood.

To obtain firewood from county lands, contact the land commissioner or county auditor in the county seat. Only those counties in northern and central Minnesota have firewood. For a listing of firewood available from willing private sellers, local loggers or sawmills, contact the local DNR forester. To obtain firewood from National Forest land, contact the following National Forest Headquarters: Chippewa National Forest, Cass Lake, MN 56633, (218) 335-2226; and Superior National Forest, P.O. Box 338, Duluth, MN 55801, (218) 727-6692.

Permits may be obtained from any of the DNR Forestry Field Offices, except St. Paul, for the area in which the applicant wishes to cut fuelwood. Office hours for field foresters are 8 a.m. to 4:30 p.m. Monday through Friday. Call early in the morning or near the end of the day. Offices that have very little state land for fuelwood, but who may be able to assist in obtaining fuelwood from private lands are marked with (*).

Baudette Forestry Headquarters — Rural Rt. 1, P.O. Box 1001, MN 56623, (218) 634-2172

District Forestry Offices:

Birchdale Ranger Station, Rt. 3, Box 201, MN 56629, (218) 634-2838

Williams Ranger Station, Rural Rt., MN 56686, (218) 783-6935

Bemidji Forestry Headquarters — 2200 Bemidji Ave., MN 56601, (218) 755-2890

District Forestry Offices:

Bagley, MN 56621, (218) 694-2146

Cass Lake, MN 56633, (218) 335-6647

Guthrie, MN 56451, (218) 224-2424

Lake Itasca, MN 56460, (218) 266-3661

Mahnomen, Roy Lake Station, MN 56557, (218) 935-5951

Blackduck Forestry Headquarters — MN 56630, (218) 835-6684

District Forestry Offices:

Kelliher, MN 56650, (218) 647-8268

Northome, MN 56661, (218) 897-5254

Waskish, MN 56685, (218) 647-8216

Brainerd Forestry Headquarters — 203 W. Washington, MN 56401, (218) 828-2565

District Forestry Offices:

Backus, Box 6, MN 56435, (218) 947-3232

Crosby, 2 First St. N.E., MN 56441, (218) 546-5725

*Little Falls, Rte 4, MN 56345, (612) 632-2321

Long Prairie, 720 Commerce Rd., MN 56347, (218) 732-6996

Outing, HCR — Box 370, MN 56662, (218) 792-5383

Pequot Lakes, Box 27, MN 56472, (218) 568-4566

Sebeka, Rte 2 Box 49, MN 56477, (218) 472-3262

Cambridge Forestry Headquarters — 915 S. Hwy. 65, MN 55008, (612) 689-2832

District Forestry Offices:

Onamia, Box 82, MN 56359, (612) 532-3137

St. Cloud, 3725 12th St. N. Box 370, MN 56301, (612) 255-4277

Zimmerman, Rte 2 Box 13, MN 55398, (612) 856-4826

Carlos Avery Forestry Headquarters — 18310 Zodiac, Forest Lake, MN 55025, (612) 464-2810

District Forestry Offices:

Hastings, Box 383, MN 55033, (612) 437-8532

*Waconia, Court House Annex, MN 55387, (612) 442-2317

Cloquet Forestry Headquarters — Box 220, MN 55720, (218) 879-4544

District Forestry Offices:

Cotton, MN 55724, (218) 482-3219

Cromwell, MN 55726, (218) 644-3664

Floodwood, MN 55736, (218) 476-2349

Deer River Forestry Headquarters — Box 157, MN 56636, (218) 246-8343

District Offices:

Effie, Box 95, MN 56639, (218) 653-2691

Grand Rapids, 1201 E. Hwy. 2, MN 55744, (218) 327-1734

Togo, MN 55788, (218) 376-4564

Duluth Forestry Headquarters — 6163 Rice Lake Road, MN 55803, (218) 723-4669

District Forestry Offices:

Finland, P.O. Box 495, MN 55603, (218) 353-7397

Hovland, MN 55606, (218) 475-2210

Grand Marais, MN 55604, (218) 387-1075

Two Harbors, MN 55616, (218) 834-4730

Hibbing Forestry Headquarters — 1208 E. Howard St., Box 705, MN 55746, (218) 262-6760

District Forestry Offices:

Big Fork, Rte 2, MN 56628, (218) 743-3226

Side Lake, MN 57781, (218) 254-2370

Virginia, Hwy. 135, MN 55792, (218) 749-1955

Hill City Forestry Headquarters — P.O. Box 9, MN 55748, (218) 697-2476

District Forestry Offices:

Aitkin, MN 56431, (218) 927-2414

Jacobson, MN 55752, (218) 752-6531

McGrath, MN 56350, (612) 592-3248

McGregor, Sandy Lake Ranger Station, MN 55760 (218) 426-3407

Lake City Forestry Headquarters — Box 69, MN 55041, (218) 345-3216

District Forestry Office:

*Faribault, Box 195, MN 55021, (507) 332-3247

Lewiston Forestry Headquarters — Box 278, MN 55952, (507) 523-2224

District Forestry Offices:

*Caledonia, 603 N. Sprague St. Suite 2, Ag. Service Ctr., MN 55921, (507) 724-3348

*Preston, Box 212, MN 55965, (507) 765-3892

Littlefork Forestry Headquarters — MN 56653, (218) 278-6651

District Forestry Offices:

Big Falls, MN 56627, (218) 276-2401

International Falls, Route 8, Box 8, MN 56649, (218) 286-3334

Loman, MN 56654, (218) 279-3313

Moose Lake Forestry Headquarters — Rte 2, 701 S. Kenwood, MN 55767, (218) 485-4474

District Forestry Offices:

Hinckley, MN 55037, (612) 384-6146

Mora, 460 W. Maple, MN 55051, (612) 679-3683

Sandstone, Eaglehead Ranger Station, Rte 2 Box 123, MN 55072, (612) 245-2022

Wrenshall, Nickerson Ranger Station, Rte 1 Box 160D, MN 55767, (218) 496-5721

Orr Forestry Headquarters — MN 55771, (218) 757-3200

District Forestry Offices:

Cook, MN 55723, (218) 666-5385

Tower, MN 55790, (218) 753-4500

Park Rapids Forestry Headquarters — Box 113, 607 W. 1st St., MN 56470, (218) 732-3309

District Forestry Offices:

*Alexandria, 110 Aga Drive, MN 56308, (612) 762-2131

Perham, 222 2nd Ave. S.E., MN 56573, (218) 346-4035

Waubun, Elbow Lake Ranger Station, MN 56589, (218) 734-2271

Rochester Forestry Headquarters — 2300 Silver Creek Rd. N.E., MN 55904, (507) 285-7420

District Forestry Offices:

*Mankato, 13 Navaho Ave. Box 4033, MN 56001, (507) 389-6713

*Redwood Falls, 223 E. 2nd St., MN 56283, (507) 637-5571

*Willmar, 905 W. Litchfield, MN 56201, (612) 231-5164

Warroad Forestry Headquarters — MN 56763, (218) 386-1304

District Forestry Offices:

Greenbush, MN 56726, (218) 782-2205

Grygla, MN 56727, (218) 294-6115

Wannaska, MN 56761, (218) 425-7666

Warroad, Clear River Ranger Station, MN 56763, (218) 386-1671

Division of Minerals, (612) 296-4807

Elwood Rafn, director. The division administers the leasing of taconite, iron ore, 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 also regulates minelands reclamation for metallic minerals and peat and the annual registration of explorers prospecting for oil, natural gas, and metallic minerals outside of the Biwabik iron formation. Explorers must be registered by the Division of Minerals and licensed by the Health Department before conducting exploratory borings. The division manages state-owned peatlands, including their inventory and leasing for various uses. The administration of mineral resources includes programs for the valuation of mineral potential; leasing, metallurgical testing and applied research, field engineering and inspection and environmental review.

Mineral Leasing Section, (612) 296-4807

Roger Johnson, chief. 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 issuing mineral lease extension, 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. The unit also registers explorers for exploration drilling. Lease and prospecting forms, explorer registration forms, as well as information about taconite mining activities and severed mineral interests are available at the St. Paul office free of charge. Rules for leasing of copper-nickel are available through the Minnesota State Documents Center, Department of Administration, 117 University Ave., St. Paul, MN 55155, (612) 297-3000.

Mineral Potential Evaluation Section, (218) 262-6767

Godfrey Zakula, chief. The section insures mining company compliance with state nonferrous mineral prospecting permits, evaluates mineral potential of state lands including industrial minerals, 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 planning lease sales and other land use planning. Technical reports are available through the Minnesota State Documents Center. Exploration data and drill cores from state properties formerly under lease can be examined at 1525 3rd Ave. E., Hibbing, MN 55746.

Metallurgical Testing and Applied Research Section, (218) 262-6767

George Glumac, chief. This unit monitors 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, (218) 262-6767

Roger Johnson, chief. This section insures mineral lease compliance by mine operators. It provides professional and technical support to the department through mine and plant inspections, mine and property surveys, and accounts 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 1525 3rd Ave., E., Hibbing, MN 55746.

Peat and Environmental Services Section, (612) 296-4807

William Brice, chief. The peat program manages the state's peatlands and leases these lands for various uses. The program performs site evaluation, conducts environmental review, develops lease terms, monitors leases, and oversees reclamation plans. The peat inventory project has identified a reserve of peatlands that are most suitable for leasing and, from these, selects sites for development proposals. Reports describing the program's management policies, the peatland environment, peatland uses, impacts of development, and peatland reclamation are available from the Division of Minerals in St. Paul. Inventory reports, which include maps, are available from the Division of Minerals office at 1525 3rd Ave. E., Hibbing, MN 55746. In addition, the environmental services unit develops mineral policy, identifies and mitigates environmental impacts related to mining, and manages research programs related to direct reduction of iron ore, peat chemical and fuel uses. Two computer data bases are available for use on a charged basis. The IRIS data system includes resource information in the vicinity of the Mesabi iron range, and the MINESITE data system includes resource information in the vicinity of the northeastern Minnesota copper-nickel resources. Recent reports on uranium mining impacts, copper-nickel policies, and industrial mineral mining are also available.

Metallic and Peat Mineland Reclamation Section, (612) 296-4807

Paul Pojar, chief. This section develops and administers the state's metallic and peat mineland reclamation program. The 1973 reclamation act requires the reclamation of all active and any future metallic mining operations. The 1973 act was amended in 1983 to require the reclamation of active and future peat mining operations greater than 40 acres in size. All such operations must obtain a permit to mine, once rules have been established. Each permit application must include a mineland reclamation plan for review and approval by the division. Rules for natural iron and taconite mining have been promulgated. Copies are available through the Minnesota State Documents Center, Department of Administration, 117 University Ave., St. Paul, MN 55155, (612) 297-3000. Rules for peat mining must be adopted by July 1, 1985. The section also conducts research to identify techniques to mitigate environmental impacts from these operations.

Division of Parks and Recreation, (612) 296-4776

Donald D. Davison, director. The division develops and manages a system of 64 state parks and 10 waysides that contain examples of Minnesota's most scenic lands. Recreational facilities in parks include 66 campgrounds — semi-modern (with showers and flush toilets) or rustic (with water and pit toilets), 31 swimming beaches, 31 naturalist programs, and over 1,000 miles of trails for hiking, biking, horseback riding, skiing, and snowmobiling. Every park has picnicking facilities ranging in character from remote and rustic to enclosed shelters with electrical service. Minnesota's park system is recognized as one of the most outstanding in the country. Maps (winter and summer) of every park are available free of charge from the Outdoor Recreation Information Center in St. Paul or from park offices.

Park Systems, (612) 296-0744

Wayland Porter, manager. The Park Systems Unit coordinates the development and rehabilitation of projects, and prepares funding proposals for the state legislature and federal supplementary funding programs. It monitors planning and implementation of resource management activities, administers ongoing park maintenance and operations programs, and manages labor and personnel functions.

Park Development, (612) 296-4781

John Winter, supervisor. This section implements state park development and resource management programs. It selects and decides on new development and major rehabilitation projects and monitors resource management activities.

Field Operations, (612) 296-2609

Don Jueneman, supervisor. This section coordinates all parks maintenance and operations programs including cost accounting, policy development and compliance, and personnel transactions as well as labor and union negotiations and contract implementation procedures.

Support Services, (612) 296-4778

Milt Krona, coordinator. Support Services prepares the division budget and cost accounting procedures, coordinates and implements visitor services, public information programs, environmental review and land acquisition procedures, and oversees central office services and administration.

Fiscal Programs, (612) 296-2760

R. William Hosfield, coordinator. This section manages the division's fiscal matters including development of budget spending plans, determination of fees and charges, management of cost accounting procedures and divisional revenue, compilation and analysis of user data, review and processing concessionaire contracts and permits, and coordination of central office administrative services. Close contact with the attorney general's office must be maintained for appropriate interpretation of park rules and rule changes.

Minnesota's State Parks & Trails



Visitor Services, (612) 296-8396

Bobbie Gallup, coordinator. This section plans, develops, and administers the interpretive and informational functions of the state park system. The interpretive services program provides park visitors opportunities to experience the geological, biological, historical, prehistoric, and aesthetic heritage of Minnesota through a variety of educational and recreational programs. The public information program is focused in the Outdoor Recreation Information Center which provides information on resources, services, facilities, and programs available in state parks and trails.

Park	Camping Facilities											Recreational Facilities														
	Campsites					Group Camps						Trails (in Miles)														
	Reservations	Semi-modern	Rustic	Backpack	Canoe	Electricity	Dumping station	Showers	Toilets Flush/Pit	1 - modern	2 - semi-modern	3 - primitive	4 - campers with boxes	Picnic sites	Envelop/Open shelter	Swimming	Fishing River, Lake, Stream	Boat access Drive/Cherry	Boat/Canoe rental	Foot	Self-guided	X-country	Horse	Snowmobile	Bike	Interpreter/Center Summer/Year-round
Afton			24					P			30	50*		R				18	18	5	4	C				
Banning		31		3				P			7*			R	D			8	7	2		S		12		
Bear Head Lake		24	49	4				F/* P			100	25*		L/S	D	B/C		17	14		6					
Beaver Creek Valley		26	16					P			100	50 E		S				7.5	3			C		15		
Big Stone Lake			42					P			100	100		L	D	B		1.5			3.5					
Blue Mounds		73			17			F			100	40 0		L	C			10	3		7	C		bison		
Buffalo River		44			8			F			150	70*		S				12	11			C				
Camden		37	58		6			F/P			40	140 O/E		S				8	1	6	4	9	C		15	
Carley			20					P			75	25		R				4	3							
Cascade River		37						F/P				7 0		L/R				5	30		4					
Charles A. Lindbergh		38			2			F/P			50	35 E		R	D			6	5						12	
Crow Wing		61	12		6			F/P			50	50* E/O		R	D			14	4		10				12	
Father Hennepin		103						F/P			80	100*		L	D	10		4	2.5		1.5					
Flandrau		57	33					F/P	110		50	60* E						7	6		1.5	S				
Forestville		60						F/P			100	80		S				15	6	14	8	C				
Fort Ridgely		20						F/P			50	20						6	2	3	3				7 12 13 15	
Fort Snelling								F				150* E		L/R	D			18	18			C			7 12 13 14	
Franz Jevne		10						P				10		R	D			1				S				
Frontenac		58						F			20	40* E						10	6		10					
Geo. H. Crosby Manitou				21				P				4		L/S	D			23	11							
Glacial Lakes		21	18	2				F/P			120	30* 0		L	D	C		11	1.5	5	9	9				
Gooseberry Falls		70						F/P			150	120 E		L/S				18	1.5	12	2	C		15		
Hayes Lake		35		2				F/P			50	25*		L/R	C			12	6	3	6	1				
Helmer Myre		100		4				F		100	50	45* E			D			16	7		7	C			Y	
Interstate		48			24			F			200	275* E/O		R	D	C		3				C			S	
Itasca		220	30W	4	70			F/P		75	50	300* 0		L	D	B/C		33	1.8	27		31	2	C	5 6 7 8 12 15	
Jay Cooke		80		3				F/P			60	70* E/O		R				50	36	10	12	C			S	
Judge C. R. Magney		40						P				12		S				3								
Lake Quoi Park								F			50	100		L	R	D		6	5	6	5				15	
Lake Bemidji		100						F/P				50*		L	R	D		6	5	6	5					

Outdoor Recreation Information Center
(612) 296-4776 or -6699
Statewide Toll-Free 1-800-352-5747

Call the Outdoor Recreation Information Center for detailed information on state parks and trails or to request maps of individual units and informational brochures. Maps and brochures will be sent free of charge. For a complete listing of State Parks, see pages 498-537.

Environmental Review and Land Acquisition, (612) 296-6226

Frank Knoke, environmental specialist. This program coordinates the review process for proposed developments, environmental documents, rules and regulations, and policies of the DNR and other governmental agencies in order to determine their impact on state park lands and programs. It determines and directs the division's land use and land acquisition activities and coordinates resource management activities in state parks with other DNR divisions.

Regional Park Supervisors

Region 1 Merle DeBoer, (218) 755-3976, 2115 Birchmont Road N.E., Bemidji, MN 56601
Region 2 Keith Karels, acting (218) 327-1712, 1201 East Highway 2, Grand Rapids, MN 55744
Region 3 Clinton Besonen, (218) 828-2622, 4424 Front Street, Brainerd, MN 56401
Region 4 Charles Mitchell, (507) 354-2196, P.O. Box 756, New Ulm, MN 56073
Region 5 Robert Johnston, (507) 285-7432, 2300 Silver Creek Road N.E., Rochester, MN 55901

Division of Waters, (612) 296-4810

Larry Seymour, director. The division manages the water and related land resources of the state. The division regulates activities conducted in the beds of protected waters, regulates water appropriations and various land use activities in shoreland and flood plain areas. The division has six regional offices located around the state.
Region I — Waters Division, 2115 Birchmont Beach Rd. NE, Bemidji, MN 56601, (218) 755-3973.

Region II — Waters Division, 1201 East Highway 2, Grand Rapids, MN 55744, (218) 327-1716.

Region III — Waters Division, Box 648, 424 Front Street, Brainerd, MN 56401, (218) 828-2605.

Region IV — Waters Division, Box 756, Highway 15 South, New Ulm, MN 56073, (507) 354-2196.

Region V — Waters Division, 2300 Silver Creek Road NE, Rochester, MN 55901, (507) 285-7430.

Waters Division, 1200 Warner Road, St. Paul, MN 55106, (612) 296-7523.

Floodplain/Shoreland Management Section, (612) 296-0440

Ronald Harnack, administrator. This section administers the Shoreland and Flood Plain Management Programs and the land use regulation aspects of the Wild and Scenic Rivers Program. All three of these programs require local units of government to adopt and enforce land use regulations that comply with minimum statewide standards. In the case of the shoreland and wild and scenic river programs the primary purposes are to protect the aesthetic values of the shoreland areas and to protect water quality. In the case of the flood plain program the purposes of the regulations are to promote flood damage reduction by prohibiting further development of the floodway and to restrict the way in which the remainder of the 100-year flood plain can be developed. This section provides technical assistance to local government units in the adoption and administration of local land use regulation ordinances.

This section also coordinates and encourages state and federal comprehensive flood plain management activities including the administration of the federal flood insurance program, encourages acquisition/relocation efforts, develops flood-proofing guidelines, provides emergency flood fighting assistance and helps with post-flood relief assistance.

This section reviews and coordinates the water related aspects of environmental documents, reviews and writes reports on public drainage and watershed projects

and administers a grants-in-aid program for the construction of flood water retention structures in cooperation with the Lower Red River Water Management Board.

Policy and Planning Section, (612) 296-9556

Gene Hollenstein, chief. This section coordinates division and department activities in federal public works projects and studies. The types of projects and studies involved are for flood control, beach and bank erosion, navigation and water related recreation. The section also conducts program analysis and planning for the division, coordinates the planning and management activities of the division with those of other state agencies, and provides assistance to the director in the analysis and development of policies to guide the programs of the division. This section also coordinates a cooperative local-state comprehensive water resources management study.

Hydrographics Section, (612) 296-4806

Kenneth Reed, chief. This section administers and conducts investigations, surveys, studies and research to provide technical information for departmental water resource management. Included is graphic support as needed. Tasks include preliminary examination, repair, reconstruction and maintenance of approximately 315 state-owned dams; investigation and reports on natural ordinary high water determinations; establishment, maintenance and recording of data from a network of statewide lake-gaging stations; preparation of topographic maps; advising government units and the public in areas of potential lake problems; and dissemination of information on lakes.

Water Use Management Section, (612) 297-2431

Sarah Tufford, administrator. This section regulates water use and collection of basic data about ground water supplies statewide. The section is divided into two units, the Technical Analysis Unit and the Water Allocation Unit.

Water Allocation Unit, (612) 296-0508

Hedia Rieke, chief. The unit administers the regulatory program for water appropriation or use. Appropriation permits are required for withdrawals for any use of surface or ground water in excess of 10,000 gallons per day or 1 million gallons per year except for domestic uses serving less than 25 persons. Applicants must have ownership or control of the land overlying a ground water source or abutting a surface water source from which water will be appropriated. Applications and information on the permit program can be obtained from the DNR Regional offices or the Central office. A minimum \$30.00 filing fee for each permit application is required. Additional fees may be required depending upon the scope of the project.

Permit holders are required to submit annually monthly records of the amount of water appropriated and additional information such as acreage irrigated and type of crops. These records are reported on forms supplied by the DNR and are submitted with an annual water appropriation processing fee. The fee is based on a variable scale according to the number of permitted irrigated acres for irrigation and permitted amount of water for non-irrigation. Water use data received is computerized and disseminated to the decision makers, planners and the general public.

Technical Analysis Unit, (612) 296-0436

Pat Bloomgren, chief. The unit conducts and analyzes aquifer tests and technical evaluations associated with appropriation permit applications, well interference complaints or water use conflicts. It establishes an observation well network and conducts geohydrologic mapping activities and inventories high capacity wells. A special function of this unit is monitoring and regulating underground storage of natural gas. This unit also assists with technical surface water analyses needed to establish protected flows on streams or protection levels on lakes as well as evaluating impacts of proposed withdrawals on surface waters.

Water Development Section, (612) 296-0510

James Cooper, administrator. This section reviews and processes applications for permits to change the course, current or cross-section of protected waters and wetlands. It is completing the inventory of protected waters and wetlands in the state and administers the state water bank program. The section also conducts the state dam safety program.

Protected waters permits are required for permanent docks, jettys, harbors, channels, filling other than sanding and natural rock riprapping, excavation, boat houses, sewer and water line crossing and other alterations of protected water bodies.

Applications for permits must be submitted by the owner of appropriate interest in land adjacent to or containing a surface water body such as a lake or stream. Permit processing is initiated in the appropriate regional office. For information, or to apply for a permit, contact DNR Division of Waters, or any of the regional offices.

The application fee for a protected water permit is \$30. For projects requiring environmental review under the provisions of Minnesota Statutes, chapter 116D, and if a field inspection is required, a fee of \$25 or an amount sufficient to cover the cost of the field inspection, whichever is greater, will also be charged.

Protected Waters Inventory Program, (612) 296-0516

David Milles, supervisor. The program involves the identification of all bodies of water in the state that are subject to regulation under the protected water permit program. Water bodies included in the inventory are most streams and lakes, and wetlands — types 3, 4 and 5 over 10 acres in rural areas and over 2½ acres in urban areas.

Owners of wetlands in agricultural areas who are considering draining their wetlands may qualify for one of several types of compensation in order to preserve the wetland under the state water bank program. This program offers options such as purchase, lease, or easement in order to compensate farmers for maintaining certain wetlands in their natural state. Call the program for further information.

Dam Safety Unit, (612) 296-0525

Craig Regalia, chief. The unit inspects 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 or draw-down under the dam safety rules. It conducts the necessary review of work in protected water permit applications which require issuance of dam safety permits. The unit also administers state grants for up to 50% of the cost of repair for dams owned by local government units. Contact the unit for further information on the availability of these grants.

Office of Administration, (612) 296-6922

Eugene R. Gere, assistant commissioner for administration. The office provides administrative and support services to the department and its regional offices. It also provides engineering, architectural and landscape design; construction project and financial management; land acquisition and sales; licensing; data and word processing; personnel; records and communication services; and administers the department's youth manpower programs.

Region 1 — Merlyn Wesloh, administrator (218) 755-3955, 2115 Birchmont Beach Road N.E., Bemidji, MN 56601

Region 2 — John Chell, administrator (218) 327-1702, 1201 E. Highway 2, Grand Rapids, MN 55744

Region 3 — Roger Lorenz, administrator (218) 828-2613, 424 Front Street, Box 648, Brainerd, MN 56401

Region 4 — Maynard Nelson, administrator (507) 354-2196, Highway 15 South, Box 756, New Ulm, MN 56073

Region 5 — Karen Loechler, administrator (612) 296-3572, 1200 Warner Road, St. Paul, MN 55106

Engineering Bureau, (612) 296-2119

John Ernster, administrator. The bureau provides engineering, architectural and landscape design, construction plans and specifications and contract administration for the department's construction projects. The bureau prepares property plats and conducts land surveys and produces numerous maps, charts, signs and displays used by other DNR units.

The bureau has on file an extensive collection of aerial photographs of Minnesota done by private companies. Photos may be xeroxed at cost or persons may obtain a photo number from the files and be referred to the private companies that hold the negatives. The Department of Transportation also has high altitude photos of U.S.G.S. quadrangle maps for the majority of the state most done in 1977. These photos can be reproduced on an ozalid machine, are about 20"×24" and are only for governmental agency use. The State Planning Agency has printouts of regions where aerial mapping has been done and can tell when the photographs were last taken.

Bureau of Field Services, (218) 327-1747

Ivan Holden, administrator. The bureau's objective is to provide a coordinated approach to support activities for the department minimizing the amount of time a resource manager needs to spend on support. The bureau provides various services to department personnel including equipment and supply purchasing, equipment fabrication (items peculiar to DNR that cannot be purchased, e.g., specialized fire fighting equipment), equipment maintenance, repair and disposal, building maintenance, repair and minor construction, coordination of new buildings, building disposal, disposition of vehicle accident cases, federal excess property acquisition, safety coordination, fixed asset inventory control and coordination of sign construction. The bureau maintains two service centers in the state:

Northern Service Center, 1201 East Highway 2, Grand Rapids, MN 55744, (218) 327-1743; and the Southern Service Center, 1200 Warner Road, St. Paul, MN 55106, (612) 296-2161.

Bureau of Financial Management, (612) 296-2188

Wayne Frankenberg, administrator. The bureau provides basic accounting and budgeting services in direct support of all natural resource programs administered by the department. In addition, the bureau coordinates the development and implementation of all financial management policies and procedures in the department. This involves the review and interpretation of statewide directives issued by the Department of Finance, as well as the formulation of internal operating policies and procedures. The bureau provides no services directly to the public.

Bureau of Land, (612) 296-4097

Rodney W. Sando, administrator. The bureau acquires land for state parks, public access, trails and for sites required for fish, wildlife and forest management purposes. Lands are acquired by various means including outright purchase, easements, leases and gifts. The bureau reviews and investigates proposed exchanges of state lands for lands held by other owners. The bureau makes recommendations to the State Land Exchange Board, the authority on all land exchanges.

The bureau maintains a record of each parcel of state-owned DNR administered land. The bureau supervises the leasing and sale of state lands. Leasing provides the public with the use of land when the department is prohibited (by law or policy) from selling the land. State lands are sold when they are better suited for private development or are not necessary for conservation purposes.

Records, Sales and Leases Section, (612) 296-4097

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

Jeff Hanson, supervisor. This section handles the appraisals and purchase negotiations for all lands DNR is acquiring, through fee or easement. These appraisals are required to be documented and certified and reflect market value of land being acquired. The certified offer is presented to the landowner or his agent. The section functions only within the department and does not directly provide service to the public. All appraisals and negotiations are based upon the willing-buyer willing-seller concept. The section also handles the land exchange procedure when state land is involved.

License Bureau, (612) 296-4507

Margaret Winkel, administrator. The bureau distributes fish and wildlife licenses to county auditors for sale by them and their respective agents and works with all deputy registrars in registering and licensing boats and snowmobiles. The bureau, located at 625 North Robert Street, St. Paul, 55101 (will move to 451 Grove, St. Paul, MN 55101, near University Ave. and Lafayette Rd. on Sept. 1, 1984), sells licenses in addition to state park motor vehicle entrance permits. The bureau maintains a record of all boats and snowmobiles registered in the state. The department requires licenses for the use of boats and snowmobiles within the state, harvesting wild rice, hunting, fishing, and trapping. The department's License Bureau issues most licenses immediately. Licenses requiring evidence of eligibility are issued when the evidence is provided to the department.

Qualifications and Special Licenses

Restricted and unrestricted license categories were done away with by the department early in 1981. In the past, persons could purchase a stamp that allowed them to fish and hunt in the Leech Lake Indian Reservation area. Now all licensees may fish and hunt in the Leech Lake Reservation area. The DNR pays the Leech Lake Indians a portion of their license receipts on a quarterly basis.

The department issues resident and nonresident licenses. To qualify as a resident, a person must be a U.S. citizen or resident alien and have maintained a legal residence in Minnesota for the 60 days immediately preceding the purchase of the license. Personnel of the U.S. Army, Navy, Marine Corps, Air Force, and Coast Guard officially stationed in Minnesota qualify as residents of Minnesota. This does not pertain to moose hunting. A nonresident who is a bonafide full-time student at a public or private educational institution and resides in the state during the full term of the school year may obtain licenses as a resident upon proof of status as a student. A student must purchase a nonresident big game license.

Residents and nonresidents under 16 are not required to have fishing licenses, but nonresidents must include their daily or possession catch with a licensed parent or legal guardian's daily or 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 but must carry proof of residency and age. Minnesota servicemen stationed outside the state and home on a furlough do not need a license to fish or hunt small game but must carry their leave furlough papers. Servicemen must purchase a federal waterfowl stamp to hunt waterfowl. Minnesota Statutes, section 98.47, subdivision 8 reads: "A license to take fish by angling or spearing shall be issued to any citizen of Minnesota who is blind or is a recipient of supplemental security income for the aged, blind, and disabled, or is a recipient of social security aid to the disabled under U.S.C. Title 42. Section 146. Paragraph (i)

(1) or Section 423(d) or is a recipient of workmen's compensation based on a finding of total and permanent disability without charge." Also, a permanent license is issued to the mentally retarded and Minnesota veterans who have a 100% service-connected disability at no charge.

All free licenses are issued by county auditor's offices or license centers only. Besides the License Bureau, recreational hunting and fishing licenses are available from county auditors and their authorized agents, which include hardware and sporting goods stores and many resorts. Permits for the use of state parks are available at the various parks. 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.

Minnesota Hunting and Fishing Licenses and Fees (effective March 1, 1984)

Type of License	Fee
NOTE: There is an additional \$.75 issuing fee on all licenses except the four deer and two sportsmen licenses which have a \$1.00 issuing fee.	
Resident Senior Citizen Small Game	\$7.50
Veteran 100% and Total Disability Fishing	no charge
Resident Individual Fishing for Mentally Retarded	no charge
Resident Individual Fishing	\$9.00
Resident Combination Fishing	\$13.00
Resident to Spear From Dark House	\$10.00
Resident Whitefish, Tullibee, or Herring	\$5.50
Resident Dark House or Shelter	\$7.50
Resident Dark House or Shelter Rental	\$17.50
Nonresident Individual Fishing	\$17.50
Nonresident Combination Fishing	\$22.50
Nonresident Short Term Fishing — 7 Days	\$13.00
Nonresident Short Term Fishing — 1 Day	\$7.50
Resident Small Game	\$11.00
Resident Deer Firearms	\$15.00
Resident Deer Bow & Arrow	\$15.00
Resident Trapping — 18 and Older	\$13.00
Resident Trapping — Over 13 and Under 18	\$3.50
Resident Individual Sportsman	\$18.50
Resident Combination Sportsman	\$22.50
Nonresident Shooting Preserve	\$11.00
Nonresident Small Game	\$39.00
Nonresident Deer Firearms	\$75.00
Nonresident Deer Bow & Arrow	\$75.00
Migratory Waterfowl Stamp	\$3.00
Wild Rice Harvesting	\$10.00
Nonresident Furbearer	\$100.00
Trout Stamp	\$3.00
Pheasant Stamp	\$5.00

Boat and Snowmobile Licenses and Park Permits

Canoes, Kayaks, Sailboats, Sailboards and Rowing Shells for 3 years	\$7.50
Boat licenses for craft 19 feet or less for 3 years	\$12.00
Craft over 19 feet for 3 years	\$20.00
Snowmobile licenses for 3 years	\$18.00
State Park Annual Resident Permit (Oct. 1 to Oct. 1)	\$10.00
State Park Annual Senior Citizen Permit (Oct. 1 to Oct. 1)	\$5.00
State Park Annual Non-Resident Permit (Oct. 1 to Oct. 1)	\$15.00

State Park resident daily vehicle permit	\$3.00
State Park resident senior citizen daily vehicle permit	\$1.50
State Park non-resident daily vehicle permit	\$4.00

Bureau of Management Systems, (612) 296-0654

George Roberts, administrator. The unit is responsible for the direction and support of DNR information systems. It plans and directs the implementation of the department's long-range data and word processing efforts; develops and implements departmental administrative procedures and standards for data systems; manages and supervises the department data entry center; monitors the department budget and expenditure processes relative to computer services and equipment purchases; provides liaison to computer processing centers at the Information Services Bureau (ISB) of the Department of Administration, the University of Minnesota Computer Center, and others as needed; and coordinates interdepartmental data and word processing activities. The bureau provides no services directly to the public.

Bureau of Personnel, (612) 296-6492

Robert Siefert, administrator. The bureau provides the department with the personnel services necessary to recruit, train and maintain its work force. Specific tasks include the recruitment, selection and placement of employees, payroll administration, employee training and development, labor relations, employee benefits services and the maintenance of employee personnel records. Publication of an employee newsletter, *DNR News & Notes*, is done by the bureau and distributed to all employees as a source of information on personnel policies. Inquiries concerning job information should be directed to this office.

Bureau of Records and Office Services, (612) 297-2433

Allen C. Stroth, supervisor. The bureau provides essential services and assistance to the various operational units of the DNR located in the Capitol area and the DNR's regional offices. It also provides information to the public. The bureau maintains the DNR reception desk, operates a mail room, furnishes messenger services, and maintains liaison with central motor pool for dispatching vehicles and coordinating in-state travel. It maintains liaison with plant management for the department, and maintains copy machine services. The bureau also coordinates statewide telecommunications for the DNR and records management with the state record center and state archives. The bureau also manages DNR forms, providing design or redesign, storing, inventory and shipping of same.



Office of Youth Programs, (612) 296-5042

John F. Grix, director. The office administers the Minnesota Conservation Corps (MCC) programs and other manpower programs available to the Department of Natural Resources. The corps has two main objectives, to enhance and protect our state's natural resources and to provide meaningful employment to the state's young people.

The Minnesota Conservation Corps has two components. A summer program for high school students and a year round program for 18-26 year old young adults. In the summer program, the youth work for 35 hours each week and receive 5 hours of environmental education. In the year round program, the young adults are eligible to work 40 hours a week for up to 6 months. The youth in both programs are paid the federal minimum wage, currently \$3.35 per hour.

The youth build bridges, construct shelters, plant and prune forests, fight soil erosion and preserve historic sites. They work on trails, fisheries and wildlife proj-

ects, campground development and are available for natural disaster relief, such as fighting forest fires and flood control.

Office of Planning, (612) 296-6235

Vonny Hagen, assistant commissioner for planning. The office provides planning, research, policy development, organization and management analysis, and interdisciplinary review services to the commissioner's office and units within the department.

Environmental Review, (612) 296-4796

Tom Balcom, supervisor. This section provides for the department's participation in the National and Minnesota Environmental Policy Acts (NEPA and MEPA) and coordinates interdisciplinary review and position/policy consensus within the department on environmental documents, rules and regulations, policies, procedures, and projects which will impact natural resources and their management in Minnesota.

Natural Resource Planning, (612) 296-0568

Paul Swenson, supervisor. This section is responsible for the formulation of resource analyses and alternative management strategies for Minnesota's outstanding rivers, Outdoor Recreation Act (ORA) plans for state parks, and comprehensive policies for the management of DNR lands.

Policy and Management Analysis, (612) 296-7847

Joe Kurcinka, supervisor. This unit provides assistance in the analysis and development of resource management policies, procedures and organizational structures. Assignments may be as small as a review of a single unit's procedures to as large as divisional strategic planning effort (most assignments are carried out through employee participation). The section is responsible for the DNR manual.

Natural Resource Data Systems, (612) 296-3093

Bill Becker, supervisor. This section assists divisions in the collection and analysis of data on resource characteristics and use. Primary emphasis is on research supporting statewide or large scale policy making and medium to long range planning. Maintains staff capabilities in survey design, data collection and the use of the capabilities of the Land Management Information Center of the State Planning Agency. Provides staff assistance for the preparation of the Statewide Comprehensive Outdoor Recreation Plan (SCORP) and manages federal aid to recreation development through the Federal Land and Water Conservation Fund (LAWCON).

Board of Nursing

717 Delaware Street S.E., Room 360, Minneapolis, MN 55414

Joyce M. Schowalter, executive secretary, (612) 623-5493

Minnesota Statutes, sections 148.171-148.299; *Minnesota Rules* 6300-6399

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 country. An endorsement does not require the applicant to take an examination unless the applicant has not passed the same examination or has scored lower than the Minnesota requirements. If an applicant fails an examination, the board conducts reexaminations.

An applicant should write the board regarding license requirements and examination dates. The application includes proof of completion of a nursing program. License examination fees are \$50 for registered nurses (RN) and \$35 for licensed practical nurses (LPN). License by endorsement for RNs is \$40 and for LPNs is \$30.

Re-examination for RNs is \$25 and for LPNs is \$10. Licenses are issued after applicants have met all requirements.

License renewal for RNs is \$16.00 for two years from August 1 to July 31, and for LPNs is \$16.00 for two years from January 1 to December 31. Late fee renewals for RNs after June 1 are \$5.00 and for LPNs after January 1 are \$5.00.

The board renews licenses and verifies licenses upon request. Licenses are renewed biennially for licensed practical nurses and 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. Verification of License for RNs and LPNs costs \$10.00. If a nurse chooses to become inactive he/she need not renew the license, but the nurse may not practice during this period. The board will change the license status back to active status upon request. Nurses who have been inactive for two years or more must show evidence of continuing education.

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. There are no fees for this service and the board provides the necessary forms.

The board registers nursing corporations and businesses established to offer nursing care to the public. All nursing corporations must be registered with the board. For information and forms contact the board. The fee for registration of a professional nursing corporation is \$100 the first year and \$25 each year thereafter. There are no fees for other corporate or business registration.

Board of Examiners for Nursing Home Administrators

717 Delaware Street, S.E., Room 340, Minneapolis, MN 55414-2985

Philip C. Newberg, executive director, (612) 623-5406

Minnesota Statutes, chapter 144A; *Minnesota Rules* 6400-6499

The board develops licensing standards, conducts license examinations, issues and revokes licenses, and investigates complaints filed with the board. It also conducts a continuing study of nursing homes and their administrators, and authorizes and/or conducts instruction for license applicants and the continuing education of licensed administrators.

Complaints regarding the administration of nursing homes may be filed by writing or calling the board. The board has the authority to revoke, suspend, or refuse to renew licenses as a result of investigations instigated by a complaint.

A licensed administrator must have 20 clock hours of non-academic education (workshops, seminars, etc.) annually. Every three years, the administrator must complete academic instruction in health related subjects totaling six quarter hours or four semester hours or an additional 30 approved clock hours of non-academic education. Contact the board for information regarding continuing education programs. Fees and applications depend on the course and the institution offering the course.

The board issues new licenses and renewals. A new applicant must fulfill the following five requirements before receiving a license:

- Pass the National Board of Examiners (NAB) test for nursing home administrators (a multiple choice test of 150 questions covering administration, patient care and service, and organization of health services);
- Pass the state rules test (testing knowledge of the rules of the State Dept. of

Health and the State Fire Marshal as they pertain to nursing homes and boarding care homes);

- Satisfactorily complete seven college level courses in health care or hold a baccalaureate or master's degree in health care administration;
- Satisfactorily complete a board approved practicum course (internship) in long term health care administration of at least 300 clock hours or have one year of experience as an assistant administrator in a health care facility or hold a baccalaureate or master's degree in health care administration; and
- Have a baccalaureate degree from an accredited institution.

Examinations are scheduled approximately every 90 days. Applications are accepted any time. To receive the application form or specific information on licensing contact the board. The application fee is \$50.00, the NAB examination fee is \$65.00, the State Rules Examination fee is \$35.00, and the annual license fee, renewable each July 1, is \$100.00.

Board of Optometry

717 Delaware Street S.E., Room 342, Minneapolis, MN 55440
 Burton H. Skuza, O.D., executive secretary, (612) 623-5544

Minnesota Statutes, sections 148.52-148.62; *Minnesota Rules* 6500-6599

The board develops licensing standards for optometrists, conducts the license examinations, and issues licenses to successful applicants. The board also authorizes continuing education courses and programs for optometrists, 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.

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 presented by the National Board of Examiners in Optometry and a practical demonstration which thoroughly tests the candidate. The board schedules examinations annually and will supply information upon request.

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

To receive application forms or specific information on licensing, contact the board. There are several fees: the examination fee is \$50.00, the reciprocity fee is \$100.00, and the license issuance fee is \$12.00. The annual license fee, renewable before April 1, is \$65.00. A late penalty fee of \$25.00 is charged. The Professional Corporation registration fee is \$100.00, and the Professional Corporation renewal fee, due January 1, is \$25.00.

Complaints regarding possible 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 investigations instigated by a complaint.

Board of Pardons

1100 Bremer Tower, 7th Place and Minnesota Street, St. Paul, MN 55101
 James N. Bradford, secretary, (612) 296-3546

Minnesota Statutes, chapter 638; *Minnesota Rules* 6600-6699

The board consists of the governor, the chief justice of the Supreme Court and the

attorney general. The board may grant pardons, reprieves and commute the sentence of any person convicted of any 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, 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 need 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.

Board of Peace Officer Standards and Training

333 Sibley Street, Suite 495, St. Paul, MN 55101

Mark K. Shields, executive director, (612) 296-2620

Minnesota Statutes, chapters 214, 367; sections 382.28, 626.84-626.88; Minnesota Rules 6700-6799

The Board of Peace Officer Standards and Training (POST) licenses peace officers, part time peace officers and constables employed in Minnesota. The board regulates both the pre-service training of peace officers and their continuing education while in service, and it establishes minimum selection standards and standards of professional conduct for peace officers. Minnesota has licensed peace officers since 1978, and it is still the only state to do so.

Selection standards. Peace officers must be citizens of the United States and licensed drivers in Minnesota (or in a contiguous state if they are not residents of Minnesota). They must have no history of a felony conviction or other serious misconduct, and they must successfully complete POST's licensing test, a medical examination, a job-related test of physical strength and agility, a psychological evaluation and an oral interview prior to appointment in a law enforcement agency.

Part time peace officers and constables must have no history of a felony conviction, they must successfully complete a medical examination and a psychological evaluation within six months of appointment, they must successfully complete POST-approved training in first aid and firearms within twelve months, and they must pass a licensing test within two years.

Pre-service training. There are two routes into law enforcement in Minnesota: an academic program in law enforcement or criminal justice in a college, followed by skills training; or a combined academic and skills program conducted by a vocational-technical institute. A third route is available to persons who have completed basic law enforcement training in another state or in Minnesota prior to the advent of licensing.

College followed by skills training. The candidate completes the academic program at a POST-approved college. (Twenty schools have approved programs.) He/She passes the academic portion or the licensing test and then enrolls in a skills training

course. He/She passes the skills portion of the licensing test upon completion of the skills course.

Combined program. Two institutions offer combined academic and skills programs. The candidate is eligible to take both the academic and skills tests upon completion of this combined program.

Reciprocity licensing test. Minnesota's peace officers were formerly trained in police academies conducted by the Bureau of Criminal Apprehension or by the larger law enforcement agencies in the state, and such academies are still the basis of law enforcement training in other states. POST's staff will evaluate the training of an officer who has been trained in one of these traditional academies; and, if the training is deemed to be equivalent to that in this state, the officer may take a reciprocity licensing test.

Appointment and licensing. Regardless of the route which the candidate has followed, he/she must be hired by some state, county or municipal law enforcement agency before he/she can be licensed. Both the appointee and the employing agency must verify that the candidate has completed the minimum selection standards for new officers.

Renewal. Licensure is for a period of three years, one third of the licensees renewing their licenses each year. The licensee must complete a minimum of 48 hours of POST-approved continuing education in the three-year period. It is not necessary for the licensee to be employed as a peace officer at the time of renewal.

Constables and part time peace officers also renew their licenses every third year. Continuing education is required for constables but not for part time peace officers.

Fees. The present examination and licensing fees may be increased within the next two years. The Academic test is \$12.50 and the Reciprocity test is \$25.00. Both can be taken a second time for \$5.00 per section. The Skills and Part Time officer tests are \$12.50, and the Constable test is \$25.00. Licenses are issued for three years. The Peace Officer and Constable licenses are \$10.00 and the Part Time Officer license is \$5.00.

Sites for examinations. POST's staff conducts peace officer licensing tests several times each year in the Twin Cities metropolitan area. The examination will also be offered outside the metropolitan area when there is a large number of applications for a particular test. Application forms are available at all schools which have certified programs.

Constable and part time peace officer licensing tests are offered four times a year in about 25 locations. These tests may also be taken in the POST board's office during working hours.

Complaints against licensees. The POST board will receive and process a citizen's complaint about unprofessional conduct by peace officers and other licensees, but the board's jurisdiction is limited to the violations that are specified in the board's agency rules. These specified violations are that the licensee has: been convicted of a felony; used deadly force in a manner not authorized by law; made a false material statement while under oath; made a false material statement while obtaining or renewing his/her license; failed to complete the continuing education requirements for renewal; failed to pay the licensing fee; or violated one of the board's other rules.

The citizen's complaint will be referred to the law enforcement agency which employs the officer(s) whose conduct is in question, unless the board's committee on complaints determines that some other agency should investigate the complaint. When the local investigation is completed, the committee will review the report and determine whether or not there are grounds for a hearing by a state hearing examiner. The final disciplinary action, if any, is the responsibility of the full board. The hearings procedure may take several months to complete.

Publications. The POST board publishes a monthly newsletter, *Keeping Posted*, which is distributed without charge to law enforcement agencies and inactive licensees. The board has also published several documents which are on sale at the

Documents Center, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000. Call for current prices.

- *Learning Objectives for Post-Secondary Programs in Law Enforcement*
- *Learning Objectives for Skills Course in Law Enforcement*
- *Skills Checklists*
- *Manual for Part-Time Peace Officers*
- *The Peace Officer's Guide to the Minnesota Rules of Criminal Procedure*

One other publication, *Administrator's Guidelines to POST Rules and Procedures*, is provided to chiefs of police and sheriffs at no charge. This manual is not available for purchase.

Reimbursement to local units of government. Recent legislation has established a surcharge on fines imposed for violations of certain traffic laws. The board disburses this revenue to local units of government to reimburse them for the expenses of providing continuing education to peace officers and constables.

Peace Officer Opportunity Line. POST has established a Peace Officer Opportunity Line (POOL) in cooperation with the state associations of chiefs of police and sheriffs. POOL is a recorded message which lists current employment openings in law enforcement agencies throughout the state. Interested persons should call POOL at (612) 297-2352.

Other services. POST's other services include assistance to law enforcement agencies with regard to compliance with statewide hiring standards, notification of forthcoming POST-approved educational and training programs, and information on legislation which affects the law enforcement community. POST's staff will also answer questions with regard to any matter within the board's authority, subject to the restrictions of the state's data practice act. Many requests for information can be answered immediately. More detailed requests may require a few days in which to compile the information or arrange a meeting with a staff person. As a rule, there is no charge for this type of service unless photocopying is required.

Board of Pharmacy

717 Delaware St., S.E., Room 351, Minneapolis, MN 55440

David E. Holmstrom, executive secretary, (612) 623-5411

Minnesota Statutes, chapters 151 and 152; *Minnesota Rules 6800-6899*

The board enforces rules dealing with adulterated, misbranded and illicit drugs, provides information about drugs to other health professionals, and develops rules governing drug storage, distribution and recordkeeping for individuals, institutions and facilities. The board tests and licenses all pharmacists, and inspects and licenses all pharmacies, drug wholesalers and manufacturers. They determine the continuing pharmacy education requirements for all pharmacists and 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 1,500 hours of internship experience. For application forms and information regarding licensing requirements contact the board.

Licenses must be renewed annually. Pharmacist's licenses are \$50.00 and must be renewed by March 1 of each year. Pharmacy licenses are \$75.00 and must be renewed by June 30 of each year. Drug wholesaler and manufacturer licenses are \$100.00 and must be renewed by June 1 of each year. Pharmacist examinations cost \$90.00 and are given winter and summer. Reciprocity examinations, which cost \$150.00, are given quarterly. The dates of examinations vary from year to year.

The board 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

100 Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101
Tom Triplett, director, (612) 296-3985

Minnesota Statutes, chapter 116K; *Minnesota Rules 4100-4399*

The State Planning Agency, formerly a division within the Department of Energy, Planning and Development (EPD) has regained its former stature as a separate state agency under a reorganization act passed by the 1983 Legislature. The agency coordinates both long-range and short-term policy development and legislation for the administration and the executive branch. Agency priorities are issues identified by the governor and the legislature.

Central offices for the agency are located in Capitol Square. All personnel for the agency are located in this building, except for the staff of the Land Management Information Center which is housed in the Metro Square Building.

The State Planning Agency regularly publishes reports and studies on selected public policy issues. Included among agency publications is census data from the State Demographer's Office. Newsletters published and distributed by SPA divisions are also available. For further information write or call the agency.

Deputy Director's Office, (612) 296-9007

Lani Kawamura, deputy director. The office works with state departments and higher education systems in coordinating the administration's policies in education, human rights and cultural affairs. This office identifies the key policy issues, analysis, recommendations for short-term and long-range planning and the governor's legislative program.

Environmental Division, (612) 296-1424

Jack Ditmore, assistant director. The division serves as the focal point for the coordinated development and analysis of statewide environmental policies. This division improves the manner in which the state develops, protects, and manages its environment. Activities most likely to affect the state's environment are identified and evaluated. Environmental information is provided on a regular basis to planners, managers and decision-makers. The Environmental Division also provides staff support for the activities of the Environmental Quality Board, see page 142.

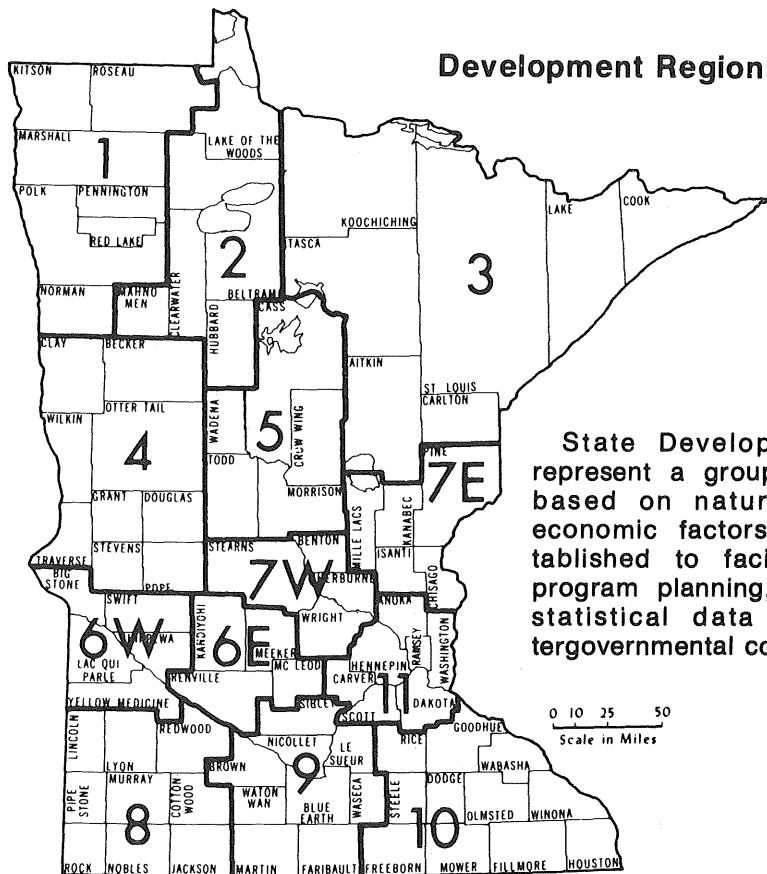
Environmental Quality Board Administration, (612) 296-2603

Michael Sullivan, staff director. This program directly supports the operations of the Environmental Quality Board. It promulgates and implements EQB rules, and provides communication between the EQB, the legislature, governmental agencies, and the public. It also develops, manages, and evaluates activities the EQB oversees, including environmental review, critical areas planning, and power plant siting and high-voltage transmission line routing. Shirley Dougherty is the board administrator.

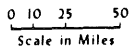
Water Planning, (612) 296-1424

Jack Ditmore, research director. This program identifies, coordinates, implements, and evaluates policies and processes designed to promote efficient and effective use of the state's water resources. The framework for such a strategy was developed by the Minnesota Water Planning Board in the documents *Toward Efficient Allocation and Management: A Strategy to Preserve and Protect Water and Related Land Resources Management* (July 1979) and *Special Study on Local Water Management* (January 1981). The Water Planning program emphasizes those long-range planning issues identified in the framework document; coordinates water resource management activities among state, local, regional, and federal agencies; and administers federal water resource planning programs with multi-agency interests. The program assures the public's opportunity to participate in water planning activities. It also provides assistance to the governor's representative on interstate water resources organizations and

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.



evaluates the need for continued state participation in interstate water resources organizations.

In 1984-85, the Water Planning program will continue to promote the recommendations for priority actions identified in *Toward Efficient Allocation and Management: 1983-85 Priority Recommendations* (February 1982). Copies of the framework plan, local water management study, 1983-85 priority recommendations, and technical staff papers are available free of charge through the Environmental Division. The water planning program will provide speakers on water-related topics to groups without a fee when schedules permit. A slide-tape presentation entitled *Partnerships in Water Management: Minnesota's Challenge of the 80's* is available for public use at no charge upon request.

Land Management Information Center, (612) 296-1211

Alan Robinette, manager. The center was created in 1977 to provide environmental information to land managing agencies within state, local, and federal units of government and to interested groups and individuals. The information is in the form of computerized maps, statistics, and text data describing the state's natural resources. The center is located at LL-65 Metro Square Bldg., 7th and Robert Streets, St. Paul, MN 55101.

Data and Systems Management Section, (612) 297-2488

Les Maki, supervisor. This section manages the major information systems within the Land Management Information Center (LMIC).

The **Minnesota Land Management Information System (MLMIS)** is a computerized data bank and mapping system for information such as land use, soil, geology, forest cover, surface water, ground water and roads. User supplied data can be mapped for areas such as cities, counties, census units and school districts.

Another system, called **DATALOG**, is an on-line retrieval system for statistical information for such topics as lakes, agriculture, minerals, forestry, and demography as well as listing of data sources such as planning tools and techniques and bibliographies.

Other contract system development and programming services are provided to clients on a fee basis. Information products from computer files can be purchased for the cost of production. Access to **DATALOG** can be made for occasional inquiries by calling the center. Technical assistance and training is arranged on a need basis for continuing users of the systems. Publications and newsletters are available describing the data bases and computer systems.

Applications and Development Section, (612) 297-2487

Earl Nordstrand, supervisor. The center also provides contract services to clients for environmental analysis and planning. Applications of the data and system include site selection studies for power plants, solid waste disposal, peat harvesting, and highway corridors. Environmental planning studies include erosion and sedimentation predictions, acid rain evaluation, and assessment of groundwater contamination near hazardous waste sites. Activities involve the adoption of new technology to expand the center's capability with capturing, processing and displaying environmental information. Environmental analysis services can be purchased for the cost of production. Studies are done to meet the specific needs of clients.

Human Services Division, (612) 296-3865

Dean Honetschlager, assistant director. The division addresses policies and issues that cut across agency and program lines. The division provides the governor and legislature with information and recommendations from analysis of changes in population, socio-economic conditions and intergovernmental policies. It addresses issues in health, income maintenance, disabled persons, social services and Criminal Justice. It also administers several federal planning programs and conducts special studies.

Reports of several special studies listed below are available while supplies last by contacting the division.

Reports

- Reductions, Efficiencies and Innovations in Minnesota Counties: 1981-1982
- A Fiscal Profile of Human Services in Minnesota Counties: 1980-1983
- The Effects of 1981-1982 Budget Reductions and Program Changes on Minnesota's Vulnerable Human Services Populations
- Minnesota's Elderly in the 1990s — Final Report

Technical Paper Titles

- Characteristics of 1982 General Assistance Applicants in Hennepin, Ramsey and St. Louis Counties
- Review of Welfare Appeals: 1981-1982
- An Update on the Needs of Minnesota Indians
- Major Program and Funding Changes in Human Services Programs (July 1, 1981 through February, 1983)
- The Changing Minnesota Elderly: A Demographic Report
- The Elderly as a Resource: An Examination of Volunteerism Among the Elderly in Minnesota
- The Economic Status of Minnesota's Elderly

- Energy Policy and the Elderly
- Tax Policy and the Elderly
- Housing for the Elderly

Income Security and Social Services Planning Unit, (612) 296-3983

Linda Sutherland, coordinator. The unit monitors economic and demographic trends that affect the use of income maintenance and social services programs. It conducts special projects that focus attention on specific populations served by these programs, such as elderly, children or the unemployed. The Jobs and Poverty Task Force, a current example of one of its projects, is expected to produce information on employment barriers for welfare recipients and an understanding of the impact of government sponsored employment and training programs. Continued monitoring of federal changes in welfare programs and their impact on Minnesotans, particularly low income children, is planned.

Health Planning, (612) 296-2407

John Dille, program manager. This program, the designated State Health Planning and Development Agency, plans and develops health services statewide based on area need and evaluation of cost effective alternatives. It produces the **Minnesota State Health Plan** and coordinates planning and review activities of regional health systems agencies. The unit prepares recommendations and legislative proposals for the governor and legislature. It coordinates policy to address key health issues with other state agencies and the legislature. Current program emphasis is on measures to contain health care costs through modifications in the Medicaid program and through development of alternative delivery systems. It is also responsible for recommendations of health manpower shortage areas and medically underserved areas. A Statewide Health Coordinating Council advises the unit.

Minnesota Health Systems Agencies

Agassiz Health Systems Agency, 31 South Third Street, Box 129, Grand Forks, ND 58201, (701) 746-0441.

Health Systems Agency of Western Lake Superior, 424 West Superior Street, 202 Ordean Building, Duluth, MN 55802, (218) 727-8371.

Min-Dak Health Systems Agency, 631 Center Avenue, Moorhead, MN 56560, (218) 233-4070.

Central Minnesota Health Systems Agency, 113 Division Street, Sauk Rapids, MN 56379.

Metropolitan Health Planning Board, 7th and Robert Streets, 300 Metro Square Building, St. Paul, MN 55101, (612) 291-6351.

Minnesota Health Systems Agency Six, P.O. Box 156, Redwood Falls, MN 56283, (507) 637-3575.
Southeastern Minnesota, 200 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101, (612) 296-2407.

Developmental Disabilities, (612) 296-4018

Colleen Wieck, program manager. This office plans, coordinates, and evaluates programs to promote the availability and quality of services for people with developmental disabilities (substantial life-long disabilities manifested before age 22). Mandated by Public Law 95-602, these activities are carried out in conjunction with the Governor's Planning Council on Developmental Disabilities. The council meets on the first Wednesday of even numbered months at the Earle Brown Center, University of Minnesota. The 27-member council is composed of developmentally disabled persons, relatives, service providers, state agency representatives, and members of the public.

The office administers demonstration grant programs with federal developmental disabilities funds and McKnight funds. For details on grants contact the office.

The office has a **Policy Analysis Series** which consists of papers on day programs, group homes, training and movement trends of developmentally disabled people. For a list of papers contact the office.

Also available is **Developmental Disabilities and Public Policy: A Review for Policymakers**; January 1983. This briefing book addresses developmental disabilities policy

issues for decision makers such as legislators; local, county, state, and federal officials; private organizations; service providers; and advocacy and advisory groups.

D.D. Information Exchange is a monthly for various statewide organizations and is a combined effort with the Metropolitan Health Board of the Metropolitan Council. Contact the office to receive a copy.

Minnesota Criminal Justice Program, (612) 297-2436

Ann Jaede, program manager. This pro-active planning organization provides guidance and coordination to Minnesota's criminal justice system. Formerly the Crime Control Planning Board, the program promotes quality planning through research and information concerning the present and future of criminal justice statewide. The program library contains over 5,000 documents and has computer access to local, state, and national literature. For more information about free publications, analyses, and services, please contact our office.

The **Juvenile Code Revision Task Force** is conducting major review of the Minnesota Juvenile and Child Welfare Statute, exploring policy issues and making recommendations to the governor and the legislature. The task force will present to the 1985 legislature a model juvenile code for Minnesota. The task force is funded by federal Juvenile Justice and Delinquency Prevention Act monies.

Intergovernmental Affairs Division, (612) 297-2997

Joseph Sizer, assistant director. The division provides the governor and the legislature with policy and program recommendations on state-federal, interstate and state-local issues. The division works to improve the state's capacity to respond to concerns and problems of a state and local government nature. It provides technical assistance and information services, conducts research and special studies and administers selected financial assistance programs. Roger S. Williams is the division administrator.

Local Government Services, Statewide toll-free: 1-800-652-9747

This program provides planning and management assistance to local governments. Assistance is provided through 1) the development and distribution of various training aids including publications and slide shows, 2) on-site presentation of workshops and training sessions, 3) direct collaboration with local officials to help solve problems, 4) the allocation of planning assistance grants, when available, to local governments and regional development commissions, 5) an information brokerage service whereby those needing information or assistance are put in touch with someone who can provide it, 6) free access to Control Data's Local Government Information Network (LOGIN) which provides thousands of practical solutions to a wide range of local problems and issues, and 7) administration of the Minnesota Main Street Program which assists communities in revitalizing their downtown commercial areas. For general assistance contact Steve Reckers (612) 296-2884; for LOGIN assistance contact Maury Chandler (612) 296-2571; and for Main Street assistance contact John Morse (612) 296-2532.

Interstate Relations, (612) 296-4858

Michele Jimenez, program manager. This program identifies, coordinates and resolves issues of common interest to Minnesota and another state or issues of a regional nature where a coordinated multi-state position or course of action is desirable. This includes a determination of Minnesota's position on these issues as well as maintaining a close working relationship with multi-state forums such as the Midwest Governor's Conference.

Federal-State Relations, (612) 296-3698

Tom Harren, program manager. This program provides for the coordination of federal programs and policies, particularly those federal actions affecting the state and local governments. This includes monitoring federal actions to determine the impact on

the state; reviewing federal grant applications submitted by state agencies and local governments; and providing information to the governor, the legislature, state agencies and local governments regarding the use of federal funds in the state.

Research and Policy Development, (612) 296-8953

Jay Fonkert, program manager. The division's research staff monitors important trends in intergovernmental affairs and coordinates policy development for intergovernmental issues. The division conducts special studies for the governor and legislature, and prepares issue papers and information reports for distribution to the governor, legislature, local officials and other interested in intergovernmental affairs.

Public Investment Division, (612) 297-3247

A. Edward Hunter, assistant director. The division conducts program analysis and policy development in capital improvements and investment (infrastructure); job training and retraining; economic and demographic analysis; alternative service delivery systems and dispute resolution; and special studies relating to the state's economy.

Capital Improvements (Infrastructure), (612) 296-2908

Steve Nelson. This program determines how the state's public service and economic development needs are addressed through capital investment. A major project currently underway examines state and local capital improvement programs to determine how well needs are currently being satisfied and how the state can best meet future infrastructure needs. The staff also provides assistance to several of the governor's economic recovery commissions.

Office of the State Demographer, (612) 296-2557

R. Thomas Gillaspay, state demographer. The office prepares annual estimates of population and households for counties, cities, and townships; and estimates of median income and population and household projections. The office also publishes the *Population Notes* series and works with the U.S. Census Bureau to provide census and related information through the Census Data Center program. Publications and other information may be requested by contacting the office.

Special Projects (Economic Policy), (612) 296-3926

Charles Kenow. The staff analyzes public/private development opportunities necessary to implementing the state's economic policy. The staff provides liaison with several of the governor's Economic Recovery Commissions and coordination with other task forces whose primary focus is economic policy. While providing short-term project management assistance, the staff also participates in long-range policy development related to business development, marketing of Minnesota products, international trade, transportation and communications.

Agriculture/Agriprocessing Studies, (612) 296-2641

Allen Jaisle. This program conducts and coordinates studies on agriculture and agriprocessing. The purpose of these studies is to improve the viability of Minnesota agriculture and to promote high value-added agriprocessing in the state. Policies for long term investment of financial and other resources in Minnesota agriculture and agriprocessing are included in the studies. The implications of public policy alternatives are assessed for farmers, rural communities, agriprocessing, export activities and related interests.

Special Projects, (612) 296-2096

Peggy Byrne. This program explores the application of alternative service delivery and decision-making systems. Alternative dispute resolution techniques are to be assessed for their usefulness in Minnesota. In addition, efforts are underway to more effectively use mediation as a planning tool to allocate public resources and set priorities through Negotiated Investment Strategy.

Board of Podiatry

717 Delaware Street S.E., Room 353, Minneapolis, MN 55440

David F. Schwietz, secretary, (612) 623-5513

Minnesota Statutes, chapter 153; *Minnesota Rules* 6900-6999

The board establishes and enforces rules for the practice of podiatry (treatment of the foot). It 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.

The examination fee is \$50.00, which includes the license fee for the first year. 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 current renewal fee is \$50. All fees are subject to change by ruling of the board. All renewal fees are due on July 1 of each year. Late renewals are penalized at the discretion of the board.

Pollution Control Agency

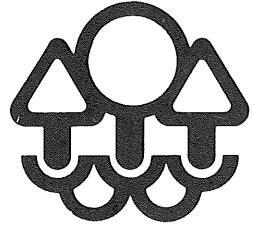
1935 West County Road B-2, Roseville, MN 55113

Tom Kalitowski, executive director, (612) 296-7373

Minnesota Statutes, chapters 115-116I; *Minnesota Rules* 7000-7199

The Minnesota Pollution Control Agency (MPCA) was established in 1967, replacing the Water Pollution Control Commission, established in 1945. The agency was given all of the powers and duties of the commission, and was also directed to establish air quality standards and make recommendations on solid waste disposal and land use.

In 1969, the legislature increased the agency's water pollution control authority, more fully described the agency's air pollution standards and permit authority, and gave it the power to adopt standards and regulations for the collection, transportation, and disposal of solid waste. Over the years, additional responsibilities have been added, such as noise pollution and toxic and hazardous waste regulation.



Minnesota Pollution Control Agency Board, (612) 296-7373

Cynthia Jepsen, chairman. The board consists of nine members appointed by the governor and confirmed by the senate to four-year staggered terms. One of the members must be knowledgeable in the field of agriculture. Regular meetings are held the fourth Tuesday of every month at the agency's board room and are open to the public. Appointments to the board are handled through the governor's office.

Public Information Office, (612) 296-7373

Paul Hoff, director. The office responds to telephone and written inquiries of a general nature about pollution control issues, and refers callers to the appropriate staff member or section of the agency for more specific information. Persons who wish to report a pollution emergency, such as a spill, may call the public information office number. After work hours, an answering service will refer the emergency message to on-call MPCA staff members.

News media relations for the agency are handled by the office, which issues news releases, gives and arranges interviews, and monitors media coverage of agency activities.

The office distributes printed materials, such as brochures and reports, and maintains a mailing list for notices of official MPCA rulemaking hearings. To be placed on the mailing list, send a note explaining your request along with your name, address and zipcode to the Public Information Office. Pamphlets are available on wastewater treatment plants, air pollution, the Air Pollutant Standards Index, Minnesota's waters, acid rain, hazardous waste, composting, recycling information and directories, a list of films and on the agency itself. The agency also publishes a biennial report which is available on request. Information officers are available to speak to groups on general pollution control issues.

The office maintains a technical library containing periodicals, films and other materials on pollution control issues. The films are available free on loan to the public. All other materials must be used in the library during daytime working hours.

There are no forms or fees required for public information requests.

Personnel Office, (612) 296-7759

Elaine Johnson, director. This office recruits, places and trains personnel for the agency, directs the Affirmative Action Program and Employee Performance Appraisal System, represents the agency in labor relations and coordinates actions between the agency and the Department of Employee Relations.

Division of Water Quality, (612) 296-7202

Barry C. Schade, 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

Curt Sparks, 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 section. Processing usually takes approximately 15 weeks, allowing for a 30-day public notice comment period. Permit processing may require more time when controversial issues arise or a public hearing is requested. For new waste treatment facilities, plans and specifications may also need approval prior to permit issuance.

The section issues **Section 401 Certifications** required of any applicant for a federal license or permit to conduct any activity that could result in a discharge into navigable waters. The **Application for Section 401 Certification** may be obtained from the MPCA Roseville office. Processing normally takes approximately three months, including a possible 30-day public notice comment period.

The section also develops and issues **Certificates of Exemption** for the use, possession, sale, purchase or manufacture of polychlorinated biphenyls (PCBs) or products containing PCBs. The application form required is **MPCA Form E**. It may be obtained by mail or in person at the MPCA Roseville office. 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.

Permits for construction and operation of animal waste facilities are issued by the section. Applications may be obtained from the section, county zoning offices or

for the planning and construction of wastewater treatment facilities. These programs are in accordance with the federal Water Pollution Control Act and the Minnesota Municipal Facilities Assistance Fund. Any political subdivision of the state that has the legal authority to own, operate, construct and tax for wastewater treatment facilities and has demonstrated a need for such facilities can apply for this aid.

To be considered for funding, a community must request that its project be placed on the Municipal Needs List. Requests should be addressed to the MPCA's Grants Section, (612) 296-7382. Public hearings are held on the Needs List and a final project list is approved by the agency's citizen board. The agency then automatically mails applications to municipalities with projects ranking high enough to receive funds from the annual state and federal appropriations. No fees are charged for applying for either state or federal assistance. Applications are requested once a year. Processing time for applications averages three to five months.

Technical Review Section, (612) 296-7201

Gordon E. Wegwart, chief. The section is divided into three units — **Minor Municipal/Industrial Facility Review, Major Municipal/Land Treatment Facility Review, and Operations/Training.** The two facility review units check technical plans to see that they conform to federal and state requirements for the construction of wastewater treatment facilities. The section issues approval letters for the construction of both municipal and industrial treatment works, proposals for landspreading of sludge, and provides technical review of projects receiving construction grants funds.

The **Operations/Training Unit** certifies wastewater (sewage) treatment plant operators. The application fee for examination is \$15.00, and issuance of a certificate is \$15.00. Re-examination is \$15.00, renewal for expired certification is \$15.00, and reinstatement of reciprocity is \$20.00.

The unit also conducts workshops and seminars to train wastewater treatment facility operators. Certification examinations are given at various locations around the state and the metro area at the completion of wastewater operator training programs. For information and application forms contact the unit at (612) 296-7209. Fees for most seminars are \$45.00 and they usually last three or four days.

The unit offers a program to assist in proper operation and maintenance of municipally owned wastewater (sewage) treatment facilities. The overall objectives are to provide training for the facility operator and to improve the performance of municipal wastewater treatment facilities. This service can be made available to a municipality that owns and operates a treatment facility which is not operating properly. For information or to request assistance contact the unit at (612) 296-7296. No initial forms are necessary; only a letter requesting assistance is needed from the municipality. There are no fees for this service. Requests are received and evaluated as quickly as possible.

Monitoring and Analysis Section, (612) 296-7242

John F. McGuire, chief. The section monitors lakes and waterways in Minnesota by collecting and making available water quality information, and establishing limits for the amount of effluents discharged into lakes and waterways.

Effluent limitations for all discharges of wastewater are established to insure that dischargers do not violate water quality standards designated for the various waterways and to protect waterways for their designated uses. Potential dischargers may request effluent limitations, which should be accompanied by a map showing the discharge location, affected waterway and a written estimate of the volume and characteristics of the effluent.

To obtain information on existing limitations or to request the establishment of additional effluent limitations contact the section. There are no forms or fees. Tentative effluent determinations usually require two weeks.

Water quality data from over 350 stream stations and more than 1000 lakes throughout Minnesota are stored in the STORET computer system. Data is available from

1953 to the present. For information contact the section at (612) 296-7237. 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.

The **Citizen Clean-Lake Monitoring Program** is sponsored by the section. Under this voluntary public program citizens measure the relative clarity of a lake's water by submerging an 8-inch, white metal (Secchi) disc underwater. This water transparency test generally provides a measurement of algal productivity of a body of water. For information or application forms for this program contact the section. There is a \$5 fee to cover the cost of the Secchi Disc and publication of the data. Equipment is usually sent within two weeks of the application.

Enforcement Section, (612) 296-7236

Russell C. Felt, chief. The section enforces all regulations applying to discharges. It investigates complaints, and insures the cleanup 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 section.

The section's **Emergency Response Team** receives reports of spills and leakages that would detrimentally affect the quality of Minnesota's surface and ground waters and assures that proper cleanup and follow-up is done to protect the state's waters. If you are responsible for, or aware of, a spill or leakage of any substance or material which may cause pollution of waters of the state, immediately contact the agency at (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. Spill response is normally coordinated with the five MPCA Regional Offices in Duluth, Brainerd, Detroit Lakes, Marshall and Rochester.

The section handles complaints dealing with water pollution problems. The complaints administrator attempts to resolve the complaints directly if they exist within the seven county metropolitan area or refers them to the appropriate regional office if the problem exists outside the metropolitan area. To register a complaint contact the Enforcement Section at (612) 296-7367.

Division of Air Quality, (612) 296-7331

J. Michael Valentine, director. The division enforces and administers all state statutes and federal laws relating to air pollution. In addition to 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.

Program Development and Air Analysis Section, (612) 296-7265

Bradley J. Beckham, chief. The section collects information about air pollution and air quality in the state. The section maintains a pre-recorded telephone message giving the **Pollutant Standards Index (PSI)**, which reflects air quality measurements in the Twin Cities area for the previous 24 hours. To hear the message, which is updated daily at 2:00 p.m. Monday through Friday, dial (612) 633-6698. For more detailed air quality information, write the section. There are no forms or fees. A general request usually can be processed in two weeks.

The section provides special environmental air monitoring on a limited basis. Requests for special air sampling are approved on an individual basis provided adequate instrumentation and staff time are available. To make requests for this service contact the section in writing. There are no forms or fees.

The section develops specific strategies for achieving national air quality standards. The section has prepared a State Implementation Plan, as required by the federal Clean Air Act, which is a strategy of policies, procedures, and regulations aimed at attaining healthy air in all of Minnesota. The plan focuses on abating both stationary sources of air pollution (such as factories) and mobile sources (such as automobile traffic). In most areas compliance was achieved by that date. 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.

The section also administers the state's Acid Rain Control Program. The section gathers air and water quality data in order to establish an Acid Deposition Standard and develop a program to achieve compliance with the standard. The state's Air Toxic Program will also be developed in the Program Development & Air Analysis Section. An assessment of potentially toxic compounds and sources is underway.

The section studies and helps control noise pollution, and at the request of the public or local officials, will work with local governments to develop an appropriate noise ordinance for the community. Furthermore, local officials will be trained in its enforcement and the MPCA staff will advise in the selection and procurement of instrumentation.

The section performs noise surveys and evaluations to resolve noise problems. For information or to file a noise complaint, contact the section. There are no forms or fees. At least two weeks are required to complete a noise survey. The complainant will be notified as to the scheduled date and time for the survey. The complainant may be present but this is not required.

The section can lend automatic noise monitors to the public, in some situations, so that they can make noise evaluations. For further information or to request a noise monitor contact the section at (612) 296-7372. There are no forms or fees.

Regulatory Compliance Section, (612) 296-7371

Janet Cain, chief. The section is committed to the enforcement of all state statutes and federal laws pertaining to air and noise pollution. The section is divided into three units: Enforcement Unit; Compliance Tracking Unit; and Permits Unit.

The **Enforcement Unit** (612) 296-7300 handles air quality complaints and assures that industries comply with emission limits. The unit conducts inspections of emission sources and develops compliance schedules for polluters violating emission limits. Persons with general air quality complaints may call the unit. Complaints received about facilities outside of the seven-county metropolitan area are referred to one of the five outstate MPCA regional offices. General complaints usually are processed within two weeks.

Although open burning generally is prohibited in Minnesota, persons may apply for an open burning permit in special instances under controlled conditions. The form needed is the **Open Burning Permit Application**. There is no state fee for this permit, although there may be a local fee. Processing usually takes one week, or less. For information or application forms, persons in the seven-county metropolitan area should call (612) 296-7300; persons outside of the metropolitan area should contact their local MPCA regional office.

The **Compliance Tracking Unit** assists in planning performance tests and uses data generated by performance tests to verify compliance with established permits. In addition, this unit prepares and develops procedures for tracking the compliance of air emission facilities, as well as maintaining a computer Compliance Data System.

The **Permits Unit** is responsible for final Air Quality permit development. It also provides primary technical support to the Enforcement Unit. The unit assists the Enforcement Unit in development of enforcement actions.

Division of Solid and Hazardous Waste, (612) 296-7282

Dale L. Wikre, director. The division administers the solid and hazardous waste programs, including issuing permits for solid and hazardous waste facilities and overseeing the planning and development of solid waste management plans. The division also is responsible for developing an over-all strategy for ground-water protection.

Program Development (612) 296-7784

Gordon W. Meyer, chief. The section oversees the planning and development of solid waste management, determines the eligibility of service areas for modified landfills, and administers the agency's program to reduce, reuse, and recycle solid waste materials. Both technical and financial assistance are given to waste management planning activities and to implement activities resulting in reducing waste, recovering energy or recycling materials from solid waste. Specific assistance in composting, energy recovery, waste reduction, packaging reduction, public education and economic evaluations of waste management alternatives is available to the public and private sectors.

The section is to develop an Agency Ground Water Protection Strategy, including recommendations for the protection of quality ground-water resources in Minnesota. The section operates a ground-water quality monitoring program which will enable it to establish base-line data for the state's principal aquifers.

The section is also responsible for developing and amending rules related to the management of solid and hazardous wastes.

Regulatory Compliance Section, (612) 296-7340

Rodney Massey, chief. The section performs technical reviews and issues permits for solid and hazardous waste facilities such as sanitary landfills, demolition waste landfills and transfer stations. The section also performs technical reviews on permits for hazardous waste and industrial waste facilities. For information or applications, contact the Regulatory Compliance Section. The form needed for solid or industrial waste facilities is **Permit Application for Construction and Operation of a Solid Waste Disposal System**. The form needed for hazardous waste treatment, storage or disposal facilities is **Preliminary Application for a Permit to Construct and Operate a Hazardous Waste Facility**. Forms may be obtained by mail or in person. Fees are being established.

The section also ensures compliance with the agency's regulations at permitted solid and hazardous waste facilities and investigates complaints received by the MPCA. For information or to register a complaint, contact the section. Complaints are acted upon as soon as the information is obtained. If the complaint is taken in the Roseville office, the complaint may be 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 a solid waste ordinance adopted by the county, the regional office may forward the complaint to an appropriate county official, usually the county solid waste officer.

The section also performs intrinsic suitability certifications of sites proposed for solid and hazardous waste facilities such as sanitary landfills and demolition waste landfills, ash disposal landfills and hazardous waste landfills. This is being performed in accordance with the Waste Management Act of 1980 and its amendments.

In addition, the section administers the hazardous waste generator disclosure program. Disclosures submitted to the section are reviewed, commented upon, and, if appropriate, approved.

Site Response Section (612) 296-7290

Gary A. Pulford, chief. The two-unit section oversees the cleanup of improper hazardous waste disposal sites. The **Responsible Party Unit** investigates and takes enforcement action to secure site cleanup by the parties responsible for the problem.

The **Superfund Unit** coordinates clean-up activities under the state or federal Superfund programs where the responsible party is unknown or will not cooperate. A **Hazardous Waste Hot Line** has been established for citizens to report suspected illegal or improper hazardous waste disposal: Twin Cities metro area 297-2736; and Statewide Toll-free 1-800-652-9747.

Office of Planning and Review, (612) 296-7799

Deborah R. Pile, director. The office 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. The office also evaluates and prepares recommendations on agency policy for issues of statewide concern such as uranium and peat development. For information about the environmental impact statement process, or for environmental impact information, see the State Planning Agency listing under Environmental Quality Board Legal Administrative Services.

Legal, (612) 296-7341

Eldon G. Kaul, assistant attorney general. Agency legal services are provided by the state Attorney General's Office. The attorney general assists the agency board and staff with enforcement agreements, litigation, rulemaking and contracts and ensures that agency procedures comply with statutory law.

Administrative Services, (612) 296-7700

John R. Klaus, director. The section provides support services to all divisions of the agency. The services include budget and accounting support, purchasing, inventory control and mailing and copying functions.

Regional Offices, (612) 296-7339

Lovell E. Richie, senior executive officer. 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 agency's headquarters in Roseville, Minnesota. The five regional offices and directors are:

Region I — John Pegors, director, Duluth Government Services Center Rm. 704, 320 West Second Street, Duluth, MN 55802, (218) 723-4660.

Region II — Larry Shaw, director, 304 East River Road, Suite 3, Brainerd, MN 56401, (218) 828-2492.

Region III — Willis Mattison, director, 116 East Front Street, Detroit Lakes, MN 56501, (218) 847-1519.

Region IV — Larry Johnson, director, Box 286, 1104 East College Drive, Marshall, MN 56258, (507) 537-7146.

Region V — Larry Landherr, director, 1200 South Broadway, Suite 140, Rochester, MN 55901, (507) 285-7343.

Board of Psychology

717 Delaware Street, S.E., Room 343, Minneapolis, MN 55414

Lois E. Mizuno, executive secretary, (612) 623-5419

Minnesota Statutes, sections 148.88-148.98; Minnesota Rules 7200-7299

The board grants and renews licenses for the private practice of psychology; receives complaints against licensees and disciplines licensees upon proof or admission that the law or board rule has been violated; and registers professional psychology corporations organized under Minnesota Statutes, chapter 319A.

Licensure is granted to individuals who meet the statutory educational and employment requirements and who pass both the objective and oral examinations re-

quired by the rules. Educational requirements for licensure as a licensed psychologist (LP) is at least a master's degree or the equivalent of a master's degree in a doctoral program, with a major in psychology as defined in the rules. A licensed consulting psychologist (LCP) must have a doctorate with a major in psychology as defined in the rules. Employment requirements for both licenses are at least two years of full-time employment in providing psychological services (or the equivalent in part-time employment) after the date of the degree upon which licensure is based.

Applicants who meet education requirements may sit for the objective examination at any time after receiving the degree upon which licensure is based and upon filing an exam application and payment of examination fee. The oral examination covering ethics and areas of competence follows application for licensure and payment of licensure fee.

Waiver of the objective examination is granted to applicants who are Diplomates of the American Board of Professional Psychology or who have passed the exam at or above 60 percent in another state. Examinations are held every year in April and October. An application for admission to the exam must be submitted at least 40 days prior to date of exam. There is no deadline for application for licensure. Application information and materials are available at the board office and may be requested by mail, phone, or in person.

The board may suspend, revoke, or place conditions or restrictions on the license of a licensee found guilty of infraction of the licensing law or board rule. Complaints must be in writing. Forms may be obtained from the board office.

Information in licensees' application files is public. Queries may be made by phone regarding licensing data on particular individuals.

Professional corporations organized by psychologists under Minnesota Statutes, chapter 319A must register with the board and file annual reports by January 1.

Fees are: examination \$75 through 4/13/84, licensure \$75, license renewal \$110 biennially, corporation registration \$100, corporation re-registration, \$25 annually.

Minnesota Racing Commission

312 Central Avenue, Suite 400, Minneapolis, MN 55414

Ray Eliot, chairman; David J. Freeman, executive secretary, (612) 341-7555

Minnesota Statutes, chapter 240, and sections 609.76-609.762; *Minnesota Rules* 7870-7899

The Minnesota Racing Commission was created during the 1983 session of the Minnesota legislature. The commission's purpose is to regulate horseracing and pari-mutuel betting, and to grant licenses to private developers who will own and manage race tracks in the state of Minnesota. While the licensees will own and operate the tracks, the commission will retain the right to revoke any licenses should such an action become necessary in the opinion of the commission.

The commission will also issue Class C licenses to horse owners or lessees, jockeys or drivers, exercise workers, grooms, trainers and their assistants, pari-mutuel personnel, security officers, and other occupations the commission determines require licensing to insure the integrity of horse racing in Minnesota. These licenses will be renewable on a yearly basis at the commission's discretion. At the time of this publication, it has not been decided by the commission what the various licensing fees will be. For further information, please call Sharon Beighley, office manager.

Applications for a Class A license must include an affidavit and the following disclosures: ownership and control, character information, improvements and equipment, development process, financial resources, financial plan, governmental actions, management, public service, impact of facility, public support and opposition, effects on competition, assistance in preparation of application, and personal information and authorization for release.

Applications for a Class B license are the same as for a Class A license except that

a disclosure of authorization to use horse racing facility is used in place of the disclosure of development process, and a disclosure of economic impact is used in place of the impact of the facility.

Applicants for licenses must pay for an investigation mandated by Minnesota law with a certified check or bank draft of \$10,000 prior to the investigation. Actual costs exceeding \$10,000 must be paid within ten days after receipt of a bill from the commission.

Class A licenses will cost \$10,000 and Class B licenses will cost \$100 times the optimum number of racing days sought in the license application.

Class D licenses will be issued to county agricultural societies or associations, or nonprofit corporations operating fairs, who conduct and manage horse racing on fairgrounds on which pari-mutuel betting is conducted. The Class D license is \$50 for each assigned racing day on which racing is actually conducted.

Minnesota Rules state that racetracks must supply medical services for the care of humans and animals, in addition to specifying the license criteria for both classes of license. For copies of the rules or laws pertaining to racing and pari-mutuel betting, contact the Minnesota State Documents Center, Dept. of Administration, 117 University Ave., St. Paul, MN 55155, (612) 297-3000.

Public Employees Retirement Association

203 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101

C. Mike McLaren, executive director, (612) 296-7489

Statewide toll-free: 1-800-652-9026

Minnesota Statutes, chapter 353

The Public Employees Retirement Association (PERA) provides annuities, survivor benefits, and total and permanent disability benefits for public employees. PERA membership includes over 83,172 persons employed by counties, school districts, cities, and townships in Minnesota and 15,087 retired members. Members of the statewide Police and Fire Fund number 4,775 with an additional 711 retired members. The association deals directly with government officials and employees.

Total PERA regular fund assets amount to almost \$1,470,000,000 of which \$335 million is invested in long term investments, \$554 million in common stock, \$30 million in short term investments, and \$515 million in a post-retirement investment fund. Total Police and Fire Funds are about \$249 million, of which \$68 million is invested in bonds, \$115 million in common stocks, \$10 million in short term investments, and \$50 million in a post retirement fund.

Basic members not covered by social security pay 8% of their salary into the fund, coordinated members pay 4% of their salary, and Police and Fire Fund members pay 8% of their salary. Employer units match the employee contribution and make an additional contribution under each fund. Employer contributions are placed in the retirement fund proper.

The governing board of the association is made up of eleven elected members: nine representing active PERA members, one representing the Police and Fire Fund, and one representing the retirees and recipients of disability benefits; plus four appointed members, one from the Minnesota School Boards 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 usually at 9:30 a.m. on the fourth Tuesday of the month, at varying locations. Contact the association for specific dates and locations. Meetings are open to the public.

The association provides information on benefits through written correspondence and individual and group meetings. Benefit counselors make periodic visits to many locations throughout the state to conduct individual pre-retirement sessions by appointment. The year's schedule is printed in the Newsletter, which is published at

least three times a year. To receive application forms and assistance by mail, contact the association's office. When applications are properly filed, benefits are payable as of the date of eligibility.

A slide presentation has been developed to provide an explanation of the association, its benefits, and services to members. This presentation is available upon request for small group meetings.

Annually, covered members are sent a Personal Benefit Statement, which provides an itemized history of the member's earnings and deductions on a fiscal-year basis and reflects the total unaudited account balance and service credit. In addition, the statement contains personal data and projections of monthly benefits. Covered employees also receive a condensed annual report each year. There is no charge for any of the services or materials named above.

Minnesota State Retirement System

529 Jackson Street, St. Paul, MN 55101

Paul L. Groschen, executive director, (612) 296-2761

Minnesota Statutes, chapters 3A, 11A, 352, 352B, 352C, 352D, 356 & 490; *Minnesota Rules* 7900-7999

The Minnesota State Retirement system administers separate retirement programs for state employees, correctional employees, unclassified employees, legislators, elective officers, the judicial system and the state trooper's fund which includes state troopers, conservation officers and crime bureau personnel. The system also administers a deferred compensation plan available to all Minnesota public employees and officials.

The administrative function of the system is vested in the executive director. The policy making and appellate functions are vested in a board of eleven members; three members appointed by the governor, one of whom must be a constitutional officer or an appointed state official; one retired employee elected by retired employees; one member is designated by the executive committee of the labor organization which is the exclusive bargaining agent representing employees of the Metropolitan Transit Commission, Transit Operating Division; one member elected by and from among the membership of the state trooper fund; four members elected by state employees, and one member elected by employees covered by the correctional plan. The attorney general is the system's legal advisor. Complaints and appeals may be addressed to the board of directors and will be handled at the next regular meeting. Board meetings are normally held the third Friday of February, April, June, August, October and December. The dates may be changed by the board. Information regarding the dates of board meetings is available by calling or writing the office.

The system provides income for covered employees or their beneficiaries upon retirement, disability or death. Benefits are financed from three sources: employee contributions, employer contributions and investment earnings.

Total assets amount to \$1,050.8 million. The following funds include post retirement funds: \$872.2 million for state employees, \$76.1 million for the state troopers fund, and \$10.0 million for the judges fund. The legislators fund, \$4.6 million, is made up only of post retirement funds. Only participating in the supplemental fund are unclassified employees with \$29.1 million and the deferred compensation plan which has \$58.8 million in assets. These figures cover the period to June 30, 1983.

The deferred compensation plan invests a portion of the employee's salary each pay period. The employee does not pay income tax on the invested portion until it is received (generally after retirement), and then it is taxed as regular income. The plan is entirely voluntary and is self-supporting through a 1.5% administrative charge per pay period on the salary deferred.

There is no fee to apply for retirement benefits. Retirement, disability and deferred

compensation benefits are paid monthly. Refunds of contributions are paid approximately 21 days after receipt of application.

The system provides written information on its program upon request, and also through retirement presentations. Annually, covered employees are sent statements of account and statements covering the operation of the system. These statements are available without cost. All benefits must be applied for. To receive the proper application form or information on a program, contact the Minnesota State Retirement System.

Department of Revenue

200 Centennial Office Bldg., 658 Cedar St., St. Paul, MN 55145

P.O. Box 64446, St. Paul, MN 55164

Arthur C. Roemer, commissioner, (612) 296-3401

Tax Information: Twin Cities (612) 296-3781; Statewide Toll-free 1-800-652-9094; Sales and Use Tax (612) 296-6181; Forms 24-hours-a-day (612) 297-3737; TTY (612) 297-2196

Minnesota Statutes, chapters 270-299; *Minnesota Rules* 8000-8199

Office of the Commissioner, (612) 296-3401

George Winter, deputy commissioner. The department administers taxes due the state by collecting individual income and corporation taxes, sales and use taxes, the estate, motor fuel taxes, excise taxes on liquor and tobacco, and mortgage registration and deed transfer taxes. The department also collects the telephone gross earnings tax, 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.

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.

The department collected about \$4 billion in state taxes during fiscal year 1983 compared to \$3.4 billion in 1982. This includes \$2 billion in individual income tax (\$1.5 billion in 1982), \$232 million in corporate income tax (\$295 million in 1982), \$994 million in sales and use tax (\$876 million in 1982), and \$261 million in highway gasoline tax (\$275 million in 1982). Income tax refunds in 1983 totalled \$329 million (\$443 million in 1982) and \$200 million in property tax refunds for 1983 (\$182 million in 1982).

Office of Legal Research, (612) 296-1022

Dorothy McClung, research attorney. The office provides legal advice to the commissioner and his staff on tax questions, prepares proposed legislation and rules, 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 on state taxes and state tax collections are available to the public free of charge.

Minnesota Tax Handbook, a booklet about state and local taxes, giving amounts collected, current rates, and brief histories.

Annual Sales and Use Tax Reports, a statistical bulletin on the amount and source of sales and use tax collections.

Individual Income Tax, an annual statistical bulletin on state income tax collections.

Corporation Income Tax, an annual tabulation of business income tax collected in Minnesota.

Property Tax Relief for Minnesotans, an annual bulletin on the amounts paid and characteristics of claimants for the Property Tax Refund program.

Comparison of the 1981 Individual Income Tax Burdens By State, a research report comparing and ranking hypothetical income tax burdens in 41 states.

Income Tax Indexing, a report describing Minnesota's experiences with individual income tax indexing.

Operations Management Unit, (612) 297-2484

Robert Turnquist, director. This office determines methods to increase the effectiveness of the department.

Revenue Management Program, (612) 296-3403

CynDee Hawbaker, assistant commissioner. Revenue management provides overall management direction of the department and is responsible for department administration, operations and production.

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 Employee Relations and Revenue.

Systems Office, (612) 296-3430

L. J. Mullerleile, 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 office also coordinates and manages the department's forms control program and printing requirements to ensure efficient use and compliance with state and department standards.

Publications Office, (612) 296-3403

This office develops informational and instructional materials on taxes and establishes and maintains 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 return 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.

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.

For forms and assistance concerning refunds, contact this section. Forms needed for reissuing a refund are:

Form 506 — Claim for Refund due Deceased Taxpayer; and **Form 507** — Affidavit for Collection of Income Tax or Property Tax Refund due a 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.

Revenue Accounting Section, (612) 296-3431

Steve Kraatz, supervisor. This section processes transactions and maintains tax accounts for the department and provides account balances 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 section. The form needed is **Form IC-134**, Affidavit for Obtaining Final Settlement of Contract. For information or affidavit forms, contact the section.

Business Records Section, (612) 296-2863

Janet Opsahl, 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) 296-3403

Gregg Miller, assistant commissioner. This program collects the state income, sales and use, estate, gift and fiduciary, and inheritance taxes. It also administers various refunds.

Income Tax Division/Small Case Audit Group, (612) 296-3436

C. E. Peterson, Jr., director. The division administers all individual income taxes. It also administers inheritance, estate, gift and fiduciary tax returns and property tax refunds. Only delinquent inheritance and gift tax returns are involved with respect to new filers.

The former Estate & Fiduciary Tax Division was transferred to the Income Tax Division. John Zangs, supervisor of this enforcement group, can be reached at (612) 296-7833.

“S” corporations, also known as small business corporate returns, and partnership returns are administered by this division. Forms and instructions can be obtained by calling (612) 296-3781.

An individual income tax return is due if the person’s annual gross income exceeds the amount determined by statute for his or her income strata. Specific filing requirements are listed each year in the Individual Income Tax Instruction Booklet.

The division provides informational assistance only by telephone. For help with income tax questions or forms, persons in the Twin Cities area may call 296-3781. Those persons outside the seven county metro area may call, toll-free, 1-800-652-9094. Deaf, hearing impaired, and speech impaired persons can call the department’s TTY number, 297-2196, for information or help on tax questions. Forms may be ordered 24 hours a day by calling (612) 297-3737. *Income Tax Laws & Regulations* may be obtained from the Minnesota State Documents Center, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.

The division collects taxes on estates of deceased persons. The personal representative of the estate is responsible for filing the **Minnesota Estate Tax Return, Form ET-1**, for deceased Minnesota residents, or **ET-3** for nonresidents. The return must

be filed within nine months of the person's death. Extensions may be obtained upon request. For specific information, forms, or extensions, call (612) 296-7833.

The division is responsible for the audit of fiduciary income tax returns. Forms or specific information on fiduciary returns can be obtained by calling (612) 296-3475.

The former inheritance tax has been repealed as of January 1, 1980. The new estate tax law will apply to the estates of persons who die on or after that date. The gift tax law has been repealed as of January 1, 1980. Persons who make gifts on or after that date are not taxed on those gifts.

Corporation Income Tax Division (612) 296-3441

Gerome Caulfield, director. The division administers corporate income tax laws. Taxpayer education, information and service programs include newsletters, educational clinics, and department/industry meetings. In addition, tax returns and instructions are developed to promote voluntary compliance. Taxpayer inquiries are answered both on the telephone and through correspondence.

Field Operations Division, (612) 296-6948

Dwight E. Lahti, director. The division makes field audits for the Income Tax and the Sales and Use Tax Division. It also makes 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 — Dennis J. Gohl, (218) 828-2495, 222 Laurel Street, Brainerd, MN 56401

Duluth — Roger W. Rosand, (218) 723-4617, Government Services Center, Room 207, 320 West 2nd Street, Duluth, MN 55802

Mankato — James E. Bullard, (507) 537-7188, 1120 South Avenue, Mankato, MN 56001

Moorhead — John Miller, (218) 236-2483, Townsite Center, Room 200, 810 4th Avenue South, Moorhead, MN 56560

Rochester — Ralph E. Norland, (507) 285-7414, 316 Elton Hills Drive, Rochester, MN 55901
St. Cloud — Kenneth G. Trimble, (612) 255-3201, 2700 1st Street North, Suite 103, St. Cloud, MN 56301

Sales and Use Tax Division, (612) 296-6181

John Majerle, director. The division administers the state sales and use taxes, and the local sales tax for Minneapolis, Rochester, and the Minneapolis Stadium Liquor Lodging Tax.

A free booklet, *Minnesota Sales and Use Tax Instructions*, tells how and when to file sales tax returns, and gives general information on the sales and use taxes. Write for a copy. Copies of the *Minnesota Sales and Use Tax Law and Rules* are available at cost from the Minnesota State Documents Center, Department of Administration 117 University Avenue, St. Paul, MN 55155 (612) 297-3000. Copies are sent free to sales tax permit holders on request.

Audit 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 group.

Tax Compliance Division, (612) 296-3455

Garfield E. Smith, director. The division collects the balance of any unpaid taxes due the state.

Abatements and Adjustments Group, (612) 296-7048

Richard R. Westpfahl, group chief. The group considers written requests for abatement of penalties and/or interest for late filing or late payment of income, sales, and withholding taxes, and makes adjustments to erroneous delinquent accounts.

Case Referral and Special Programs Group, (612) 296-7046

Bernard Holland, group chief. This group examines all delinquent tax accounts to determine the best method of collection and directs them to the most appropriate group for next action: telephone, write, visit the home or business and/or take immediate legal action. This group administers the Matched Warrant and Vendor Intercept Programs as well as approves corporation income tax refunds and contractor's certificate of compliance (134's) on delinquent tax accounts. This group also provides support functions for the entire division (maintains working files, receives, reviews and distributes all incoming correspondence and sends U.S. and interoffice mail).

Machine Billing and Error Resolution Group, (612) 296-3455

Gayle E. Monson, group chief. The group responds to inquiries from persons who owe delinquent taxes. The group 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. This group also takes administrative, enforcement or legal steps to ensure that delinquent taxes are paid. For questions about delinquent taxes, contact this group.

Phone Power and Legal Actions Group, (612) 296-7983

Don Trimble, group chief. The group contacts delinquent taxpayers who have not responded to the initial computer bills to demand that the delinquent taxes be paid. Judicial, bankruptcy and administrative enforcement documents are also processed in this group.

Special Enforcement and Field Assistance Group, (612) 297-2475

Jerry McClure, group chief. The group develops innovative and unique collection tools, resolving complex and/or sensitive, high dollar, multi-district collection cases and provides field assistance. It is also responsible for the Real Property Seizure Program and the Supplementary Proceedings Program.

Property and Special Taxes Management Program, (612) 296-1022

Dennis Erno, assistant commissioner. The program supervises the state's local property tax administrators, agencies, and laws and their enforcement. It provides continuing education for assessors, conducts studies to determine school district valuations and collects alcohol, tobacco and a variety of special taxes.

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) 296-5040

William E. Slavin, manager. The section supervises local and county assessors and boards of review and provides technical assistance for the appraisal of unique or complex properties. It makes 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 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 unit.

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

Michael P. Wandmacher, 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.

Sales Ratio Section, (612) 297-4100

Leonard F. Peterson, manager. This section conducts annual assessment/sales ratio studies to determine the adjusted assessed valuations of school districts which are used by the Department of Education to calculate state aids to school districts.

Alcohol, Tobacco, and Special Taxes Division, (612) 296-3482

Howard W. Anderson, director. The 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, deed transfer tax, and hazardous waste tax. The division's office address is 906 Capitol Square Bldg., 550 Cedar Street, St. Paul, and its mailing address is in care of the Department of Revenue, P.O. Box 64446, St. Paul, MN 55164.

Beer and Liquor Tax Section, (612) 296-3482

The 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; and **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; and **Form CT-206**, information return filed by common carriers transporting tobacco products into Minnesota.

The following 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. Fees for subjobbers are: 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** for railroads transporting taconite; **SP-832** for trust companies; **SP-833** for telegraph companies; **SP-834** for express companies; **SP-835** for telephone companies; and **SP-836** for telephone and rural switching companies.

Other taxes administered by this division and forms required are: Hazardous

Waste Tax — form HZ-19; Rural Electric Cooperative Tax — form SP-1; Boxing Exhibition Tax — form SP-5; Mortgage Registry Tax — form SP-8 (filed by county treasurers); and Deed Transfer Tax — (forms filed by county treasurers).

Local Government Aids and Analysis Division, (612) 296-2286

Wallace Dahl, director. The division collects information on property tax valuations, mill rates and levies from county auditors and assessors. It determines and pays to local units of government the following state aids: homestead credit, agricultural credit, wetlands credit and reimbursement, native prairie credit and reimbursement, agricultural preserve credit, disaster credit and local government aid. It also administers the levy limitation laws for local units of government, and distributes certified insurance gross premium taxes to police and fire departments. Statistical studies are also performed on all aspects of property taxation and the tax information collected from counties is used by the governor and the legislature for policymaking decisions.

Petroleum Division, (612) 296-3511

Larry Trimble, director. The division issues licenses to and collects taxes from, petroleum distributors, dealers, purchasers and carriers. It also conducts periodic audits. Its office address is: 1276 University Avenue, St. Paul, MN 55104 and its mailing address is: P.O. Box 64446, St. Paul, MN 55164.

License Section, (612) 296-3512

Ronald E. Doughty, supervisor. The 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** — \$20 fee every two years. 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 for \$15 for each trip.

Petroleum Distributors License — \$10 fee annually. This license is required of a distributor of petroleum products in Minnesota.

Special Fuel Dealers and Bulk Purchasers License — \$10 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) 297-2945

Ronald E. Doughty, supervisor. The 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:

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 49 — 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 do not have to be licensed or file a Minnesota road tax return.

Office Audit Section, (612) 296-4435

Raymond (Brin) Rauscher, supervisor. The section performs office audits of tax returns and terminal reports and maintains files on licensed accounts. It also 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. Refunds filed between 30 days and 6 months will be paid at a reduced rate. Claim forms are available from the Petroleum Division on request.

Field Audit Section, (612) 297-2930

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.

Minerals Tax Division, (218) 744-5364

Don Walsh and Tom Schmucker, supervisors. The division, headquartered in the Public Library Bldg., Pierce St., Eveleth, MN 55734 administers all taxes related to minerals and/or the mining industry. The division assesses, collects, and audits Minnesota's Occupation Tax, Gross Earnings Tax on Taconite Railroads, Royalty Tax, Sales and Use Tax, Income Tax and Taconite Production Tax. It also distributes taconite production tax revenues to the local taxing districts. This division also evaluates and appraises iron ore and taconite reserves and furnishes the value of these reserves to the county auditors who determine the amount of local property tax to be paid on them.

Minnesota Department of Public Safety

211 Transportation Building, St. Paul, MN 55155

Paul J. Tschida, commissioner, (612) 296-6642

Minnesota Statutes, chapters 12, 168-171, 299A-299I, 340; Minnesota Rules 7400-7599

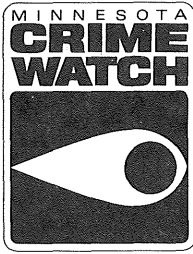
The Department of Public Safety administers and enforces laws relating to drivers, vehicles, traffic, liquor, natural and man-made disasters, criminal activities and fire risks. Its principal responsibility is to maintain a safe environment for citizens by developing, operating and coordinating programs and activities relating to the safety and convenience of the public.



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 at 318 Transportation Building, St. Paul, MN 55155. There are no charges for any of the materials.

The office operates a film library of over 2000 prints of over 300 separate films. Topics are on traffic and highway safety themes, including driving, pedestrian, motorcycle and bicycle safety. All films are 16 mm with sound. Films are available to schools and interested groups. To request a film contact the Film Library, Room 180 South, Griggs-Midway Bldg., 1821 University Avenue, St. Paul, MN 55104, or call (612) 297-3939. Demand is heavy, so persons planning programs should request films as early as possible.



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 (612) 296-7541. There are no charges for any of the materials.

Office of Personnel, (612) 296-2905

Vonnie Schaefer, director. The office provides professional development and training opportunities for department employees and handles the personnel services for employees and job applicants. The office screens all job applicants for the department, schedules interviews, and gives some civil service tests. Interested applicants can find out about current job openings and request application forms by calling or stopping at the office. Information regarding upcoming tests is available from the Department of Employee Relations, 3rd Floor, Space Center Building, 444 Lafayette Road, St. Paul, MN 55101, (612) 296-2616.

Office of Fiscal and Administrative Services, (612) 296-6994

Frank Ahrens, director. The office provides budgeting, auditing, general accounting/financial reporting, accounts payable, payroll and administrative/warehousing services to the department. The administrative services section procures, stores and issues supplies and equipment used by the department. The section also provides storage for department records, and manages the department record retention schedules and consumable and fixed asset inventory records.

Office of Traffic Safety, (612) 296-6953

Thomas A. Boerner, director. The office plans and administers a statewide traffic safety program according to the requirements of the Highway Safety Act of 1966. Federal funds are available to assist state and local units of government in implementing programs to reduce traffic accidents. Program areas eligible for funding include police traffic services, emergency medical services training, alcohol programs to reduce crashes, traffic records system development, and motorcycle training. Services to the public include distribution of traffic crash data and safety reports, and assistance in preparing project applications for approved program areas. For information and assistance concerning local traffic safety programs, contact the office. There is no charge for services.

Office of Planning and Analysis, (612) 296-7589

Frederick J. Logman, director. The office provides professional staff support to the department's management and operating divisions by assisting in short and long-range planning, conducting internal management studies, developing and using automated systems and departmental word processing, and implementing approved recommendations of studies and audits. This office provides no services directly to the public.

Bureau of Criminal Apprehension, (612) 296-2662

John D. Erskine, 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 it maintains a criminal justice information and telecommunications system. The **Private Detective and Protective Agent Licensing Board** reviews applications,

and issues or denies private and protective agents' licenses. Contact Catherine Gastyre (612) 296-8399.

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 296-2662, Narcotic Investigative 296-2831, Police Training 296-6482, Laboratory 296-2665, and Criminal Justice Information 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.

Driver and Vehicle Services Division, (612) 296-6911

Marlene Swanson, director. The division registers motor vehicles, issues ownership certificates, processes applications received through the mail, licenses motor vehicle dealers and registers bicycles. It tests, evaluates and licenses all drivers, maintains records of all moving violations and accidents, records locations of every reported accident and assists in driver education efforts. The division also supplies driver and vehicle information to the public. All information requests made by phone are made to an information service center. Contact the Driver and Vehicle Services Division, 161 Transportation Building, St. Paul, MN 55155.

Vehicle Services, (612) 296-6911

Jack Wildes, administrator. These sections of the division process vehicle titles and registration, staff the public counters, and provide accounting and agency services.

Public Counter Title, Registration Processing, Accounting and Agency Services Section, (612) 296-7932

Ray Pogue, 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. Its staff answers inquiries concerning driver license, motor vehicle registration, motor vehicle records, and motor vehicle registration and excise tax. Motor vehicle record information may be obtained by mail or in person at the public counter in the Transportation Building in St. Paul.

For information write, visit, or call. There are no forms for information requests. The charge is \$2.00 for record search by license plate number and \$4.00 for search by name or vehicle identification number. Most questions are answered immediately. Record information which is requested by mail requires at least ten days.

The section accepts title applications, issues plates/stickers and receipts at the public counter, and handles vehicle title transfers. The section also handles duplicate title and plate applications. The section is responsible for its own record processing. Forms used include: Title and registration application DPS 2000; Duplicate title and

plate application DPS 2067; Grant, reassign, or release a lien DPS 2017; Refund request form DPS 2511; Correct certificate of title DPS 2025.

Add \$3.25 filing fee to charges listed below for each vehicle transaction whether conducted by mail or in person. No transactions are conducted by telephone. Excise (sales) tax is 6% of vehicle sale price. Passenger vehicles and pickup trucks are taxed on their base value with a declining tax over a ten year period. Minimum tax is \$28.00 for 1983, \$32.00 for 1984, \$35.00 for 1985. Taxes and fees are: Motorcycle Tax — \$10.00; Motorized Bicycle Tax — 6.00; Semi-Trailer Tax (1 or 5 yrs) — 11.00 (53.00); 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 \$12.00 reduction of annual tax; Tax Exempt Plates — 5.50; Personalized Plates (issued for life) — 100.00 plus annual tax; Amateur Radio Operators and Citizen Band Plates — 10.00 plus annual tax.

All other trucks, trailers, recreational vehicles and buses are taxed on the basis of gross weight. Fees are: Title Fee — \$2.00; File Lien on Title — \$2.00; Reflectorization Fee for: a pair of Plates — 50¢, and a single Plate — 25¢; Duplicate Plates — \$3.00, except for Classic, Collector and Pioneer Plates which are \$2.00, and Street Rod Duplicate Plates are \$5.00; Duplicate Title — \$4.00; Duplicate Registration Card — 50¢; Reassignment of Security Interest — \$1.00; and to Amend a Registration — \$3.00.

Deputy Registrar Title and Registration Processing, and Bicycle Licensing, (612) 296-6911.

Carl Peaslee, supervisor. The section audits every application submitted by the deputy registrar branch offices to assure payment of fees for license plates or stickers, transfer of vehicles or other services offered by the deputy registrar offices. The documents submitted to a deputy registrar are examined and processed, and motor vehicle registration and excise tax is refunded to qualified applicants. Applicants are informed of any additional information that must be submitted for registration or title application, and they are provided with a telephone number on all correspondence. Forms and fees are the same as those for the Public Counter Section above.

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 \$1.00 service fee. The license is good for three years.

Mail Title, Registration Processing Section & Mail Opening, (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 Registration Processing Section above, except the plates and stickers that are issued are mailed to the applicants. Forms and fees are the same as those for the Public Counter Section, above. The section is also responsible for processing of special plates such as personalized plates.

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.

Partial Pay Section (612) 296-6911

Evelyn Carney, supervisor. The section registers trucks and truck-tractors other than prorate with an annual tax greater than \$300.00 per unit by accepting a down payment and two installments. For information contact the unit, at 157 Transportation Building, St. Paul, MN 55155. Forms are supplied by the unit. The down payment is \$300.00 or one-third of the tax due, whichever is greater; and the two installments are each equal to half the remaining balance. Installment payments are due July 1 and November 1.

Prorate and Reciprocity Section, (612) 296-2138

Marilyn Gaiovnik, supervisor. The section issues plates/stickers to Minnesota based

trucks and trailers operating interstate. The section also provides trip permit and temporary authorization for operation in Minnesota. For information and application, contact the section at 162 Transportation Building, St. Paul, MN 55155. Forms are available from the section. Fees depend on the gross weight of the vehicle licensed. The standard filing fee \$3.25 per vehicle is also charged. Trip permits and temporary authorization may be obtained during the working day (7:30 a.m. to 4:30 p.m.).

Driver Services, (612) 296-6911

Harold Peterson, administrator. These sections of the division process driver license applications, issue licenses for drivers and maintain drivers' records.

Licensing, Records and Control Section, (612) 296-6911

Robert Knutson, chief. The section processes applications, issues driver licenses and maintains an accurate record of all violations, accidents, and department actions on an individual basis. These records are maintained for at least five years. These records include all violations 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. Also issued are donor certificates (allowing the use of all organs for transplants), identification cards for non-license residents, and provisional class B and class C licenses. A provisional license does not allow a person to drive for hire. License renewals may be made at all clerk of court offices.

Persons may apply for state picture ID cards wherever a drivers license can be renewed, see page 293. ID cards cost \$6.00, require a birth or baptismal certificate, or passport, and are mailed to applicants within 45 days.

While applying for, renewing, or obtaining a duplicate drivers license, a person may elect to donate his/her organs for transplants. When a person chooses to be a donor a separate, short form is completed and the individual's drivers license is marked "D" for donor. To change that classification at a later date, the individual must complete another drivers license application and check "no" when asked whether he/she wishes to be a donor.

For license applications, identification cards, donor certificates or the location of the nearest driver license examination station, contact the section at 108 Transportation Building, St. Paul, MN 55155.

Application forms are the same for class A, B, C, duplicate and provisional licenses. A request for a copy of violation and license status must include full name, date of birth, license number and return address.

Type of License	License Fee
Class A, valid for all types of vehicles	\$20.00
Class B, valid for all single-unit vehicles	15.00
Class C, valid for all single-unit and two axle vehicles under 24,000 pounds gross weight	10.00
Provisional class B	10.00
Provisional class C	6.00
Moped (motorized bicycle) permit	4.00
Duplicate, all licenses	3.00
Duplicate, moped	3.00

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 Education Section, (612) 296-6911

Neil Werdal, chief. The section interviews individuals whose record warrants possible license suspension, cancellation or revocation. Hearings are held for drivers with suspended, cancelled or revoked licenses.

The section interviews, by appointment, drivers who may possibly lose their licenses. These interviews inform the individual of the possible action that may be taken if the poor driving habits continue. Interviews are held at county clerk of court offices, driver license examination stations and in the Transportation Building in St. Paul. A hearing will be held for any person whose license has been revoked, suspended or cancelled. The person may qualify for a limited license. A limited license allows an individual to continue to drive for specific purposes. No appointments are given for license hearings. Requirements for a limited license are shown on the notice of withdrawal of the license.

For information, a hearing or an interview, contact the section at 108 Transportation Building, St. Paul, MN 55155. There are no forms or fees. Hearings are held on a first come, first serve basis. Hearings are held during normal office hours 8:00 a.m. to 4:30 p.m. Generally, a hearing requires a two to three hour wait. Interviews are held Monday through Friday by appointment.

Accident Records Section, (612) 296-6911

Mark Pelletier, supervisor. The section maintains a file of accident records, compares all accidents and places them on film, verifies insurance for all vehicles in 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 section at 110 Transportation Building, St. Paul, MN 55155.

There is a form used to request the officer's report, but it is not required for a request. Using the form enables faster processing. If the form is not used, then this information is required: name of persons involved, date and location of accident and a statement from an involved person authorizing the photocopy. A fee of \$4.00 is charged for the records search necessary to obtain a copy of a police accident report. A mailed request takes five working days. An in-person request takes one hour.

No-fault Insurance Compliance Section, (612) 296-6911

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 section.

Field Services, (612) 296-6911

John Mittelstadt, administrator. These sections of the division provide written and road tests for drivers throughout the state, offer driver education and improvement programs and license commercial driver training schools.

Driver 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

Robert Burmeister, 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 examina-

tion in that area. The section prints a *Driver Manual* which is available to the public. For information or to receive the manual contact the section.

There are no forms or fees for regular tests. There is a fee for motorcycle and school bus endorsement tests of \$2.50. A reinstatement fee of \$30.00 is required on all revocations. 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.

Schedule of Driver License Examination

These times and dates are effective as of July 1, 1983. Persons may report to the examiner at any of these stations for an appointment for a driver's test for auto, motorcycle and school bus license. Appointments are handled on a first come first served basis. Applicants who do not appear on time for an appointment will have their time given to someone else and will be required to make a new appointment. No appointment is necessary for a written test. Appointments for road tests will not be made until a written test and vision check have been completed.

Written Tests Only

- Duluth, 1123 Mesabi Ave. Mon. through Friday 9:30 a.m. to 6:00 p.m.
- Minneapolis, 420 E. Lake St. Mon. through Friday 12:00 p.m. to 8:00 p.m.
- St. Paul 1549 University Ave. Mon. through Friday 12:00 p.m. to 8:00 p.m.

Driver and Written Tests

Stations not marked with an asterisk (*) have no clerk on duty and give written tests only at 10:00 a.m. and 2:00 p.m.

*Stations have a clerk on duty and written tests are given continuously up to 45 minutes before closing time. With the exception of Anoka, Austin, Duluth, Mankato, Minneapolis, Proctor, Rochester, St. Paul and Virginia, all stations are closed 12 noon until 1:00 p.m.

**Stations giving written tests only at 10:00 a.m.

+Driver license renewals are available at these examination stations. Renewals are handled up to 30 minutes before closing time.

M-Tu-W-Th Stations opened extended hours from 8:00 a.m. to 8:00 p.m. from May 1 through October 31 on day of the week indicated by initial.

- Ada-Law Enforcement Center Thursday 9:30 a.m. to 3:30 p.m.
- Aitkin-Village Hall Friday 9:00 a.m. to 4:00 p.m.
- *Albert Lea-Court House Thursday, Friday 8:00 a.m. to 5:00 p.m.
- *Alexandria-Armory Monday, Tuesday 8:00 a.m. to 5:00 p.m.
- +*Anoka-2665 4th Ave. N. Mon. through Fri. 8:00 a.m. to 4:30 p.m.
- +*Austin-401 2nd Ave. N.E. Mon., Tues., Wed. 8:30 a.m. to 4:30 p.m.
- Bagley-Court House Wednesday 9:00 a.m. to 4:30 p.m.
- **Baudette-V.F.W. Club Thursday 10:00 a.m. to 2:30 p.m.
- +*Bemidji-State Office Bldg. Mon., Tues., Thurs. 8:00 a.m. to 5:00 p.m.
- Benson-Court House Thursday 8:30 a.m. to 4:00 p.m.
- *Blue Earth-Municipal Bldg. Thursday 8:30 a.m. to 4:00 p.m.
- Tu*Brainerd-City Hall Monday, Tuesday 8:00 a.m. to 5:00 p.m.
- Breckenridge-Court House Tuesday 9:00 a.m. to 4:00 p.m.
- Buffalo-Court House Tues., Wed. 9:00 a.m. to 4:30 p.m.
- Caledonia-Court House Thursday 9:00 a.m. to 4:00 p.m.
- *Cambridge-American Legion Tuesday 8:30 a.m. to 4:00 p.m.
- *Carlton-Civic Center Thursday 8:30 a.m. to 4:30 p.m.
- +*Chaska-Library Mon. through Fri. 8:00 a.m. to 4:30 p.m.
- *Crookston-Court House Thursday 9:00 a.m. to 4:00 p.m.
- M Detroit Lakes-Court House Monday 8:00 a.m. to 5:00 p.m.
- Duluth (See Proctor)

+*	East Grand Forks-City Hall	Wednesday	9:30 a.m. to 3:30 p.m.
	Elbow Lake-Court House	2nd & 4th Wed	8:30 a.m. to 4:30 p.m.
	Elk River-Court House	Thursday	8:00 a.m. to 4:30 p.m.
	Ely-Civic Center	Monday	9:30 a.m. to 4:00 p.m.
	Fairmont-Youth Center	Monday, Tuesday	8:00 a.m. to 5:00 p.m.
*	Faribault-Court House	Monday, Tuesday	8:00 a.m. to 5:00 p.m.
+*	Fergus Falls-Armory	Monday, Tuesday	8:00 a.m. to 4:30 p.m.
	Foley-Court House	Tuesday	8:30 a.m. to 4:30 p.m.
	Gaylord-Court House Annex	Tuesday	9:00 a.m. to 4:00 p.m.
	Glencoe-Court House	Friday	9:00 a.m. to 4:30 p.m.
	Glenwood-Court House	Monday	8:30 a.m. to 4:30 p.m.
**	Grand Marais-Court House	2nd, 4th Tuesday	8:00 a.m. to 2:30 p.m.
	Grand Rapids-City Hall	Mon., Tues., Wed.	8:00 a.m. to 5:00 p.m.
	Granite Falls-Court House	Friday	9:00 a.m. to 4:00 p.m.
**	Hallock-Court House	Tuesday	9:30 a.m. to 3:30 p.m.
+*	Hastings-110 E. 2nd St.	Mon., Tues., Thurs	8:00 a.m. to 5:00 p.m.
	Hibbing-Court House	Thurs., Fri.	9:00 a.m. to 4:30 p.m.
*	Hutchinson-Armory Hwy 22 S.	Thursday	9:00 a.m. to 4:00 p.m.
	*International Falls-Civic Center	Tuesday	8:00 a.m. to 5:00 p.m.
	Ivanhoe-Court House	Tuesday	9:00 a.m. to 4:00 p.m.
	Jackson-Court House	Friday	9:00 a.m. to 4:00 p.m.
	LeCenter-Court House	Wednesday	8:30 a.m. to 4:30 p.m.
+*	Lindstrom-Community Ctr	Wednesday	9:00 a.m. to 4:00 p.m.
+*	Litchfield-Armory	Tuesday	9:00 a.m. to 4:30 p.m.
*	Little Falls-Court House	Wed., Thurs.	8:30 a.m. to 4:30 p.m.
	Long Prairie-Armory	Friday	9:00 a.m. to 4:00 p.m.
	Luverne-Court House	Wednesday	9:00 a.m. to 4:30 p.m.
	Madison-Court House	Wednesday	9:00 a.m. to 4:00 p.m.
	Mahnomen-Court House	Friday	9:00 a.m. to 4:00 p.m.
W+	*Mankato-515 No. Front St.	Tues., Wed., Thurs.	8:00 a.m. to 5:00 p.m.
	Marshall-Court House	Monday	8:00 a.m. to 5:00 p.m.
	Milaca-Armory	Wednesday	9:00 a.m. to 4:00 p.m.
M+	*Minneapolis (South Metropolitan Station-2070 Cliff Rd.)		
	Eagan 55122	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
	Montevideo-Court House	Friday	9:30 a.m. to 3:30 p.m.
	*Moorhead-Law Enforcement Center	Wed., Thurs., Fri.	9:15 a.m. to 4:00 p.m.
	*Mora-Municipal Bldg.	Friday	8:30 a.m. to 4:30 p.m.
	Morris-Court House	Thursday	9:00 a.m. to 4:00 p.m.
	New Ulm-Court House	Monday	8:30 a.m. to 4:30 p.m.
M+	*North Metropolitan Station-(St. Paul) Hwy. 8 & Co. Rd. 1		
	Arden Hills	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
	*Olivia-Armory	Wednesday	9:00 a.m. to 4:30 p.m.
	*Owatonna-Four Seasons Bldg.		
	Fair Grounds	Thursday	8:30 a.m. to 4:30 p.m.
	Park Rapids-601 E. 1st St.	Tuesday	9:00 a.m. to 4:00 p.m.
+*	Paynesville-City Hall	Thursday	9:00 a.m. to 4:30 p.m.
	Pine City-Village Hall	Monday	8:00 a.m. to 5:00 p.m.
	Pipestone-Court House	Thursday	9:00 a.m. to 3:30 p.m.
M	Plymouth (West Metropolitan Station)		
	2455 Fernbrook Lane	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
	Preston-Village Hall	Friday	9:00 a.m. to 4:00 p.m.
W+	Proctor-410 3rd Ave.	Mon. through Fri.	8:30 a.m. to 5:00 p.m.
	Red Lake Falls-Court House	2nd, 4th Thurs.	8:30 a.m. to 4:30 p.m.
	Red Wing-Pub. Saf. Bldg.	Wednesday	8:30 a.m. to 4:30 p.m.
	Redwood Falls-Court House	Thursday	9:00 a.m. to 4:00 p.m.

M+	*Rochester-State Transportation Bldg.- No. Hwy. 52	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
**	Roseau-Court House	Friday	9:30 a.m. to 3:30 p.m.
+	Sandstone-Village Hall	Thursday	8:30 a.m. to 4:30 p.m.
+	Sauk Centre-Armory	Wednesday	9:00 a.m. to 4:00 p.m.
*	Shakopee-Court House	Wednesday	8:00 a.m. to 4:30 p.m.
M+	South Metropolitan Station-2070 Cliff Rd. Eagan 55122	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
	Slayton-Court House	Friday	9:00 a.m. to 4:30 p.m.
*	St. Cloud-Court House	Mon., Tues., Wed., Fri.	8:00 a.m. to 5:00 p.m.
	St. James-Court House	Wednesday	8:30 a.m. to 4:30 p.m.
+	*St. Paul-(North Metropolitan Station)- Hwy. B & Co. Rd. 1 Arden Hills	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
	St. Peter-Court House	Friday	8:30 a.m. to 4:30 p.m.
*	Stillwater-Wash. Co. Of. Bldg.	Wednesday	8:00 a.m. to 4:30 p.m.
*	Thief River Falls-Court House	Monday	8:00 a.m. to 5:00 p.m.
+	Tracy-Senior Citizens Cen	Tuesday	9:00 a.m. to 4:00 p.m.
	Two Harbors-City Hall	Monday	9:00 a.m. to 4:00 p.m.
Th+	Virginia-State Trans. Bldg.	Wed., Thurs., Fri.	9:00 a.m. to 4:30 p.m.
	Wabasha-Court House	Monday	9:00 a.m. to 4:00 p.m.
*	Wadena-Court House	Wed., Thurs.	9:00 a.m. to 4:00 p.m.
	Walker -court House	Friday	9:00 a.m. to 4:00 p.m.
	Warren-Court House	Tuesday	9:00 a.m. to 4:30 p.m.
	Waseca-County Security Bldg.	Friday	8:30 a.m. to 4:30 p.m.
M+	*West Metropolitan Station, 2455 Fernbrook Lane Plymouth	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
	Wheaton-Court House	1st, 3rd, 5th Wed.	9:00 a.m. to 4:00 p.m.
M+	*Willmar-Labor Home 500 W. 12th	Mon., Fri.	8:00 a.m. to 5:00 p.m.
	Windom-Court House	Monday	9:00 a.m. to 4:30 p.m.
Tu	*Winona-160 Franklin Worthington-County Office Bldg.	Tues., Wed.	8:00 a.m. to 5:00 p.m.
		Tuesday	8:00 a.m. to 5:00 p.m.

Driver License Renewals

With the exception of Anoka, Austin and Shakopee, renewals may be made in the Clerk of Courts Office in all Court Houses in the state and at the following locations.

Brookdale	Mon. through Fri.	10:00 a.m. to 9:00 p.m.
1280 Brookdale Center	Saturday	9:00 a.m. to 5:30 p.m.
Burnsville-AAA	Mon. through Fri.	8:00 a.m. to 5:00 p.m.
Office-Hwy. 13	Saturday	9:00 a.m. to 1:00 p.m.
Chisago City Municipal Bldg.	Mon. through Fri.	9:00 a.m. to 4:30 p.m.
Columbia Heights	Mon. through Fri.	8:00 a.m. to 5:30 p.m.
3980 Central Ave.	Saturday	9:00 a.m. to 4:00 p.m.
Cottage Grove 7162 80th St. So.	Mon. through Fri.	8:30 a.m. to 4:30 p.m.
Ely-Ely City Hall 209 E. Chapman	Mon. through Fri.	8:00 a.m. to 4:30 p.m.
Grand Rapids C.W.D.C. Industries 11th St. S.E.	Mon. through Fri.	8:15 a.m. to 4:45 p.m.
Hutchinson	Monday	9:30 a.m. to 6:00 p.m.
36 Franklin So.	Tues. through Fri.	8:30 a.m. to 4:30 p.m.
Maplewood City Hall, 1380 Frost Ave.	Mon. through Fri.	8:00 a.m. to 5:00 p.m.
Minneapolis-AAA	Mon. through Fri.	8:00 a.m. to 5:00 p.m.
W. 39th at Park Ctr. Blvd.	Saturday	9:00 a.m. to 1:00 p.m.

Moose Lake

Municipal Bldg. Mon. through Fri. 8:00 a.m. to 5:00 p.m.

Ramsey County

1215 Court House. Mon. through Fri. 8:00 a.m. to 5:00 p.m.

Sears Rice St. Store. Mon. through Fri. 9:00 a.m. to 9:00 p.m.

425 Rice St. Saturday 9:00 a.m. to 5:30 p.m.

Ridgedale Mon. through Fri. 10:00 a.m. to 8:30 p.m.

Ridgedale Center Saturday 9:30 a.m. to 5:00 p.m.

Roseville Mon. through Fri. 10:00 a.m. to 9:00 p.m.

Montgomery Ward. Saturday 9:30 a.m. to 5:00 p.m.

Shakopee

New Court House Mon. through Fri. 8:00 a.m. to 4:30 p.m.

Silver Bay

Campton School Mon., Wed. 9:00 a.m. to 4:00 p.m.

Southdale Mon. through Fri. 9:30 a.m. to 8:30 p.m.

Southdale Regional Library Saturday 9:00 a.m. to 5:30 p.m.

7009 York Ave. S.

South St. Paul-Municipal Bldg. Mon. through Fri. 8:30 a.m. to 5:00 p.m.

125-3rd Ave. N. Saturday 9:00 a.m. to 12 noon

Virginia-Court House

5th Ave. & 2nd St. So. Mon. through Fri. 8:00 a.m. to 4:30 p.m.

White Bear Lake

License Bureau-203 Clark Ave. Mon. through Fri. 9:00 a.m. to 5:30 p.m.

Motor Vehicle Violations and Examining Section, (612) 296-2994

Mike Ryan, supervisor. The section coordinates the operations of the deputy registrars with the division. The deputy registrars are located throughout the state. They issue plates/stickers, handle applications and transfers, and are approved by the commissioner of public safety and the division director. The section provides for the monitoring of licensed dealers and vehicle identification problems. Registration violations are processed by this office. For more information contact the section.

Emergency Services Division, (612) 296-2233

Thomas Motherway, director. The division plans and coordinates 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 support in technology and equipment, and funding the efforts of local units of government. The support provided to local government is coordinated through six regional offices in Minnesota. The division administers the State Natural Disaster Plan, the State Emergency Plan for nuclear plant accidents, the State Emergency Fuel Allocation and Conservation Plan, and the Federal Disaster Assistance program, providing funding for disaster recovery to both individuals and political subdivisions. The division also assists in the development of local plans for warning, evacuating and housing people. The division maintains a duty officer 24-hours a day to respond to emergency requests. Call (612) 778-0800.

Planning Section, (612) 296-2233

Lloyd Lund, planning director. This section develops, coordinates and provides various emergency operations plans at the state level, and coordinates these operations in the event of a disaster. It also provides guidance and assistance to political subdivisions in developing local emergency plans and procedures. These include utilization of local resources for protection of lives and property and coordinating any needed additional support from the state and federal governments.

Training Section, (612) 296-0472

Margaret Michalko, training director. This section provides training on emergency management related subjects to political subdivisions and the public. Subjects include professional development, first aid, hazardous materials safety, radiation and nuclear power plant accidents, estimating disaster damages, and predisaster protective measures.

Administration Section, (612) 296-0455

Sharon Smith, administrative director. This section administers state and federal financial assistance programs for state, county, and municipal governments. It processes all project applications for purchase of equipment. The radiological defense and radiological instrumentation, programs and communications are coordinated in this section. The section also processes all disaster financial assistance.

Fire Marshall Division, (612) 296-7641

Wes Werner, state fire marshal. The division inspects various facilities for fire safety; investigates suspicious and incendiary fires, fire fatalities and large loss fires; processes a fire incident reporting form containing fire data to determine problem fire areas, and provides education, inspection and training programs for fire prevention.

The division conducts inspections of hotels, rooming houses, other multiple dwellings, public and parochial schools, hospitals, nursing homes, dry cleaning establishments, motion picture theatres, places of assembly and installations where petroleum products, l.p. and natural gas are manufactured, stored or distributed. Fire investigations are requested by fire chiefs and law enforcement agencies.

The division provides information to the public regarding the Minnesota uniform fire code, removal of combustible materials, correction of fire hazards, fire prevention and general inquiries about smoke/heat detectors, fire alarms, fire extinguishers, and other fire protection appliances. Telephone inquiries are answered immediately while matters requiring research may take two or three weeks.

A copy of Minnesota uniform fire code and amendments is available from the Documents Center, Department of Administration (612) 297-3000. For information relating to fire safety, contact the Fire Marshal Division, 1246 University Avenue, St. Paul, MN 55104. The uniform fire code costs \$30.00 plus tax and the amendments cost \$2.75 plus tax. The code and amendments may be received within one week.

The division evaluates plans for flammable and combustible liquids and gas installations subject to fire marshal rules. Two copies of the plans are required for examination. Plans are given preliminary approval subject to compliance with the provisions of Minnesota Statutes, fire marshal rules, and local ordinances and permits. Final approval will be given following an inspection of the facility by either the area assistant fire marshal or the local fire authority. For more information and plan review, contact this division. There are no forms or fees. Plan reviews take two to three weeks.

The Natural Gas Pipeline Safety Act of 1968 charged the Fire Marshal Division to inspect and keep record of the distribution and transmission of natural gas pipelines in the state. The division has promulgated minimum safety standards for pipelines. For more information, contact the division. There are no forms or fees. All requests are handled as they are received.

The division licenses dry cleaners and theaters. Dry cleaners and theaters are inspected to insure that the minimum fire safety standards are met before licensing. The division must be notified in case of change of ownership or location. Licenses are renewed annually, or newly issued at any time during the calendar year. To apply for a license, contact the division. The proper form is provided by the division. For new owner or new location the fees are \$51.00 for dry cleaners and \$5.10 for theaters. An annual license for the calendar year January 1 through December 31 for dry cleaners costs \$10.20 and for theaters costs \$5.10.

The investigators and inspectors offer local presentations to interested groups and participate in various local and statewide fire schools and fire association meetings. For information or to request a speaker, contact the division. There are no forms or fees. All requests are handled as they are received.

Liquor Control Division, (612) 296-6159

Joseph V. Novak, director. The division issues certain licenses, approves others, has

the authority to suspend or revoke licenses, regulates advertising, assures purity of content of intoxicating liquor and true statements of content, and provides investigative assistance to local enforcement agencies. It maintains a resale price filing schedule by wholesalers and importers.

Licensing Section, (612) 296-6258

John A. Muer, assistant director. The section processes all licenses and permits approved by the division. Some of the licenses are issued directly by the division and some are issued by the county or municipality and approved by the division.

For information on policy matters and licenses, interpretation of liquor laws, application forms, or bond forms, contact the Liquor Control Division, Licensing Section, Room 440 Nalpak Bldg., 333 Sibley St., St. Paul, MN 55101. All application forms, surety bond forms, or any necessary certificate is available from the division. For a license which is issued by a municipality or county, the application forms are available at the city clerk or county auditor's office.

The surety bonds for all licenses are \$1000-3000 for off-sale liquor and \$3000-5000 for on-sale liquor licenses. Licenses issued directly by this division are:

Type of License	Fee
Manufacturers & wholesalers liquor license	\$7,500.00
Wholesalers of wine license	750.00
Sacramental wine license	25.00
Brewers license	1,250.00
Import brewers license	250.00
Wholesale strong beer license	300.00
Wholesale 3.2 beer license	10.00
Common carriers of retail liquor license (duplicate)	100.00 10.00
Common carriers of retail Sunday liquor license (duplicate)	50.00 5.00
Import liquor license	300.00
Transfers of liquor, wine, wholesale and import license	10.00

Permits issued directly by this division:

	Fee
Public and private consumption and display permits	\$150.00
Distillery and winery representative identification card	5.00
Retailers and 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
Brand label registration fee	20.00

Liquor licenses issued by county board or municipality:

	Fee
Club on-sale municipality	fee set by county based on membership
Club on-sale	fee set by county
County off-sale	fee set by county
Wine on-sale	fee set by city or county

Off-sale intoxicating liquor licenses issued by municipality:

	Fee
Fees are determined by the size of the city	
Cities of the first class	\$1,000.00
Cities with a population of 5000 or less	100.00
Cities between 5000 and 10,000 population	150.00
Cities over 10,000 except first class cities	200.00

Enforcement and Inspection Section, (612) 296-6979

Walter E. Perl, liquor enforcement chief. The section carries out investigations of

liquor violations upon complaint of citizens and local authorities and makes all pre-license and compliance inspections. For assistance, contact the section at Room 440 Nalpak Bldg., 333 Sibley St., St. Paul, MN 55101. There are no forms or fees. A pre-license inspection usually requires two to five days after papers are received in this office.

Brand Labels and Registration Section, (612) 296-6936

Don Manney, superintendent of labels and imports.

The section registers all alcoholic beverages imported and sold in Minnesota. All distilled spirits and wines imported into the state must come in with a manifest. This manifest shows whether the consignee and consignor are properly licensed, that the label is currently registered in this office, and lists 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 Room 440 Nalpak Bldg., 333 Sibley St., St. Paul, MN 55101. All requests for information are handled as they are received.

Price Filing and Affirmation Section, (612) 296-6939

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 by retailers. Affirmation prices are also filed in this office by importers of distilled spirits as required by law. Each importer affirms that his product is being sold to Minnesota wholesalers at no higher price than the lowest price such items are being sold to any wholesaler in any other state of the United States.

There are no forms. Fees for copies of these filings are \$2.00 for the first copy and .15 for each additional page. For information contact the section at Room 440 Nalpak Bldg., 333 Sibley St., St. Paul, MN 55101.

State Patrol Division, (612) 296-3080

Colonel D. Roger Ledding, chief. The division provides emergency first aid and traffic control in motor vehicle accidents, enforces all laws relating to the safe and proper use of state trunk highways and directs traffic, as necessary, upon state trunk highways. The division also serves warrants, legal documents, and orders of the the commissioner of public safety, conducts the roadside inspection of all types of motor vehicles on a random basis, inspects all stations authorized to test brake and light equipment on motor vehicles and provides security and protective services to the governor and other state officials. The division also approves wheelchair securement devices for use in motor vehicles and annually inspects each device installation.

In case of emergency, the State Patrol Division can be contacted any hour of the day or night by dialing 0 and asking the operator for Zenith 7000. In the seven county Twin City metro area, dial 541-9411 for emergencies in Anoka, Carver, Hennepin and Scott counties; and 452-3246 for emergencies in Dakota, Ramsey and Washington counties.

The State Patrol also provides traffic safety talks by uniformed Troopers. Interested groups should contact the nearest State Patrol Office listed below. Complaints about unsafe school buses or traffic conditions will result in investigations. To register a complaint contact the nearest state patrol office. There are no forms or fees.

Minnesota State Patrol Offices

Brainerd, (218) 828-2400, 305 Laurel Avenue, MN 56401

Detroit Lakes, (218) 847-1550, 1000 Highway 10 West, MN 56501

Duluth, (218) 723-4885, Entrance: 901 East Central, Mailing: 1123

Mesaba Ave., Box 39, MN 55801



Eagan, (612) 452-7034, East Metro District, 2799 Trunk Highway 55, MN 55422
Eveleth, (218) 744-5575, P.O. Box 717, MN 55734
Golden Valley, (612) 541-9122, West Metro District, 2005 N. Lilac Drive, MN 55422
Mankato, (507) 389-1171, Box 205, MN 56001
Marshall, (507) 537-6277, 1403 East College Drive, Route 3, MN 56258
New Brighton, (612) 636-4990, Training Center, 1900 West County Road 1, MN 55112
Rochester, (507) 285-7411, Highway 52 North, Box 6177, MN 55901
St. Cloud, (612) 225-4224, 3725 12th Street North, MN 56301
Thief River Falls, (218) 681-3741, Zeh and State Avenue, MN 56701

Capitol Complex Security Division, (612) 296-6741; EMERGENCY: 296-2100

Gary Peper, director. Insuring the safety and protection of people and property on the Capitol complex 24-hours a day are 40 trained professional security officers. Over 7,000 people daily come in direct or indirect contact with Capitol Security. Anyone needing immediate help for a medical emergency, a crime, personal security or a parking problem should contact Capitol Security, B-4 State Capitol.

The division seeks ways of preventing an incident before it occurs. Fire and safety hazards are sought out, identified and corrected. Personal protection and crime prevention seminars are offered to all complex personnel to minimize and avoid the most common crimes. Division directors or supervisors who are interested in providing this information to their employees can contact Sgt. James Messick in Room B-4 State Capitol.

Capitol Security also provides State Employee Identification Cards for those employees who require after-hours or weekend access to Capitol complex office buildings. Several state agencies have discovered that petty theft can be reduced significantly by requiring employees to wear their state ID when working in "employee only" areas.

Due to the sometimes irregular and late hours state employees must work Capitol Security offers a special escort service. If any employee feels uneasy or hesitant about walking to their vehicle after work they may call Capitol Security for assistance. A security officer will be dispatched to the location to accompany employees to their vehicles to ensure their safety.

Intercoms at various building exits are available for employee use. These are connected directly to Capitol Security and may be used as the need dictates. Capitol Security also coordinates emergency responses in all buildings in the complex. Call for more information.

Minnesota Safety Council, Inc.

555 Wabasha Street, Suite 102, St. Paul, MN 55102

Robert L. Anderson, president, (612) 291-9150

Minnesota Statutes, sections 144.055 and 471.63; and Laws of 1979, chapter 337, sections 5 and 11, subd 2, #5

The Minnesota Safety Council (MSC) was founded in 1928 and chartered by the National Safety Council in 1932 as a public education organization in the field of safety and health. It is a semi-state agency providing safety and health training services to state agencies and the citizens of Minnesota through a variety of programs.

The council is the only staffed organization in Minnesota devoting its full efforts to all areas of accident prevention. It sponsors public safety education programs in cooperation with 50 volunteer local safety councils. Communities interested in form-

ing local safety councils should contact MSC for assistance in organization and program development. MSC offers programs and services to all Minnesotans. Discounts on fee for service programs are extended to Minnesota Safety Council members, state agencies and schools.

The council also develops and conducts training programs to assist business and industry comply with Occupational Safety and Health Act standards and make the workplace safer for employers, employees and their clients. Training ranges from full-week courses to one-day seminars on topics such as accident investigation, hazardous materials handling, safety training methods, and back injury prevention and control. Other training includes supervisor development, emergency first aid, audiometric technician training and management briefings (including video-conferences) on occupational safety and health issues. Courses are aimed at all employees including line supervisors, personnel and benefits managers, professional safety staff and other middle and top management.

MSC's northern area service office, 30 West Superior Street, Suite 102, Duluth, MN 55802, provides safety and health training in northeastern Minnesota. Its Northern Occupational Safety Division meets monthly to conduct seminars for supervisors, line employees and managers. The council offers a regular schedule of multimedia first aid and cardio-pulmonary resuscitation courses in the Duluth area as well.

MSC makes its training sessions available to all areas of the state, and communities or companies interested in training opportunities in their locations should contact the safety council. MSC also develops and conducts courses at company facilities, designing specialized courses to meet the individual needs, of each client. A fee is charged for this service and varies with service provided.

The Minnesota Safety Council is the statewide coordinator for the **National Defensive Driving Course**, an eight-hour classroom course for licensed drivers teaching the principles of accident avoidance. The course is available for open registration or can be used in-plant for company drivers.

MSC operates court-referred traffic violator courses in the metropolitan area. The **Driver Improvement Clinic** and **DWI Driving Clinic** teach behavior modification as it relates to operating a motor vehicle. Clients who are referred by courts in the seven-county metropolitan area may register for Driver Improvement or DWI driving clinics at the Minnesota Safety Council.

Besides structured training programs, the council is active in traffic safety programs related to school bus, pedestrian, bicycle, railroad grade crossing, and other phases of traffic safety education. Programs are also available on safety topics such as fires, falls, poison prevention, indoor and outdoor recreational safety and other topics of home, public and off the job safety.

MSC operates a film library with over 300 titles in 16mm films, 35mm slides and 3/4" video tape cassette formats. Audio-visuals are available for use without charge to Minnesota Safety Council members, units of state government and schools. A \$40 rental fee is charged to others.

MSC hosts a statewide safety and health conference each May, featuring sessions on safety and health legislation, trends in training, technical safety and health topics, in-depth training courses and public education topics. Regional conferences are held in northern and southern Minnesota each fall.

The safety council supplies semi-monthly information on safety and health to newspaper, radio and TV stations in the state. In addition, MSC maintains a reference library and information service for its members and the general public. Staff members are available for consultation on specific safety and health issues. The safety council publishes a monthly newsletter for members and a quarterly newsletter for all interested people. Contact the safety council to be added to its mailing list.

Volunteers enable MSC to offer excellent programs at minimal cost. Volunteers serve the safety council as speakers, resource people, program development consult-

ants and technical advisors. People who wish to volunteer their services should write or call the council.

The council sells resource manuals, technical publications, textbooks, posters, pamphlets, films, slides, a family safety magazine and program guides on safety and health. Contact MSC at its St. Paul office to receive catalog and ordering information.

Minnesota Academy of Science

Room 916 Pioneer Building, 4th & Robert Streets, St. Paul, MN 55101

M. I. Harrigan, executive director, (612) 227-6361

Minnesota Statutes, section 43A.27

The Minnesota Academy of Science sponsors a variety of science programs for students and the general public. It also offers memberships to the public which entitle one to receive academy newsletters, the *Journal of the Minnesota Academy of Science* and to attend academy sponsored meetings at reduced registration fees.

Information about membership can be obtained from the academy by phone or by writing. Requests for memberships are usually processed within a week to ten days after they are received. Membership forms are available from the academy and fees are: Junior/Senior High School Student (from within Minnesota) — 50¢, Undergraduate — \$1.00, Graduate — \$3.00, Adults (regular Membership) — \$25.00, Adults (sustaining membership) — \$40.00, Adults (patron-lifetime membership) — \$300.00. Dues are paid every year, with the exception of a patron membership.

The Annual Regional Fairs, State Science Fairs, and Research Paper Contests are open to any senior or junior high school student. The fairs and contests are held during March and April. To register for the contest students should contact school authorities or the Minnesota Academy of Science. Registration fees are \$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.

The Annual Science Talent Search is conducted every December. All junior and senior high school students are eligible to participate. Students write research papers on any scientific topic and are judged on them. To register for the talent search students should contact school authorities or the academy. It takes approximately three months to receive notification of awards. Awards can be scholarships, all-expense-paid trips to scientific events in other cities and varying amounts of monetary awards.

The Minnesota Mathematics Contest is held every February in junior and senior high schools throughout the state. All students are eligible to enter. Students wishing to participate should contact school authorities or the academy. It takes approximately one and one-half months to receive notification of awards. Awards are given to the top ten to fifteen high scorers.

Grants of less than \$50.00 are available for junior and senior high school students for scientific research depending upon available funds. To apply for a grant or for more information, contact the Minnesota Academy of Science. There are no fees or forms. There is a wait of from one week to ten days from the date of the request to receive a grant.

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.

Science Museum of Minnesota

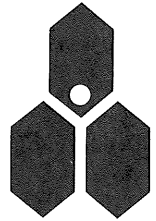
30 East Tenth Street, St. Paul, MN 55101

Wendell A. Mordy, president, (612) 221-9488

Recorded information and directions to the museum (612) 221-9400

Laws of 1979, chapter 337, sections 4 and 11, subd. 2, #5

The Science Museum of Minnesota, founded in 1907, was designated a semistate 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 worldwide 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 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 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 museum opened a new building in 1978 which includes the William L. McKnight-3M Omnitheater and an additional 30,000 square feet of exhibit space. About 60,000 visitors per month visit the museum.

Since 1971 the state has provided from 3% to 5% of the museum's operating budget. The museum's operating budget is currently about 6.5 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 Lee and Rose Warner Nature Center near Marineon-St. Croix and the Metcalf Natural History Study Center in Afton, MN.

The museum's hours of operation are: Tuesday thru Saturday 9:30 a.m.-9 p.m.; Sunday 11 a.m.-9 p.m.; and Monday, open only during the summer and holidays.

Omnitheater and museum ticket prices, subject to change, are: for the Omnitheater and exhibit halls, adults — \$5.50, seniors and children under 12 — \$4.00; for the Omnitheater only, adults — \$4.50, seniors and children under 12 — \$3.50; for the museum exhibits only, adults — \$3.00, seniors and children under 12 — \$2.00. Group rates (20 or more) for admittance to both the Omnitheater and Museum are: adults — \$4.50, seniors and children under 12 — \$3.50.

Information can be obtained at these special telephone numbers: Omnitheater show times and directions to the museum (recording) (612) 221-9400, group sales — 221-9404 or -9456 (Mon.-Fri.), school groups — 221-9444 or -9445 (Mon.-Fri.), advance ticket sales — 221-9456 or -9457 (Mon.-Fri.), museum general information — 221-9488, and membership information — 221-9409 or -9422.

Administrative Division, (612) 221-9488

This division includes the President's and Vice President's offices and the Departments of Accounting, Finance and Investment: Building and Facilities, and Personnel. The Vice President's office, under the direction of Joel Orlen, is in charge of temporary and traveling exhibits. Information on booking these exhibits can be obtained by calling (612) 221-9442.

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 and references and have each applicant fill out a form. Job openings are posted at the museum, listed in the newspapers and with the state Job Service. Priority in hiring is given to staff and museum volunteers for open positions. For more information contact the department director, Dorothea Gumbrell, at the Personnel Department, 30 East Tenth St., St. Paul, MN 55101.

Science Division, (612) 221-9424

Bruce R. Erickson, director. The Science Division includes the departments of Anthropology (archaeology and ethnology), Biology, Geography, Paleontology and a staff reference library. Each department has a curator in charge and one or more assistants. The total collection of the Science Museum of Minnesota numbers approximately 1.5 million specimens with a worldwide scope. Questions and requests about obtaining exhibits on loan from the museum should be directed to this division. Each of the scientific departments conducts research programs in their respective areas, provides free identification of natural history items brought to the

museum, and periodically offers courses through the Continuing Education Department.

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 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 archaeology (612) 221-9436.

The **Biology Department** curates a large research collection of mammals and representative collections of Minnesota vertebrates, insects, and other invertebrates. In addition to scientific specimens there are approximately 500 taxidermic mounts of birds. The department is used as a depository for specimens obtained by federal agencies in the Upper Midwest and is taking on additional responsibilities with respect to archival specimens obtained by Minnesota state agencies. For information contact Rick Jannett, curator of biology (612) 221-9429.

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." 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 at (612) 221-4760.

The **Paleontology Department** curates large research collections of invertebrate and vertebrate fossils representing nearly all major groups, as well as paleobotanical and geological (rocks and minerals) specimens. Of major significance are the fossil reptile collections (including numerous "Type Specimens"). These collections are especially important for the late Mesozoic and early Tertiary periods. For more information contact Bruce Erickson, curator of paleontology (612) 221-9424.

The **Museum's Library** holdings of books, journals and periodicals total about 20,000. The library is not staffed to handle the general public, but persons engaged in research may use the library by making arrangements with a curator or department head. The library is primarily for use by staff and members. The library participates in the interlibrary loan system. Hours of operation are from 9 a.m. to 5 p.m. weekdays. For more information, call the librarian, Mary Finlayson, at (612) 221-9430.

Omnitheater, (612) 221-9407

Mike S. Day, director. The William L. McKnight-3M Omnitheater presents science related films in 70 millimeter format utilizing a 76-foot domed screen reflecting a 7,300 square foot image. The \$4 million Omnitheater utilizes the world's largest film projector which produces a picture of unmatched color saturation and contrast. The Omnitheater achieves a unique capacity for putting audiences "into the picture" by means of its design and highly advanced technology. The Omnitheater also has planetarium capabilities.

The Omnitheater is a popular attraction, drawing more than 700,000 visitors yearly. It is suggested that you purchase tickets early on the day of the performance you wish to attend. Advance tickets are available by calling (612) 221-9456 or -9457. Omnitheater programs geared especially for school groups are held weekday mornings, Tuesday through Friday. Teachers may make arrangements by calling the reservation office at (612) 221-9444.

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, animal enclosures, and trailside museum. The center's programs are family oriented with

attendance by reservation only. To make reservations, call the Science Museum of Minnesota. The museum will send free maps on how to get to the Nature Center.

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 environmental studies. Plans are to involve the public in original research studies in animal distribution and behavior, work with colleges and universities, and with the Department of Natural Resources to establish a baseline data depot for reference and research.

Education Division, (612) 221-9442

Sondra Quinn, division head. 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

Eileen Flory, director. The Education Department seeks to encourage visitor participation at every opportunity. **Exhibit Floor Programs** — A hands-on approach allows the visitors to explore, experience, and be entertained. Current demonstrations in the Cecil C. March Hall of Anthropology include: Decorating Containers, Language of the Robe, Raising a Tipi, Tools: Past and Present, American Indian Beadwork, Egyptian Hieroglyphics, Musical Instruments, Grain Processing, Native American Food Preparation, Spinning, Everyday Living of the Maya, Maya Weaving, Making a Huipil, Papermaking, and Flatbreads.

The following demonstrations are offered in the E. R. Titcomb Hall of Technology: Robotics, Experiments with a Strobe Light, Lasers, Oscilloscopes, and Television Studio.

Classes for school groups accept a maximum of 30 students. Classes last 45 minutes to an hour. Offerings include: Sound, Electricity, Ancient Egypt, Modern Maya Family, the Story of Writing, Mathematics from Many Lands, Ojibwe Life, and Dakota Life. Advance reservations are required. Call (612) 221-9444 for reservations and information.

The museum is a recognized leader in the use of theater to communicate science to the public. The staff has created character cameos and interpretive monologues performed in the exhibit area. Performances to date have been "Maya Weaving Woman," "Doc Hiller," "Ak and Ka: the Spirits of the Mummy," "Maria Mitchell," "Nikola Tesla," "GopRop," "Lost at Sea," and special performances for temporary exhibits. One-act plays have included "The Animal People: A Creation Myth," "Games around the World," "Spider Woman," "In Celebration of Harvest," "Eskimo Song Duel," and "Blackout."

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 floors the museum holds special events such as Indian Week, Harvest Activities, and Silk Days.

Outreach to Schools and other Groups. Museum programs can be booked by schools and groups throughout the state. For topics and costs, request a School Services Bulletin by calling (612) 221-9434.

School Programs. The museum accommodates school groups daily by making its facilities available to teachers and students throughout the state. In addition to class offerings for all age levels, curriculum materials, including pre- and post-activities, are available to supplement the museum experience. To request a list, call (612) 221-9434.

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.

School Services Bulletin. To request a catalog of services to schools call (612) 221-9434.

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, use of the volunteer library and headquarters, and an annual recognition event and awards. Monthly volunteer orientation programs are held by the volunteer office. For information about the volunteer program or to volunteer, call Bonnie Reyes at (612) 221-9453. Participants in the volunteer training program are eligible to receive academic credit from the University of Minnesota.

Continuing Education Department, (612) 221-9438

David Chittenden, director. The department develops and presents programs and services which extend the resources of the museum's science departments, collections, and other ongoing programs to the museum's membership and the community. Through this program the department stimulates the discussion of scientific issues which are important to the community. Short courses, field trips, workshops, and lectures introduce a wide range of scientific topics to the public. 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 or a copy of course listings, contact the 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 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) 221-9408

John Whitmore, director. This division conducts fund-raising by way of an annual fund drive and administers grants for the museum. The division also handles gifts the museum receives whether money, land, specimens, or materials. Memberships in the Science Museum of Minnesota are processed by this division. Membership in the museum, priced at \$25.00 for individuals and \$35.00 for families, entitles one to a 10% discount in the museum store, one free viewing of each new Omnitheater show, a magazine, announcements and information about museum programs, and lower fees for museum sponsored courses and continuing education programs. As of summer 1983, 20,000 memberships had been sold which translates into more than 90,000 people who are either family or individual members. The museum has the second highest membership in the country for similar museums. Memberships in the museum are available by contacting Priscilla Farnham at (612) 221-9409.

Community Relations Division, (612) 221-9423

Paul Mohrbacher, director. The Community Relations Division provides news releases, the bi-monthly magazine ENCOUNTERS, other printed materials and audio-visual reports to inform its publics about museum programs. The division supervises communications, audience development, marketing, and special events.

Explore Stores, (612) 221-9416

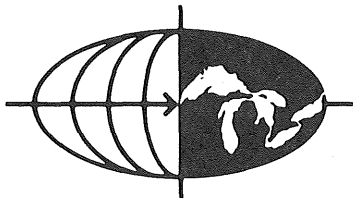
Ruth Kramschuster, manager. The museum operates three stores which specialize in science-related equipment, books, posters, and toys along with jewelry, cards, and gifts. An adult store and a children's store are located in the museum's west building. The Science Explore Store, located in the East Building, offers small quantities of chemicals and science equipment normally sold in bulk. To inquire about purchasing through the Science Explore Store, call Devora Molitor, (612) 221-4705.

Seaway Port Authority of Duluth

1200 Port Terminal Drive, P.O. Box 6877, Duluth, MN 55806

Davis Helberg, executive director, (218) 727-8525

Statewide toll-free: 1-800-232-0703



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. Average annual tonnage shipped through the Twin Ports is over 35,000,000 metric 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 international 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; David L. Weidt, assistant 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.

This section is responsible for the management of Foreign-Trade Zone #51. The only operational zone in Minnesota permits users custom duty advantages to encourage importers.

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.

Public Relations Section

William Cortes, director of public affairs. 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.

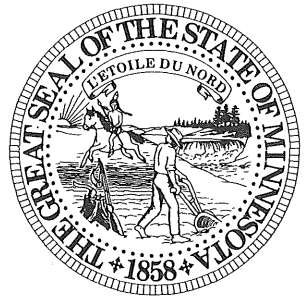
Inquiries may be made by phone, in person or by writing or calling the authority (toll-free in Minnesota, 1-800-232-0703). There are no forms or fees. All requests are handled as they are received. Obtaining speakers, films and slide presentations depend on their availability.

Office of the Secretary of State

Room 180, State Office Building, St. Paul, MN 55155
Joan Anderson Growe, secretary of state, (612) 296-3266
 Minnesota Statutes, chapter 5; *Minnesota Rules* 8200-8299

The secretary of state, an elected official, is the keeper of the great seal of the state of Minnesota. As keeper of the great seal, the secretary files and certifies the authenticity of official records, documents, proclamations and executive orders of the governor, acts of the legislature and 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 also registers trademarks, conducts special censuses, registers legal newspapers, and files auctioneer's licenses. The secretary files rules adopted by administrative agencies, oaths of office, extradition papers, certain bonds and municipal documents. The secretary has rulemaking authority for voting machines, voter registration, ballot preparation, training election judges, and administration of absentee ballot procedures. In addition, the secretary serves as commissioner of voter registration for Minnesota; files candidates for multi-county offices, chairs the state canvassing board which certifies election returns for regular and special state elections; conducts training for local election officials; compiles and publishes the *Minnesota Legislative Manual* and publications on election laws and procedures.



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 which informs the individual of the cost and refers the individual to the Fiscal Operations Division. Upon payment, the Fiscal Operations Division issues a receipt to the individual for the appropriate division which then issues the proper materials. For information call the division. For forms or fees see the appropriate division. Requests are handled as soon as possible.

Uniform Commercial Code Division, (612) 296-2434

Cheri Mattson, supervisor. The division files financing statements on certain debts and notices of federal tax liens. All information in UCC files is available to the public.

The division files financing statements which contain information required to protect a security interest. The statements set forth the name and address of the debtor and the secured party and the collateral covered. It also files amendments which are used to change a financing statement, continuations which are used to renew the five year period in which the financing statement is effective, assignments which are used to assign all or part of the covered collateral to another party, and releases which are used to release part or all of the collateral from a security agreement.

For information or aid in filing any of these forms contact the division. Fees are \$5.00 per standard form, \$10.00 per nonstandard form and \$5.00 for additional debtor's names required to be indexed. All information will be sent within two days after receiving the proper fee and form.

The division will conduct a search to determine whether an individual has financial obligations on file with the secretary of state. To request a search use Form UCC-11. Fees are \$5.00 per standard form, \$10.00 per non-standard form. Add \$.50 for each financing statement, each statement of assignment and each photocopy that is supplied in excess of a combined total of five of these items. (You will be billed for this amount). Response to mailed requests is approximately five days. In person inquiries are handled immediately.

Election and Legislative Manual Division, (612) 296-2805

Grace Haukoos, director. The division carries out the Secretary of State's election responsibilities, publishes the *Minnesota Legislative Manual* and election publications, and administers the Open Appointments process.

Elections (612) 296-2805

The division files candidates for office in multi-county districts; administers the rules for voter registration, white ballot preparation, absentee voting materials, election judge training, and voting machine use; provides election information to the public and election officials; prepares the state canvassing board reports; certifies voting equipment for use in Minnesota; and conducts recounts in multi-county districts.

Candidates for election to public offices voted on in more than one county file with the Secretary of State for regular and special elections. Requirements for filing fees, petitions in lieu of filing fee, and nominating petitions for these offices are as follows:

Office	Filing Fee	Petition in Lieu of Fee Signatures	Nominating Petition Signatures
President/Vice President	none	none	2,000
U.S. Senator	\$200	2,000	2,000
U.S. Representative	\$150	1,000	1,000
MN Constitutional Office	\$150	2,000	2,000
MN Legislator	\$ 50	500	500

MN Supreme Court Justice	\$150	2,000	n/a
MN Appeals Court Judge	\$150	2,000	n/a
MN District Court Judge	\$150	500	n/a

Candidates may file properly notarized affidavits of candidacy (available from this division without charge) in person or by mail. Affidavits must be executed and received during the filing period for the election. During even-numbered years, a pamphlet *Filing for Office in Minnesota* is available upon request.

The division provides information directly to the public on election procedures, voter registration, precinct caucuses and absentee voting. Files of precinct maps are open for inspection. Copies of Federal Election Commission (800-424-9530) expense reports for federal campaign committees and candidates are filed with this division. These reports are available for inspection and can be photocopied at the division for 25¢ per page.

Election Publications (612) 296-2805

Voter information pamphlets, *Minnesota Elected Officials*, and *Minnesota Election Results* are available to the public at no charge. The division publishes the *Fair Campaign Manual* for candidates and provides forms to cities and counties for filing of campaign expense reports for local elections. *Minnesota Election Laws* and election guides for clerks and judges are distributed to election jurisdictions.

Voting Machine Certification (612) 296-2805

Shirley Zikmund. Voting equipment can not be offered for sale or used in Minnesota unless the equipment has been certified by the Secretary of State for use in accordance with Minnesota statutes and rules. Vendors may request certification for experimental or general use of voting machines for recording and tabulating votes. No application form is required, but vendors must submit instruction manuals and information about the design and capabilities of the voting system, as well as make the actual equipment to be certified available for testing. All costs of testing and certification are borne by the vendor; an initial payment of \$150 is required at the time of the request for certification.

Open Appointments (612) 296-2805

Willa Behrends. The secretary of state administers the open appointments process by which the public is informed of openings of multi-member state agencies (boards, commissions, councils, committees, task forces) created by statute and having state-wide jurisdiction. An annual compilation of information about the agencies and about all vacancies to occur in January of the next year is available from the office in November of each year for \$1.50. Other vacancies are publicized every three weeks. The division accepts applications from the public for referral to the governor, commissioner or other appointing authority. Application forms are available upon request. Agencies whose appointments are governed by Minnesota Statutes, section 15.0597 can obtain needed forms from this division.

Legislative Manual (612) 296-2805

The *Minnesota Legislative Manual* and an abridged edition of the manual for school use are published in the fall of every odd-numbered year. Distribution of the manual to the legislature, libraries, schools, and public institutions is mandated by statute. After the statutory distribution is accomplished, all remaining copies are made available to the public at no charge. Requests can be made in person or in writing to Office of the Secretary of State, Election Division, 180 State Office Building, St. Paul MN 55155-1299.

Corporations Division, (612) 296-2803

Bert Black, director. The division reviews and files applications for incorporation by all business, nonprofit, foreign, and professional corporations, cooperatives, and

bank and insurance companies. It also reviews and files amendments, mergers, corporate dissolution papers, and changes of corporate registered office, as well as limited partnerships, trademarks, assumed business names, auctioneers licenses, and special censuses. The division also acts as the agent for service of process on corporations under certain circumstances. Samples of forms for many of these filings are available from the division.

All information is public data available to the general public, with the exception of data on the income of foreign corporations and data on the recording of international wills in this office.

Domestic Corporation Section, (612) 296-2803

Kathy Hjelm, supervisor. One or more natural persons may form a Minnesota business corporation for any lawful business purpose. The corporation may not begin corporate operations until the secretary of state reviews, approves and files the articles of incorporation.

The **Articles of Incorporation** may state that the corporation has general business purposes, in which case the corporation has unlimited power to engage in any lawful act. Banks, savings banks, trust companies, building, loan and savings associations, and insurance companies are not allowed to form under the business corporation act. See the entry for the Department of Commerce for information on those types of corporations.

There is a \$15 filing fee for all filings under Minnesota Statutes, chapter 302A (business corporations). New corporations must also pay a \$70 incorporation fee. All filings must be accompanied by the proper fee.

To order forms or to obtain information on a particular corporation or assumed business name contact the division. You may obtain information over the telephone on the corporate name, address of the corporate registered office, number of shares or worth of the authorized capital shares, date of incorporation, and the number and date of any amendments, merger or other instruments filed by the corporation. If you wish to obtain additional information, you must request it in writing.

You may also obtain certified copies, certificates, or photo copies of corporated documents. Photo copies cost \$1 per filing; certified copies cost \$5 plus the cost of photo copies, if any. Certificates, for example 'good-standing' certificates, cost \$5. All requests must be accompanied by the proper fee.

You may want to read the business corporation act, Minnesota Statutes, chapter 302A, which is available for \$5.50 from the Minnesota State Documents Center, 117 University Avenue, St. Paul, MN, (612) 297-3000.

The section also reviews and files all articles of incorporation for **Non-profit Corporations**. A nonprofit corporation is a corporation formed for a purpose not involving monetary gain for its shareholders or members and paying no dividends either directly or indirectly. A nonprofit corporation may be formed for agricultural, alleviation of emergency, athletic, benevolent, charitable, civic, community, welfare, education, fraternal, general welfare, health, horticultural, labor, literary, patriotic, political, professional, recreational, religious, scientific or social purposes. For information or to file for incorporation, call the section. There is a filing fee of \$15 for all non-profit filings. New corporations must pay an additional \$25.

Limited Partnerships. The Domestic Corporation Section also files new and amended limited partnerships formed after January 1981. Limited partnerships formed before that date are on file in the county of their formation. The actual limited partnership agreement need not be filed, although it will be accepted if the partnership contains certain items set forth in Minnesota Statutes, chapter 322A is required. The filing fee for a new limited partnership is \$60. Amendments to limited partnership certificates are filed when there is any change in the contribution of any partner, or the identity of any partner, or when a general partner has withdrawn and the partnership is continued, when any facts set forth in the certificate change, or when the partnership

deems an amendment to be appropriate. The filing fee for an amendment is \$10. Foreign limited partnerships may also qualify in a manner similar to new partnerships. The filing fee is also \$60.

Assumed Names and Trademark Section, (612) 296-9212

JoAnn Silver, supervisor. This section files all assumed names, trademarks, money order and employment bonds, auctioneer's licenses and special censuses. It also registers legal newspapers and files laws and resolutions passed by the Legislature.

Assumed Names. Any person or business organization conducting a commercial business in Minnesota under a name other than their true full name must file a certificate of assumed name as required by Minnesota Statutes, section 333.01. Certificate forms may be obtained from the section upon request. Certificates and amended certificates (which reflect changes in items required to appear in original certificates) must be published in a legal newspaper for two successive issues. You should submit the original certificate, an affidavit of publication, and the \$15 filing fee.

Assumed names may duplicate each other but may not duplicate corporate names or trademarks. You should check the availability of a name by calling 296-2803. Assumed names are valid for ten years, and may be renewed for an unlimited number of 10 year periods. The renewal fee is \$6. Any time a change occurs in facts set forth on the original certificate, an amended assumed name certificate must be published and filed within 60 days of the change. The fee for an amended certificate is \$15.

The assumed name section also registers legal newspapers. Registrations must be filed along with a \$25 filing fee, prior to January 1 of each year in order to be recognized for that entire year. Registration forms are available from the section without charge, and once filed, are available for public inspection.

Trademarks. Trademarks may be filed with both the state and federal governments. To file a trademark, submit a completed trademark form (available from the section), along with the \$25 filing fee. If there are no conflicting names on file, your trademark will be filed for a 10-year period. After 9 years you will be notified of the imminent expiration of the mark and you may renew it. The renewal fee is \$12. You may also transfer your mark to another owner for a \$5 fee.

Session Laws. The assumed name section also files and numbers each law and resolution enacted during a legislative session. All of these laws are available for public inspection. The section will certify copies of laws obtained from the Documents Center, 117 University Ave., St. Paul, MN, 55155, 297-3000, for \$5. The section also files resolutions of local governing bodies approving "special laws" affecting their jurisdiction. Forms for these resolutions are available from the section.

Miscellaneous. The section provides information on all auctioneers licensed in the state, and files money order and employment bonds. A money order bond entitles businesses to sell money orders and an employment bond entitles businesses to function as an employment agency. For information on names of licensed auctioneers call 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 also 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, \$10 (original license \$20 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 licensed in the state.

Foreign Corporations Section (612) 296-9214

Dorothea Brodt, supervisor. Foreign corporations are corporations organized under the laws of another country or state. In order to do business in Minnesota, those corporations must file an application to qualify in Minnesota. The application must be

accompanied by a certified copy of the articles and all amendments issued by the state of incorporation and a \$170 filing fee for foreign business corporations. Foreign non-profit corporations need pay only a \$20 fee. All subsequent amendments must also be filed with the section, and each must be accompanied by a \$20 fee.

Each foreign corporation must also file an annual report. Part II of this report is private data. Each annual report must be accompanied by the proper fee, ranging from a minimum of \$50 upwards.

The Foreign Corporation Section also accepts service of process for both foreign and domestic corporations. When a corporation cannot be served at its registered office in Minnesota, the summons may be served through the Secretary of State. Send two copies of the summons and a filing fee of \$15, along with an address to be used for service.

Railroad, utility and telephone company mortgages and releases are also filed by the section. Send an original, one copy and \$.75 per page (or just the original and \$1 per page) to the Foreign Corporation Section.

Finally, the Foreign Corporation Section maintains the original township plats, survey notes and resurveys, dating from 1858. These documents are available to the public, and copies are available for \$.50 per plat and \$.25 for every 2 facing pages of survey notes.

Minnesota Sentencing Guidelines Commission

598 Metro Square Bldg., 7th and Robert Streets, St. Paul, MN 55101
 Kay A. Knapp, director, (612) 296-0144

Minnesota Statutes, section 244.09

The commission was established to promulgate and submit to the legislature by January 1, 1980, sentencing guidelines for district court judges. The guidelines are advisory to the court. The purpose of the guidelines is to reduce disparity in sentencing practices throughout the state in terms of length of imprisonment as well as whether an offender is imprisoned in state correctional facilities or subject to local incarceration. In developing the guidelines, the commission, following a legislative directive, relied on appropriate combinations of offense and offender characteristics, and consideration of prior sentencing and releasing practices and available correctional resources. The guidelines became effective on May 1, 1980, and apply to sentencing for all felony offenses committed on or after May 1, 1980.

The commission is required to monitor and modify the guidelines and evaluate their effectiveness after a reasonable period of operation. In addition, the commission is required to conduct ongoing research and make periodic recommendations to the legislature regarding improvement in sentencing, the criminal code, or other criminal procedures.

The commission is conducting an evaluation study of the effectiveness of the guidelines in reducing disparity, and will report its results to the 1984 session of the legislature. It will also study the effects of sentencing guidelines on plea negotiations and charging practices before and after implementation of the guidelines. The commission modifies the sentencing guidelines at least once annually to incorporate new offenses created by the legislature and incorporate other legislative revisions.

The commission consists of ten members, each appointed for four years: the chief justice of the supreme court or his designee; two district court judges appointed by the chief justice of the supreme court; one public defender appointed by the governor upon recommendation of the state public defender; one county attorney appointed by the governor upon recommendation of the Board of Governors of the County Attorneys Council; the commissioner of corrections or his designee; and one law enforcement representative, one probation officer, and two public members appointed by the

governor. The term of office for the current commission members expires in August, 1986.

The commission usually meets the third Thursday of each month, or as often as necessary. All meetings of the commission are public. Anyone desiring to be placed on the mailing list to receive notice of meetings may contact the commission offices. Publications by the commission are available through the Minnesota State Documents Center, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.

Department of Public Service

700 American Center Bldg., 160 East Kellogg Blvd., St. Paul, MN 55101

Ray Bohn, director, (612) 296-7107

Minnesota Statutes, chapters 216A, 216B, 237 and 239; *Minnesota Rules* 7600-7799

The Department of Public Service is an investigative/enforcement agency in utility regulatory matters and weights and measures regulation. It is a separate agency from the Public Utilities Commission, the quasi-judicial decision-making body which approves rates, charges and services of regulated utilities. The commission has its own staff to assist in reviewing and evaluating contested issues relating to utility regulation. The Department of Public Service represents the broad interests of all rate payers and makes recommendations to the commission on all issues that impact rates, revenues or quality of service of regulated utilities.

As public advocate in utility rate matters, the department has regulatory responsibility to 3.4 million citizens served by 42 regulated gas, electric and telephone utilities serving Minnesota customers. Acting under statutory direction, the department's efforts are directed toward the balancing of interests of utility customers and utility investors, providing the investigative initiative and recommendations to offset the absence of competition in the monopoly environment in which utilities operate.

The department conducts intensive investigations into all issues that impact rates, revenues or quality of service. Since 1975, MDPS has served as public advocate in more than 175 contested utility cases involving more than \$1.3 billion — presenting recommendations that resulted in savings to ratepayers of nearly \$500 million.

Determination of reasonable utility rates is a complex mix of judicial and legislative functions designed to serve the contradictory needs of a utility and its customers. This balancing act is guided by an overriding statutory criteria that rates must be "just and reasonable and shall not be unreasonably preferential, unreasonably prejudicial or discriminatory."

State governments exercised rate regulation over public utilities long before Federal regulation. State regulatory commissions were established, beginning with the New York State Public Service Commission, in 1907. Minnesota regulated telephone rates starting in 1915, but did not exercise state regulation of gas and electric rates until January 1, 1975, when it became the 48th state to do so. Prior to that date, gas and electric utilities providing retail service in Minnesota were regulated by each municipality granting them a franchise.

Rates charged for power sold across state lines were not regulated until Congress passed the Federal Power Act of 1935, a jurisdictional arrangement that remains in effect today. The Federal Energy Regulatory Commission (FERC) is the successor to the Federal Power Commission (FPC), which regulates rates charged for wholesale gas and electricity. Individual state regulatory commissions exercise utility rate jurisdiction for retail sales within state boundaries.

In addition to the broad utility regulatory responsibilities of the Minnesota Department of Public Service, several other Minnesota state agencies have regulatory responsibilities which influence utility rates and service. These agencies include the Public Utilities Commission, Minnesota Energy Agency, Environmental Quality

Board, Pollution Control Agency and the Residential Utility Unit of the Attorney General.

Reprints of state statutes and regulatory rules relating to utility regulation and weights and measures are available from the Minnesota State Documents Center, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000. Copies of Minnesota Statutes and regulatory rules for public review are available at the department's offices. Weights and measures statutes and rules are also available for public review at 1015 Currie Avenue, Minneapolis, MN 55403, (612) 341-7200.

Attorney General's Office (612) 296-3301

Ken Nickolai, supervisor. Legal services to the department are provided through the office of the attorney general located at 1100 Bremer Tower, 7th Place and Robert Street, St. Paul, MN 55101.

Utility Rate Case Procedure

In Minnesota, a utility rate case typically begins when the utility files its proposed increase in revenues and changes in rates. The utility application consists of several hundred pages of statements of facts, expert opinions, substantiating documents, and exhibits supporting the change requested. Requirements for information to be provided in an application for a change in rates is detailed in *Minnesota Rules*. The utility is also required to give notice of the rate change to all affected county and municipal governments and to all its customers.

During the initial 60-day period, the commission must act on any proposed interim rates which are limited by statute in the amount that can be billed during the interim period when the matter is under investigation. With commission approval the utility may place the interim rates into effect at any time after the initial 60-day review period has elapsed. The utility must file a bond or other security with the commission and pledge to refund, with interest, any difference between the interim rates and the final rates allowed by the commission.

Utility rate hearings are conducted by the Office of Administrative Hearings. Citizens and interest groups may petition to intervene as official parties and present testimony at evidentiary proceedings, or participate in informal public hearings usually scheduled throughout the petitioning utility's service area. In formal hearings, witnesses testify under oath and are subject to cross examination. Rebuttal testimony is allowed. At public hearings, those testifying have the option of sworn or unsworn testimony. At the conclusion of evidentiary and public hearings, parties submit proposed findings to the hearing examiner who then makes a case report and recommendations to the commission.

All parties may file exceptions to the examiner's proposal with the commission. The commission then issues a final order which must be supported by a majority of the commissioners. The order of the commission becomes effective 20 days after it has been delivered to all parties to the proceeding. Within the 20-day period, any party may apply to the commission for a rehearing. If granted, the rehearing is conducted before the commission following the same procedures which were adopted for the original hearing. Issues germane to the rehearing must be set forth in the application and no party may bring an action in district court unless the grounds were first raised in an application for rehearing.

Intervenors are usually represented by attorneys and include residential consumer groups, public advocates or special interest groups. Companies and business associations intervene to bring to the record concerns of specific industrial/commercial users. Assisted by the attorney general, the department staff presents recommendations on a variety of economic and rate issues developed during the investigation period. The department sees that the record is complete in response to proposals made by the company and other intervenors. It also presents its own counter proposals and recommendations. The attorney general insures that the evidence upon which

the commission must ultimately decide is as complete as possible and that all procedural rules have been adequately followed.

The hearing examiner performs the role of an administrative judge throughout the proceeding. He is responsible for arranging the schedule of testimony, cross-examination, rebuttal, surrebuttal and brief submission and also rules on matters of discovery, evidence, relevance, etc. The hearing record, consisting of all accepted written and verbal material, including transcripts, is the responsibility of the examiner.

At the conclusion of hearings, the examiner prepares recommendations for the commission. This document includes a procedural history, findings of fact, conclusions of law, and an order. In a major case these may be 50 or more distinct issues to be decided. In assembling his report, the examiner usually has the benefit of suggested findings submitted by each party to the case. These final briefs help the examiner sort out the views of each party and evaluate their support in the record evidence.

The examiner's opinion is strictly advisory and non-binding on the commission, which has sole responsibility for the final decision. However, the commission does not have unlimited discretion, and decisions must be consistent with state statutes, federal law, and earlier decisions of state and federal courts.

When determining overall financial needs of a utility, the commission's decision is quasi-judicial and must have factual support based upon substantial evidence in the hearing record. However, the courts have ruled that when the commission allocates rates among various customer classes and orders specific tariffs for each, it is acting in a legislative role and "may consider factors drawn from its own expertise, from facts generally in the public knowledge, and from the evidence presented to it in more formal processes." Unless it can be shown that factors the commission relied upon resulted in clear injustice, or that its legislative authority has been clearly exceeded, the courts may not restrict the scope of matters which the commission may consider in allocating costs among classes of utility consumers.

The rate case process for regulated public utilities is complicated, time-consuming and expensive. The process takes 10 months to complete; entails over 90 distinct steps and involves several state agencies as well as a variety of consumer and user groups.

However, 70 percent of the steps through a rate case are required by due process considerations. The process, although long and complicated, allows every party to the proceeding opportunity to present the best case it can. Regulatory procedures, cumbersome as they may be, allow all parties opportunity for discovery, direct testimony, cross-examination, re-direct, rebuttal, surrebuttal, briefing, and the filing exceptions.

Utilities Division, (612) 296-7107

Kenneth B. Peterson, deputy director. The department investigates utility revenue and rate matters, monitors rate adjustment clauses, investigates utility acquisitions and reviews proposed issuance of securities by regulated utilities. The department undertakes special investigations and studies relating to utility rates, service and operating efficiency. In contested cases, the department serves as public advocate for the state of Minnesota, identifying issues and presenting various alternatives on financial, rate and service matters. The department's recommendations, presented through sworn testimony, reflect positions in the best interest of the general public.

The department staff includes experts in statistics, econometrics, economics, accounting, engineering, and related utility and regulatory fields. The department presents its recommendations, through testimony, based on extensive investigation of a utility's records, physical plant and operating practices. It also evaluates proposals by utility companies, as well as proposals of intervening parties.

The department investigates utility rates and charges, and monitors the quality and adequacy of utility services and accounting procedures. It analyzes security issuances by utilities and monitors utilities' financial stability. The department also audits utilities for compliance with commission rules and orders, investigates utility compliance with filed tariffs and reviews the impact of utility sales, transfers and acquisitions.

The department is empowered to enforce regulatory rules and policies. It promotes economically efficient and conservation-efficient rate designs, proposes fair and non-discriminatory rates for all customer classes and investigates public impact of changes in utility service areas. The department also calculates and recommends a fair rate of return for utilities and reviews utility investments and expenses as used for ratemaking purposes.

While utility rate and revenue matters are major day-to-day responsibilities of the department, recently enacted state and federal laws impose additional requirements dealing with wise energy use and energy conservation. The department develops and promotes energy conservation rates and recommends policies designed to encourage conservation of energy supplies. The department has also been given a major role in intervention and enforcement of utility and energy certificate of need proceedings. As part of an effective state energy policy, the department also investigates issues dealing with electric generation and small power production and makes recommendations to the Public Utilities Commission.

The department also maintains an Energy Issues Intervention Office to monitor, and intervene as necessary, in federal utility rate proceedings and congressional matters that influence Minnesota's utility ratepayers. This extended authority provides added opportunity for the department to act as advocate before federal boards and commissions and the congress, presenting facts and evidence in the economic interest of the state of Minnesota and its citizens.

Minnesota citizens are provided gas, electric and telephone utility services through 315 public, cooperative and investor-owned companies.

Electric service is provided by 49 electric distribution cooperatives, 128 municipal utilities and 7 investor-owned electric companies.

Natural gas is provided in Minnesota by 18 municipal gas utilities and 10 private, investor-owned utilities.

Telephone service is provided by 103 telephone companies.

The Minnesota Gas and Electric Utilities Act does not apply to municipal utilities and only to electric cooperatives whose members choose to become regulated. Minnesota's telephone regulatory act does not apply to telephone cooperatives or to telephone companies with less than 2500 customers.

Questions regarding utility rate regulation may be directed to the director of the department.

Information Center, (612) 296-7100

Bob Carlson, director. This section stores all completed files on matters under jurisdiction of the department and before the Public Utilities Commission. Copies of all regulatory orders and utility tariffs relating to rates, service areas and quality of service are on file and available for public review. Work space is available to review copies of orders, testimony, transcripts and exhibits. Service area maps for telephone and electric utilities are available for review. Utility financial reports and tariff books are also on file.

Because of the great demand for regulatory orders and documents, the department is required to assess a charge for copies of official materials. Certified copies are priced at \$2 for each document plus a flat charge of 25¢ per page for duplication. Other duplicates are priced on a variable scale set by the Minnesota State Documents Center based on the size, number of pages and difficulty of preparation. Requests for duplicates and/or certified copies of regulatory documents should be made through

the department's Information Center. Requests for copies are processed within 24 hours. Often, they can be handled immediately.

Petitions/Elections for Members of Electric Cooperatives

Minnesota Statutes provide procedures for members of electric cooperatives to petition for regulation of rates by the Minnesota Public Utilities Commission (Minnesota Statutes, section 216B:026) and compliance of a cooperative's Board of Directors with the Cooperative Electric Association Stockholders Rights Act (Minnesota Statutes, section 216B.027).

The Department of Public Service provides sample petition forms to members of electric cooperatives desiring to initiate a petition for rate regulation or compliance with the cooperative stockholder rights act. The department also processes completed petitions and conducts the balloting of members of a cooperative after verification/acceptance of a petition. Sample petition forms and instructions for initiating a petition are available without charge from the department. Electric cooperatives serving Minnesota are also required to provide sample petition forms to members on request.

Electric/Telephone Utility Service Area Maps

Thousands of miles of telephone and electric lines extend through Minnesota's 87 counties to provide essential energy and communication needs to the state's citizens. Telephone and electric utilities provide service only within assigned service areas as filed with the department and approved by the Public Utilities Commission.

The department maintains detailed service area maps of electric and telephone utilities which clearly define service area boundaries for reference by utilities, utility customers, contractors and construction engineers and agencies of government. Utility service area maps are available for review in the offices of the department, 7th floor, American Center Building, St. Paul, MN 55101. Inquiries regarding maps may be directed to the Information Center, (612) 296-7100. Reprints of utility service area maps may be ordered on a cost basis.

Weights and Measures Division, (612) 341-7200

Edward P. Skluzacek, director. The Weights and Measures Division of the Minnesota Department of Public Service, established in 1911 as the successor to the State Scale Department is one of the oldest continuously operating agencies in state government. The division is separated into two major functional units — the enforcement section and the metrology laboratory. Its offices are located at 1015 Currie Avenue, Minneapolis, Minnesota 55403.

The enforcement unit has statutory responsibility to assure accuracy of all commercial weighing and measuring devices and to verify the content accuracy of pre-packaged consumer, farm and industrial commodities. It also assures the quality of petroleum products by testing samples taken at the retail level.

The metrology laboratory is the keeper of the state standards of mass, length and volume. The standards, which are traceable to the National Bureau of Standards, assure uniformity of weight and measure for the entire state.

The Weights and Measures Division is positioned as a neutral party, protecting both buyer and seller, in weighing and measuring transactions. The division's regulatory and enforcement activities control many billions of dollars of commerce each year including an estimated \$13.5 billion of commerce in grain and petroleum industries alone.

The standardization program begins at the MDPS metrology laboratory and extends to every level of commerce where weighed or measured commodities are bought, sold or traded.

The MDPS petroleum inspection section inspects all petroleum products wherever they are processed, held, stored or offered for sale or use. Inspections are made of distribution and storage facilities, licensed bulk purchasers and retail outlets.

Statutory authority for weights and measures regulatory responsibilities is provided in Minnesota Statutes, chapter 239; activities are conducted under *Minnesota Rules*. Copies of rules and statutes are available for review at department offices and may be purchased from the Minnesota State Documents Center, 117 University Avenue, St. Paul, Minnesota 55155, (612) 297-3000.

Enforcement Unit, (612) 341-7200

The Enforcement Unit is involved in a wide range of inspection, testing and enforcement activities covering commercial weighing and measuring transactions. Thirty investigators assigned to the unit provide surveillance over commercial weighing and measuring devices used in Minnesota commerce.

State statutes provide investigators with special authority to enter any premises for the purpose of inspecting and testing weighing and measuring devices and weighed or measured commodities. This authority allows inspectors to reject and prohibit commercial use of any device that is not in compliance with technical and accuracy requirements prescribed by department rules.

In the performance of these responsibilities the unit generates impressive numbers of tests each year. Emphasis on routine, unannounced inspections has yielded a dramatic increase in compliance because owner-operators have adopted improved on-going maintenance procedures.

Two of the most important enforcement activities are the accuracy verification and complaint investigation programs. Through these programs investigators can monitor the accuracy and consistency of weight and measurement in every day consumer transactions. The enforcement staff investigates consumer complaints and check-weighs to determine the declared net content accuracy of prepackaged consumables in areas where self protection is virtually impossible.

In order to test devices ranging from prescription balances to gas pumps to railroad track scales, the enforcement unit employs a wide variety of expensive, complicated and heavy test equipment. Field test measures range from a fraction of a pint to 500 gallons capacity. Test weights range from 1/1000 lb. through 30 lb. test sets for grocery scales, up to 1,000 and 10,000 lb. weights and 90,000 lb. test cars for truck and railroad scales. The test equipment, although expensive to maintain and operate, is the most effective means of monitoring commercial weighing and measuring.

The Enforcement Unit also tests samples of gasoline, fuel oil and kerosene to determine whether these products meet Minnesota standards for quality and purity. The program assures consumers of high quality petroleum products.

The enforcement supervisor controls a program of voluntary registration for weighing and measuring device repair people. Registrants are permitted to place new and repaired equipment into commercial service. Their work is monitored by the enforcement investigators.

All investigators have 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 is notified of the results. 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 Division. No forms are required and no fee is charged.

Metrology Laboratory, (612) 341-7200

The Metrology Laboratory is an essential component of state commerce, providing the official reference for uniformity in the measurement of mass, volume and length. The standards used by the laboratory include weights and linear and volumetric measures.

The Metrology Laboratory is certified by the Natural Bureau of Standards and is an active participant in MIDMAP, one of several regional measurement assurance programs in the United States. This voluntary program includes laboratories in seven

surrounding states and one private company. The program assures national uniformity and accuracy of measurement by allowing interstate comparisons of weights and measures.

The primary state standards of mass, length and volume, supplied by the National Bureau of Standards, are the official reference for all weights and measures used in the state. Any weight or measure calibrated in the laboratory is directly traceable to the United States standards maintained by the National Bureau of Standards.

These standards are used as the reference from which approximately 10,000 other weights and measures are calibrated each year. These other weights and measures are, in turn, used in: pharmacies to determine accurate quantities for prescriptions; in scientific and engineering laboratories to make precise measurements for education, industry and defense; in grain grading laboratories to determine the quality of Minnesota's farm produce; in the field installation, maintenance and testing of commercial weighing and measuring equipment used in grocery stores, gasoline stations, grain elevators and many other types of businesses.

The laboratory calibrates all field standards for the state weights and measures investigators and for 350 registered repair services, various law enforcement agencies, and local units of government. Several hundred commercial and industrial operations also submit standards to the laboratory for accuracy verification. Laboratory activities ensure that a pound is a pound and a gallon is, indeed, a gallon. The laboratory influences many aspects of Minnesota life ranging from education, research and engineering to agriculture, gasoline and groceries.

The metrologist also supervises part of the 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. A registrant is allowed to place a device in service pending inspection 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 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.

Sibley House Association

Mrs. A. J. Doffing, president, (612) 565-4768

Mildred Bird, curator, (612) 452-1596

55 D Street, Mendota, MN 55106

Minnesota Statutes, section 43A.27

The Sibley House Association maintains the Sibley House Museum, home of Henry Hastings Sibley, first governor of the state of Minnesota. Built in 1835, the Sibley House is the oldest 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 are provided for these Mendota houses from May 1 to October 31. Groups of more than ten should make reserva-

Home
of the First Governor
of Minnesota



tions. For general information from May 1 to October 31 call the Sibley House Museum (612) 452-1596.

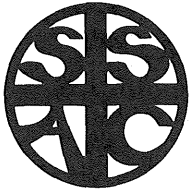
Admission fees for tours are: adults \$1.50; high school students and children six and above 50¢.

School groups, particularly 4th, 5th and 6th graders, are admitted free. Advance and confirmed reservations are required. For information and to make reservations contact the curator or site manager at (612) 452-1596.

Spanish Speaking Affairs Council

506 Rice Street, St. Paul, MN 55103

Jose H. Trejo, executive director, (612) 296-9587



Minnesota Statutes, section 3.9223

The seven member council advises the governor and legislature on the interests and concerns of Hispanic people in Minnesota. Spanish-speaking people are one of the largest racial-ethnic minorities in the state. According to the 1980 U.S. census, an estimated 32,000 permanent residents are of Hispanic descent, and an average of 12,000 to 15,000 migrant agricultural workers come to Minnesota every year.

The council assists Spanish-speaking people in becoming more fairly represented and active in state government by recommending to the governor qualified individuals for appointment to boards and commissions.

The council does not provide direct services to individuals, but serves as an initiator and organizer. The council brings together the many elements of the Hispanic community by starting innovative projects that address needs and issues of importance. The council helps find funding and then establishes these programs as individual agencies. The council helped establish two programs in 1980-81. In May 1980 the council organized an Economic Development Committee which became the Minnesota Hispanic Chamber of Commerce in November 1980, a totally independent agency. In March 1981 the council organized and held the first Hispanic Women's Conference. The two-day conference drew 300 people from all over the country, especially the Midwestern states.

During 1982 and the first six months of 1983, the council designed and established the Minnesota Hispanic Leadership project. The project is designed to mobilize the resources necessary to develop Minnesota's Hispanic leadership. The project is presently funded by the Dayton Hudson Foundation.

In the last six months of 1983, the council initiated an extensive reorganization. Except for the legislative task force, the other council task forces were phased out. The council's main objectives have become legislation, long range planning, communications and leadership development. As part of its reorganization, the council's community liaison representative position was also phased out. Liaison activities are now conducted through volunteers. The reorganization will be completed in June 1984.

The council meets once a month. For exact meeting times, dates and places call the council. Council membership is limited and applications must be made according to the state's Open Appointments Process. Appointment is made by the governor.

The council submits a biennium report to the governor and the legislature which summarizes council activities, lists receipts and expenditures, identifies major problems and issues and lists future objectives. Copies are available for viewing at the Legislative Reference Library. The council has available a free brochure and publishes a newsletter, *Al Día* (Update). To receive copies contact the council.

Minnesota Tax Court

500 Space Center Bldg., 444 Lafayette Road, St. Paul, MN 55101
 John Knapp, chief judge, (612) 296-2806

Minnesota Statutes, chapter 271; *Minnesota Rules* 8600-8699

A full-time three judge court with state-wide jurisdiction is authorized to handle every kind of tax dispute or issue arising under Minnesota law, except special assessments. Taxpayers may appeal any final order of the commissioner of revenue assessing taxes or denying refunds of any kind of tax imposed by the state of Minnesota. Taxpayers may also appeal the valuation of any real or personal property or its classification by the local assessor, the local or the county boards of equalization, or the commissioner of revenue under Minnesota Statutes, chapter 278. District courts may also transfer any property tax case filed with them to the tax court.

Appeals may be filed in person or by mail at the tax court's office in St. Paul or at the office of the clerk of district court in the district where the taxpayer resides. Appeals may be filed in the regular division or the small claims division. In the small claims division appeals are limited and the amount *in controversy* cannot exceed \$2,500. However, property tax cases filed in the small claims division can exceed the \$2,500 limit if the property is homesteaded. It is also a requirement that a taxpayer filing a property tax appeal in the small claims division must first have appeared before their local and county boards of equalization. The filing fee in the regular division is \$25 and in the small claims division the fee is \$2.00. District court clerks may also charge an additional library fee if the appeal is filed with the clerk of the district court.

Motions, pre-trial conferences and trials are held in district court houses throughout the state. Procedures are similar to those of the district courts. The judges travel extensively rather than have the taxpayer come to St. Paul so that the taxpayer may appear before the court with as little inconvenience and expense as is practicable. Due to limited manpower the court sets a schedule of hearings throughout the state, but attempts to hold the hearing within six months after the date of the filing of the petition or the appeal.

Decisions on orders of the commissioner of revenue made in the regular division are published in *Commerce Clearing House*, *Prentice-Hall*, and the *State Register*. Copies of the *State Register* are available from the Minnesota State Documents Center, Department of Administration, 117 University Avenue, St. Paul, MN. 55155, (612) 297-3000, and main branch public libraries. Decisions involving real estate appeals are simply filed in the office of the clerk of the district court and copies may be obtained from the clerk of the district court or from the office of the tax court on special requests. Decisions of the regular division are appealable to the Minnesota Supreme Court by either party. Decisions of the small claims division are filed in the office of the tax court and decisions from real property valuations are filed at the office of the clerk of the district court in the district where the property is located.

For free forms and instructions on how to file an appeal, contact the clerk of the tax court or the clerk of your district court.

Minnesota Teachers Retirement Association

302 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101
 Harvey W. Schmidt, executive director, (612) 296-2409
 Statewide Toll free: 1-800-652-9747

Minnesota Statutes, chapter 354

The Minnesota Teachers Retirement Association provides eligible members with annuity payments at retirement and disability or survivor benefits. Teachers and the state of Minnesota make equal payments into the fund. The state also makes an

additional payment to amortize the deficit in the fund. Membership is compulsory for all public school teachers in Minnesota except those in the cities of Duluth, Minneapolis and St. Paul, and the University of Minnesota system. The association provides information on benefits and how to apply for benefits.

Newsletters are published at least twice a year and are provided for each member. A synopsis of the annual report is sent annually to each member. For information or benefit application forms, contact the association. There are no charges for any of the applications.

A member may file for retirement benefits 60 days prior to termination of teaching service. To receive disability benefits, an applicant must include a physician's report. An examination by a specialist may be requested by the association. If a specialist's examination is required, the association will pay the costs. To receive survivor's benefits, a death certificate must be included with the application.

Members may apply for a refund of deductions thirty days after teaching service has terminated provided they are not on an approved leave of absence for a continuing teaching contract.

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, MN 55101

Kenneth L. Peatross, executive secretary, (612) 296-2415

Minnesota Statutes, chapter 125; *Minnesota Rules 8700-8799*

The Board of Teaching licenses interns and teachers. The board promulgates rules for licensing and relicensing public school teachers and interns and establishes rules governing teacher education programs. The board also establishes a code of ethics. The board has representation from the public, the teaching profession and the institutions of higher education having approved programs of teacher preparation.

All teachers employed by a state funded school need a Minnesota teaching license. Parochial and private schools, colleges and universities may require teachers to have a state license at their own option. The fee for the issuance or renewal of a license is \$40. If a teacher has never had a Minnesota teaching license, an original application must be completed. An original application will be sent to persons upon request. Renewal of a Minnesota teaching license can be accomplished by sending in a renewal form available from school district offices or from the board office. A free booklet is available from the board which describes the licensing guidelines for public elementary and secondary schools and is entitled *Personnel Licensing Handbook*.

To renew a five-year teaching license, a teacher must earn 120 renewal units, or 12 college credits approved by a local continuing education/relicensure committee.

To renew a two-year entrance license, an applicant must complete an approved human relations course and one year of teaching experience. Wisconsin and Iowa human relations courses for teachers are acceptable for the Minnesota human relations requirement, according to proposed reciprocal agreements. Without a year of teaching experience, an applicant may be granted another two-year license upon completion of an approved human relations course.

Vocational teachers must also be licensed. Forms for license application may be obtained from vocational school personnel offices or by contacting the board office. Without academic background, applicants for a vocational teaching license must have paid occupational experience in their field of teaching and a portion of the paid occupational experience must have been recent. Non-degreed vocational teachers must complete a teacher education sequence consisting of the following five courses:

Introduction to Vocational Teaching, Philosophy of Vocational Education, Vocational Methods, Vocational Course Construction, and Vocational Tests and Measurements. Applicants must also complete an approved human relations course for teachers. Vocational teachers who have degrees also must complete paid occupational experience in their field of teaching for post-secondary teaching licensure. Without full licensure, the board issues one, two and three year licenses to vocational teachers. To renew a five-year vocational teaching license, an applicant must obtain 108 clock hours of pre-approved continuing education during the previous five years. Individual cases and vocations vary, and applicants may contact the board office for more specific information. A free brochure is available from the board entitled *Vocational Education Licensing Requirements*.

The board has the power to suspend or revoke a license according to Minnesota Statutes, section 125.09 and the Code of Ethics for Minnesota Teachers. Complaints alleging or implying violation of a statute or a rule which the board is empowered to enforce may be filed with any member of the board or with its executive secretary. The board may also schedule disciplinary hearings and any member of the board or its executive secretary may institute a complaint. The designee of the attorney general providing legal services to the board assists it in processing complaints and in the investigations and hearings relating to them.

For information regarding teacher licensure in Minnesota, contact the board. Applications for licensure forms may be obtained at the board office. The licensing process requires two to three weeks.

Department of Transportation

Transportation Building, St. Paul, MN 55155

Richard P. Braun, commissioner, (612) 296-3000

Minnesota Statutes, chapters 15A, 104-106, 116, 116C, 117, 160-162, 165, 167, 169, 173, 174, 216, 218, 219, 221, 222, 360, and 505; *Minnesota Rules 8800-8999*

Office of the Commissioner, (612) 296-8044

Robert J. McDonald, deputy commissioner. The Minnesota Department of Transportation (Mn/DOT) was created in 1976, when the legislature merged the former Departments of Highways, Aeronautics, as well as portions of the Department of Public Service and the transportation related functions of the State Planning Agency.

The Department of Transportation seeks to provide a balanced transportation system for Minnesota. It develops and implements policies, plans and programs for aeronautics, highways, motor carriers, pipelines, ports, public transit, and railroads.

The department constructs, maintains, and regulates transportation facilities and services as required by law. The commissioner may appear as a party on behalf of the public in any proceeding before any governmental agency regulating public services or rates relating to transportation, including the Transportation Regulation Board.

Mn/DOT makes particularly strong efforts to carefully consider the social, economic, and environmental effects of its decisions; and aggressively promotes the efficient use of energy resources for transportation purposes. The department maintains close working relationships with many public and private individuals, groups, and associations involved in transportation.

Government Relations, (612) 296-3002

Eugene E. Ofstead, director. This section maintains liaison with the state legislature in order to develop and secure passage of legislation that will improve the operation and services provided by the department. It also assists legislators in making transporta-



tion-related decisions and in responding to constituent inquiries. It provides information to legislators and their staffs about transportation issues and specific bills through individual briefings, assistance with bill drafting, testimony to legislative committees, and response to inquiries. The section also interacts with federal, regional, county, and municipal government officials and transportation-related organizations and individuals.

Public Affairs, (612) 297-3532

Michael S. Sobolewski, manager. This section manages the planning and development of Mn/DOT's external communications program. It also maintains media relations so that media, public, and other interested parties are kept up-to-date on Mn/DOT programs, activities, and accomplishments of state-wide significance. This section provides advice to the commissioner on the impact of departmental policies and decisions on public affairs, and lends guidance and support to Mn/DOT district public affairs programs.

Audit, (612) 296-3254

Ronald W. Gipp, director. This section conducts compliance and operational audits of all areas within the department to assist managers. It furnishes analysis, appraisals and recommendations concerning the activities reviewed. It ensures that costs paid under the provisions of contracts with vendors and individuals are supported by source documentation and are in compliance with applicable laws, rules, and contract provisions so that the department is eligible for reimbursement. The section provides no services directly to the public.

Equal Employment Opportunity Contract Management, (612) 297-3594

Sandra Vargas, assistant to the commissioner. This section coordinates the department's Disadvantaged Business Enterprise (DBE)/Women's Business Enterprise (WBE) programs to ensure that equal opportunity is extended to all certified DBE/WBE firms interested in participating in Mn/DOT contracts. This section also coordinates the department's external affirmative action program to ensure that no discrimination takes place in regard to employment practices. Contact the section at Room G-4, Transportation Bldg., St. Paul, MN 55155.

Finance and Administration Division, (612) 296-3005

Judith A. Pinke, assistant commissioner. This division allocates and manages the department's human and fiscal resources and maintains centralized support services. It provides business planning, personnel administration, labor relations, cost accounting, federal billings, and fiscal reporting. It also handles budget and investment management, central office supplies and services, inventory information management, fixed assets coordination and central purchasing. The division also offers studies in organizational, management and administrative improvement; and provides information dissemination, data processing development and information resource management.

Office of Financial Management (612) 296-7942

Edwin H. Cohoon, director. This office provides systems and controls necessary to ensure the proper management of the department's financial resources. This includes coordination of the preparation and management of the budget, establishment and operation of accounting systems, preparation and distribution of financial reports and statements, collection of amounts owed to the department, and payment of department obligations. The office provides no services directly to the public.

Accounting and Finance Section, (612) 296-3120

Richard R. Swanson, manager. This section performs centralized accounting for all revenues and expenditures of department accounts. It manages department accounting and cost accounting systems and prepares, monitors, and distributes accounting

reports. It pays department obligations and collects amounts owed to the department. The department's financial records are maintained by the section.

Budget Section, (612) 296-3225

Gordon W. Kordosky, manager. This section develops, maintains, and monitors the budget. It provides assistance to managers with budgetary responsibilities by preparing, analyzing, and interpreting budget information and reports. It also plans, forecasts, and monitors revenues and expenditures, and approves and authorizes investments.

Office of Organization Development, (612) 296-6194

Gerald F. Tessman, director. This office provides internal management consultation and support services, activity analysis and organization design services, human resource planning, employee participative planning facilitation, library and information exchange services, and internal/external communications support services. The office has copies of department publications for distribution, including the department's biennial report. Call for more information.

Communication and Publication Services Section (612) 296-0836

Mary J. Devine, manager. This section provides for the development and production of Mn/DOT publications including a monthly employee magazine, *DOT/Scene*, a weekly bulletin board newsletter, *DOT/Scene TODAY*, and other bulletin board materials. It also provides for the production of the biennial report and other special focus publications and brochures, audio-visual presentations, video shows, radio and TV public service announcements, and special displays and exhibits to inform and educate department employees and the public. For copies of *DOT/Scene* magazine or other publications contact the section at Room 410, Transportation Bldg., St. Paul, MN 55155.

Library and Information Services Section, (612) 296-2385

Jerome C. Baldwin, manager. This section provides information resources and services to support department programs by identifying, acquiring, distributing, and maintaining pertinent information materials.

The library's collection consists of about 7,500 volumes, 400 professional journals and 10,000 microfiche copies of technical reports. Microfiche readers are available. There also is a limited collection of audio-video materials with slide and film projectors available for loan to other agencies, but not to the public. The library also has access to several commercial on-line data base services.

The library participates in local and national information networks in order to provide employees with prompt access to information resources regardless of origin or current location. The library will provide limited assistance to the public with transportation-related reference questions. Contact the section at Room B-26A, Transportation Bldg., St. Paul, MN 55155.

News/Public Affairs Support Services Section, (612) 296-0840

Michael W. Stirens, manager. This section provides support services for the Public Affairs Manager in the Government Relations Section, department managers and district public affairs directors, including the preparation of news releases and a weekly newpackage *Mn/DOT News* for distribution to the news media, trade journals and the public. It monitors activities and events within the department for external communications purposes, assists with the development of long-range public affairs plans and serves as liaison between internal and external communications activity. For copies of *Mn/DOT News* free of charge contact the section at Room 410, Transportation Bldg., St. Paul, MN. 55155.

Management Planning Section, (612) 296-7069

David M. Hodgins, manager. This section provides management consultation and support services including guidance on organization structure, alignment of func-

tions, activity analysis and human resource planning. It helps with the development of long range management goals and with the setting and evaluation of objectives. It provides leadership for employee participative planning processes, team building and the improvement of the quality of work life and productivity. It provides no services directly to the public.

Office of Personnel, (612) 296-3100

Jack C. Davis, director. This office provides centralized personnel and labor relations administration, including programs for employee safety, job-related training, and career development. It provides managers with lists of eligible candidates to meet departmental employment needs, recommends job classification to the Department of Employee Relations, and maintains personnel records for all department employees.

Employee Safety Section, (612) 296-1362

Richard V. Anderson, safety and health program manager. This section develops an employee safety program for supervisors and employees in order to reduce on-the-job accidents and injuries. It confers with the Department of Health and the Workers Compensation and Occupational Safety and Health (OSHA) Divisions of the Department of Labor and Industry concerning the physical well being of department employees. It reviews all accidents and personal injuries to find causes and eliminate hazards, through either engineering or protective devices. The section also conducts on-site inspections of work sites, buildings, etc. within the department to ensure OSHA compliance.

The **Health Unit**, located in Room G-25 on the ground floor of the Transportation Building, (612) 296-2335, provides first aid and health care to state employees and the visiting public in the Capitol complex.

Labor-Management Relations Section, (612) 296-7875

James P. McKane, manager. This section assists the state labor negotiator in negotiating contracts covering employees who work for the department. The section assists supervisors throughout the department in the administration and interpretation of the various labor contracts and in processing grievances.

Employee Training and Development Section, (612) 296-1367

Gunnar P. Pederson, manager. This section provides training programs and classes for department employees. The section develops the training program and secures the services of qualified instructors, either from within the department or from other resources throughout the country. The programs increase employees' job skills and provide information to prepare employees for other jobs they may be assigned in the future.

The department's **Arden Hills Training Center**, with classrooms and dormitory facilities, is also available to public agencies for meetings. These facilities may be used by employees of cities and counties within the state who participate in short courses conducted at the center. For information or to make reservations, contact the Arden Hills Training Center at 1900 W. County Road I, New Brighton, MN 55112, (612) 297-4429. The center will provide a reservation form. Rental fees are \$30 to \$40 per day for the small classrooms and \$50 per day for the large classrooms. The dormitory charge is \$12 per night per person. Reservation requests should be made in advance.

Personnel Services Section, (612) 296-3101

Roger A. Durbahn, manager. This section recruits qualified candidates to fill full-time, part-time, and temporary positions in the department. The section develops guidelines and assists department supervisors in interviewing and selecting persons for vacant positions. It conducts screening interviews for positions and may refer applicants to department supervisors for employment consideration. The section assists management 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.

This section also develops a program to ensure that protected class members (women, ethnic minorities, handicapped persons, and Vietnam-era veterans) are protected from discrimination according to state and federal laws. Where an occupational category has a disparity, this section ensures that affirmative action is taken to help eliminate any barriers to employment. 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 and the Equal Opportunity Division of the Department of Employee Relations on matters concerning the department's affirmative action program.

On occasion, the section places job openings in magazines and newspapers. Most often, job candidates are obtained from the eligible lists furnished by the Department of Employee Relations. For information on job openings, contact the section at Room 315, Transportation Bldg., St. Paul, MN 55155. Employment interviews are generally delayed until applicants have had an opportunity to take civil service examinations and have their names placed on eligible lists. *Minnesota Career Opportunities* bulletins and employment applications are available from this section as well as from the Department of Employee Relations.

Office of Systems and Support Services, (612) 296-6406

George L. Kieffer, director. This office provides the department with centralized support services which include the analysis, design, and support of computer systems, and the long range planning for managing the department's information resources. It offers data base management and administrative and management analysis. Also provided are centralized operating support services, purchasing coordination, computerized inventory of consumables, and coordination of the development of consultant agreements and administrative rules.

Systems and Analysis Section, (612) 297-3108

John D. Schwartz, manager. This section develops computer and administrative systems needed by the department. It provides computer systems design, maintenance, technical support, and training and assistance to users through its "HELP" group (Telephone: 297-4000). It offers analysis of computer systems needs, administration of time-sharing systems, computer systems audits, and liaison with the Information Service Bureau of the Department of Administration. The section also designs, implements, and reviews administrative methods and procedures, conducts administrative and feasibility studies and cost benefit analyses, and administers the Employee Suggestion System for the department. It provides no services directly to the public.

Administrative Support Services Section, (612) 296-3114

Lee J. Nelson, manager. This section provides blueprinting, photographic, word processing, graphics, mail, and photocopy services and handles records retention schedules, central records storage, and analysis of records systems and methods. It processes requisitions for equipment and commodities and administers supplies and printing programs. It manages both fixed and expendable assets and administers the department inventory systems. The section allocates and designs central office space and coordinates related building services.

The section stocks maps used in transportation planning. The following maps are available to the public: county maps depicting road types, culture, and drainage; municipal maps depicting corporate boundaries and all public roads; street series maps showing the seven-county metropolitan area on 50 separate sheets; a metropolitan area map of the Twin Cities and surrounding areas showing major highways, corporate boundaries, and major drainage; traffic flow maps showing average annual daily traffic and commercial volume for all trunk highways in the state; half-scale

county maps indicating traffic volumes on rural roads; municipal traffic flow maps showing traffic volumes on designated roads; street series maps of the seven-county metropolitan area showing traffic volume on "system 70" municipal-state aid streets and other designated roads; plat maps for every incorporated municipality except cities in the metropolitan areas, depicting lots, blocks, dimensions, and right-of-way; state bikeways maps; state work maps showing trunk highways, county boundaries, county seats, and cities situated at trunk highway junctions; and the official highway map showing trunk highways, primary and secondary routes, state park locations, insets of larger cities, mileage between points, and an index locating all towns in the state. Cities over 5,000 population are shown on separate map sheets, while cities under 5,000 population are generally shown with several cities per sheet.

For information, contact Map Sales at Room B-20, Transportation Bldg., St. Paul, MN 55155, (612) 296-2216. Prices are subject to sales tax and mailing and handling charges. The section will send out maps as soon as the request and proper fee are received.

Administrative Procedures and Documentation Section, (612) 296-0221

Kenneth H. Bjork, manager. This section provides services to the department in the areas of administrative manuals, communications distribution systems, consultant agreements, administrative rules, Commissioner's Orders of a regulatory nature, docket control, and development of administrative contracts. It provides no services directly to the public.

Aeronautics Division, (612) 296-8046

Richard B. Keinz, assistant commissioner. This division administers state and federal funds for municipal airport development, maintenance, and operation. It regulates, inspects, and licenses aviation operations, enforces statutes and rules relating to aviation, collects aircraft registration taxes and participates in airline route development proceedings. It also provides radio and visual navigational aids and electrical and lighting systems, aviation education and safety programs, and furnishes air transportation service for state officials and employees performing official business.

Office of Airport Development Assistance, (612) 296-8060

Duane A. Haukebo, director. This office provides technical and financial assistance to municipalities for airport development, operation, and maintenance. It also installs and maintains radio and visual navigational aids at Minnesota municipal airports, and provides technical assistance to municipalities in developing scheduled air service.

Aviation Economics, Development, and Research Section, (612) 296-9869

Kenton R. Hoepfer, director. This section provides technical assistance to Minnesota communities with scheduled air transportation, and appears before federal agencies on these matters. The section assists in commuter air carrier route development planning and develops statewide aeronautics forecasts, airport activity analyses, and traffic counts. The section prepares aeronautics surveys and studies in passenger traffic, aircraft ownership, and aeronautics economics. It also provides technical assistance to communities preparing environmental assessments for airport development projects.

The section also maintains the department's library of specialized aeronautics information. This in-house, working library carries about 75-100 major aeronautical and engineering journals, aviation reference material and aviation advisory circulars. It has a small collection of reference books. The library can be used by the public during regular working hours, but materials cannot be checked out.

The section prepares aviation information for public release and publishes the quarterly *Aviation Safety Technical Bulletin*, and the aeronautical chart biennially. For information, contact the section at Room 417, Transportation Bldg., St. Paul, MN 55155.

Airport Development Section, (612) 296-7899

L. James Fortman, director. This section aids Minnesota communities in preparing airport planning grant and construction grant applications. Grants approvals are at the discretion of the commissioner of transportation.

In an application, the municipality must show availability of funds, that the project will be completed without undue delay, and that 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 provide the community with technical and financial assistance for airport layout plans development, site selection, preliminary engineering, project development, preconstruction project monitoring, airport zoning, and "A-95" review procedures. Forms are provided as needed, and there are no fees. Applications are accepted continuously.

The section also provides technical assistance to counties, municipalities, and airport commissions in airport operation and maintenance. The section will, upon approval of a contract, conduct site investigations; review plans, specifications, estimates, and support documentation; and monitor all progress. It will also approve change orders, partial cost estimates, final cost estimates, related contract documents, paint striping of runways and taxiways under the plan; and all eligible reimbursement payments for maintenance and operating costs. For information, contact the section at Room 417, Transportation Bldg., St. Paul, MN 55155.

Radio and Visual Navigational Aids Section, (612) 296-3531

Robert R. Engelhardt, director. This section selects sites for, constructs, and maintains very high frequency omnidirectional radio range (VOR) systems, distance measuring equipment (DME), microwave landing systems, and non-directional beacons ("H" markers). It provides scheduled routine inspections and maintenance of radio navigational aids.

The section also assists communities in the design and maintenance of electrical systems needed to operate a municipal airport. State-local projects, such as airport lighting systems, require a resolution by the governing body authorizing the project and authorizing acceptance of state grant-in-aid funding.

Questions concerning radio navigational aids, airport lighting, and airport electrical systems should be directed to this section at Room 417, Transportation Bldg., St. Paul, MN 55155.

Office of Aeronautics Operations, (612) 296-6823

Kenneth O. Wofford, director. This office promotes the state aviation industry and furthers public interest in aeronautics. It sponsors aerospace education workshops, aeronautics programs, and aviation safety seminars, and registers and collects a registration tax for all aircraft owned by Minnesota residents. The office ensures compliance with Minnesota aeronautical statutes and rules, maintains the aviation fuel coordination center and the aviation film library, and provides air transportation for department and other state government employees traveling on official business.

Aircraft Registration Section, (612) 296-6898

Susan Senko, manager. This section maintains aircraft ownership and tax records, collects aircraft registration taxes, ensures that mandatory provisions of the aircraft insurance act are met, makes field verification of aircraft registration, and sends out sales tax information and airport directories.

A computer listing of all Minnesota aircraft owners and their addresses is available for \$48 that takes two weeks to receive. An aircraft tax rate book, updated annually, is available free to all registered aircraft dealers. Contact the section at Administration Bldg., St. Paul Downtown Airport, 644 Bayfield Street, St. Paul, MN 55107.

To register an aircraft, write to the section or call (612) 296-2353. The section will provide the necessary forms and the amount of the required fee, which is based on the manufacturer's list price and the year of the aircraft. New registrations take

approximately two weeks to complete. Renewal registrations are sent out in May and are due July 1st.

Note: Unregistered aircraft should be reported to the Department of Transportation. A general purpose toll-free state telephone number may be used to report aircraft that are not displaying a current (fiscal year) decal. To report an unregistered aircraft call: 1-800-652-9747. The operator will inquire as to the purpose of the call. You may then request to be connected to the aircraft registration section at (612) 296-6088. Information about pilot certificates (and qualifications), issued by the federal government, can be obtained by calling (612) 725-3341.

Enforcement, Inspection, and Safety Section, (612) 296-8061

Larry R. Myking, chief. This section inspects and makes licensing recommendations for airports and commercial operators. It approves flight schools, related courses, and sponsors safety and educational seminars. It also assists in search and rescue activities involving missing aircraft.

The section issues the following licenses: Public Airport \$15.00, Private Airport \$15.00, Seaplane Base \$15.00, Heliport \$15.00, Commercial Operator \$30.00, Aircraft Dealer License \$10.00, each Aircraft Dealer Plate \$15.00, and Personal-use Airport (necessary only if located within five miles of a public airport) no fee. Pilots' licenses are issued by the federal government. Call (612) 725-3341.

For forms or information on license applications, contact the section at the St. Paul Downtown Airport, Administration Bldg., 644 Bayfield St., St. Paul, MN 55107. It takes from three to five weeks to receive a license.

The section maintains a film library on aviation that is open to all Minnesota residents. The library has about 150 films, filmstrips and slide shows on subjects including aviation history, instruction and safety, research and development, space exploration and weather. The 16mm films and slide shows with sound may be borrowed for showing to educational, civic, industrial, professional, youth and similar groups. There is no rental charge. However, borrowers must pay the cost of return postage and insurance. Requests should be made 30 days in advance. The phone number is (612) 296-6666. A free catalog is available listing film holdings.

The section also maintains an aviation fuel coordination center which helps aviators locate fuel supplies during shortages. In the Twin Cities metropolitan calling area the phone number is 296-6088. The toll-free number for the rest of Minnesota is (800) 652-9747 (caller must ask operator for 296-6088). These numbers are answered from 8 a.m. to 5 p.m., Monday through Friday.

Air Transportation Services Section, (612) 296-9853

James G. Baker, chief. This section provides air transportation in department-owned aircraft for department employees and state officers traveling on official state business. The two aircraft used are a Beechcraft King Air with a nine-passenger capacity and a Beechcraft Baron with a four-passenger capacity. The section will authorize and schedule the use of these aircraft on receipt of an initial telephone request, five days in advance, followed by a written application.

The section also offers a Thursday "air shuttle" which goes to three areas of the state on three consecutive Thursdays. The shuttle's stops are Brainerd-Duluth, Bemidji-Detroit Lakes, and Mankato-Willmar. The schedule is designed to conform closely to normal work hours and allows users about six hours at each destination. Shuttle flights depart St. Paul's Holman Field at 7:00 a.m. and return to Holman Field at approximately 5:15 p.m. Call for more information.

All flights normally depart from and return to the Sanborn Aviation, Inc., facility at the St. Paul Downtown Airport. Mn/DOT charges a single rate per mile for either twin-engine aircraft. Extra charges assessed the user for overnight trips include pilot's food, lodging, special expenses, etc., which are included on the trip billing statement.

The section also makes commercial airline reservations for department employees' official travel.

Forms are supplied to agency heads on request. Contact the section at the St. Paul Downtown Airport, Administration Bldg., 644 Bayfield St., St. Paul, MN 55107, (612) 296-6666.

Operations Division, (612) 296-3008

Lawrence F. McNamara, assistant commissioner. This division designs, constructs, maintains, and operates all trunk highway operations and programs through its nine construction districts and 15 maintenance areas. The division also provides engineering, construction, and maintenance assistance to the Aeronautics and Program Management Divisions. The Offices of Construction and Maintenance, and the Program Control Section report to the assistant division director of operations, Darryl E. Durgin, (612) 296-3156. The division administrative coordinator, S. O. (Ed) Edman, (612) 296-8047, coordinates all of the administrative management functions of the division.

Program Control Section, (612) 296-4876

Roger M. Hill, manager. This section schedules the project development of the department's construction program.

Office of Construction, (612) 296-3054

This office administers all phases of construction contracts and interacts with contractors, the U.S. Department of Transportation, and district personnel.

Claims Section, (612) 296-3054

James W. May, claims engineer. This section compiles information on all legislative, and contractor's claims against the department and ensures that they are resolved. For information on a claim, contact the section at Room G-20, Transportation Bldg., St. Paul, MN 55155.

Contract Award and Pre-Letting, (612) 296-6256; Post-Letting, (612) 296-6503

Paul M. Bergman, contract administration engineers. This section assists in the administration of all trunk highway construction contracts from clarifying bid proposals for prospective bidders and recommending contract awards to ensuring that contracts comply with department specifications and recommending final payment after inspection of completed contracts. For information on construction contract matters, contact the appropriate section at Room G-4, Transportation Bldg., St. Paul, MN 55155.

Labor Investigation Section, (612) 296-6353

John P. Tubridy, labor investigator. This section advises district offices in resolving construction contract labor issues, monitors contractors for compliance with federal and state labor laws and regulations, and responds to non-compliance complaints. For information, contact the section at Room G-20, Transportation Bldg., St. Paul, MN 55155.

Office of Maintenance, (612) 296-6763

Curtis W. Christie, maintenance engineer. This office directs, coordinates, and supports the operations of the 15 maintenance areas through fleet management, buildings program administration, road and roadside maintenance coordination and development, transportation permit, road information, and emergency operations activity direction, travel information center coordination, and administrative support.

Buildings Section, (612) 297-3591

Paul M. Jensen, manager. This section manages the department's statewide building improvement and major repair program and controls the building budget. Design and specifications for most department buildings are prepared in this section. It provides no services directly to the public.

Equipment Section, (612) 297-3595

Gary E. Workman, manager. This section establishes specifications for vehicles purchased by the department, supervises repair programs, maintains an inventory of vehicles, sells surplus vehicles, provides a motor pool for central office personnel, and maintains and repairs all vehicles used by central office divisions. This section provides no services directly to the public.

Liaison and Maintenance Administration Section, (612) 296-6764

Jeanne L. Chasteen, manager. This section manages all statewide maintenance activity, building, and equipment budgets, coordinates purchases, conducts maintenance cost/management research for the Federal Highway Administration, and provides a wide variety of centralized administrative support to district and central office maintenance personnel. It provides no services directly to the public.

Maintenance Coordination Section, (612) 297-3592

Marvin G. Bates, manager. This section provides technical and administrative leadership to districts in the performance of maintenance operations, executes agreements with other governmental units, and directs and coordinates those maintenance functions with a statewide impact. It provides no services directly to the public.

Transportation Permits, Road Information, and Emergency Operations Unit (612) 296-0843

Darrell L. Schierman, manager. This section issues policies and instructions on permitted axle weights on state highways and issues overweight and overdimension permits through the central and maintenance area offices. It provides road condition and weather information to the public and operates a 24-hour road information service from November to May.

The section, in cooperation with the Department of Public Safety Emergency Services Division, conducts emergency preparedness and hazardous materials accident reaction training and plans and executes emergency operations simulated exercises. For information, contact the section at Room G-17, Transportation Building, St. Paul, MN 55155.

For specific information call the following: Permits (612) 296-6441, Road Travel Information (612) 296-3076, Emergency Operations (612) 296-0843.

The following permits and fees are applicable: Single Trip \$15, Job Permit \$15, annual Overweight & Oversize \$120, annual Oversize Only \$120, annual Truck Crane \$120, annual Refuse \$60, annual Emergency variable, annual Heavy Weights in Winter on Interstate \$60, annual Round Baled Hay \$24, annual Overlength Semi-Trailer \$40, annual Implement of Husbandry \$24.

Travel Information Center Coordination Unit, (612) 297-3140

R. Douglas Olson, manager. This section administers the operation of the rest area/travel information centers on Minnesota's trunk and interstate highway system. These centers are open 24 hours a day the year around, and are staffed by counselors trained to answer travelers' questions. Maps of most states and Canadian provinces, brochures from every corner of Minnesota, up-to-date road condition, detour, and weather reports, and complete rest stop facilities are available.

Albert Lea — I-35, northbound lane, near the Iowa border, (507) 448-3311.

Anchor Lake — TH 53, near Eveleth, (IRRRB), (218) 744-2297.

Beaver Creek — I-90, eastbound lane, near the South Dakota border, (605) 757-6599.

Dresbach — I-90, westbound lane, near the Wisconsin border, (507) 895-2005.

Fisher's Landing — TH 2, near the North Dakota border, open mid-May through mid October, (218) 773-7879.

Moorhead — I-94, eastbound lane, near the North Dakota border, (218) 233-7029.

Thompson Hill — I-35 and TH 2, Duluth, (218) 624-4845.

District Offices

These offices are responsible for all operations within the districts, including the

primary programming, planning, design, construction, and maintenance of trunk and interstate highways, and for all the physical facilities and equipment made available to the districts to properly perform their activities. They represent the commissioner of transportation to the public and other governmental agencies on matters within the districts' jurisdictions, provide transportation development aid to other governmental agencies, and provide transportation facility development information to the state legislature and the general public.

District State Aid

These sections assist county boards, city councils, directors of public works, and county and city engineers in selecting and revising state and federally aided highway routes. The sections provide technical engineering assistance, review and approve construction projects, and make recommendations for final payment for municipal and county state aid road and street systems, including federal aid secondary and federal aid urban systems (other than trunk highways).

The sections also review disaster projects of cities, counties, and the state for emergency relief and the federal disaster assistance administration. They develop the district bicycle program for city, county, and state roads, administer county and municipal project documentation, and certify county and municipal maintenance of state aid highways. The sections formulate cooperative agreements between the district and counties and/or municipalities, review federal aid urban projects for the Twin Cities metropolitan area, and administer special projects such as the safety improvement program. For information on state assistance to highway programs, contact the local district office.

District Preliminary Engineering

These sections conduct trunk highway corridor studies, surveys, and design activities. Corridor studies include route locations and alternatives studies, cost analyses and comparison reports, environmental studies and impact statements, project development reports, and location and design public hearing data. Surveys include land, topographic, hydrologic, and boundary surveys. Design activities comprise geometric and preliminary plans and detail designs for both construction and maintenance projects. The sections assist the districts in formulating annual, biennial, and five-year construction and maintenance needs reports. For additional information, contact the local district office.

District Right of Way

These sections, through qualified real estate appraisers and other trained personnel, provide title inspection, property appraisals, relocation assistance for individuals and families, land acquisition through direct purchase, and assistance in eminent domain procedures. The sections aid the area maintenance sections in the review, inspection, and recommendation of permits for utilities, authorized obstructions on trunk highway right of way, and access driveways.

The sections will provide information on right of way deeds, status of acquisition procedures, reconveyance of excess right of way, eminent domain procedures, possible effects of transportation projects on watershed districts and county ditches, and special use permits for joint use of trunk highway right of way. The booklets, *Minnesota Highways* and *Relocation Assistance*, are available from the sections. For information or a booklet, contact the local district office.

District Design

These sections, under the direction of registered professional engineers, prepare final construction plans so that contractors may bid and construct projects. They determine final grades, alignments, drainage, and quantities; special design features; and secure permits and municipal approval.

Agreements Units prepare cooperative construction cost proration and limited use of right of way agreements between the department and county and city governments. They also coordinate the review and preparation of comments on subdivision

plats abutting trunk highways submitted to the department, in accordance with Minnesota statutes.

Hydraulic and Water Quality Units are responsible for all drainage and water quality-related design and engineering services. Activities include preparation of drainage studies; review and solution of drainage problems; review of entrance permits, utility permits, plats, and right of way turnbacks as they affect drainage; assessment of water quality impacts of proposed projects and preparation of water quality reports; and review and solution of water quality problems. The units prepare supporting data for the Department of Natural Resources, Corps of Engineers, Pollution Control Agency, and Watershed District permit applications and also prepare cooperative drainage cost prorations. For additional information, contact the local district office.

District Survey

These sections obtain and record all engineering and land survey information required for design and right of way functions. Activities include preparation of right of way and plat reference maps, establishment of horizontal and vertical control for photogrammetric and design mapping, right of way monumentation, utility location, and design field surveys. For additional information, contact the local district office.

District Construction Engineering

These sections administer construction contracts under the direction of registered professional engineers. Activities include construction surveying, project inspection, quantity documentation, construction-related public contact, and project coordination with affected agencies, municipalities, and utilities.

Soils Units conduct soils surveys along proposed routes, recommend the composition of roadways, conduct road rating surveys, and advise the construction field engineers on soil problems encountered on construction projects.

Materials Units inspect concrete and bituminous plants for the district, counties, and municipalities. They also take progress samples on all construction projects. For additional information contact the local district office.

District Maintenance

The nine district offices are subdivided into 15 maintenance areas that preserve and maintain state roadways, rest areas, and roadsides; ensure unobstructed drainage facilities; repair bridges and other structures; install signs, signals, barricades, and striping; and remove snow and ice. The sections issue permits for special use of all Minnesota highways, which includes work by others on highway right of way, and issue transportation permits to truckers for uncommon loads. For information on maintenance services or specific permits, contact the local area maintenance section.

District Traffic

These sections collect and process traffic volume and accident record data; develop safety improvement program projects; supervise the design, construction, and operation of traffic signals and roadway lighting; and supervise the installation of roadway signing and pavement markings. They coordinate the traffic control activities in construction and maintenance work areas; conduct speed zoning surveys and recommend speed limits; perform special traffic engineering studies; investigate and respond to individual complaints; and maintain regular surveillance of traffic and traffic control devices on trunk highways in the districts. For information, contact the local district office.

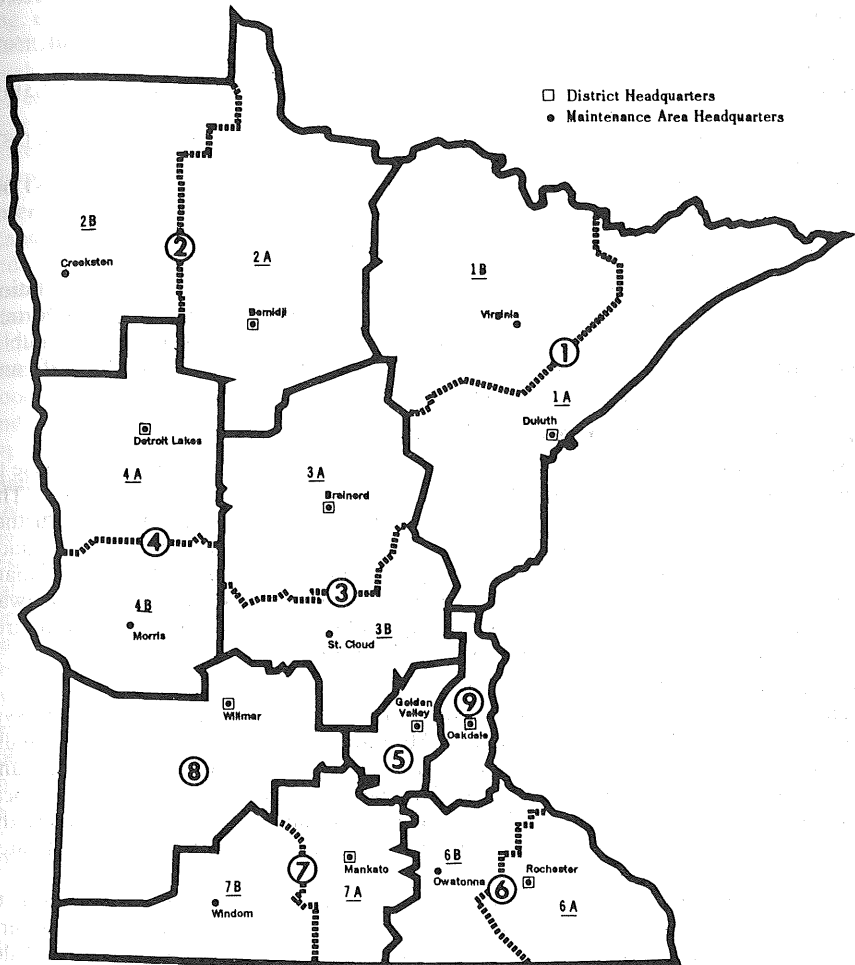
District and Maintenance Area Offices

Generally, each district office is organized in the same manner. For more information or assistance on any of the department's programs, contact the local district office.

District 1-A, 1123 Mesaba Avenue, Duluth, MN 55811, (218) 723-4801, John E. Sandahl, district engineer.

Maintenance Area 1-B, Hoover Road, Virginia, MN 55792, (218) 741-9322.

**Minnesota Department of Transportation
DISTRICTS**



- District 2-A, 401 Paul Bunyan Drive S.E., P.O. Box 727, Bemidji, MN 56601, (218) 755-3800, Robert F. Wolfe, district engineer.
- Maintenance Area 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 978, Brainerd, MN 56401, (218) 828-2460, David Smilonich, acting district engineer.
- Maintenance Area 3-B, 3725 12th Street N., P.O. Box 370, St. Cloud, MN 56302, (612) 255-4181.
- District 4-A, 1000 W. Trunk Highway 10, P.O. Box 666, Detroit Lakes, MN 56501, (218) 847-1500, John W. Youngquist, district engineer.
- Maintenance Area 4-B, 2 South Street, P.O. Box 410, Morris, MN 56267, (612) 589-1515.
- District 5, 2055 N. Lilac Drive, Golden Valley, MN 55422, (612) 545-3761, William M. Crawford, district engineer.
- District 6-A, N. Trunk Highway 52, P.O. Box 6177, Rochester, MN 55903, (507) 285-7350, Roy J. Larson, district engineer.

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Maintenance Area 6-B, 1010 21st Avenue N.W., P.O. Box 307, Owatonna, MN 55060, (507) 451-1215.

District 7-A, 501 S. Victory Drive, Mankato, MN 56001, (507) 389-6351, Robert P. Pecore, district engineer.

Maintenance Area 7-B, South County Road 26, P.O. Box 427, Windom, MN 56101, (507) 831-1666.

District 8-A, 2505 Transportation Road, P.O. Box 768, Willmar, MN 56201, (612) 231-5195, Kenneth A. Madole, district engineer.

Permit Office & Truck Station, 220 S. Sixth Street, P.O. Box 29, Marshall, MN 56258, (507) 537-6146.

District 9, 3485 N. Hadley Avenue, P.O. Box 2050, North St. Paul, MN 55109, (612) 779-1100, Kermit K. McRae, district engineer.

Program Management Division, (612) 296-8532

Douglas H. Differt, assistant commissioner. The division works with transportation policymakers, providers, and users to provide professional and technical information, develop alternative investment and management strategies, implement public investment programs, and enforce laws and rules in order to enhance the safe and effective movement of people and goods.

Office of Highway Programs, (612) 296-1638

Merritt H. Linzie, director. The office provides information and an analytical base to influence changes in Mn/DOT highway programs, decisions, and operations. The office provides direction for the preservation, safety improvement, and further physical development of Minnesota's highway system and performs studies to guide development of programs, policies, and apportionments of highway funds. It manages and coordinates development of capital improvement and Federal Aid Highway programs. The office also coordinates transportation planning activities with metropolitan planning organizations and regional development commissions.

Highway and Area Planning Section, (612) 296-1635

The section annually assesses the extent and condition of the trunk highway system through the Highway Performance Monitoring System program. It annually updates the Trunk Highway Sufficiency Rating and Condition Rating systems, and revises or updates the functionally classified highway systems at the request of local or state officials. The section provides a current estimate of the cost to complete the Interstate highway system in accordance with Section 104(b)5, Title 23, United States Code.

It also coordinates planning activities with metropolitan planning organizations to maintain a federally certified cooperative, comprehensive, and continuing planning process; serves as Mn/DOT representative on advisory committees of regional development commissions and metropolitan planning organizations; and provides guidance and technical assistance to metropolitan planning organizations. In addition, the section facilitates updating of regional transportation plans and local participation in Mn/DOT planning efforts; monitors and directs the analysis of current and future financial considerations and directs the preparation of documentation necessary for achieving adequate funding for implementing highway improvements; and provides perspective and information on major highway issues for the commissioner, staff, and others on request.

Highway Programming Section, (612) 296-8478

Bruce L. Warzala, director. The section develops, manages and maintains Mn/DOT's Highway Improvement Program; and manages state funds in a manner that effectively supports the Highway Improvement Program. It also manages Federal Aid Highway funding in a manner that effectively supports the Highway Improvement Program, and provides essential liaison with the Federal Highway Administration to ensure effective use of federal funds.

Office of Transportation Information and Support, (612) 296-7968

Dick A. Stehr, director. The office conducts commodity movement analysis, forecasting, energy monitoring, and traffic analysis; directs data collection and data management activities for physical and operational characteristics of transportation systems; evaluates existing methods, researches and develops new technical tools and procedures, and provides ongoing computer service; directs review of federal transportation legislation and regulations, and coordinates Mn/DOT communication with the state congressional delegation; and provides general research and administrative support for the division.

Intermodal Coordination Section, (612) 296-1636

Randall K. Halvorson, director. The section manages the review and analysis of federal transportation legislation and regulation; provides communication and research support to the division; develops and maintains the State Transportation Planning Guide; and coordinates the administration of the Federal Highway Administration "402" Safety Program and provides a focal point for safety activities. It also manages preparation of the annual Highway Planning and Research (HPR) program; coordinates preparation of the division's biennial budget; manages personnel records and activities for the division; manages the division's financial structure and accounting; and manages the division's supplies and equipment.

Methods and Data Systems Section, (612) 296-1262

Robert C. Johns, director. The section develops methods for utilizing new technologies and organizational procedures in transportation data collection and processing; researches and develops new computer data bases and analyses of transportation data; manages the Transportation Information System, providing data base management, user training, and user support; collects and processes roadway, bridge, and railroad data; collects and processes traffic, vehicle class, and truck weight data; and provides computer support to the division and computer liaison to the Office of Systems and Support Services.

Traffic and Commodity Studies Section, (612) 296-1602

John H. Sem, director. The section improves the data resources available for analysis and decision making, emphasizing goods movement; analyzes the direction, amount, methods, and modes of commodity movements in order to influence improvements in service capability; analyzes social and economic constraints on the effective and efficient movement of people and goods; analyzes impacts of broad economic forces on transportation; provides forecasts and analysis of traffic patterns for the planning and design of major transportation projects; provides technical support to the Metropolitan Council and other planning organizations for development of transportation system forecast models; improves forecasting capabilities for analysis and decision making; and develops and updates energy data base and transportation energy conservation policies and programs.

Office of Railroads and Waterways, (612) 296-4888

Cecil Selness, director. The office helps ensure the safe and efficient movement of goods and people by rail and vessel by overseeing track conditions; addressing rail bankruptcies; administering various federal and state rail programs; monitoring rail abandonments; maintaining a comprehensive rail and water transportation plan and planning process; participating in federal and state transportation programs; monitoring federal, state, and local regulations; monitoring legislation on water transportation; and preparing proposals for policy and legislation development.

Railroad Administration Section, (612) 296-2472

Robert G. Swanson, director. This section provides public service through the organization of and participation in regulatory hearings and negotiations for agency changes, clearance, variances, new grade crossings, grade crossing warning device

changes, and industrial trackage removals. The section also processes and enforces the results of such hearings and negotiations.

This section also negotiates and administers agreements between Mn/DOT and railroads which provide rail facility rearrangements and rights of way acquisition for trunk highway construction.

This section selects and administers projects for the federal and state crossing safety programs, including the negotiation and programming of selected projects such as signing and crossing surfaces at various grade crossings. This work is carried on in conjunction with the railroads, local governments and the Federal Highway Administration.

Procedures necessary to provide these services include: grade crossing safety — resolution/petition from road authority; track removal — petition or application from railroad; clearance variance — petition or application from party desiring variance; agency service — petition from party desiring service change; letter requesting consideration for a grade crossing project to the railroad administration director; and process initiated within Transportation Regulation Board or MN/DOT as appropriate.

For information on the railroad crossing safety program and the federal highway safety act, contact the section at Room 810, Transportation Building, St. Paul, MN 55155. Contact the Transportation Regulation Board concerning procedures to file petitions for track removals, clearance variances, or agency service at 795 American Center Building, 160 E. Kellogg Blvd., St. Paul, Minnesota 55101, (Telephone: 612-296-0400).

Rail Planning and Program Development Section, (612) 296-1613

Chuck D. Sanft, director. This section engages in rail transportation planning, analysis policy development and handles Mn/DOT's role in the railroad abandonment process. In addition it administers the **Minnesota Rail Service Improvement Program** which utilizes state and federal funds in conjunction with local and private funds to rehabilitate rail lines and improve rail service; the **Amtrak's 403(b) Program** which involves a state contract with Amtrak whereby the state funds 65% of any operational deficit of the Twin Cities-Duluth "Northstar" rail passenger service; the **Rail Bank Program**. This program involves "banking" of abandoned railroad right of way for a future public or commercial transportation or transmission use. State funds are used; and the **Railroad Track Safety Inspection Program**, a safety inspection program whereby rail lines are inspected to insure that adequate maintenance is performed for safe operation in accordance with federal safety standards. Complaints concerning hazardous track conditions are investigated.

Ports and Waterways Section, (612) 296-1609

M. William Newstrand, director. This section ensures the continued effective development and operation of the state's river and Great Lakes water transportation systems. In addition the section provides assistance in state activities involving pipeline routing. The section maintains a comprehensive water transportation plan for both commercial navigation systems. The plan is used as a guide for Mn/DOT and state government action and as a source of information for the public and policy makers at all levels.

The section represents the department and the state in policy and plan development for water transportation and related programs. Support for policy makers is also provided through the section's continuing review of water related legislative proposals and presentations of data and programs for use in legislative considerations. The section maintains effective working relationships with other Minnesota state agencies that deal with water programs. Effective liaisons are also maintained, by the section, with agencies from other states, the federal government, and local governments as well as shipping, terminal and navigation industry and private citizen organizations.

Office of Transit, (612) 296-1615

Al Schenkelberg, director. The office administers the state and federal transit assistance programs, provides technical assistance to local transit system operators, develops statewide transit program policies and plans, and directs the evaluation of transit programs and projects.

Transit Program Section, (612) 296-2533

Bob Works, director. The section examines, negotiates, and approves annual contracts with eligible public and private providers for transit system operating and capital assistance; provides technical assistance to recipients of public transit funds, local officials, and prospective providers augmenting local transit management resources and expertise; approves and initiates payments to local providers; monitors and evaluates transit system cost and service delivery performance against local goals and the state's transit program purposes; coordinates and administers various federal transit assistance programs for statewide operating and capital funding; implements and develops car and vanpooling programs to enhance existing transit provider service capability and cost containment; and establishes a statewide system of local rideshare programs to reduce single-occupancy vehicle rates and prepares reaction to an energy emergency.

Transit Planning and Evaluation Section, (612) 296-1610

The section collects, processes, and analyzes project level data and generates summaries, tabulations, etc., needed to perform project evaluations, program evaluations, research, and special studies. It assists Mn/DOT project managers develop and interpret project performance measures; develops and publishes periodic reports on transit program performance; analyzes and interprets program performance, policy, and management information; and designs and implements detailed studies of transit program problems and policies. It also develops and maintains a comprehensive transit program plan needed to guide state-level investments in transit programs; and monitors state and federal legislation and regulations to improve or preserve their impacts on state programs.

Office of Motor Carrier Safety and Compliance, (612) 296-0331

Gordon W. Boldt, director. The office regulates for-hire motor carriers of freight and passengers, building movers, special transportation services, and safety requirements of private carriers to protect the transportation interests of shippers and receivers of freight and the safety of the general public. The office enforces compliance with federal and state laws relating to driver qualifications, safety standards, operating authority, and continuous insurance, and processes all tariff-rate filings to determine their reasonableness for public use and their effect on competing carriers. The office provides rate analysis and data on motor and rail carrier cost factors, financial matters, competitive comparison, operating ratios, and shipper-negotiated rate adjustments to the Transportation Regulation Board. The office also interacts with the Minnesota State Patrol, county and city enforcement agencies, the Interstate Commerce Commission, and the United States Department of Transportation. The office address is Room 416, Transportation Building, St. Paul, MN 55155.

Motor Carrier Administration Section, (612) 296-0367

Alan D. Soder, director. The section registers annually all for-hire motor carriers operating in and through Minnesota. It reviews Interstate Commerce Commission (ICC) orders granting carriers authority to serve Minnesota and notify such carriers of state registration requirements. The section maintains current insurance records; processes all applications for transportation authority, extensions of authority, and transfers of authority; responds to inquiries from the public for information; and reviews intrastate orders issued by the Transportation Regulation Board granting authority to serve within Minnesota and notifies those carriers of state registration

requirements. It also processes applications for building mover licenses and extends license permits once a year, initiates investigation of complaints about building movers, prepares daily accounting of and deposits all money received for application, renewal, registration, and identification stamp fees. For information on fees, applications and requirements call (612) 296-7109.

Motor Carrier Enforcement Section, (612) 296-7108

Gilbert Wiedenhoeft, director. The section maintains a staff of motor transportation representatives and hazardous materials specialists, with all the power conferred by law on police officers, to enforce motor carrier laws and to travel all Minnesota highways checking motor carrier units for compliance with safety and hazardous materials laws; and be on call twenty-four hours a day, seven days a week to assist other state or local law enforcement agencies.

The section represents the interests of the citizens of Minnesota and the department at Transportation Regulation Board hearings on all motor carrier matters; conducts field inspection of both for-hire and private motor carriers; investigates all complaints of poor service by motor carriers picking up or delivering property or freight; and investigates and assists shippers or receivers of freight or property in filing and settling loss and damage claims.

It also instructs trainees at the State Patrol's Arden Hills Training Academy and student truck drivers in Minnesota vocational technical institutes on the motor carrier safety laws; provides training for shippers, carriers, and law enforcement personnel in the requirements of state and federal motor carrier laws, including the transportation of hazardous material and waste, with instruction on packing, labeling containers, placarding, and shipping papers; advises and assists new motor carrier applicants on filling out and filing the proper forms for motor carrier authority; and maintains an information desk in central office to aid and assist all office visitors and telephone callers with motor carrier problems. Outstate locations are: Bemidji (218) 755-2942, Detroit Lakes (218) 847-1515, Duluth (218) 723-4647, Mankato (507) 389-6351 x165, Marshall (507) 537-7144, Morris (612) 589-2770, Rochester (507) 285-7384, St. Cloud (612) 255-4170.

Rates Section, (612) 296-1739

Don Wickstrom, director. The section mails, receives, and examines financial reports of for-hire carriers to determine economic stability. It receives, reviews for compliance, and accepts or rejects tariff filings of all regulated intrastate carriers of passengers or property. It provides the Transportation Regulation Board with data and recommendations for rates, fares, charges, and financial data of railroads and for-hire motor carriers; and enforces assessment of rates, fares, and charges lawfully on file with Mn/DOT. The section also represents the interests of the citizens of Minnesota at rate hearings before the Transportation Regulation Board; publishes and maintains the *Official Minnesota Highway Mileage Table*; and reviews transportation publications as an information source for conduct of intrastate regulation. It also audits carriers' schedules for possible tariff violations; handles inquiries from shippers, public, and carrier representatives; processes applications for special transportation certificates; and investigates complaints about special transportation providers, drivers, vehicles, and services.

Technical Services Division, (612) 296-3420

Francis C. Marshall, assistant commissioner. This division assists and supports other divisions in the department with engineering services. The division administers disbursement of federal and state aid road and bridge funds allocated to counties and eligible municipalities. It develops and issues standards, specifications, and manuals used by contractors and local governments; provides liaison with the Federal Highway Administration; and furnishes electronic communications services to other state agencies.

Office of Bridges and Structures, (612) 296-3172

Keith V. Benthin, bridge engineer. This office represents the department in bridges and structures design, construction and maintenance matters with other agencies. It reviews and approves all preliminary and final bridge designs and provides technical services concerning bridge design and repair.

Bridge Construction and Maintenance Section, (612) 296-3176

John R. Allen, engineer. This section provides bridge construction and maintenance direction, training programs, computer programs, load capacity ratings, and advisory services to bridge engineers in the districts. It administers the statewide bridge inspection and bridge improvement programs. The section writes bridge construction and maintenance specifications, manuals, and bulletins. For information, contact the section at Room 610, Transportation Bldg., St. Paul, MN 55155.

Bridge Design Planning Section, (612) 296-3177

Loren G. Hegland, engineer. This section develops preliminary bridge plans, prepares cost estimates, coordinates utility requirements, and approves construction contracts. It provides no services directly to the public.

Bridge Design Section, (612) 296-3173

Albert E. Holmboe, engineer. This section designs bridges and miscellaneous highway structures such as retaining walls, sign bridges, culverts, and noise walls. It makes rating and load posting analyses of existing bridges. It provides no services directly to the public.

Structural Metals Section, (612) 296-3178

Roland E. Lundstrom, engineer. This section writes structural metals specifications, inspects structural metals materials, fabrication, and assembly, and provides metallurgical engineering expertise. The section also administers the department's welder certification program. Welder's certification requires a standard test which may be administered by the section or may be taken at an approved private testing site. Anyone requesting welding certification must pay whatever expenses are incurred by the testing. The section issues a Welder Certification Card upon successful completion of the standard welding test. For information, contact the section at Room 610, Transportation Bldg., St. Paul, MN 55155.

Structural Services Section, (612) 296-3175

Clarence A. Christofferson, engineer. This section reviews bridge plans, selects and negotiates with consulting engineers, and provides technical assistance on request to counties and municipalities. For information, contact the section at Room 610, Transportation Bldg., St. Paul, MN 55155.

Office of Consulting Engineering Services (612) 296-3051

Basil E. "Pat" McCarthy, director. This office develops, prepares, and administers all aspects of agreements for consultant engineering services. For information, contact the office at Room 612B, Transportation Building, St. Paul, MN 55155. It provides no services directly to the public.

Office of Design Services, (612) 296-3036

Lyle L. Hansen, director. This office coordinates design and pre-design activities with the districts, department offices, counties and municipalities, state and federal agencies. Preliminary plan layouts and final plan preparation and processing for letting are major functions. In addition, statewide expertise is provided in hydraulic engineering, project management and scheduling, and contractual services for engineering and cooperative agreements with consultants, cities, counties, and states.

Design Engineering Section, (612) 296-3268

Raymond K. Kenow, transportation plans engineer. This section provides technical assistance and guidance to the district design groups and other state agencies. It

conducts the "final plan review", prepares the engineering estimate, engineering special provisions and proposal, advertises for bids and distributes bidding documents to contractors and suppliers for all trunk highway projects. It also prepares and distributes the *Minnesota Highway Construction Index*, a quarterly publication which is based upon successful bid prices. It has the design capability for preparing complex multimodal transportation plans. It is the design and testing authority for the department on water supply and wastewater treatment facilities used on state projects. For information concerning design policy and procedures, contact the section at Room 716, Transportation Bldg., St. Paul, MN 55155. For information about a specific project, contact the local district office.

Hydraulic Engineering Section, (612) 296-3038

David V. Halvorson, hydraulics engineer. This section provides hydraulic recommendations for highway construction projects. It provides technical assistance on request to counties and municipalities and establishes department policy on hydraulics, hydrology, and water quality. The Water Quality Group monitors lakes and streams so that water quality impacts of projects may be properly addressed. For information, contact the section at Room 718, Transportation Bldg., St. Paul, MN 55155.

Computer Aided Engineering Services Section, (612) 296-8530

Jim Wright, project manager. The office manages the resources required for the immediate and long range development of computer aided engineering. Specific activities include enhancement, development and integration of the computational and automated drafting aspects of computer aided road design. The office provides no services directly to the public.

Preliminary Design Section, (612) 296-3276

Clement P. Kachelmyer, engineer. This section assists districts with layouts and profiles that establish a proposed highway design and coordinates the review process. The section also supervises the department's historical, archaeological, architectural, cultural, and paleontological review and preservation activities in cooperation with the Minnesota Historical Society and other state and federal agencies.

Information on proposed highway construction is available to the public. Copies of portions of preliminary layouts, detailed design plans, right of way maps, standard plan maps, and standard manual plates for specific construction projects are available for purchase. Prices vary, depending on what is required. Environmental impact statements and project reports for specific construction projects are available for inspection. Contact the Road Plans Information Office at Room 609, Transportation Bldg., St. Paul, MN 55155, (612) 296-3041.

Office of Right of Way, (612) 296-1133

Richard J. Dinneen, director. This office determines, establishes fair market value for, and acquires needed right of way. It acquires real estate needed for construction of department facilities, and provides relocation assistance for acquired residential, industrial, commercial, or farm property displaces. It obtains needed permits and utility agreements, manages real estate owned by the state through lease, rental, or sale. It also reconveys properties no longer needed for department purposes, prepares Commissioner's Orders, and administers turnbacks of old trunk highways or portions thereof to other units of government.

Acquisition Section, (612) 296-8566

Wallace M. Swanson, engineer. This section acquires the necessary property to accommodate the state's transportation program and leases and sells property no longer used for transportation purposes. It assists dislocated residents locate replacement housing and reviews relocation plans and assistance claims in behalf of dislo-

cated persons and businesses. Two pamphlets are 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 Room 511, Transportation Bldg., St. Paul, MN 55155.

Preacquisition Section, (612) 296-1132

A. James Hansen, engineer. This section provides the status of right of way acquisitions in progress and previously acquired. It prepares land descriptions, Commissioner's Orders, and legal documents needed for acquisition of land. It also updates right of way maps and administers the turnback of old trunk highways to counties and local units of government. Information and prints of right of way maps are available to the public, land surveyors, and other governmental agencies. Contact the section at Room 508, Transportation Bldg., St. Paul, MN 55155, (612) 296-3286.

Utilities Section, (612) 296-8650

Joseph G. Osendorf, utilities engineer. This section works with district personnel in locating and relocating utility facilities along trunk highway right of way. The section processes and approves utility permit applications, which take approximately four weeks to issue. There are no fees. Forms are furnished to the applicant when necessary. The form, **Application for Utility Permit on Trunk Highway Right of Way**, is available in person or by mail from any district or area maintenance office, or contact the section at Room 715N, Transportation Bldg., St. Paul, MN 55155.

Valuation Section, (612) 296-1135

E. R. Gustafson, manager. This section prepares real estate appraisals of property to be acquired or sold by the department and provides in-house expertise on any department real estate decision. It provides no services directly to the public.

Office of Traffic Engineering, (612) 296-6164

Ronald G. Hoffman, traffic engineer. This office determines standards, guidelines, and preferred practices on traffic engineering functions for statewide use, and disseminates and monitors their application in the best interests of uniformity and professional traffic engineering. It designs signing and lighting plans for freeways, processes plans and writes special provisions for signal projects. It designs, operates, and maintains signals and lighting statewide, operates the metropolitan freeway surveillance system, and provides guidelines and consultation to central office managers, the districts, and other governmental agencies on matters of traffic engineering.

Electrical Systems and Services Section, (612) 296-6164

Jack W. Tweedale, assistant traffic engineer, electrical. This section maintains, tests, and repairs all electrical and electronic signals, lights, and equipment on the interstate and trunk highway system. It prepares electrical specifications for projects such as freeway surveillance, ramp metering control, and changeable message signs, and reviews, modifies, and approves traffic signal plans initiated by the districts. It provides no services directly to the public.

Plans and Coordination Section, (612) 296-6164

Thomas E. Campbell, engineer. This section administers cost-sharing and maintenance agreements for lighting, signal, freeway surveillance, and signing work performed under contract or by cities, counties, or the state. It produces the contract plans for signing and lighting projects. The section develops policies and standards for highway lighting and freeway signing and serves as liaison among the districts, other departmental offices, and the Federal Highway Administration on traffic engineering matters. Design plans and contract plans and proposals may be purchased. The cost varies according to the project. To review or purchase the plans, contact the Plans and Proposals Sale Unit at Room 705, Transportation Bldg., St. Paul, MN 55155, (612) 296-6101. In-person requests will be handled immediately. For specific

information about the plans, contact the section at Room 309, Transportation Bldg., St. Paul, MN 55155. For information about a particular site, contact the local district office.

Systems and Research Section, (612) 341-7500

Glen Carlson, engineer. This section administers the traffic management center which monitors and meters traffic on portions of the Twin Cities metropolitan freeway system. The section conducts traffic engineering research and develops and maintains computer software to support the traffic systems management and the research programs.

Traffic Control Section, (612) 296-6164

Robert A. Kurpius, engineer. This section administers the department's traffic control program, including traffic control devices, highway numbering systems, speed zoning, spot safety improvement program, and analysis of traffic accident characteristics. Contact the section at Room 309, Transportation Bldg., St. Paul, MN 55155.

Three manuals are available by contacting Administrative Support Services Section, Map Sales (612) 296-2216, in Room B20 Transportation Bldg., St. Paul, MN 55155. The manuals are: *Minnesota Manual on Uniform Traffic Control Devices* (being revised); *Standard Signs Manual* (Parts 1, 2, and 3) \$60.00; and *A Guide to Establishing Speed Limits in School Zones* which is free.

Office of Engineering Standards, (612) 296-3068

Ralph O. Kipp, director. This office reviews and monitors construction and right of way operations, maintains value engineering and cost improvement programs, develops engineering and right of way standards, develops construction specifications, and provides a hearing officer for relocation appeals.

Eighteen manuals, used primarily by government agencies as guides to bridge and road design, construction, and maintenance, are available to the public. Engineering specialists in the office will answer questions concerning standards. For information about a specific plan or construction project, contact the local district office.

For prices of individual manuals or *Standard Specifications for Highway Construction*, contact Map Sales, Room B-20, Transportation Bldg., St. Paul, MN 55155, (612) 296-2216. All orders must be accompanied by a check or money order for the correct amount, payable to the Commissioner of Transportation. It takes approximately one to two weeks to receive a publication by mail.

Construction Standards Section, (612) 296-3023

Lawrence A. Hoben and John M. Sampson, engineers. This section establishes construction standards and monitors operations for compliance. It provides no services directly to the public.

Design Standards Section, (612) 296-6116

Raymond A. Adolffson, engineer. This section develops design standards for highway and bikeway construction and provides technical assistance in their application to cities, counties, and other state agencies. For information, contact the section at Room 615, Transportation Bldg., St. Paul, MN 55155.

Maintenance Standards Section, (612) 296-3065

Ronald B. Erickson, engineer. This section establishes standards, specifications guidelines, policies, and procedures for maintenance operations. It provides no services directly to the public.

Right of Way Standards Section, (612) 296-4859

Donald M. Benson, right of way agent. This section develops standards for right of way operations; assists cities, counties, and other agencies in interpreting and applying them; and conducts performance audits of right of way operations. The section provides a hearing officer to resolve appeals made by persons displaced by right of way acquisition. For information, contact the section at Room 615, Transportation Bldg., St. Paul, MN 55155.

Specifications Section, (612) 296-3068

Ralph O. Kipp, engineer. This section develops and maintains up-to-date specifications for contract construction. It provides no services directly to the public.

Structural Standards Section, (612) 296-6136

James J. Hill, engineer. This section promulgates standards for the construction of bridges and structures and provides technical assistance to city and county agencies in their application. For information, contact the section at Room 615, Transportation Bldg., St. Paul, MN 55155.

Value Engineering Section, (612) 296-2743

Leo C. Ryan, engineer. This section manages a comprehensive cost improvement, value engineering, and value improvement program to identify more cost effect use of resources and reduce overall costs. The section trains operations personnel in value engineering techniques. It provides no services directly to the public.

Office of Materials Engineering, (612) 296-3164

Blaine F. Himmelman, materials engineer and director. This office provides the engineering and technical services necessary to ensure that all materials incorporated into transportation facilities through construction and maintenance contracts are the most appropriate, are consistent with standards set by the department, and are in accordance with state and federal guidelines. For information contact the office at Room 137, Transportation Bldg., St. Paul, MN 55155.

Bituminous Engineering Section, (612) 296-3196

Richard D. Wolters, engineer. This section provides technical assistance to state, county, and municipal engineers and administrators on the use, acceptability, and durability of bituminous materials. It prepares bituminous mixture designs, specifications, and manuals for construction projects. The section certifies that all bituminous projects conform to specifications. For information, contact the section at Room 135, Transportation Bldg., St. Paul, MN 55155.

Concrete Engineering Section, (612) 296-3111

Leo P. Warren, engineer. This section provides technical assistance to state, county, and municipal engineers and administrators on the use, acceptability, and durability of concrete materials. It designs concrete pavements for thickness, panel length, and joint spacing. It prepares concrete mix designs, specifications, and manuals for construction projects. The section surveys concrete pavements statewide to determine maintenance and repair requirements and certifies that all concrete projects conform to specifications. For information, contact the section at Room 134, Transportation Bldg., St. Paul, MN 55155.

Soils and Foundations Engineering Section, (612) 296-3110

George R. Cochran, acting engineer. This section provides standards and design criteria for pavements, bases, and roadbeds. It provides design recommendations for structure and embankment foundations, soils, bases, and bituminous. It performs geologic studies and investigations, inspects sand and gravel aggregate deposits, develops specifications and monitors erosion control and turf establishment on construction and maintenance projects. It evaluates the in-service performance life of pavements, bases, roadbeds, structures, culverts, and other materials used. It provides no services directly to the public.

Tests and Inspections Section, (612) 296-3164

Paul A. Jensen, engineer. This section inspects and tests all materials used in the construction and maintenance of the state transportation system. The section prepares materials specifications, conducts pavement friction testing and road roughness measurements, and directs the materials certification program. It provides technical assistance to department, county, and municipal personnel and to contractors on physical and chemical testing, and conducts tests and inspections for other state

and government agencies on a reciprocity basis. For information, contact the section at Room 136, Transportation Bldg., St. Paul, MN 55155.

Office of Research and Development, (612) 296-3066

Paul J. Diethelm, director. This office creates a technical and scientific data base for the resolution of the department's most pressing technical problems as identified by department organizational units, the state legislature, the Federal Highway Administration, and local transportation and road authorities. Problem solution requests are prioritized and, within resources available, a research program is developed to be conducted partially in-house and partially under consultant agreement. Problems are addressed in the areas of design, construction, reconstruction, and maintenance of transportation facilities; pavement management; safety; environment; and materials conservation. The office also manages the research program and budget of the Minnesota Local Research Board.

Occasional research contracts are awarded on the basis of contractor qualifications for the specific professional and technical services required. Requests for proposals are published in the *State Register*. No research grants are available. Reports on completed department research may be seen in the department library at Room B-26A, Transportation Bldg., St. Paul, MN 55155, (612) 296-2385. All state university libraries have depository copies on microfiche. The office provides no services directly to the public.

Physical Research Section, (612) 296-3469

Richard Ingberg, engineer. This section conducts research projects on materials and methods used in the design, construction, reconstruction, rehabilitation and maintenance of transportation facilities at the request of department sections and the Minnesota Local Road Research Board. The section also conducts research projects funded by the Federal Highway Administration. Research findings are disseminated to state, county and city engineers.

Research Coordination Section, (612) 296-6569

Ronald M. Canner, Jr., engineer. This section coordinates all department research activities, maintains liaison with other state and national research programs, and coordinates administration of department and multi-agency sponsored research contracts. The section also coordinates department-wide implementation of available new technology and research results from other state and national sources.

Pavement Management Section, (612) 297-3978

Gerald J. Rohrbach, engineer. This section designs and maintains the Mn/DOT Pavement Management System. The system will employ, on a network basis, the ride, surface distress, deflection and skid data collected each year to make performance predictions on Minnesota's pavements. This data, together with the known maintenance and construction costs will be applied to a wide range of rehabilitation strategies and budgetary/management constraints in order to provide information that will optimize design, maintenance/rehabilitation costs and strategies and insure a satisfactory level of user serviceability.

Office of Surveying and Mapping, (612) 296-1077

Earl R. Larson, director. This office carries out geodetic and land surveys, and photogrammetric and cartographic mapping for use by the department, as well as training and advising department personnel in the application of geodetic surveys, land surveys, and photogrammetric and cartographic materials and methods for planning and design of department projects. It certifies right of way acquisition plats for accuracy and content before the plats are filed with the county recorder. It also provides assistance to other public agencies on surveying and mapping applications, techniques, and the procedures for acquiring geodetic, land surveying photogrammetric, and cartographic services.

Cartographic Section, (612) 296-1680

Richard W. Teeters, chief. This section prepares state, county, municipal, and special purpose maps and other cartography and graphic services for the department and other state and local agencies. Maps are available to the public from Map Sales, Room B-20, Transportation Bldg., St. Paul, MN 55155, (612) 296-2216.

Geodetic Section, (612) 297-2247

Neil G. Fredrickson, geodetic engineer. This section provides the public with information on horizontal and vertical geodetic control. Requests should include either name and number of control mark or location (county and township) where mark is or is needed. Contact the section at Room 712, Transportation Bldg., St. Paul, MN 55155, (612) 296-3027.

Land Survey Section, (612) 296-1074

John E. Swenson, principal land surveyor. This section is the custodian of the department's right of way maps and plats that show the land owned by the department for highways and the government land corner information that was used to describe the parcels. This information is available to the public. Contact the section at Room 712, Transportation Bldg., St. Paul, MN 55155.

Photogrammetric Section, (612) 296-1079

Stanton P. Michal, photogrammetric engineer. This section provides aerial photography, photogrammetric enlargements, aerial photographic mosaics, and photogrammetrically derived planimetric and photographic mapping for use by the department's technical staff. Prints and enlargements of portions of the aerial photography acquired by the section are available to the public. Requests should include size wanted, description of the specific area, type of photography, and date of photography. Prices vary, depending on size and quantity of prints ordered. Contact the section at Room 711, Transportation Bldg., St. Paul, MN 55155.

Computer Technical Applications Section, (612) 296-3033

This section provides computer programming related support and applications development for the Surveying and Mapping activity.

Office of Electronic Communications, (612) 296-7402

Samuel F. Gargaro, director. This office designs and maintains communications networks, electronic truck weighing, and closed circuit television systems for the department and other state agencies.

Electronic Maintenance Section, (612) 296-3458

Anthony C. Vornbrock, engineer. This section installs, maintains, and repairs communications systems and related electronic equipment for all state agencies, including portable radios, base transmitting stations, weather broadcasting stations, electronic weighing stations, aeronautical navigational aid facilities, closed circuit television systems, and repeater sites. It provides no services directly to the public.

Engineering Section, (612) 296-7418

Henry E. Bruns, engineer. This section provides telecommunication system design and engineering for all state agencies. It provides frequency coordination to local governments for land-mobile radio systems in cooperation with the Federal Communications Commission (FCC). Frequency coordination is required by the FCC for all new radio station licenses or modifications to existing licenses in police, local government, highway maintenance, and forestry conservation radio services as well as some licenses in special emergency radio service. **Request for Frequency Coordination** forms are available from the section.

The section also provides engineering assistance to the Department of Health, hospitals, and ambulance services statewide for two-way emergency medical service radio systems. For forms or assistance, contact the section at Room 320, Transportation Bldg., St. Paul, MN 55155.

The Federal Communications Commission (FCC) issues licenses for radio operators in five categories: novice, technician, general, advanced and extra. Tests for novices are administered by volunteer examiners. Tests for other categories of radio operators are given on a quarterly basis at Fort Snelling in February, May, August and November. Tests consist of two parts, code and theory. Ham, amateur, and general radio telephone and commercial licenses (for those who repair transmitters and CBs) are issued at no cost and there are no fees for tests. Applications to take the test must be completed and filed about one month prior to taking the test. For more information about ham radio operators licenses, exams, interference and forms, contact the FCC at 316 N. Robert Street, St. Paul, MN 55101 (612) 725-7819.

Office of Environmental Services, (612) 296-7528

Leonard G. Eilts, director. This office is an interdisciplinary resource, providing statewide technical and environmental consulting services to district and central office personnel involved with planning, design, and development of multi-modal transportation facilities. The office prepares and reviews environmental documents providing information for environmental impact statement projects. It develops project corridor and natural resource analysis, provides mitigation recommendations, develops site-specific preliminary and detail design recommendations and transportation landscape recommendations. It also coordinates statewide bikeway planning and development, conducts related research, and provides training seminars.

Environmental Development Section, (612) 296-1637

Lawrence E. Foote, manager. This 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. It represents the department on statewide issues that require environmental studies.

The section administers the 426-mile Minnesota portion of the 2,000-mile **Great River Road Project**. The intent of the project is to capture and retain the natural character and history of the roads that follow the Mississippi River from Lake Itasca to the Gulf of Mexico. Minnesota's portion extends to Point Douglas near Prescott, Wisconsin.

The **Bikeways Unit** is responsible for bicycle transportation planning, construction review and implementation, maps and technical assistance to local units of government. *Minnesota Bikeways* maps and the *Mn/DOT Bikeway Design Manual* are available for sale from Map Sales, Room B-20, (612) 296-2216.

Landscape Section, (612) 296-5772

Dale T. Wreisner, landscape architect. This section develops statewide landscaping policies and assists districts with the development of their specific landscape projects and schedules. It provides technical advice and training on the establishment and care of plants and timber within highway corridors and right of way and coordinates a wildflower program along state roadsides with the Federal Highway Administration and Federated Garden Clubs of Minnesota. The section coordinates the activities of Green View, Inc., an organization of retirees that provides for custodial services at designated highway rest areas. For information, contact the section at Room 704, Transportation Bldg., St. Paul, MN 55155.

Noise Analysis Section, (612) 296-3260

James R. O'Connor, engineer. The section provides technical expertise and interpretation/dissemination of federal and state laws, rules, regulations and standards for the department in the field of acoustics on all facets of transportation noise. The section serves the department when the measurement and engineering solution of work place noise for OSHA compliance is required.

Air Quality Section, (612) 296-1656

James P. Halvorson, air quality engineer. The Mn/DOT air quality policies, analysis

procedures and monitoring capabilities are developed and maintained in this section. Policy guidance, planning assistance and technical expertise are provided for air quality planning, highway project development and construction/operation concerns related to air pollutants. The air quality and energy analysis for highway projects as well as approvals and permits are the responsibility of this section. Assistance is provided to cities, counties and planning agencies. Coordination is maintained with state and federal air quality and transportation agencies. The section is located in B-3, Transportation Bldg., St. Paul, MN 55155.

Site Development Section, (612) 296-5773

James S. Reiersen, Sr., landscape architect. This section provides interdisciplinary technical expertise in the development and coordination of various departmental programs including safety rest areas, multiple use/joint development projects, special design projects, departmental buildings, and travel information plazas. It prepares preliminary plans, detail designs, specifications, design guides, feasibility studies, and environmental reports related to transportation site development and planning. The section provides no services directly to the public.

Office of State Aid, (612) 296-9872

Gordon M. Fay, state aid engineer. This office administers the distribution of state-aid and federal-aid funds to eligible counties, cities and townships. It authorizes grants for bridge construction on local road systems. It provides technical assistance in the design, construction and maintenance of the state-aid and federal-aid road systems. It provides no services directly to the public.

Plans and Specifications Section, (612) 296-9875

Delvert D. Oftedahl, chief. This section reviews for approval plans for state-aid and federal-aid construction projects.

Programming and Project Development Section, (612) 296-3014 and -9973

Irving V. Sobohn, engineer for rural projects; John D. Petrich, engineer for urban projects. This section administers, prepares, and processes documentation for county and municipal road construction projects involving federal funds.

State Aids Needs Study Section, (612) 296-1660,-1662

Kenneth Hoeschen, manager, County State Aid Highway Needs Study; George Quickstad, manager, Municipal State Aid Needs Study. This section maintains studies required by law for the purpose of determining apportionments from the Highway Users Tax Distribution Fund to local units of government.

Transportation Regulation Board

795 American Center Bldg., 160 E. Kellogg Blvd., St. Paul, MN 55101

Roger A. Laufenburger, (612) 296-0400

Minnesota Statutes, chapters 174-174A, 216-216A, 218-219, 221; *Minnesota Rules 7800*

The board is a three member quasi-judicial independent regulatory agency established to regulate "for hire" transportation (anyone who transports freight or people for pay) within the state of Minnesota. The board was created in 1980, but was not funded until 1983. The board began its activities on October 1, 1983 taking over some of the duties previously handled by the Minnesota Public Utilities Commission. It issues orders, certificates and permits for motor carrier authorities and rates, and railroad matters such as abandonments and variances.

Petitioners for motor carrier authority must show proof that they are fit and able and there is a need for the proposed service. The board issues certificates for regular route, freight and passengers, and petroleum; and permits for irregular route, contract, livestock, charter, local cartage and courier services. Petition forms are

obtained and filed with the Minnesota Department of Transportation, Office of Safety and Compliance, 416 Transportation Bldg., St. Paul, MN 55155, (612) 296-7119. Petitions are published for 20 days notice in the weekly board calendar. Contested matters are scheduled for hearing before the Office of Administrative Hearings, 400 Summit Bank Bldg., 310 S. 4th Ave., Minneapolis, MN 55415 (612) 341-7600.

Uncontested matters are processed by the staff for board disposition. The subscription fee for the board's weekly calendar is \$40.00 per year. For information call (612) 296-4362. Copies of board files are available upon request for 25¢ per page.

Office of the State Treasurer

303 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155

Robert W. Mattson, state treasurer, (612) 296-9623

Minnesota Statutes, chapter 7; Minnesota Rules 9000-9099

The state treasurer is a constitutional officer elected by the people to a four year term. The primary function of the office is to receive and account for 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 board is responsible for the formulation of policy and investment of monies on behalf of the various public 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.

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 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 in this division is the Debt Service Section, 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 consist of all monies paid into the state of Minnesota. These deposits are 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 Tigges, supervisor. This section maintains an inventory of all securities owned by the state, the retirement funds, and public funds. All transaction data is verified, recorded and documented.

Debt Service Section, (612) 296-9547

Gregory Colberg, accountant. The state of Minnesota issues debt as prescribed by the state constitution and Minnesota Statutes. Fifty-three separate issues of Minnesota bonds in excess of \$1 billion were outstanding after July, 1983, bond sales. The state has also issued and redeemed up to \$850 million in short term Certificates of Indebt-

edness. The section maintains records of every bond and coupon issued and redeemed and also makes principal and interest payments for the retirement of all debt.

Electronic Data Processing Section, (612) 296-8552

Michael Hager, EDP supervisor. The section reconciles and pays all state warrants presented to the treasurer's office for payment. It 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 other financial reports.

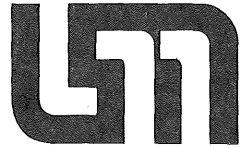
University of Minnesota

100 Church Street S.E., Morrill Hall, Minneapolis, MN 55455

C. Peter Magrath, president, (612) 373-2025

Information: (612) 373-2851

Minnesota Statutes, chapter 137



The university was founded in February 1851 under Chapter III of the Territorial Laws enacted by the Legislative Assembly. It began as a preparatory school in the village of St. Anthony seven years before the new territory of Minnesota became a state. Twenty-five and one-third acres of the present site were purchased in 1854, and the first campus building, Old Main, was completed in 1858. The school struggled financially in its early years and was forced to close during the Civil War.

With the guidance and financial help of John Sargent Pillsbury, a Minneapolis businessman, the university survived those troubled times. Pillsbury, a university regent, state senator, and governor, is known today as "the father of the university" because of his efforts. Another reason for the university's survival was the Morrill Act. Signed into law by President Lincoln in 1862, the Morrill Act, or Land-Grant Act, provided for the donation of public lands to states and territories for the establishment of educational institutions. The purpose of the act was "to promote the liberal and practical education of the industrial classes in the several pursuits and professions of life."

The preparatory school re-opened its doors in 1867. Two years later, after a major reorganization, it became a full-fledged institution of higher education. The university's first class had 18 students and nine faculty. William Watts Folwell, a scholar who served as an engineering officer in the Civil War, was inaugurated as the first president of the university on December 22, 1869. Folwell believed that a university should be a place where young men and women learn to participate in the work of democracy while adding to the wealth of human knowledge. He called for the development of an institution that would become the "head and crown" of the state's school system.

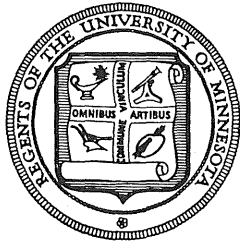
From its tenuous start, the university has grown to become one of the largest and strongest universities in the country and a major research institution. Its fall quarter 1983 enrollment was over 57,000 daytime students on its five campuses and nearly 18,000 extension class students. The university employs more than 31,000 persons, and ranks as Minnesota's third largest employer. The Twin Cities campus in Minneapolis and St. Paul offers the full range of academic and professional degrees. Academic and preprofessional programs are offered at the University of Minnesota, Duluth, part of the university system since 1947; the University of Minnesota, Morris, opened in 1959; the University of Minnesota Technical College, Crookston, opened in 1965; and the University of Minnesota Technical College, Waseca, established in 1971.

The university serves its students and all residents of Minnesota through its extension division, information services, radio stations, agricultural experiment stations, and its sponsorship of exhibits, concerts, lectures and publications. The nation also is served by the university through its contributions in research. Medicine, agriculture,

engineering, and social welfare benefit from its experiments and surveys. The University of Minnesota, one of the world's leading transplant centers, has been responsible for the first successful bone marrow transplant, the development of the first total body X-ray scanner, the isolation of uranium isotope U-235, the design of Mars exploration experiments using a mass spectrometer, development of emergency survival rations for soldiers, and the production of a live calf from freeze-dried sperm, among other significant research projects.

The state constitution provides for university autonomy in the management of its internal affairs. The university's charter, drawn up and adopted by the territorial assembly and approved by an act of Congress, delegated to the Board of Regents the right to govern the university. In the state constitution, all the "rights, immunities, franchises, and endowments" granted by the charter were "perpetuated unto" the university.

In a test case in 1928, the Minnesota Supreme Court held that the Board of Regents is constitutionally independent of all other executive authority. In 1977 the court ruled that the legislature cannot intrude on the internal control of the university, but can impose reasonable conditions on the use of appropriated funds.



Board of Regents, (612) 373-0080

Duane Wilson, regents' secretary. The Board of Regents is the governing body of the university. Chief responsibilities are the election of the chancellor (the term president is commonly used instead of chancellor); enactment of rules, regulations, and policies governing the university; control of university expenditures; and approval of major personnel changes.

The 12 regents are chosen by the state legislature. Eight regents are nominated by a caucus of state legislators and come from each of the eight congressional districts. Four regents are elected at large, and are usually nominated by a joint meeting of the Minnesota House and Senate Education Committees. One of these four at-large regents must be a university student or a recent university graduate (within five years prior to election). Regents serve without pay for six-year terms. Each odd-numbered year four regents' terms expire and elections are held to fill their chairs. Vacancies occurring when the legislature is not in session are filled by the governor.

The president of the university is ex-officio president of the Board of Regents. A chairman and vice chairman are elected from the board; a secretary and a treasurer, who may or may not be members of the board, are also elected. All officers, except the president, serve for two years.

The board meets in regular session the second Friday of each month and business to be considered is first reviewed by one or more of the standing committees. Dates of board meetings are announced in the "Official Daily Bulletin," published in the *Minnesota Daily* (the Twin Cities campus student newspaper) when classes are in session, and as a special bulletin during quarter breaks. The dates are also announced at the coordinate campuses in their campus calendars or publications and in *Brief*, the weekly newsletter for faculty and staff on all campuses. Materials for consideration by the board from within the university are usually submitted to the secretary of the board through the president's office. Requests for personal appearances before board committees must be approved in advance by the secretary.

Regents:

Charles H. Casey, D.V.M., Box 247, West Concord, MN 55985
 Willis K. Drake, 11111 West Bren Road, Minnetonka, MN 55343
 Wally Hilke, 1947 Grand Avenue, Apartment 207, St. Paul, MN 55105
 Lauris D. Krenik, Rural Route 1, Madison Lake, MN 56063
 Verne Long, Rural Route 1, Box 162, Pipestone, MN 56164
 Wenda W. Moore, 2727 Dean Parkway, Minneapolis, MN 55416

Mary T. Schertler, 875 East Clear Avenue, St. Paul, MN 55106
 William B. Dosland, Dosland, Dosland and Nordhougen, American Bank & Trust Bldg., Moorhead, MN 56560
 Erwin L. Goldfine, Manley Management Company, 500 Alworth Bldg., Duluth, MN 55802
 David M. Lebedoff, 4200 IDS Center, Minneapolis, MN 55402
 Charles F. McGuiggan, 104 West Redwood, Marshall, MN 56258
 David K. Roe, 175 Aurora Avenue, St. Paul, MN 55104

Due to space limitations of the guidebook, descriptions of all of the university's divisions cannot be printed. Following is a brief listing of frequently called numbers and places where more information can be obtained.

General Services

Alumni Association ((612) 373-2466
 Book Center, Minnesota:
 (612) 373-3688
 Emergency (Police): (612) 373-3550
 Equal Opportunity & Affirmative Action (612)
 373-7969
 Lost and Found: (612) 376-3003

Minnesota Daily

Ads: (612) 373-3385
 Business Office: (612) 376-5550
 News: (612) 373-3381
 Personnel Department
 (Employment) (612) 376-9696
 Recreational Sports Office
 Main Office: (612) 373-4200
 St. Paul Campus: (612) 373-0956
 Sports Clubs: (612) 376-9263 or 373-3955

Educational Services

Aviation Education Resource Center,
 Duluth: (218) 726-8251 or -8117
 Continuing Education & Extension Classes:
 (612) 373-3900
 English as a Second Language Program (612)
 373-7855
 Home Economics Answering Services (612)
 373-0912 (Consumer Answering Service)
 Home Economics Education Division (612)
 373-1530
 KUOM Radio: (612) 373-3177

Health and Crises Services

Alcohol & Other Drug Abuse Program (612)
 376-3150
 Drug Information Centers
 Minneapolis: (612) 376-7190
 Morris: (612) 589-2211, ext. 6099

Student Services

Admissions and Records Office
 (612) 373-2106
 Handicapped Resource Coordinator (612)
 376-2727
 Housing Office: (612) 373-7542
 International Center, Minnesota
 (612) 373-3200
 International Student Adviser (612) 373-4094

Sports Ticket Offices
 (Intercollegiate)
 Men's Athletics (612) 373-3181
 Women's Athletics (612) 373-2255
 Student Unions
 Coffman Memorial Union
 (East Bank): (612) 373-2403
 West Bank Student Center:
 (612) 373-5058
 St. Paul Student Center:
 (612) 373-1046

Telephone Information Services:
 (612) 373-2851
 University Art Museum: (612) 373-3424
 University Relations: (612) 373-2126
 University Theatre Tickets:
 (612) 373-2337

Labor Education Services (612) 373-3662
 Learning Resources Center, Crookston (218)
 281-6510, ext. 388
 Media Resources (612) 373-4760
 Minnesota Public Interest Research Group
 (MPIRG): (612) 376-7554
 Minority and Special Student Affairs (612)
 376-1235
 Summer Session Office: (612) 373-2925
 Walter Library: (612) 376-4100
 Wilson Library: (612) 373-3082

Student Health Service
 Minneapolis: (612) 373-3141
 St. Paul: (612) 373-0960
 Crisis Counselor: (612) 373-4119
 University Hospitals: (612) 373-8484

Prospective Students Office (612) 373-2144 or
 373-3030
 Student Counseling Bureau (612) 373-4193
 Student Counseling Service, Morris (612)
 589-2211, ext. 6060
 Student Financial Aid: (612) 376-2424
 Student Organization Development Center
 (612) 373-3955

Colleges of the University of Minnesota, Twin Cities Campus

College of Agriculture, (612) 373-0921. The bachelor of science degree is offered in a wide range of subject areas such as agricultural business administration, agricultural science and industries, communication science, food science, and nutrition and resource and community development. Graduate degrees are also offered.

Institute of Agriculture, Forestry and Home Economics, (612) 373-0734. Included in the institute are the colleges of agriculture, forestry, and home economics. Also included are the agricultural extension service and the agricultural experiment station.

College of Biological Sciences, (612) 373-1190. Primarily an upper division (junior and senior) unit, the college offers bachelor's degrees in biochemistry, biology, botany, genetics, and cell biology, and microbiology to prepare students for laboratory, office, or field positions with governmental agencies or industry. Undergraduates may also specialize in ecology and behavioral biology under the biology major, or create their own major under the Individually Designed Studies Program. More than half of the graduates pursue further training. Master's and doctor of philosophy degrees are offered in the disciplines mentioned above (except Individually Designed Studies), plus zoology.

School of Dentistry, (612) 376-4373. Programs are offered in dentistry and dental hygiene, as well as continuation courses to keep those in the profession informed of new developments in research and clinical procedures.

College of Education, (612) 373-9880. The college offers programs leading to the bachelor of science, master of education, master of arts, doctor of education, doctor of philosophy degrees and specialist certificate. Preparation for teaching kindergarten through high school, and training in such fields as special education, music therapy, physical education, recreation and park administration, educational administration and vocational-technical education are available.

College of Forestry, (612) 373-0825. Baccalaureate and graduate degree programs are offered. Four-year courses lead to the bachelor of science degree in the areas of forest resources, forest science, forest products, recreation resource management, fisheries, and wildlife.

General College, (612) 373-4104. Each student, in consultation with an adviser, plans a course of study leading to a four-year bachelor of applied studies or bachelor of general studies degree, a two-year associate of arts degree or a certificate program in an occupational specialty. In addition to regular course-work, credit can be earned through non-classroom experiences.

Graduate School, (612) 373-2952. Students with bachelor's degrees or their equivalent may undertake work for the advanced degrees of master of arts, master of science, doctor of philosophy, doctor of education, and doctor of musical arts. Specialist certificates in a number of fields are also offered.

College of Home Economics, (612) 373-0933. Students may concentrate their studies in the fields of consumer food science, costume design, family relationships, food science and technology, applied (including commercial art and graphics, textile designs and jewelry), general home economics, housing, interior design, nutrition and dietetics, retail merchandising and textiles and clothing. A joint degree with the college of education is offered in home economics education. The School of Social Work is now a university of the College of Home Economics.

Law School, (612) 373-2717. The three-year program leads to the professional juris doctor degree, which qualifies for bar examinations and admission to practice.

College of Liberal Arts, (612) 373-4402. The university's largest division, the college provides the traditional liberal arts opportunities in the social sciences, humanities,

and fine arts, both for general education and as preparation for professional and vocational work. The college's more than 60 majors allow students to earn bachelor of arts, bachelor of fine arts, bachelor of science, bachelor of individualized studies, bachelor of elected studies or associate in liberal arts degrees and prepare them for entry into graduate and professional programs.

School of Management, (612) 373-3701. The school offers basic professional training for positions of responsibility in business. Specialized training at the undergraduate and graduate levels is offered in accounting, business, government, and society, business law, finance, industrial relations, management, management information systems, marketing, operations management, quantitative analysis, risk management, and insurance and transportation, and business logistics. Non-credit programs related to management are offered by the graduate school through its Executive Development Center. Research and consultation in management fields are carried out through the Accounting Research Center, the Management Information Systems Research Center, the Operations Management Center, and the Strategic Management Research Center.

Medical School, (612) 373-8139. The school's four-year course in medicine leads to the doctor of medicine degree and provides basic preparation for specialization or other advanced postgraduate training. The school also offers programs in medical technology, physical therapy, occupational therapy, certified nurse anesthesiology, and radiologic technology.

School of Nursing, (612) 373-3462. The professional nursing program prepares the student for the practice of professional nursing in entry-level positions and provides foundations enabling the graduate to gain additional proficiency through advanced study and informed participation in nursing care. Completion of the program leads to the degree of bachelor of science. A master of science program in nursing and a doctor of philosophy program in nursing care is offered by the graduate school.

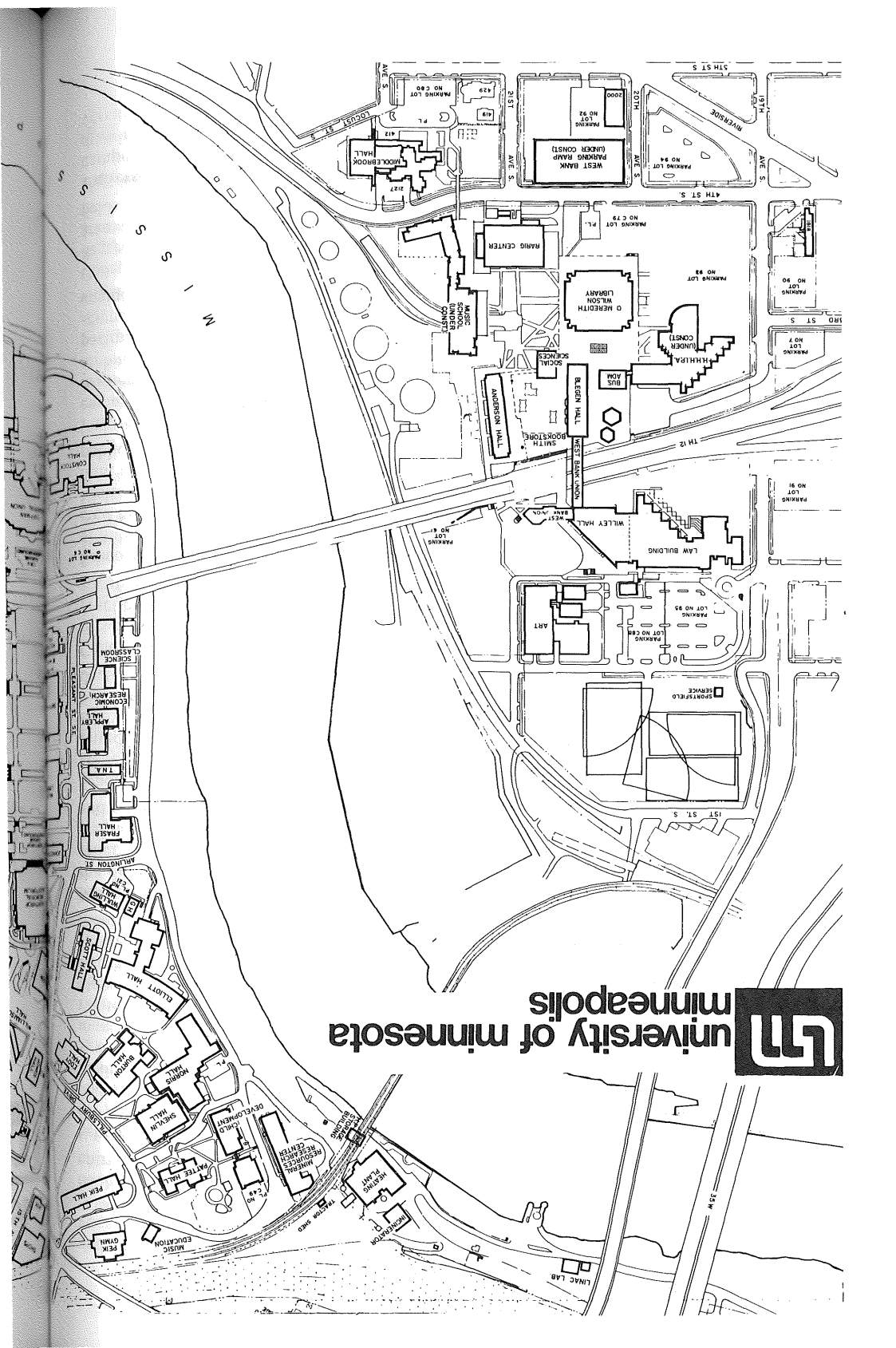
College of Pharmacy, (612) 373-2186. The three-year program leading to the bachelor of science degree is required for eligibility to take the examination for licensure to practice pharmacy. The doctor of pharmacy professional degree trains clinical therapeutics specialists interested in dealing directly with patients.

School of Public Health, (612) 373-8060. Advanced courses for specialists in a number of public health fields lead to master's or doctor of philosophy degrees. Fields covered by the school are biometry, dental public health, epidemiology, environmental health, health education, healthy psychology, hospital and health care administration, maternal and child health, physiological hygiene, public health administration, public health nursing, public health nutrition, and veterinary public health.

Institute of Technology, (612) 373-3227. The institute offers professional training in engineering and architecture as well as basic education in the physical sciences and mathematics. Making up the institute are the schools of architecture and landscape architecture, earth sciences, mathematics, and physics and astronomy, and the departments of agricultural engineering, chemistry, chemical engineering and materials science, computer science, aerospace engineering and mechanics, civil and mineral engineering, electrical engineering, mechanical engineering, and statistics.

College of Veterinary Medicine, (612) 373-1134. The doctor of veterinary medicine degree prepares students for private practice, animal disease control, laboratory animal medicine, public health, research, teaching, zoo animal medicine, and other fields.

University College, (612) 373-4638. Offers students on all University of Minnesota campuses the opportunity to design an individualized baccalaureate degree program drawing upon courses, faculty, and other learning resources from across the University. Students pursuing one of the two University College programs, University



university of minnesota



Without Walls or the Inter-College Program, are assisted by academic advisers and faculty advisers in the development of an academic program tailored to meet their educational goals.

Coordinate Campuses of the University

University of Minnesota Technical College, Crookston (UMC), (218) 281-6510. A coordinate campus since 1965, UMC provides two-year educational programs leading to the associate in applied science degree in agriculture, business, and hospitality and home economics. Each student's programs includes a unit of internship training.

University of Minnesota, Duluth (UMD), (218) 726-8000. UMD became part of the university in 1947. Academic programs include two-year degree offerings: associate in applied science (American Indian Mental Health Training Option), associate in arts (concentration in law enforcement), and associates in dental hygiene. Bachelor's degrees are offered in science, arts, applied arts, and applied science (related to the college of education), fine arts, music, business administration, accounting, and social work. Sixteen master's degree programs offer master of arts degrees in art, education, educational psychology, English, history, communicative disorders, and educational administration, and master of science degrees in biology, chemistry, geology, physics, and in business administration, social work, industrial safety, and education (MED). Also available is the specialist certificate for the first two years of basic science study in medicine.

University of Minnesota, Morris (UMM) (612) 589-2211. A four-year liberal arts college established in 1959, UMM offers programs in the humanities, social sciences, and natural sciences. In addition, the college offers basic preparation for many of the professions, for students intending to enter business, teaching, creative arts, or any of several other specialized occupational areas. A two-option program allows students to follow either a relatively traditional curriculum or an individualized curriculum.

University of Minnesota Technical College, Waseca (UMW) (507) 835-1000. A coordinate campus since 1971, UMW prepares students for semi-professional or midmanagement level positions in the broad fields related to agriculture, as well as services to rural homes and communities. The associate degree in applied science is offered in business production, agricultural industries and services, agricultural business, animal health technology, home and family services, food industry and technology and horticultural technology. Most programs require two years; all are less than four. Facilities are available for meetings year-round; contact University Relations, ext. 264 for details.

Agricultural Experiment Station System, (612) 373-0751

Richard Sauer, director. The system offers research information to the public about agriculture, forestry, fisheries, wildlife, natural resources, rural home and community life, home economics, human nutrition, and rural development, and about 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, and 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 can be obtained by contacting scientists at the following addresses:

Area Agricultural Experiment Stations:

Crookston — Northwest Station, MN 56716, (218) 281-6510, ext. 223

Grand Rapids — North Central Station, MN 55744, (218) 326-3485

Lamberton — Southwest Station, MN 56152, (507) 752-7372

Morris — West Central Station, MN 56267, (612) 589-1711

Rosemount — Station, 1605 160th Street W., MN 55068, (612) 423-1491 or 423-2455

St. Paul — Station, 220 Coffey Hall, 1420 Eckles Avenue, MN 55108, (612) 373-0751

Waseca — Southern Station, MN 56093, (507) 835-3620

Agricultural Extension Service, (612) 373-1246

Norman Brown, director. This service conducts educational programs and demonstrations and disseminates information on agriculture and related industries, home economics, family living, 4-H youth development, and community and natural 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.

Persons trained to answer questions about plants, insects, lawns and gardens are available weekdays from 11 a.m. to 7 p.m. through a special telephone line, DIAL U. A service fee of \$2 per call will be charged to the caller's monthly telephone bill. The service is available from most residential telephones in the Twin Cities.

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 "Country Offices"). Specific information about programs and topics is available from any county extension office or by calling the following offices:

Agricultural and applied economics Farm Management: (612) 373-1145

Marketing: (612) 373-1093

Publications Distribution Center (612) 373-1615

Food, clothing, and consumer information (612) 373-9012

Forest Resources (612) 373-0827

Garden flower, lawn, and landscape DIAL-U (612) 376-4749 for Info Service and Teletip Tapes

Insect information DIAL-U (612) 376-4749 for Info Service and Teletip Tapes

Plant disease information DIAL-U (612) 376-4749 for Info Service and Teletip Tapes

Audiovisual Library Service, (612) 373-3810

Judy A. Gaston, 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 (1981 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 (½-inch and ¾-inch) and slide/tape. To place a rental order or obtain information, contact the service at 3300 University Avenue S.E., Minneapolis, MN 55414.

Back-to-School Programs, (612) 376-7500

Beverly Sinniger, extension classes assistant director. Each year the Department of Extension Classes offers free back-to-school workshops to help adults returning to college classes after an absence and for those who have never attended college. In addition, a free two-night course on how to use University of Minnesota libraries is

offered each quarter. Each September, the department also hosts an open house and orientation session for those wishing to learn more about the university's continuing education programs. Program advisers and counselors, along with department representatives, are on hand to answer questions; college bulletins are available; and talks and tours of the campus and university libraries are scheduled. For information, call or write the department at 101 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Beef Cattle Evaluation Program, Minnesota, (612) 373-1166

Charles J. Christians, coordinator. The Animal Science Extension Department, in conjunction with the Minnesota Beef Cattle Improvement Association, offers a beef cattle performance testing service. A program is offered for an on-farm records system. A complete computerized herd analysis is available to cow herd owners. Central testing laboratories are available to measure growth performance on weaning bulls. A beef carcass evaluation program coordinated with USDA meat grading services evaluates market beef for carcass quality and cutability traits. A fee for users is charged. For information, contact the program at 101 Peters Hall, University of Minnesota, St. Paul, MN 55108.

Bell Museum of Natural History, (612) 373-2423

Donald E. Gilbertson, director. The museum features diorama exhibits of Minnesota wildlife, the Touch and See Room, and the Jacques Gallery of natural history art. It also houses extensive research collections of birds, mammals, reptiles, amphibians, and fish, as well as the university's natural history library. Museum hours are 9 a.m. to 5 p.m. Tuesday 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 lectures are given 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 Dept., (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 1/4-inch videotape production and editing services and 16mm motion picture production are also available.

A price list and project estimates are available at no charge. The department 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-Wangensteen Building, 516 Delaware Street S.E., Minneapolis, MN 55455.

Bio-Medical Information Service, Bio-Medical Library (612) 376-3523

Kathie O'Connell, supervisor. The service is a fee-based, information-providing unit of the Bio-Medical Library offering the following services.

Subject search — comprised of lists of computer-generated references on any health-science related topic. The service has access to over 300 computer databases.

Prices range upward from \$20 for 25 references, depending upon the subject searched, the thoroughness of the search, and the database(s) used;

Photocopies of articles from medical journals and books. Prices range upward from \$2 per article, depending upon where the journal was obtained and the length of the article. The Bio-Medical Library owns over 4,000 journal titles. Articles copied from journals owned by the Bio-Medical Library will be photocopied and ready for pick-up or mail-out within 48 hours. A rush service is available for an additional fee. Using rush, one article can be ready within 15 minutes.

A Pull service. By calling (612) 376-3523, any journal or book owned by the Bio-Medical Library can be ready and waiting to be used or checked out. Requests called in by 1:30 any weekday afternoon will be ready by 4:30 the same afternoon. The price is 50 cents per journal (or book with the Bio-Medical Library call number) or 75 cents for a book without the call number. If volumes are needed at times other than those mentioned above, rush pull service can provide the needed volumes for \$1.50 each, and can be ready within 15 minutes.

More detailed information is available by writing to Diehl Hall, 505 Essex Street Southeast, Minneapolis, MN 55455.

Business and Economic Research Bureau, (612) 373-4495

This division publishes an 8-12 page quarterly newsletter containing news of the School of Management (formerly the College of Business Administration), 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 Management and Economics Building, 271 19th Avenue S., Minneapolis, MN 55455.

Business and Economic Research Bureau, Duluth, (218) 726-7298

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*, the *Duluth Tourist Index*, and an annual *Selected Economic Data for Duluth and Northeastern Minnesota* in cooperation with the Minnesota Department of Economic Security. It also publishes many monthly reports. For information or to order publications, contact the bureau at 150 School of Business and Economics, University of Minnesota-Duluth, Duluth, MN 55812.

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

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. The office also offers information to public and news media about the university. 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 the Admissions Office, 315 Darland Administration Bldg., University of Minnesota-Duluth, Duluth, MN 55812.

Career Education Center, Crookston, (218) 281-6510 ext. 363

Sally Henderson, director. The center's services are 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 in Bede Hall, University of Minnesota-Crookston, Crookston, MN 56716.

Cartography Laboratory, (612) 373-4852 or 373-2661

Gregory Chu, senior cartographer. The laboratory offers a variety of map planning, compilation, design, and production services. Users are charged for services. For information and estimates contact the laboratory at 414 Social Science Building, 267-19th Avenue South, Minneapolis, MN 55455.

Cartography Laboratory, Duluth, (218) 726-7551

Gordon Levine, interim director. The laboratory provides complete mapping services including production of black and white and color maps and map reduction and reproduction. The computer applications section has one of the largest collections of mapping software in the state. The mapping software is maintained by the laboratory for general use on the Duluth campus's computer. For more information, contact the director at 228 Social Science Building, University of Minnesota, Duluth, Duluth, MN 55812.

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, N.E., Bethel, MN 55005.

Childbearing-Childrearing Center, (612) 373-8212

Irene Nielsen, 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, and well-woman/family planning 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 \$1,866 (\$1,325 for hospital charges, \$470 for nurse-midwife, \$71 for pediatrician). A fee of \$500 is charged for a birthing suite available to the client for a period of six to twenty-four hours. 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. 340

Marilyn Grave-Schubert, director. The UMC Children's Center is a child development laboratory serving the needs of the university and community as a comprehensive early childhood education program. It provides services for infants, toddlers, and preschoolers. Educational, nutritional, and parent-involvement services are pro-

vided. Referrals from social service agencies in northwestern counties will be accepted on a space-available basis. Parents and guardians are strongly recommended to visit the center in person to register children for the program and have a personal conference between the center director and a family member. Center hours are 7:40 am to 5:20 pm 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.

CHIP (Council for Health Interdisciplinary Participation), (612) 373-8969

Mary L. Hastings, 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 both on and off campus, discussing health professions with high school students, and providing screening programs for high blood pressure or other health-related problems. Contact the office at M. Moos 1-425 Health Sciences Tower, 515 Delaware Street S.E., Minneapolis, MN 55455. A 24-hour answering service takes all calls.

Cleft Palate Maxillofacial Clinic/Craniofacial Clinic, (612) 373-7966

Karlind T. Moller, director. The clinics provide interdisciplinary diagnostic and treatment planning services for persons with cleft lip/palate and other craniofacial anomalies. Direct surgical, dental, speech, and hearing treatment is coordinated and facilitated through resources available in the patient's local community or the various health sciences clinics. There is a fee for this service, but no one is denied services because of inability to pay. For information, contact the clinic at 6-296 M. Moos Health Sciences Tower, 515 Delaware Street S.E., Minneapolis, MN 55455.

Community Development Regional Research Center, Morris, (612) 589-2211, ext. 6206

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 special 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 is a multidisciplinary program of patient care, research, and education specializing in services for patients and their families, as well as in information and programs for health care and other human service professionals, and the general public. Information about educational programs and materials (print and audiovisual) can be obtained by calling the education staff or writing to the program at 2829 University Avenue S.E., Suite 318, Minneapolis, MN 55414. Information about the patient care services including the treatment program at University Hospitals for adults and children with difficult-to-control seizures can be

obtained by contacting the center at 2710 University Ave. S.E., Minneapolis, MN 55414.

Computer Center, (612) 376-5592

Peter C. Patton, director. The center operates three Control Data Cyber high-speed, general purpose computers and a CRAY-1 supercomputer. 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. A wide variety of software packages is available and many courses are offered on the use of software packages and programming languages. Telephone and walk-in consulting are available, as are field engineering services. Fees are based on the use of time and materials. For information, contact Client Services at 227 Experimental Engineering, 208 Union Street S.E., Minneapolis, MN 55455.

Computer Center, Morris, (612) 589-2234

Andy Lopez, director. The center provides computer services for nonprofit organizations in west central Minnesota. A schedule of fees will be provided upon request. For information, contact 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 and contemporary dance 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. Summer Session and the department sponsor films, music and dance programs during the summer. For information, contact the Northrop Ticket Office, 105 Northrop Auditorium, 84 Church 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, 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. There are usually tuition or other fees levied, depending upon services rendered.

For general information, contact the dean's office at 150 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

Cooperative Agricultural Weather Advisory Program, (612) 373-0750

Mark Seeley, supervisor. Initiated in 1979, CAWAP is a multiagency effort to provide more timely and comprehensive environmental information regarding agricultural management and production. CAWAP uses computer terminals to store data on a shared computer file. Dissemination of weekly climate and weather information, computer maps of environmental data, certain crop response models, and agricultu-

ral advisories are some of the services available. For information the program can be found at 279 North Hall, 2005 Buford Avenue, St. Paul, MN 55108.

Data Facility, Duluth Regional, (218) 726-7291 or -7587

Donald L. Batkins, coordinator. The facility provides computer-related services to the general public. Basic census computer tapes and the software needed for access to them is maintained. For more information contact the Computer Center, 175 Marshall W. Alworth Hall, University of Minnesota-Duluth, Duluth, MN 55812.

Dental Clinics, (612) 373-2535

Harvey L. Colman, associate dean. 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, and information on the following specialized clinics may be obtained by contacting Patient Admissions, School of Dentistry, 515 Delaware Street S.E., Minneapolis, MN 55455.

Oral Pathology Clinic (612) 373-0155, for patients with special problems of the mouth other than caries and periodontal disease.

Orthodontic Clinic (612) 373-3274, provides initial orthodontic screening examinations and treatment by either resident dentists under faculty supervision or by faculty orthodontists.

Pediatric Dentistry Clinic (612) 373-3262, 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 children receives considerable emphasis. Members of the faculty are available to make presentations to various groups concerning dental care for children.

Dental Hygiene Clinic, Duluth, (218) 726-8555

Eugene S. Ley, director. The clinic is open to community residents. Dental hygiene students provide a broad range of preventive dental services, including dental X-ray, dental prophylaxis, topical fluoride treatment, nutrition counseling, and oral hygiene instruction. A modest fee is charged for these services; a maximum fee of \$5 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. Referrals are made as needed for clinical evaluation or laboratory testing, which may be subject to fees. Lectures and workshops are open to outside organizations without charge. Information about lectures, workshops, or counseling may be obtained from the institute at 400 Church Street S.E., Minneapolis, MN 55455.

Drug Information and Education Center, Duluth, (218) 726-7135

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. A staff person is 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.

Drug Information Services, (612) 376-7190 for the public; (612) 373-8888 for health professionals.

Gary R. Gallo, director. This specialized reference center is designed to answer questions regarding prescription, non-prescription, and investigational drugs from health care professionals and the general public. Questions regarding alcohol and

abused drugs are also answered. Information for health professionals can be obtained by calling (612) 373-8888. The service publishes 2 monthly newsletters and performs computer searches. It is staffed by pharmacists, a librarian, a chemical-health information specialist, and pharmacy students. Hours are 8 a.m. to 4:30 p.m. Monday through Friday. The center is in 3-160 Health Sciences Unit F, 308 Harvard Street S.E., Minneapolis, MN 55455.

Economic Education Center, Duluth, (218) 726-7219

Richard W. Lichty, director. The center offers programs designed to improve the general level of economic knowledge and understanding in northeastern Minnesota. The center is 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. For information, contact the center at 150 School of Business and Economics Building, University of Minnesota-Duluth, MN 55812.

Elderhostel, Minnesota State Office, (612) 376-2704

Carol Daly, program director. Registration and information for the 25 colleges and universities that provide Elderhostel in the state of Minnesota. Elderhostel is an on-campus living, learning program for persons over 60 years of age. The 1984 fee is \$190, which covers three courses and food and lodging. For information, contact the program office at 201 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

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 moments and magnetic fields, and examination of materials using electron 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.

Electron Microscopy Center, Minneapolis, (612) 373-9816

John Humenansky, operations manager. The center provides facilities to study the surface characteristics of a wide variety of samples including frozen gasses and

liquids. Chemical composition, corrosion, fractures, wear, and other product defects can also be examined. The center has a scanning electron microscope (SEM) and a scanning transmission electron microscope (STEM) with a characteristic X-ray analyzer dedicated to each microscope. Equipment for sample preparation is also available and hourly rates are established for instrument use and operator assistance. Information can be obtained from the center at 449 Shepherd Laboratories, 100 S.E. Union St., University of Minnesota, Minneapolis, MN 55455.

Electron Microscopy Center, St. Paul, (612) 373-1289

Rod Kuehn, operator; Ross Johnson, director. The center is a service laboratory that is open to the public and specializes in biological samples. Other interests can usually be accommodated. The center has a transmission electron microscope (TEM), a scanning electron microscope (SEM), a free fracture device, and associated minor equipment. The center is prepared to train new users to do the work, or to refer interested parties to a commercial service. The center offers a spring class in SEM and a fall class in TEM. Informal instruction is available on scopes, freeze fracture, and associated techniques. A fee is charged for machine use and for operator assistance. For information, contact the center at 35 Snyder Hall, 1445 Gortner Avenue, St. Paul, MN 55108.

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 are available for open registration and contract (in-house). Fees range from \$135 for one day to \$340 for three days. Billing is to the organization. For information, to have your name placed on the mailing list, or to obtain a course catalog, contact the service at 417 Management/Economics, 271 19th Avenue S., Minneapolis, MN 55455.

Executive Development Center, (612) 373-3837

Norman Chervany, director. The center provides management education services to profit and nonprofit organizations. It operates a six-week senior executive program and 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 324 Management and Economics Bldg., 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 publications, 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 33 North Hall, 2005 Buford Avenue, St. Paul, MN 55108.

Food Sensory Testing Service, (612) 373-1098

Zata Vickers, coordinator. Staff members of the Food Science and Nutrition Department provide a wide variety of sensory testing services, including test design, obtain-

ing judges, conducting tests and analysis and interpreting results. A fee is charged. For information contact the coordinator at 140 Food Science and Nutrition, 1334 Eckles Avenue, St. Paul, MN 55108.

Geography Department Map Library, Duluth, (218) 726-7551

Gordon Levine, head. The library houses the largest collection of maps on the Duluth campus. Maps are available for use in the library and most are available for loan. Information about the map library can be obtained at 228 or 329 Social Science Building, University of Minnesota-Duluth, Duluth, MN 55812.

Geological Survey, Minnesota, (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 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 2642 University Avenue, St. Paul, MN 55114-1057. 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.

Geology Department, Duluth, (218) 726-7238

Charles Matsch, 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, Historic Site and Tour Facility, Duluth, (218) 724-8864

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 ground, main, and second floors of the main house, which contain the original furnishings and feature stained glass, decorative art objects, and beautifully carved oak woodwork. Also open are the grounds, including the formal gardens overlooking Lake Superior, and the Carriage House which still houses carriages, cutters, and sleighs. An admission fee is charged. Group tours of 20 or more must be scheduled at least two weeks in advance. A limited number of telephone reservations are accepted daily between 8:30 a.m. and 4:30 p.m. on a first-call first-booked basis. No written requests for reservations are accepted. Glensheen can be reserved for meetings for a charge. For more information contact the museum office at 3300 London Road, Duluth, MN 55804.

Goldstein Gallery, (612) 373-1032

Joanne B. Eicher, director. The gallery houses a collection of historical and contemporary costumes, textiles, and decorative arts unique in the state. The backbone of the collection are more than 15,000 historic costumes, some dating back to 1815, including wedding gowns, evening attire, lingerie, military uniforms, and accessories. Additionally, there is a collection of 700 designer garments from local donors. The gallery is also used as a showcase for student work and faculty shows. Hours are

8 a.m. to 4:30 p.m. Monday through Friday. The gallery is located in 240 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108. Call ahead for exhibit information.

Gray Freshwater Biological Institute, (612) 471-8476

Richard S. Hanson, director. The institute conducts basic research dealing with problems of fresh water ecology at its site on Lake Minnetonka. Built with private funds by the Freshwater Foundation and opened in 1974, the facility was donated to the regents of the university in 1976. The laboratory houses faculty members, visiting researchers, and graduate students. The Freshwater Society is the education and information arm of the foundation and is open to membership by the public. Individual membership is \$25 per year, research associate \$50, annual research sponsor \$100, corporate membership \$250, and life membership \$500. For more information, contact the Institute at County Roads 15 and 19, Post Office Box, 100, Navarre, MN 55392.

Herbarium, Botany Department, (612) 373-2227

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 profitmaking enterprises, except by special arrangement. 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.

Historical Center, Northeast Minnesota, (218) 726-8526

The center collects and makes available to the public archival and library materials relating to the area of Carlton, Cook, Lake, and St. Louis counties. The center is jointly maintained by University of Minnesota-Duluth, College of Letters and Science and the St. Louis County Historical Society. The center has approximately 2,000 linear feet of manuscripts, 2,000 books, thousands of photographs, and some maps and blueprints. These materials include the archives and library of the St. Louis County Historical Society. All items must be used within the center. Hours are 8 a.m. to 4:30 p.m. Monday through Friday. The center is open to the public without charge. Users may order photocopies and duplicate photographs at various charges. For information, contact the center at 375 Library, University of Minnesota-Duluth, Duluth, MN 55812.

Hubert H. Humphrey Institute of Public Affairs, (612) 373-2653

Harlan Cleveland, director. The institute sponsors a public lecture series during the academic year featuring national and international leaders speaking on issues of public concern. For information, call or write the Carlson Lecture Series, Humphrey Institute, 909 Social Sciences Building, 267-19th Avenue South, Minneapolis, MN 55455, (612) 376-9789.

The institute co-sponsors with the Department of Media Resources *Minnesota Issues*, a half-hour program aired weekly on public television. Audio tapes of individual programs may be purchased for \$4.48 a copy by contacting *Minnesota Issues*, 510 Rarig Center, 330-21st Avenue South, Minneapolis, MN 55455, (612) 373-4773.

Also co-sponsored by the institute and media resources is *Minnesota Governors*, a series of half-hour documentaries made for public TV. Each program takes an in-depth look at the life of one of Minnesota's nine living former governors. Information on purchasing tapes is available at 510 Rarig Center, 330-21st Avenue South, Minneapolis, MN 55455, or call (612) 373-4773. For information on tape rental contact any Minnesota public or regional library or write to Judy Gaston, Audio Visual Library Service, 3300 University S.E., Minneapolis, MN 55414.

Humanities-Fine Arts Center Gallery, Morris, (612) 589-2211, ext. 6230

Frederick W. Peterson, coordinator. The two-level gallery at Morris regularly features exhibits by leading artists. There is no admission charge. Information on gallery hours and scheduled exhibits can be obtained at 104 Humanities Building, University of Minnesota-Morris, Morris, MN 56267, or from the University Relations office, 306 Behmler Hall, (612) 589-2211, ext. 6050, at the university.

Immigration History Research Center, (612) 373-5581

Rudolph J. Vecoli, director. This is a research center specializing in the histories of 24 immigrant groups in North America from Eastern, Central, and Southern Europe, and the Middle East. Its basic objective is to create better understanding and appreciation of the role ethnicity and immigration played in shaping the culture of this country. The center maintains a library and archives containing 35,000 volumes of published material, 2,600 linear feet of manuscript materials, and some 4,500 reels of microfilm. The center sponsors conferences, conducts archival surveys, and publishes bibliographies, conference proceedings, and guides to its research collections. SPECTRUM, the center's newsletter published three times yearly, reports on specific research possibilities, new acquisitions, and activities. The collection is open to anyone with a serious research purpose. 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, 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 Management and Economics 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 Interpretation, 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 service at Industrial Education Building, University of Minnesota-Duluth, Duluth, MN 55812.

Insect and Plant Information, 1-975-0200

Jane P. McKinnon, DIAL U supervisor. Telephone lines are staffed weekdays from 11 a.m. to 7 p.m. by persons trained to answer questions about plants, insects, lawn, and garden. The service is available from most residential telephones in the Twin Cities calling area. A service fee of \$2 per call will be charged to the caller's monthly telephone bill. Mail may be addressed to the IPI Clinic, 155 Alderman Hall, 1970 Folwell Avenue, University of Minnesota, 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

Merrily Dean Baker, director. Ticket and upcoming event information for the varsity sports of basketball, cross-country, golf, gymnastics, softball, swimming and diving, tennis, track and field, and volleyball is available. Department publications, schedules, newsletters, and individual sport brochures are also available. For information, contact the department at Bierman Field Athletic Building, 516 15th Avenue S.E., Minneapolis, MN 55455.

International Center, Minnesota, (612) 373-3200

The center is a nonprofit community volunteer organization with headquarters on the university campus. It offers opportunities for one-to-one interaction with international students and visitors, provides information and referral services regarding international matters, and maintains a Language Bank and an International Student Speakers Bureau. Further information is available at 711 East River Road, Minneapolis, MN 55455.

Laboratory Nursery School, (612) 373-2219 or 9853

Margaret B. Roth, administrative assistant. The school is a half-day 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 \$118 for each of three quarters (two half-days per week) to \$284 for each of three quarters (five half-days per week). University quarters are 10 weeks each. Summer session cost is \$150 (five half-days per week for five weeks).

Lake Superior Basin Studies Center, Duluth, (218) 726-8542

Thomas J. Woods, director. The center consists of scientists, educators, and planners who study the lake and the area through six laboratories, a reference library, and cooperating university faculty. Besides supporting the university staff, the laboratories provide services to the public as the workload permits. The director's office is at 214 Research Laboratory 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 **Family and Community 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) 726-7564.

The **Geological Services Laboratory** provides petrographic descriptions for rock and ore specimens including percentage of material present, mineral textures, nomenclature, and paragenesis of rock. It can also provide X-ray analysis of mineral and rock specimens. Cost estimates provided upon request.

The **Recreation Tourism Laboratory** conducts site evaluations, concept development, site planning, and other market research in conjunction with either public or private recreation and tourism development projects.

Landscape Arboretum, (612) 443-2460

Francis de Vos, director. The grounds of the 675-acre 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, giftshop and a tearoom. Also on the grounds are hiking trails and picnic facilities. 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 a.m. to 4:30 p.m. weekends). The tearoom is open from 11 a.m. to 3 p.m. with lunch served from 11 a.m. to 2 p.m. Tuesday through Friday and 11 a.m. to 4 p.m. weekends. Tearoom hours are shortened during the winter. Admission to the arboretum is \$1.50 per car for parking plus \$1 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, Chanhassen, MN 55317.

Libraries, (612) 373-2424

Eldred Smith, university librarian. The University of Minnesota library system has more than 50 service units located on the Twin Cities and coordinate campuses of the university. Its collections include more than 4 million cataloged volumes, over 2 million government publications, as well as extensive holdings in manuscripts, maps, audio-visual materials, and microforms. Minnesota residents who are not connected with the university may have access to these materials for use in the library or they may borrow many of them through interlibrary loan from their local library. Hours of operation may vary according to the academic sessions and seasons of the year. A tape-recorded telephone message giving the hours of operation in effect for Walter, Wilson, the St. Paul Campus libraries and the Biomedical Library, all on the Twin Cities campus, is available by calling (612) 373-0066.

Twin Cities Libraries

Biomedical Library, (612) 373-2565, has about 300,000 volumes and 3,400 journal subscriptions of health science materials that can be used by the public. Copying facilities, a photocopy delivery service via the U.S. mail and a computer based bibliographic search service are available. The library is located in the ground level of

Diehl Hall on the east bank of the Minneapolis campus. Its hours of operation are 8 a.m.-11 p.m. M-F; 8 a.m.-5 p.m. Sat.; and 1 p.m.-10 p.m. Sunday.

Institute of Technology, (612) 373-2957, is comprised of seven libraries all grouped close together on the east bank of the Minneapolis campus, most on Church Street. Total holdings of all seven libraries amount to about 308,000 volumes and 4,100 journals. The libraries have copying machines, but no copying services, and they have computer base search capabilities in chemistry, engineering and physics. The libraries, locations and hours of operation are: **Architecture**, (612) 373-2203, 160 Architecture Building, open 8 a.m.-10 p.m. M-Th; 8 a.m.-5 p.m. Friday; 10 a.m.-3 p.m. Saturday; and 1 p.m.-6 p.m. Sunday. **Chemistry**, (612) 373-2375, in the basement of Walter Library, is open 8 a.m.-8 p.m. M-Th.; Friday 8 a.m.-5 p.m.; Saturday 10 a.m.-4 p.m.; closed Sunday. **Engineering**, (612) 373-2957, located in 128 Lind Hall, is open 8 a.m. to 10 p.m. M-Th.; Friday 8 a.m.-5 p.m.; Saturday 11 a.m.-6 p.m.; and 6 p.m.-10 p.m. on Sunday. **Geology**, (612) 373-4052, 204 Pillsbury Hall, is open MTThF 8 a.m.-4:30 p.m.; Wednesday, 8 a.m.-9 p.m.; Saturday noon-4 p.m.; and is closed on Sunday. **Mathematics**, (612) 376-7507, 310 Vincent Hall, is open the same hours as the Geology Library. **Mines, Metallurgy, and Chemistry**, see Engineering Library. **Physics**, (612) 373-3362, 260 Tate Laboratory of Physics, is open the same hours as the Geology Library.

Law Library, (612) 373-2737, has about 425,000 volumes and 7,600 serials. It offers copying machines, but no copy services, and is a member of the LEXIS, OCLC, and WESTLAW data base systems. Located in the Law Center, 229 19th Avenue South on the west bank, the library is open M-Th 8 a.m.-10 p.m.; Friday 8 a.m.-6 p.m.; Saturday 9 a.m. 5 p.m.; and Sunday noon-5 p.m.

St. Paul Campus Libraries, (612) 373-0903, have their major holdings in agriculture, biological sciences, and home economics, and specialized libraries in biochemistry, entomology, fisheries, wildlife, forestry, horticulture, plant pathology, and veterinary medicine. Copy services are available at the main library at 1984 Buford Avenue, St. Paul, with self-service machines at all the other special libraries except plant pathology. Computer base search services are available on the SCD, BLS and DIALOG systems and the library offers a referral service to inquiries it cannot answer. Regular operating hours of the main library are M-Th 8 a.m.-10:30, Friday 8 a.m.-6 p.m., Saturday 10 a.m.-5 p.m.; and Sunday 1-9 p.m. Specialized libraries on the St. Paul campus have varied hours and persons should call for more information. Special libraries on the St. Paul campus are: **Forestry**, (612) 373-1407, 203 Green Hall; **Entomology, Fisheries, and Wildlife**, (612) 373-1741, 375 Hodson Hall; **Plant Pathology**, (612) 373-1669, 202 Stakman Hall; **Biochemistry**, (612) 373-1582, 406 Biological Sciences Center; **Veterinary Medicine**, (612) 373-1455, 450 Veterinary Science Building; **Anderson Horticulture Library**, (612) 443-2460; and **Landscape Arboretum** in Chaska, MN; and the **Tennant Freshwater Biological Institute Library**, (612) 471-7755, in Navarre, MN.

Walter Library, (612) 376-4100, houses art, education, chemistry, general collection, general reference collection, library science, music, psychology, science and technology, archives, and special collections. The library is open 8 a.m.-9 p.m. M-Th.; 8 a.m.-5 p.m. Friday; 10 a.m.-5 p.m. Saturday; and 3 p.m.-9 p.m. on Sunday. The library is located at 117 Pleasant Street S.E., on the east bank of the Minneapolis campus.

Wilson Library, (612) 373-3082, is the main library on the Minneapolis campus and houses East Asian, South Asian, Middle Eastern, humanities, business and management, and social sciences libraries and the reference, newspaper, map and microform divisions.

Coordinate Campus Libraries

Kiehle Library, Crookston, (218) 281-6510, ext. 398, has about 20,000 volumes and about 560 periodicals specializing in agriculture, business, hospitality, and home

economics. The library is open to the residents of the Crookston area and materials may be checked out. Interlibrary loans can be arranged. Copy machines are available and the library subscribes to the OCLC computer data base service. Hours of operation are M-Th. 8 a.m.-9 p.m.; Friday 8 a.m.-4:30 p.m.; closed Saturday; and Sunday 6-9 p.m. The library is located on the first floor of the Media Resources Center, University of Minnesota-Crookston, Crookston, MN 56716.

Library and Learning Resources Service, Duluth, (218) 726-8102, has over 250,000 books and more than 2,700 periodicals that support the curriculum offered at the university. The library also includes a health science library and houses the North-eastern Minnesota Historical Center, a voyageurs collection, the UMD archives, a Black and Indian Culture Center, and a Women's Resource Center. Limited reference service is available to the public who may use materials in the library and may apply for a courtesy card to check out materials. Photocopying machines are available. The library subscribes to the OCLC computer data base system and offers computer searching for the public on a fee basis. The library's hours of operation are M-Th. 7:45 a.m.-11 p.m.; Friday 7:45 a.m.-5 p.m.; Saturday 1 p.m.-5 p.m.; and Sunday 1 p.m.-11 p.m. For more information, contact the library at the University of Minnesota-Duluth, Duluth, MN 55812.

Rodney A. Briggs Library, Morris, (612) 589-2211, ext. 6180, has 120,000 volumes and 750 periodicals with a general liberal arts emphasis and subscribes to the OCLC data base. The library offers use of its materials to residents of the Morris area after school, public, or other available library services have been investigated and found insufficient. Limited assistance and reference services are provided for individuals who are engaged in secondary or postsecondary school study, and interlibrary loans can be arranged. Materials may be used in the building or checked out by showing identification. Hours of operation are M-Th. 8 a.m.-11 p.m.; Friday 8 a.m.-5 p.m.; Saturday 11 a.m.-5 p.m.; and Sunday 2 p.m.-11 p.m. For more information, contact the library at the University of Minnesota-Morris, Morris, MN 56267.

Learning Resources Center, Waseca, (507) 835-1000, ext. 304, has about 23,000 volumes and 600 periodicals specializing in agricultural industries and services, agribusiness, agricultural production, home and family services, food industries and technology, animal health technology, and horticultural technology. The library also has about 3,000 titles in audio-visual materials and participates in the interlibrary loan system SMILE (Southcentral Minnesota Interlibrary Exchange). Data base searching is provided through DIALOG and the library subscribes to the OCLC computer data base. Open to the public and providing library services to the local business communities and general public, the library allows materials to be checked out by presenting a local library card from one's community. The library's hours are M-Th. 7:30 a.m.-10 p.m.; Friday 7:30 a.m.-5 p.m.; closed Saturday, and Sunday 5 p.m.-10 p.m. Fall and winter open 1-10 p.m. Sunday, spring and summer open 5-10 p.m. For more information, contact the library at the University of Minnesota-Waseca, Waseca, MN 56093.

MacPhail Center for the Arts, (612) 373-1925

Gary L. Zeller, director. MacPhail Center for the Arts is a part of Continuing Education and Extension at the University of Minnesota. The center is one of the nation's largest continuing education facilities in music. Over 100 faculty and staff serve a student body of over 3,000 individuals, ages ranging from 2½ to well over 70, offering courses in music, dance and photography. For further information or a course bulletin, call or write the center at 1128 LaSalle Avenue, Minneapolis, MN 55403.

Minority Counseling and Special Services Bureau, Crookston, (218) 281-6510, ext. 360

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 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 in Bede Hall, University of Minnesota-Crookston, Crookston, MN 56716.

Music Department, Duluth, (218) 726-8208

Frank P. Comella, 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.

Music School

Lloyd Ultan, director. The school sponsors a variety of student, faculty, and guest recitals as well as master classes, lectures and demonstrations throughout the year. These events, along with performances by the University's Symphony Orchestra, Chamber Orchestra, choruses, bands, Contemporary Music Ensemble, brass choirs, and Collegium Musicum are open to the public and usually admission is free. The University Opera Theatre presents two or three annual performances of contemporary and traditional operas.

School of Music faculty members and ensembles are available for performances of campus. Some require fees or expenses for such appearances. For information contact the School at 106 Scott Hall, 72 Pleasant Street S.E., Minneapolis, MN 55455. A calendar of events, issued quarterly, can be obtained from the school or by calling (612) 376-8639.

Nature Center, William R. Bagley, Duluth, (218) 726-7264

Paul Monson, Olga Lakela Herberium curator. This natural forest supporting native vegetation and small animals is located on the northwest corner of the Duluth campus and covers 24 acres. Wood chip trails, stairways and bridges permit public exploration of the area. Public access is available anytime and provides an excellent view of Duluth harbor and the western shore of Lake Superior.

Organization Service, State, (612) 373-3170

Gayle Hendrickson, assistant director. The service provides administrative, secretarial, editorial, graphic design, market research, and mailing services to voluntary organizations in Minnesota. Non-partisan, non-sectarian, 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 Suite 224, 11 Oak Street S.E., Minneapolis, MN 55455.

Ouroboros South Project and Energy House, (612) 423-1366

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.

Planetarium, Marshall W. Alworth, Duluth (218) 726-7129

The planetarium offers free, public programs each Wednesday at 7 p.m. during the academic year. Special showings may be arranged by contacting the planetarium

director at Lawn Drive off College Street on the University of Minnesota, Duluth campus.

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 approximately \$50 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 \$5 per sample. Results will usually be mailed within 14 days of receipt of a sample. For information or instruction 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 Krenzlok, 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 has 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, (612) 373-1376

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.

Identification of mushrooms as edible or poisonous will be made in emergency situations. For assistance contact: Elwin Stewart, 312 Stakman Hall, 1519 Gortner Avenue, St. Paul, MN 55108, (612) 373-1383; or Neil A. Anderson, 206 Stakman Hall, 1519 Gortner Avenue, St. Paul, MN 55108, (612) 373-1374; or D. W. French, 306 Stakman Hall, 1519 Gortner Avenue, St. Paul, MN 55108, (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. The department also has an evening escort as part of its sexual assault prevention program. This service is available by dialing 376-WALK Sunday through Thursday during the regular academic year. Emergency service is obtained by dialing 133 from any campus phone. Seminar information can be obtained by contacting the department at 2030 University Avenue S.E., Minneapolis, MN 55455.

Project ENLIST, Morris, 1-800-862-1329

Roger McCannon, director. This project addresses the dual problems of access to and delivery of educational services in rural western Minnesota. Project ENLIST (Educational Network Linking Institutions, Students, and Technology) is a cooperative

effort of postsecondary institutions, libraries, agricultural extension, community education programs, and telecommunications providers. The project operates a toll-free information number for potential learners who need information regarding educational services available to them. For more information, contact Project ENLIST at the Community Services Building, University of Minnesota-Morris, Morris, MN 56267.

Project INFORM, Morris, (612) 589-2211, ext. 6460

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. For information, contact Project INFORM at the Community Services Building, University of Minnesota-Morris, Morris, MN 56267.

Radio Stations

KUOM radio (770 kHz), a National Public Radio affiliate, is a service of Continuing Education and Extension on the Twin Cities campus. It broadcasts news, music, public affairs, and educational programs with a transmitter power of 5,000 watts. Programs can be heard Monday through Friday from 10:30 a.m. to local sunset and Saturday from noon to local sunset. Main offices are at 550 Rarig Center, (612) 373-3177.

WMMR (730 kHz), founded in 1948, is a student-operated radio station broadcasting to Twin Cities campus dormitories from Coffman Union, (612) 373-2501. During the school year the station operates daily from 7 a.m. to 2 a.m. Programs include contemporary rock music, news, and sports including play-by-play of Gopher home games. It is a volunteer organization open to any student, regardless of background or major.

WDTH in Duluth is a 100,000-watt FM stereo radio station, broadcasting at 103.3 MHz. It is operated by Continuing Education and Extension and UMD students under the Department of Communication, (218) 726-7181, 130 Humanities Building. Programming includes news, public affairs and music.

KUMM-FM radio serves the Morris campus community. This student-operated station provides educational and entertainment programs, (612) 589-2211, ext. 6085.

KUCM-FM broadcasts to the Crookston area and is operated by UMC students, most of whom are majoring in rural communications. Programming includes news, music, and live play-by-play reports of UMC athletic events. Studios are in the Learning Resources Center, (218) 281-6510, ext. 320.

KUMW, a student-operated radio station at Waseca, broadcasts on an FM frequency on cable TV with recorded music and live programming. Studios are in the Learning Resources Center, (507) 835-7757.

Raptor Rehabilitation Clinic, (612) 373-0816 or 0821 or 376-5642

This center provides medical care and rehabilitation for all injured or ill birds of prey (for example, eagles, owls, and hawks). Repaired birds are released into their native habitats and non-reparable 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 at 295 Animal Science/Veterinary Medicine Building, 1988 Fitch Avenue, St. Paul, MN 55108.

Reading Clinics, (612) 373-5834

Robert Schreinner, coordinator. The clinics are operated in cooperation with area schools. While the service is primarily directed to students in the cooperating

schools, a limited number of school-age children from outside the school can be accommodated. Services include a diagnostic survey of the child's reading skills and approximately 20 hours of remediation. Clinics are held from mid-June to mid-July each summer. At present there is no charge for this service. For information, contact the coordinator at 338 Peik Hall, 159 Pillsbury Drive S.E., Minneapolis, MN 55455.

Red River Valley Natural History Area, Crookston, (218) 281-6510, ext. 310 or 312

The 85-acre site is located in the flat lakebed of glacial Lake Agassiz west of the Crookston campus. It was established in 1971 by UMC and the Northwest Agricultural Experiment Station as a living museum and teaching laboratory for students. Group tours are given periodically to the general public. The area includes nature trails and an interpretive center.

Rehabilitation Center, (612) 373-8994

Glenn Gullickson, Jr., director. The center provides both inpatient and outpatient services 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. 339

Harl Gamber, director. The program serves Polk, Norman, Red Lake, Pennington, and Marshall counties by providing volunteer opportunities for retired persons, and at the same time providing workers for community organizations and agencies in need of help. Volunteer positions are matched to the interests, competencies, and physical capabilities of senior citizens who wish to offer their time, experience, and skills. Volunteers may be assigned to positions with publicly owned and operated facilities or projects or with local programs sponsored by private, non-profit organizations other than political parties.

Any retired person 60 years of age or older may become a member of the program. There are no income, educational, or experience requirements. Volunteers may choose to belong to the program for a short term or for an indefinite period. To volunteer, or for more information, contact program headquarters, FS 107, 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.

Sea Grant Extension Program, Minnesota, (218) 726-8106

Dale R. Baker, director. This program is a cooperative service of the university and the federal government. It offers programs to the public in the areas of coastal engineering, fisheries, marine education, and recreation and tourism. For more information, contact the program at 208 Washburn Hall, University of Minnesota-Duluth, Duluth, MN 55812.

Small Business Institute Program, Duluth, (218) 726-7577 or 8986

Richard O. Sielaff, 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 150 School of Business and Economics, University of Minnesota-Duluth, Duluth, MN 55812.

Social Welfare History Archives, (612) 373-4420

David Klaassen, curator. The archives collects unpublished source materials documenting the history of social services and social reform in 20th century America. Its holdings include the records of national voluntary sector welfare associations and Twin Cities social work agencies as well as personal papers of individual leaders in the social service field. Among the social services and concerns represented are recreation, settlement houses, child welfare, aging, race relations, community planning, services to migrants and immigrants, public health, vocational rehabilitation, and voluntarism. The archives also houses an extensive collection of pamphlets, reports, and newsletters in the welfare field. Although the archives serves primarily historians and other academic researchers, it welcomes inquiries from anyone with a serious interest in the history of social policies and programs. The collections must be used on the premises, but photoduplication services are available and staff will respond to telephone and correspondence inquiries. Hours are 8 a.m. to 4:30 p.m. Monday through Friday. For information, contact the archives at 109 Walter Library, University of Minnesota, Minneapolis, MN 55455.

Soil Characterization Laboratory, (612) 376-3934

Dr. Richard H. Rust, supervisor. The laboratory is the designated laboratory for the Minnesota Cooperative Soil Survey. A wide variety of physical, chemical, and mineralogical analyses are performed on soil materials. A fee is charged to users. For information contact the laboratory at 306 Soil Science, 1529 Gortner Avenue, St. Paul, MN 55108.

Soil Survey Library, (612) 376-9184

R. H. Rust, librarian. The library maintains soil survey maps and reports as published for counties in Minnesota. Many reports of counties from other states are on file. Official descriptions of many soils of the United States are also on file. For information contact the Department of Soil Science, 1529 Gortner Avenue, St. Paul, MN 55108.

South and Southwest Asian Language and Area Studies, (612) 373-9834

Frederick M. Asher, director. The center houses a library of films on South Asia that can be rented for a nominal fee. The center is located at 192 Klaeber Court, 320 16th Avenue S.E., University of Minnesota, Minneapolis, MN 55455.

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, 6 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.

Special Programs, Office of, (612) 373-0725

Sandra J. Becker, head and program director. The office is a unit within the Agricul-

tural Extension Service of the Institute of Agriculture, Forestry and Home Economics. It plans, presents and evaluates over 150 short-term continuing education programs annually in the subject areas of agriculture, forestry, home economics, community and natural resource development, and veterinary medicine. Program participants are charged a fee to cover costs. The office also sponsors a year-long study and practical training program for young agriculturists from Europe, Australia and New Zealand. For information, call the office or write 405 Coffey Hall, 1420 Eckles Avenue, University of Minnesota, St. Paul, MN 55108.

Speech and Hearing Clinic, (612) 373-4116

This clinic provides services in the areas of articulation, stuttering, voice, laryngectomy, delayed speech and language development, and hearing. The clinic serves primarily as a means of providing clinical education for graduate students in speech and language pathology and in audiology. For information or to receive services, contact 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 5 Montague Hall, University of Minnesota-Duluth, Duluth, MN 55812, or by calling (218) 726-7974 for audiology, or (218) 726-7992 for speech or language services.

"StarWatch" Line, Astronomy Department, (612) 376-5587

Kris Davidson, associate professor, astronomy department. The "Minnesota StarWatch" information line offers three to five minute-long recorded messages describing astronomical phenomena. Updated once a month, the tapes give details on subjects of current interest and occasionally describe unusual sky phenomena such as black holes, pulsars, and meteor showers.

Surface Analysis Center, (612) 373-2236

Robert M. Hexter, Lanny D. Schmidt, co-directors. This National Science Foundation regional instrumentation facility has acquired a broad spectrum of techniques for analysis of solid surfaces. The center is available for all surface scientists, occasional users of surface science equipment, and those who need analytical services. There are three staff scientists in residence. For information, contact the center, 4th floor, Shepherd Laboratories, 100 Union Street S.E., Minneapolis, MN 55455.

Swine Evaluation Program, Minnesota (612) 373-1166

Charles J. Christians, coordinator. The animal science extension department, in conjunction with the Minnesota Pork Producers' Association, offers swine performance testing services. A program is offered for on-farm records system and on-farm supervision of herd replacement selection. A central testing laboratory located at New Ulm is available for live animal and carcass evaluation. A fee is charged for on-farm and central test laboratory services. For information, contact 101 Peters Hall, 1404 Gortner Avenue, St. Paul, MN 55108.

Telephone Information Services, (612) 373-2851

Carol Ostrow, coordinator. Telephone Information Services has regularly updated telephone numbers and addresses for all university employees and students, in the Twin Cities and on the coordinate campuses. Similar information is also available about departmental offices, bookstores, libraries, extension services, cafeterias, art galleries, auditorium, sport facilities, clinics, labs, etc. Callers may use this informa-

tion Monday through Friday from 7:30 a.m. to 5:30 p.m. for information or referral to information sources about all aspects of the university.

Television, (612) 373-9742

Several University television programs are broadcast weekly over KTCA-TV, Channel 2, the Twin Cities area public television station. The programs, most of which are produced by Media Resources of Continuing Education and Extension, range from general information to university credit courses offered by extension independent study. Program schedules can be found in newspaper television listings, or obtained from the coordinator of broadcast television at (612) 373-2846.

The Waseca campus has a two-way link with the local cable company and can originate programs at three locations on campus and feed directly into the cable system.

Testing Program, Minnesota Statewide, (612) 373-7740

E. Gary Joselyn, school testing consultant. The program is operated as a service to Minnesota schools by the Student Counseling Bureau. The program furnishes educational test materials, provides scoring services, reports test results, develops Minnesota norms for the tests used, assists with research studies, and provides consultation services to the schools. Fees are charged for testing services on the basis of the number of students tested and the type of test. There is no charge for consulting services. For information, contact the program at Lauderdale Computer Facility, 2520 Broadway Drive, Room 130, St. Paul, MN 55113.

Test Scoring Service, (612) 373-7740

Edward O. Swanson, director. Machine scoring of examinations is provided for Minnesota educational institutions and government agencies. Standard answer sheets, basic scoring, individual reports, statistical summaries, and item analysis are available. Special processing, including custom-designed answer sheets for tests, questionnaires, and other data collection tasks, can be arranged. Fees are charged for services. For information, contact the Student Counseling Bureau Technical Division, Lauderdale Computer Facility, 2520 Broadway Drive, Room 130, St. Paul, MN 55113.

Theatre Department and Marshall Performing Arts Center, Duluth, (218) 726-8562

Richard Durst, 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 \$5. 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.

Tours of the Twin Cities Campuses, (612) 373-2126

Emmy Storholm, manager. Tours of the Minneapolis and St. Paul areas of the Twin Cities campus may be scheduled for prospective students and their parents through University Relations. Tours are scheduled Monday through Friday. There is no charge for this service. Campus maps marked for self-guided tours, and other information, will be provided by the University Relations office, 6 Morrill Hall, 100 Church Street S.E., Minneapolis, Minnesota 55455.

Tours of specific facilities, such as the Glensheen Museum, Gray Freshwater Biological Institute, Herbarium, Intercollegiate Athletics facilities, Landscape Arboretum, and Art Museum 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:

Crookston, 202 Selvig Hall, University of Minnesota-Crookston, Minnesota 56716, (218) 281-6510, ext. 369

Duluth, % Admissions Office, 184 Darland Adm. Bldg., University of Minnesota-Duluth, Minnesota 55812, (218) 726-7171, toll free 1-800-232-1339, may call collect to (218) 726-7171

Morris, 312 Behmler Hall, University of Minnesota-Morris, Minnesota 56762, (612) 589-2211

Waseca, Administration Building, University of Minnesota-Waseca, Minnesota 56093, (507) 835-1000, ext. 264

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. Tuesday through Friday, and 2 to 5 p.m. Saturday and Sunday. It is closed Mondays and major holidays. Admission is free and the museum is fully accessible to the handicapped. For information, contact the museum, University of Minnesota-Duluth, Duluth, MN 55812.

Underground Space Center, (612) 376-5341

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 \$14.50 (first class postage and tax included) a book titled *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. A journal titled *Underground Space*, which goes to members of the American Underground Space Association, is also available. Membership fees are: Individual — \$40. Corporate — \$130. Sustaining — \$500. Junior member — \$20 (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 quarterly newsletter called *Underline* (\$7 for a one-year subscription). For information, contact the center at 790 Civil and Mineral Engineering Building, 500 Pillsbury Drive S.E., Minneapolis, MN 55455.

University Archives, (612) 373-2891

Penelope Krosch, archivist. University Archives serves as a research 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 Art Museum, (612) 373-3424

Lyndel King, director. The museum 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 traveling exhibitions. The museum 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, on the 3rd and 4th floor of Northrop Auditorium, is open to the public from 11 a.m. to 4 p.m. Monday, Tuesday, Wednesday, and Friday; 11 a.m. to 8 p.m. 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 by contacting the director. The museum 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 museum or call (612) 376-3614.

University Child Care Center, (612) 376-5265

Patty Finstad, director. The center is a full-day 12-month, comprehensive child care program caring for children aged three months to five 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 \$41 to \$92 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. The center also administers a satellite Family Day Care Program. Applications and information about family day care are included in the center application.

University of Minnesota Hospitals and Clinics, (612) 373-8484

C. Edward Schwartz, hospital director. University Hospitals and Clinics operates a comprehensive referral center for the state and region. For general information, write the Referral Center, University Hospitals and Clinics, Box 88 Mayo, 420 Delaware St. S.E., Minneapolis, MN 55455. The Twin Cities telephone number for the Center is 373-8002, the outstate Minnesota number is 1-800-462-5301, and the out-of-state number is 1-800-328-5517. New and expanded clinics enable the institution to better fulfill its mission of providing inpatient and outpatient services in an educational and research environment.

Adult psychiatry — Adult Outpatient Clinic (Richard Pyle, M.D., director), (612) 373-8097. Chemical Dependency Program (Joseph Westermeyer, director), (612) 373-8102. Anorexia Nervosa and Eating Disorders Program (Elke Eckert, M.D., director), (612) 373-8858. All Box 393 Mayo.

Audiology Clinic (Earl Harford, Ph.D., director) — provides assessment and rehabilitation service for the hearing impaired including special audiologic tests (such as auditory brainstem response audiometry), evaluation of communication handicaps, and hearing aid evaluations. (612) 373-8740, Box 283 Mayo.

Breast Diagnostic Clinic — (Deborah Boehm, nurse clinician) — screening to help detect cancer before a breast tumor can be felt; referral for patients needing surgery. (612) 373-8725.

Cancer Detection Center Clinic (Dr. Victor Gilbertsen, director) — offers extensive annual examinations for cancer to persons 40 years old or older. (612) 373-8900.

Childbearing-Childrearing Center (Nurse-Midwifery Program) (Irene Nielsen, C.N.M., director), (612) 373-8212, 2512 Delaware St. S.E., Minneapolis, MN 55455.

Child 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 or 376-2140, Box 95 Mayo.

Child and Adolescent Psychiatry Outpatient Clinic (for learning, behavior, and emotional outpatient problems).

Child Diagnostic and Treatment Inpatient Services (comprehensive diagnostic and short-term therapeutic services).

Child Study Unit and Medication Clinic (assessment and monitoring services for children, adolescents, and adults being treated with psychoactive medications).

Dentistry Clinic (Daniel J. Gatto, D.D.S., director) — subspecialty clinics include periodontics, prosthodontics, pedodontics, endodontics, oral and maxillofacial surgery, operative, and maxillofacial prosthetics. (612) 373-8730, Box 77 Mayo.

Dermatology Clinic (William C. Gentry, Jr., M.D., director) — subspecialty clinics include light treatment, pediatrics, and microsurgery. (612) 373-8727, Box 88 Mayo.

ENT Clinic (Otolaryngology) (Timothy T.K. Jung, M.D., director) — also includes allergy, cochlear implant, taste and smell, tinnitus, tumor, and vestibular clinics. (612) 339-2122, Box 396 Mayo.

Eye Clinic (Robert D. Letson, M.D., director), (612) 373-8747 or 376-4880, Box 493 Mayo.

Family Practice Clinic (Michael Daly, M.D., director), (612) 373-9699, Box 718 Mayo.

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.

Masonic Oncology Clinic (B. J. Kennedy, M.D., director), (612) 373-8915, Box 286 Mayo.

Medicine Clinic (Robert Howe, M.D., director) — subspecialty clinics include cardiac-adult, allergy, arthritis, chest, diabetes, endocrine, gastro-intestinal, liver, hematology, renal, lipid, infectious disease, chronic obstructive lung disease, genetics, gallstone, hypertension, colonoscopy, and general medicine. (612) 373-8536, Box 88 Mayo.

Neurology Clinic (Myoung C. Lee, M.D., director) — subspecialty clinics include neuromuscular disease, multiple sclerosis, cerebral vascular diseases, dementia, seizures, and the comprehensive epilepsy program (CEP). (612) 373-8547, Box 88 Mayo.

Neurosurgery Clinic (Donald Erickson, M.D., director), (612) 373-8496, Box 88 Mayo, for individuals with problems of the head and brain, spine and spinal cord, and nerves.

Obstetrics and Gynecology Clinic (Marilyn Joseph, M.D., director) — subspecialty clinics include gynecology, family planning; ultrasound, prenatal detection, family sex education, sibling preparation, childbirth education, high-risk obstetrics, urodynamics, gynecologic chemotherapy, artificial insemination, and in vitro fertilization. (612) 373-8725, Box 88 Mayo.

Orthopaedic Clinic (James House, M.D., director), (612) 373-8496, Box 88 Mayo.

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.

Pediatric Clinic (Amos Deinard, M.D., director), (612) 373-8770, Box 391 Mayo. Diagnosis/treatment of children, including all specialties and primary care.

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.

Rehabilitation Clinics (Glenn Gullickson, Jr., M.D., adult clinics director; Dennis Matthews, M.D., children's clinics director) — subspecialty clinics include adult rehabilitation clinic, spinal cord injury clinic, (612) 373-9013; pain clinic, (612) 373-9005; electromyography, (612) 373-1333; amputee clinic, (612) 373-8496; children's rehabilitation clinic, (612) 373-9060; myelodysplasia clinic, (612) 373-8496; muscular dystrophy clinic, (612) 373-8547. Box 297 Mayo.

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 Clinic (Theodor Grage, M.D., director) — subspecialty clinics include cardiovascular, colon and rectal, craniofacial, extremity replantation, general, pediatric thoracic, and transplant. (612) 373-8727, Box 88 Mayo.

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, including kidney, liver, pancreas and heart, is arranged through the Transplantation Office, (612) 373-8754. **Emergency Air Transportation** to the hospital can be arranged, if needed. The Transplantation Organ Donation Unit accepts cadaver organs from brain-dead persons; call (612) 373-8322. **Colon and Rectal Surgery** treats all colon and anorectal diseases, provides sigmoidoscope and colonoscopy 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) 373-8940. The **Surgical Intensive Care Unit** offers critical and nutritional care for serious and critically ill patients, call (612) 373-7733.

Urology Clinic (Elwin E. Fraley, M.D., director), (612) 373-8783, Box 394 Mayo.

University Media Resources, (612) 373-4760

Sheldon Goldstein, director. The University Media Resources is a large, comprehensive audio-visual services department of the university that produces radio, film, television, and slide programs. It also has a large film processing lab, produces educational graphics and rents audio-visual equipment to university departments. For information, contact the department at 540 Rarig Center, 330-21st Avenue S., Minneapolis, MN 55455.

University of Minnesota Press, (612) 373-3266

John Ervin, Jr., director. The University of Minnesota Press publishes books on Minnesota and the Upper Midwest, Scandinavia and Scandinavian America, and many scholarly topics. Books may be ordered directly from the Order Services Division, University of Minnesota Press, 2037 University Avenue S.E., Minneapolis, MN 55414. A catalog of available books can be requested.

University Relations, (612) 373-2126

Elizabeth A. Petrangelo, director of public information. University Relations serves the public by providing visitor information, tours, publications, speakers, and general information about the university. There are no fees for any of these services. For information, contact the department at 6 Morrill Hall, 100 Church Street S.E., Minneapolis, MN 55455.

University Theatre, (612) 373-2337

Kent Neely, managing director. The University Theatre offers the university and community at large theatrical entertainment throughout the year. During the academic months, a variety of plays are presented in the four-theater complex, Rarig Center. Season tickets are offered at a reduced rate for the main stage season, and individual tickets are priced from \$5 to \$6.

In summer Rarig Center is the home of the Peppermint Tent productions for children. Two plays are offered in repertory scheduling for young people. Tickets are \$1.50 and \$2.00.

Summer is the time for the annual production on board the Minnesota Centennial Showboat. The University Theatre presents comedy or melodrama aboard this real sternwheel riverboat from mid-June to mid-August. Tickets range from \$5 to \$6. Information on all productions can be obtained from University Theatre, 120 Rarig Center, 330-21st Avenue South, Minneapolis, MN 55455.

Urban and Regional Affairs, Center for, (612) 373-7833

Thomas M. Scott, director. The center (CURA) encourages university faculty and students to work with community groups, both public and private, in solving the problems of our ever-expanding urban society. Center projects may be proposed by persons from either the university or the community. The center serves as a clearing-house, coordinating university and community resources, so that university expertise may be used by community groups and government agencies. Specific projects reflect the major problems facing our communities today, community and urban development, income and employment, human and social services, minority groups and populations, information materials and systems, neighborhoods, environment, and energy. The center publishes reports on specific programs and projects and a quarterly newsletter, the CURA Reporter. Proposals or requests for publications should be directed to the center at 313 Walter Library, 117 Pleasant Street S.E., Minneapolis, MN 55455.

Veterinary Diagnostic Laboratories, (612) 373-0774

Martin E. Bergeland, director. The laboratory is the office laboratory of the Minnesota Board of Animal Health. Staff members provide a wide variety of diagnostic services to livestock and poultry producers, veterinarians, and owners of companion animals. A fee is charged to users. For information, contact the laboratory at E-220 College of Veterinary Medicine, 1943 Carter Avenue, St. Paul, MN 55108. For after-hours information, call (612) 376-4753.

Veterinary Extension and Continuing Education Office, (612) 373-1154

James O. Hanson, project leader. The office offers information on animal health problems and veterinary continuing education. For general information contact the office at 440 Veterinary Teaching Hospitals, 1365 Gortner Avenue, St. Paul, MN 55108. For specific information, contact the following people at the above address or the indicated numbers:

- Animal Reproduction: Dr. Norman B. Williamson, (612) 373-1854.
- 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. Al Leman, (612) 373-1633.
- Veterinary Continuing Education: Dr. James Hanson, (612) 373-1156.

Veterinary Teaching Hospitals, (612) 373-1800

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. All services and fees will vary. Hospital procedures provide written cost estimates prior to any medical treatment. Service fees associated with all medical care are payable at time of discharge. On-site veterinary service is provided by the Field Services staff for various herds including: dairy, beef, swine, horses, and Como Park Zoo animals. Service includes medical or surgical treatment, routine vaccinations, and breeding assistance. Questions may be directed to (612) 373-1636.

The Veterinary Teaching Hospitals offers inpatient and outpatient service and accept referrals at the following phone numbers: Large Animal Hospital — (612) 373-1636; Small Animal Hospital — (612) 373-1395. Office hours are 7:45 a.m. to 4:30 p.m. Monday through Friday. For after-hours emergency service, call (612) 376-4753. For information contact the hospitals at 1365 Gortner Avenue, St. Paul, MN 55108.

Vocational Assessment Clinic, (612) 376-7197

Nadya Fouad, 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.

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 \$180. 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 four months. The fee is \$120. The complete assessment process typically is scheduled over six weeks from the first interview or orientation session to the final counseling session. To arrange an initial interview or obtain information, contact the clinic at N-555 Elliott Hall, 75 E. River Road, Minneapolis, MN 55455.

Water Resources Research Center, (612) 376-5669

George R. Blake, director. The center funds research and investigation 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. 6170

Wilbert H. Ahern, director. The center is one of eight centers forming the Minnesota regional research network. 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) 589-2211, ext. 6417**

Arnold E. Henjum, director. The annual Institute for Creative Study at Morris seeks to identify and develop the intellectual and creative potential of youth. It provides superior secondary school students with a challenging summer program that encourages thought, inquiry, and creativity. All students currently enrolled in grades 7-12 in west central Minnesota schools are eligible to apply. The program is funded through participating schools. Information is available at 200 Education Building, University of Minnesota-Morris, Morris, MN 56267.

Women's Center, Minnesota, (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 non-students. The major functions of the office are advising, referral, and providing information. The center 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 professions, and almost anything else having to do with women, or with men making similar changes in their lives. Support groups are facilitated 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 5 Eddy Hall, 192 Pillsbury Drive S.E., Minneapolis, MN 55455.

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, including a regular series luncheon. 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 Wesbrook Hall, 77 Pleasant Street S.E., Minneapolis, MN 55455.

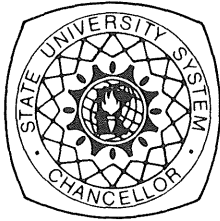
Youth Development and Research Center, (612) 376-7624

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 and offers continuing education and staff development for personnel in youth-serving agencies and institutions. It conducts research and evaluation studies on youth programs and services, and consults with agencies and citizen groups on youth policies, youth work, program development, and evaluation. It also maintains a resource collection of materials relating to youth and compiles specialized bibliographies for interested persons. With the exception of some of the center's publications, most services are provided free of charge. For information, contact the center at 386 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108.

State University System

Suite 230 Park Office Building, 555 Park Street, St. Paul, MN 55103
Jon Wefald, chancellor, (612) 296-2844

Minnesota Statutes, chapters 16 and 136; *Minnesota Rule 8500-8599*



Minnesota's seven state universities, formerly called state colleges, serve the state as regionally-located institutions which offer quality undergraduate and graduate education at reasonable cost. Five of the universities evolved from two-year normal schools whose single purpose was teacher education. Winona was established in 1860, Mankato in 1868, St. Cloud in 1869, Moorhead in 1888, and Bemidji in 1919.

With the changing status of elementary and secondary education during the early 1920's, the role of the normal schools was also modified. In 1921, the legislature approved the expansion of the two-year normal school curriculum to that of four-year teachers colleges which offered the bachelor of education degree. The first class to receive this degree was graduated in 1926.

During the post World War II period, the colleges broadened their curricular objectives to include an increasing number of non-teaching degree programs in the liberal arts and sciences, as well as graduate programs in teacher education. In 1953, the colleges received legislative authorization to offer the master of science degree in education.

By the mid-fifties the colleges had undergone substantial change and had developed into comprehensive, multi-purpose institutions. As a result, the legislature, in 1957, changed their designation from teachers colleges to state colleges and, in 1963, master's degree programs in fields other than education were authorized.

In 1963, the legislature authorized the establishment of the sixth state college, Southwest State in Marshall, to serve the southwestern region of Minnesota. Additionally, in 1971, the legislature authorized the development of Metropolitan State as an innovative, upper-level, institution that focuses exclusively on competency-based education and serves the metropolitan area of St. Paul and Minneapolis.

In order to acknowledge the changed character and role of the state colleges, the legislature, in 1975, redesignated them as state universities. Thus, within a century, the normal schools evolved into state universities which today are multi-purpose institutions that offer many career and professional educational opportunities.

State universities offer two-year technical, vocational and preprofessional programs not otherwise available or accessible to students through a community college or vocational school, or which the state universities are uniquely equipped to offer. Also available are four-year bachelor's degree programs in the liberal arts and sciences, education, business, fine arts and an increasing number of occupational-vocational areas. Graduate programs leading to the master's degree, and beyond in selected fields, are offered, as well as external degree programs that provide students who are employed full-time with non-traditional opportunities for earning a degree. State universities also provide many foreign travel opportunities, individualized learning programs which students may design with the help of faculty, and special programs to help minorities, women, veterans, working people, the disadvantaged and the physically handicapped realize their educational goals.

State University Board, (612) 296-3717

The State University System is governed by a nine-member State University Board which is responsible for the educational management of the universities, including academic programs, fiscal management, personnel, admissions requirements, and rules and regulations.

The members of the board are appointed by the governor subject to confirmation

by the state senate. Eight of the members serve four-year terms and the student or recent graduate member serves a two-year term. Members are to be representative of Minnesota's congressional districts, and at least two members, in addition to the student member, must be graduates of state universities.

The board meets at least five times per year in its St. Paul offices. The meetings are open to the public.

The board appoints the chancellor who serves as chief executive officer of the system and who is accountable to the board for the administration of the system. The chancellor's office is located in St. Paul and provides no services directly to the public.

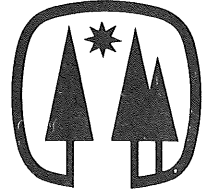
Bemidji State University, (218) 755-2011

Lowell Gillett, president. Bemidji State University is the cultural and intellectual center of Minnesota's North Country. The university's 89 acre, tree covered campus on the shoreline of Lake Bemidji provides a unique educational setting for 4,000 undergraduate and graduate students. Nineteen of the thirty buildings on the campus have been constructed during the past three decades, symbolizing the university's evolution from a school for teacher education to a multipurpose institution dedicated to meeting the challenges of an increasingly complex society through quality educational programs.

A full range of liberal arts courses, in more than 50 areas of study, provide students with various educational choices. Professional programs are available in wide ranging fields including social work, industrial design, and business as well as a teacher training program in almost every speciality.

Unique educational programs include Indian studies, environmental studies, Army ROTC, and many more. A new upper division nursing program was initiated during the 1983-84 academic year to provide baccalaureate preparation for graduates of associate degree and diploma nursing programs. The Center for Environmental Studies focuses upon research and courses of study which reflect current environmental concerns. On campus, the Aquatics Laboratory is one of the finest fresh water laboratories in Minnesota.

Contact the Admissions Office at (218) 755-2040, Bemidji State University, Bemidji, MN 56601. Public meeting facilities are available on campus. Call (218) 753-3760 for information and reservations.



Mankato State University, (507) 389-1111

Margaret Preska, president. Mankato State University is situated on a hilltop overlooking the city of Mankato, located in the heart of the scenic Minnesota River Valley.

The student body of 12,000 plus represents a cross section not only from Minnesota and surrounding states but from many foreign countries. Over 500 international students attend Mankato State and share their heritages with others on the campus. Other opportunities for cultural interchange are present in tours sponsored by academic departments and by a unique student teaching program in Mexico which is offered to education majors.

At the undergraduate level, students may select from over 100 majors and 50 minors offered by the six colleges that comprise the university. Preprofessional education is available in ten areas including medicine and law. In response to the demands of a high technology society, Mankato State will initiate a four-year engineering program during the 1983-84 academic year. Through the Friday College and



Saturday Seminars programs, students may take a full load of credits by attending class only two days per week.

At the graduate level, there are 57 programs leading to advanced degrees, including the master of arts, master of science, fifth and sixth year teaching certificates, specialist degrees, and a master of fine arts in theatre. Through the Extended Campus and Continuing Education programs, over 2,500 students each quarter are able to take classes conveniently offered in 40 communities throughout southern Minnesota.

Contact the Admissions Office at (507) 389-1823 or toll free at 1-800-722-0544, Mankato State University, Mankato, MN 56001. Public meeting facilities are available on campus. Call (507) 389-2222 for information and reservations.

Metropolitan State University, (612) 296-4445



Reatha Clark King, president. Metropolitan State University is especially designed to serve the adult resident of the Minneapolis-St. Paul metropolitan area who has completed part of a four-year degree program. As an upper-division university, the institution offers competency-based education in a highly flexible format, which makes it possible for students to meld work towards a degree with employment and family responsibilities. The university grants the bachelor of arts degree in a variety of fields, a Bachelor of Arts in Nursing, and will begin offering a Master's in Management and Administration during the 1983-84 academic year.

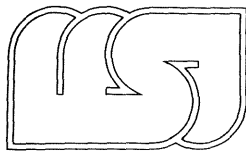
Through a strong, active advising program, students design their own degree programs and are encouraged to make full and appropriate use of community resources. Learning is accomplished through coursework, internships, independent study, tutorials, and on-the-job training, all with the active cooperation and participation of university faculty.

The great majority of the teaching faculty at Metro U is made up of successful professionals who are employed full-time in their respective fields and who teach part-time. Faculty members are carefully recruited and trained to work with experienced adult students.

The university issues a narrative transcript, focusing on the outcomes of education rather than credits and grades. Recognition of credit is awarded for learning which has resulted from various life experiences; learning which may be the result of work, independent study, travel, hobbies, and volunteer activities.

Metropolitan State has no campus — it uses existing community facilities for its needs. Contact the Admissions Office at (612) 296-4445, 121 Metro Square Building, St. Paul, MN 55101.

Moorhead State University, (218) 236-2243



Roland Dille, president. Moorhead State University is located on the northwestern boundary of the state. In a community of three colleges, Moorhead State participates in the Tri-College University — an arrangement among Concordia College in Moorhead, North Dakota State University in Fargo, and Moorhead State University. Students are permitted to take courses, work on degree programs, and use the libraries of each institution.

Through the National Student Exchange program, students may spend either their sophomore or junior year at one of 43 universities throughout the country while paying resident tuition. The university's boundaries also extend to Africa, Asia, Europe, South America, and Australia through the Student Teaching Abroad Program where students can teach at participating schools in over 30 countries. These programs are in addition to over 90 traditional majors and programs offered on the campus.

Many of the 7,300 students are drawn from Minnesota and North Dakota, one of the states with whom Minnesota has tuition reciprocity.

The campus encompasses 104 acres, and the 28 buildings that constitute MSU are modern with excellent facilities. Most of them have been built since 1958 and the buildings include eleven residence halls, the library, student union, Center for the Arts, four classroom buildings and the complex for physical education, health and athletics.

Contact the Admissions Office at (218) 236-2161, Moorhead State University, Moorhead, MN 56560. Public meeting facilities are available on campus. Call (218) 236-2586 for information and reservations.

St. Cloud State University, (612) 255-2122

Brendan McDonald, president. St. Cloud State University consists of 30 buildings situated on the west bank of the Mississippi River in St. Cloud, the metropolitan center for mid-Minnesota.

Included in the modern classroom buildings are radio and television studios, three theaters, two museums, a concert hall, an art gallery, a computer center, a planetarium, and a recreation and fitness center. More than 1.5 million items of information are accessible at the Learning Resources Center.

Programs of study are offered through five colleges and the School of Graduate and Continuing Studies. Interdisciplinary programs are available in such areas as criminal justice studies, public administration, women's studies, and local and urban affairs.

Four-year degree programs that are uniquely available to St. Cloud's 11,600 plus student population include bio-medical science, photographic engineering technology, insurance, real estate, Latin American studies, nuclear medical technology, quantitative methods and information systems, and electrical engineering with an emphasis in computing engineering.

Recognizing the importance of international education, St. Cloud State offers residential undergraduate study programs in Denmark, England, France, Germany, Spain, and Japan.

Contact the Admissions Office at (612) 255-2243, St. Cloud State University, St. Cloud, MN 56301. Atwood Memorial Center provides facilities for public conferences and workshops. Reservations may be made by calling (612) 255-2905.

Southwest State University, (507) 537-6272

Robert Carothers, president. Southwest State University is located in Marshall to serve the southwestern region of the state.

The university's liberal arts and technical programs complement each other. Students may choose from among 42 baccalaureate and seven associate degree majors, 25 minors, and 15 pre-professional programs. Through the School of Business, Science and Technology and the School of Humanities, Social Sciences and Education, students can major in a variety of disciplines ranging from biology, chemistry, physics, history, art, music, literature and theatre, to business, accounting, business education, agribusiness and engineering technology.

Unique to the university is its hotel, restaurant, and institutional management program which prepares students for careers in the hospitality field through a coupling of classroom and practical experiences. The university is also becoming a leading center in the region for its studies of rural America.

Included in a student population of 2,000 are about 150 physically handicapped men and women who find interconnected buildings, ramps, elevators, specially



adapted science laboratory stations, and modified living and study areas conducive to the pursuit of a complete education.

Contact the Admissions Office at (507) 536-6286, Southwest State University, Marshall, MN 56258. Public meeting facilities are available on campus. Call (507) 537-7110 for information and reservations.

Winona State University, (507) 457-5003



Tom Stark, president. Winona State University is located in southeastern Minnesota in the beautiful Hiawatha Valley of the Mississippi River.

Degrees are offered in areas of business and industry, natural and applied sciences, education, and arts, humanities, and social sciences. Among over 40 majors, the university has programs in paralegal studies, health science, mass communications, recreation, physical therapy, social work, criminal justice, and the pre-professional sequences. Winona State also has an accredited nursing program. At the graduate level, programs lead to advanced degrees, including the master of arts, master of science, fifth and sixth year teaching certificates, and specialist degree.

With a student population of about 5,000, Winona State cooperates academically, socially, and culturally with the two private colleges in Winona — the College of Saint Teresa and Saint Mary's College. This cooperation provides expanded resources to students on all three campuses.

Additionally, through its center in Rochester, Winona State offers approximately 60 courses per quarter and awards undergraduate and graduate degrees. Under the Two Plus Two program, students who have completed two years at Rochester Community College can move on to Winona State University's upper division courses for the final two years.

Contact the Admissions Office at (507) 457-5100, Winona State University, Winona, MN 55987. Public meeting facilities are available on campus. Call (507) 457-5052 for information and reservations.

Tuition (1983-84)

Tuition is the same at all universities except Metropolitan State University. Non-resident students are those not residing in the state who pay non-resident tuition rates unless eligible for reciprocity rates as determined by the agreements with Wisconsin and North and South Dakota. Minnesota residents are also eligible for reciprocity rates at state colleges and universities in Wisconsin and North and South Dakota under these established agreements.

Minnesota residents age 62 or older are entitled, without payment of tuition or activity fees, to attend courses offered for credit, to audit courses offered for credit, or to enroll in non-credit courses on a space-available basis. When a course is taken for credit, a \$6 per credit hour administration fee is charged, and the enrollee is responsible for laboratory and material fees.

Tuition Per Credit Hour (1983-84, 1984-85)

On and Off Campus Courses	Effective Fall Quarter 1983 — Spring Quarter 1984	Effective First Summer Session (June 1984)	Effective Fall Quarter 1984
Undergraduate/ Resident	\$23.35	\$26.85	\$26.85
Undergraduate/ Non-Resident	\$46.70	\$28.20	\$53.70
Graduate/Resident	\$29.90	\$34.40	\$34.40
Graduate/ Non-Resident	\$59.80	\$36.10	\$68.80
Graduate/Off-Campus	\$50.50	N/A	\$58.10

Metropolitan State University charges tuition by a different method due to the nature of the institution. Its tuition charges are:

	Effective Fall Quarter 1983		Effective Summer Quarter (June 1984)	
	Resident	Non-Resident	Resident	Non-Resident
Undergraduate Learning Activities	\$ 88.00	\$176.00	\$101.00	\$202.00
Graduate Learning Activities	\$115.00	\$230.00	\$137.50	\$275.00

Reciprocity Rates

Tuition rates chargeable to non-resident students are as listed below as a result of reciprocity agreements with the following states. Rates for the 1984-85 academic year have not been determined. Rates effective fall quarter 1983 are North Dakota undergraduate: \$20.50, graduate \$29.90; South Dakota undergraduate: \$20.55, graduate \$29.90; Wisconsin undergraduate: \$19.70, graduate \$32.75.

Fees (1983-84)

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 will be required to pay the application fee.

Student Activity Fee — Each university annually determines the amount of the activity fee to be charged; however, no student may be assessed an amount in excess of \$65 per quarter or \$32.50 per summer session. This fee is used to support student activities, student union debt service, student union program/operations, and the student health service.

Transcript Fee — Each university may charge a non-refundable fee of up to \$2 per transcript requested by the student.

Room and Board (1983-84)

Room and board facilities are available at all universities except Metropolitan State University. The following rates are in effect for the 1983-84 academic year. Room and board rates for the 1984-85 academic year will be determined by the State University Board in March 1984.

Regular Year — Room and Board Rates

	7-Day (20/21) Meal Plan Only	7-Day (20/21) Meals	Optional Meal Plans		5-Day (10) Meals
			7-Day (14) Meals	5-Day (15) Meals	
Multiple occupancy room	\$1,375	\$1,415	\$1,385	\$1,375	\$1,345
Double occupancy room	1,430	1,470	1,440	1,430	1,400
Single occupancy room	1,600	1,640	1,610	1,600	1,570
Double used as single	1,665	1,705	1,675	1,665	1,635
Multiple used as double	1,665	1,705	1,675	1,665	1,635
Triple	1,315	1,355	1,325	1,315	1,285

The optional meal plans provided above allow students to participate in any 20/21 or 14 meals served during the normal seven-day week, or in any 15 or 10 meals served during the period Monday through Friday.

Units which have private bath facilities or are equipped with special furniture shall have an additional charge of \$60 per year. Universities are authorized to charge an additional fee for vacation housing sufficient to cover additional operating costs during the vacation period.

Regular Year — Room Only Rates

To insure maximum utilization of existing facilities, the universities may offer a limited number of rooms on a "room only" basis with the following rates: Multiple occupancy room — \$810, Double occupancy room — \$840, Single occupancy room

— \$975, Double used as single — \$1,015, Multiple used as double — \$1,015, Triple — \$775.

Regular Year — Board Only Rate

To allow students living off-campus and university employees to participate in the food service program, “board only” contracts may be provided at the rate of 20/21 meal plan only for \$795 per year.

Students who have purchased “room only” contracts may be sold “board only” contracts at a rate where the resulting combined room and board charge shall correspond to the schedules listed above for “Regular Year — Room and Board Rates.”

Minnesota Public Utilities Commission

780 American Center Bldg., 160 East Kellogg Blvd., St. Paul, MN 55101

Randall D. Young, executive secretary, (612) 296-7124

Minnesota Statutes, chapters 116J, 216A, 216B and 237; Minnesota Rules 7800-7899

The Public Utilities Commission is a quasi-judicial, independent regulatory agency established to regulate telephone and gas and electric utilities rates, authorities and service.

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.

The commission serves all orders relating to gas, electric and telephone utilities. In addition, its Technical Unit performs analyses of parties' positions on issues, and assists in drafting orders at the direction of the commission.

The commission staff 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. There are no forms for these services. The subscription fee for the weekly calendar is \$30.00 per year. The year begins July 1 and ends June 30. All subscriptions starting after July 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 8:00 a.m. and 4:30 p.m. weekdays.

The commission staff provides information to the public on commission policy and case precedents. A case precedent is a previous case ruled upon which may aid the presentation of a similar case. All requests are handled immediately and without charge, unless xerox copies of commission files are requested. All xerox copies are 25¢ a page.

Certificate of Need, (612) 297-4562

David Jacobson. The Certificate of Need program analyzes applications for certificates of need for large energy facilities such as power plants, high voltage transmis-

sion lines, pipelines for gas and liquid energy products, liquefied natural gas storage facilities, underground natural gas storage, facilities designed to convert any material into combustible fuel, nuclear fuel processing facilities, and nuclear waste storage or disposal facilities.

The activity holds public hearings concerning applications for large energy facilities. Based on the hearing records, the commission makes the final decision on the application. Application procedures and contents are specified by *Minnesota Rules*, chapters 4220, 4230, 4250 and 4270. These rules are available from the Documents Center, Department of Administration.

Utility Customer Service Unit, (612) 296-7126

Richard McMillen, supervisor. The commission's customer service unit provides assistance in resolving disputes between public utilities and their customers. The unit investigates unresolved disputes on utility rates, billing and service matters, enforcing customer service rules for gas, electric and telephone utilities. The unit also responds to inquiries regarding utility service areas, rate case issues, tariff matters and state regulatory policies.

There are no forms or fees. Complaints and disputes take a varying amount of time to resolve, depending on the complexity, but the unit attempts to investigate and respond to complaints within a week. An escrow procedure is available while disputes are under investigation.

Letters of complaint or inquiry should be directed to this section at 160 East Kellogg Boulevard, 780 American Center Building, St. Paul, MN 55101. Telephone inquiries are received at (612) 296-7126 and 2387.

Note: The regulation of intra-state transportation rates and authorities functions is now under the Transportation Regulation Board (see Minnesota Statutes, section 218.041).

Department of Veterans Affairs

200 Veterans Service Bldg., 12th Street and Columbus Avenue, St. Paul, MN 55155

William J. Gregg, commissioner, (612) 296-2562

Minnesota Statutes, chapters 196-198

The Department of Veterans Affairs assists Minnesota's 532,000 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) 296-1032

Bennie R. Thompson, supervisor. The division administers a variety of benefit programs and services available to veterans or their dependents. Disabled veterans and their dependents are eligible for temporary financial assistance during the time the veteran is disabled. Food, shelter and medical assistance may be provided if the veteran meets residency, income, disability and veteran status eligibility requirements. Application for assistance usually requires a personal appearance so that all necessary forms can be completed. A copy of the veteran's discharge papers from military service and medical proof of disability must be available.

To request information, begin application procedures or receive a detailed explanation of eligibility requirements contact the county veterans service officer, usually located in the courthouse of each Minnesota county, or this division. No fees are charged for this service. A minimum of seven days is required for processing a new application if all required documents and supporting data are available (i.e. medical proof of a disability). The assistance is sent to the applicant upon approval.

The War Orphans Education Program serves all children of Minnesota veterans who died 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 \$350 per year is available for school related expenses. Eligibility requirements stipulate that the deceased veteran must have been a Minnesota resident upon entry into the service, and the dependent must have been a Minnesota resident for two years. To request information or application forms contact the division at (612) 296-1031. No fees are charged for this service. A minimum of seven days is required for processing a new application if all necessary documents are available.

The Veterans Educational Assistance Program is a one-time tuition grant of \$350 which is available to Minnesota veterans who were Minnesota residents upon entry into the service. Veterans must have exhausted their federal educational benefits prior to the 10 year limitation before they are eligible to apply for state veterans educational assistance. To request information or application forms contact the county veterans service officer or this division. The forms needed for this service are an application form, proof of an honorable discharge from military service, and a statement from the U.S. Veterans Administration that federal educational benefits have been exhausted. There is no charge for this service. A minimum of seven days is required for processing a new application if all required documents and supporting data are available. Educational assistance will be provided by mail upon approval of the application.

Information-Referral and Bonus Records is a service that helps veterans or their dependents to apply for state or federal veterans benefits. The service offers general information about available benefits and directs applicants to the proper state or federal agency. Bonus records (after each war, the state of Minnesota has paid bonuses to eligible veterans) from each war are also available from this service. Application forms should be requested in person so that supporting information or documentation required for approval of the benefit can be provided to the appropriate agency. To request information, contact a county veterans service officer or this division. The length of time necessary for the applicant to receive the benefit will depend upon the federal or state agency 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, MN 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.

Agent Orange Division (612) 297-4217

Gerald C. Bender, Jr., program director. The Agent Orange division pursues a resolution of the Agent Orange issue by assisting veterans and their families, by monitoring and reporting the activities of private and public agencies dealing with this issue and by providing a forum in which the issues can be discussed and information disseminated.

The division provides veterans with information on health problems associated with exposure in Vietnam to Agent Orange and to other environmental hazards and conditions. Veterans are referred to appropriate county, state and federal agencies for health examinations, medical care and assistance with disability compensation claims.

There is no fee for this service.

Minnesota Veterans Home, (612) 729-9325

William J. Gregg, commissioner/acting administrator. This 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 has available 250 beds of nursing care. To request information, application forms, or a detailed explanation of eligibility requirements contact the home at 51st Street and Minnehaha Avenue, Minneapolis, MN 55417. Admission to the 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

Robert J. Strunk, assistant 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 veterans home at 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) 474-5004

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 1,200 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) unmarried surviving spouses of honorably discharged veterans, 5) income available to the applicant. To request information or application forms or to obtain a fee schedule for utilization of the Big Island Veterans Camp contact the department. Applications will be accepted and processed on a space available basis.

Administrative Services Division, (612) 297-2210

Francis W. Singer, administrative management director. The division is responsible for fiscal and personnel management in the department. The division answers questions concerning payments received by individuals, governmental subdivisions, businesses and from the department. To request information contact the division. There are no forms or fees required for this service. Information requested concerning payment 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 located in each Minnesota county 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 the state, or any Minnesota 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 this office, or the following Branch Offices:

Duluth Branch Office, 507 Courthouse, Duluth, MN 55802, (218) 723-4668.

Moorhead Branch Office, 810 4th Ave. S., P.O. Box 157, Townsite Ctr., Moorhead, MN 56560, (218) 236-2824.

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.

Twin Cities Veterans Service Centers

Veterans Administration Regional, Office and Insurance Center, Federal Building, Fort Snelling, St. Paul, MN 55111, (612) 725-4115, Morris Nooner, Jr., director.

Veterans Administration Medical Center, 54th Street & 48th Avenue South, Minneapolis, MN 55417, (612) 725-6767.

V.A. Hospital Outpatient Service, Building 18, Fort Snelling, St. Paul, MN 55111, (612) 725-6767, Wm. R. Jahnke, M.D., chief.

Vet Center, 2480 University Avenue S.E., Minneapolis, MN 55414, (612) 644-4022, Mark Mulvihill, team leader.

Fort Snelling National Cemetery, 7601 - 34th Avenue South, Minneapolis, MN 55450, (612) 726-1127, Howard J. Ferguson, director.

Educational Services & Special Assistance

Crookston Campus, Veterans Service Office, Crookston, MN 56716, (218) 281-6510.

Duluth Campus, Office of the Registrar, Duluth, MN 55812, (218) 726-8000, Al Hanson, director.

Minneapolis Campus, 240 Williamson Hall, 231 Pillsbury Drive S.E., Minneapolis, MN 55455, (612) 373-9891, Tom Parisian, counselor.

Regional Veterans Service Centers

V.A. Medical Center — Fargo, ND, Elm & 21st Avenue North, Fargo, ND 58102, (701) 232-3241, Francis E. Gathman, center director.

V.A. Regional Office — Fargo ND, 655 1st Avenue North, Fargo, ND 58102, (701) 237-5771, Marlin Thorsgaard, veterans services officer.

V.A. Medical Center — St. Cloud, North on 33rd Ave. to 8th St. N., turn west on 8th, St. Cloud, MN 56301, (612) 252-1670, Robert T. Dacy, medical center director.

Johnson Veterans Memorial Hospital — Sioux Falls, SD, 2501 West 22nd Street, Sioux Falls, SD 57101, (605) 336-3230, Dexter Dix, director.

V.A. Regional Office — Sioux Falls, SD, P.O. Box 5046, 2501 W 22nd Street, Sioux Falls, SD 57101, (605) 336-2980, Dexter D. Dix, director.

Board of Veterinary Medicine

717 Delaware Street S.E., Room 337, Minneapolis, MN 55414

Glen H. Nelson, DVM, executive secretary, (612) 623-5388

Minnesota Statutes, chapter 156; *Minnesota Rules 9100-9199*

The board licenses veterinarians, examines candidates for licensure, renews

licenses, records and annually renews professional corporations and investigates consumer complaints.

Examinations are given every six months, presently in May and December. The board may establish continuing education requirements for license renewal. The board informs drug regulating agencies, upon request, and the Board of Animal Health of the location and status of licensees.

The board, with the assistant attorney general assigned to the board, investigates all complaints. They may suspend or revoke a license. Complaints are preferred in writing. To file a complaint, contact the board. Complaints are handled as they are received. The time to resolve a complaint varies with the complexity of the complaint.

There is an application form available from the board. An applicant must be at least 18 years old, of good moral character, and have a doctor of veterinary medicine degree from an approved school.

Fees may be set annually by the board. Renewal fees must be received by March 1, or there is a \$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 — \$150; Renewal fee — \$20; Professional corporation fee — \$100; Corporation renewal fee — \$25; Late license fee — \$10.

State Vocational-Technical Education System

500 Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101

Joseph P. Graba, state director, (612) 296-3995

Minnesota Statutes, sections 121.21-121.218, 124.5611-124.574 and 125.055

Minnesota maintains a post-secondary vocational technical education system with 33 Area Vocational-Technical Institutes (AVTIs) located throughout the state. These institutes serve the vocational training needs of approximately 33,000 full-time students in programs lasting between one and two years.

Prior to January 1, 1984, the state vocational-technical schools had been governed by the State Board of Education. The 1983 Legislature created a separate governing board and divided the responsibility for administering the program between the Department of Education and the new State Vocational-Technical Education System. Programs offered to high school students through secondary vocational courses remain under the State Board of Education while post-secondary programs for AVTIs and adults are with the State Board of Vocational-Technical Education.

The Vocational-Technical Education System is governed by an eleven member board appointed by the governor and confirmed by the senate. Members of the board are appointed to represent each congressional district and serve four year terms. Three members are appointed at large and one member is required to be a full-time student enrolled in an AVTI or enrolled within one year before appointment.

The state director of the Vocational-Technical Education System administers programs under the authority of the State Board of Vocational-Technical Education and also implements policy decisions of the board with agency staff. The director coordinates educational policies with other state post-secondary education systems (State Universities, Community Colleges, the University of Minnesota, and private post-secondary institutions). Vocational-technical education maintains a close and important relationship with the Minnesota business community, labor and industry. This relationship is crucial to insure that programs and services are providing an educated work force with the skills necessary to compete in the 1980s and beyond. The administrative responsibility for operating the system is divided between five sections in the state agency.

Each local AVTI is administered by the locally elected school board which hires a director to manage the institute.

Programs are available in agriculture; business and office procedures; service and home economics; health; industrial, marketing, and distribution education; technical teacher education; and sex equity. In addition, the state provides for upgrading and retraining approximately 350,000 adults who may be unemployed or underemployed. These programs include management training for small business operators, farmers, fire and rescue departments, electrical utilities and water treatment plant operators.

Information on individual program locations, course offerings, starting dates, enrollment, scholarships, tuition schedules and job placement is available free of charge by calling the State Vocational Education Information line at 1-800-652-9021 or in the Metro Area 296-6481.

Office of Budget and Information Services, (612) 297-4575

John C. Ostrom, manager. The office manages and directs the overall budgeting process for distribution of state and federal funds to adult and post-secondary programs in the AVTIs. Budget requests to the governor and state legislature are prepared by the office. Liaison relationships with the state legislature, congressional delegation, governor's office and related state agencies are the responsibility of the office.

Communications services are provided for the State Vocational Board, including news releases and general assistance to newspapers and radio and television news media. Placement data on graduates from the vocational system is also provided through a vocational "follow-up" system which surveys all recent students and determines which ones are employed and in what fields. This data is used in making program and funding decisions and is used by counselors as they advise students on placement opportunities for each program.

Office of Planning, Research and Administrative Services, (612) 296-2421

Melvin E. Johnson, Manager. The office provides coordination in short and long-range planning of Vocational-Technical Education services. The office also develops policy and conducts research and development for vocational-technical education. Administrative services are provided for the State Board for Vocational-Technical Education and its staff.

Instructional Services Section, (612) 296-3387

Rosemary T. Fruehling, Manager. This section manages the planning, development and operation of AVTI continuous and extension programs. This section reviews and approves all AVTI continuous and extension programs, New Venture programs, quick-start programs, and program modifications. The section recommends the allocation of state aids for instruction, supplies, and equipment for the AVTI system; and reviews the operation of all programs and recommends discontinuance and/or modification. Technical assistance is provided to the AVTIs in all phases of program operation including evaluation, program and curriculum renewal, and personnel licensure.

Instructional and Student Support Service Section, (612) 296-6516

Sharon K. Grossbach, manager. This section provides for the delivery of inservice education for vocational teachers, administrators, counselors and support staff by coordinating a network of communications between the vocational pre-service program offered through all vocational teacher education institutions, AVTIs and department staff. The teacher education approval process for vocational and standard licensure as well as the funding for inservice education is managed by this section.

Leadership in implementing practices to assure that vocational training in non-traditional programs is available to persons desiring vocational opportunities is provided. Student support service to special needs students who are handicapped or disadvantaged, or who need other special services is provided through program and

services funded by this section. Other areas of responsibility include Equal Education Opportunities, student financial aids, student senate and counseling and placement.

Institutional Support Section, (612) 296-3995

Robert M. Madson, manager. Construction of new vocational facilities and remodeling and upgrading of existing facilities are coordinated by this section. Each year the AVTIs with facility needs are required to submit requests for inclusion in the state construction bonding program. This section also manages the distribution of repair and betterment funds for maintenance of the 33 AVTIs as well as management of the facility and equipment inventory in the system. Each AVTI is evaluated by this office on a 5-year accrediting cycle to insure local management, fiscal accounting, program standards and quality.

This section is also responsible for the Job Training Partnership Act (JTPA), Public Law 97-300, State Education Coordination Grants. Activities include the development of cooperative efforts, jointly sponsored and co-funded programs assisting the Governor's Job Training Office in reviewing proposals involving education agencies. It also disseminates JTPA/Education information to education and JTPA agencies.

Tuition, books and supplies are provided from JTPA funds to students enrolled in Area Vocational-Technical Institutes, Community Colleges, state universities, and private trade and business schools, as well as community-based organizations.

Minnesota's Area Vocational-Technical Institutes

- Albert Lea AVTI, 2200 Tech Drive, MN 56007, (507) 373-0656
- Alexandria AVTI, 1600 Jefferson St., MN 56308, (612) 762-0221
- Anoka AVTI, 1355 W. Main St., MN 55303, (612) 427-1880
- Austin AVTI, 1900-8th Avenue N.W., MN 55912, (507) 433-0600
- Bemidji AVTI, Roosevelt & Grant, MN 56601, (218) 751-4137
- Brainerd AVTI, 300 Quince Street, MN 56401, (218) 828-5344
- Canby AVTI, Highway 68 West, MN 56220, (507) 223-7252
- Dakota County AVTI, P.O. Drawer K, 145th St. E., Rosemount, MN, 55068, (612) 423-2281
- Detroit Lakes AVTI, Highway 34 N.E., MN 56501, (218) 847-1341
- Duluth AVTI, 2101 Trinity Road, MN 55811, (218) 722-2801
- East Grand Forks AVTI, Highway 220 North, MN 56721, (218) 773-3441
- Eveleth AVTI, Highway 53, MN 55734, (218) 744-3302
- Faribault AVTI, 1225 S.W. 3rd Street, MN 55021, (507) 334-3965
- Granite Falls AVTI, Highway 212 West, MN 56241, (612) 564-4511
- Hibbing AVTI, 2900 E. Beltline, MN 55746, (218) 262-3824
- Hutchinson AVTI, 200 Century Avenue, MN 55350, (612) 587-3636
- Jackson AVTI, 401 W. Street, MN 563143, (507) 847-3320
- Mankato AVTI, 1920 Lee Boulevard, MN 56001, (507) 625-3441
- Minneapolis AVTI, 1415 Hennepin Avenue, MN 55403, (612) 370-9400
- Moorhead AVTI, 1900-28th Avenue South, MN 56560, (218) 236-6277
- 916 AVTI, 3300 Century Avenue, White Bear Lake, MN, 55110, (612) 770-2351
- Pine City AVTI, 1100-4th Street, MN 55063, (612) 629-6764
- Pipestone AVTI, N. Hiawatha, MN 56164, (507) 825-5471
- Red Wing AVTI, Hwy. 58 & Pioneer Road, MN 55066, (612) 388-8271
- Rochester AVTI, 1926 S.E. 2nd Street, MN 55901, (507) 285-8616
- St. Cloud AVTI, 1540 Northway Drive, MN 56301, (612) 252-0101
- St. Paul AVTI, 235 Marshall Avenue, MN 55102, (612) 221-1300
- Staples AVTI, 3rd Street North, MN 56479, (218) 894-2430
- Suburban Hennepin County
 - Minneapolis, 1820 N. Xenium Lane, MN 55441, (612) 559-3535
 - Hennepin North, 9000 N. 77th Avenue, Brooklyn Park, MN 55445, (612) 425-3800
 - Hennepin South, 9200 Flying Cloud Drive, Eden Prairie MN 55343, (612) 944-2222
- Thief River Falls AVTI, Highway 1 East, MN 56701, (218) 682-5424
- Wadena AVTI, 405 Colfax Avenue S.W., MN 56482, (218) 631-3530
- Willmar AVTI, Box 1097, MN 56201, (612) 235-5114
- Winona AVTI, 1250 Homer Road, MN 55987, (507) 454-4600



Minnesota Office on Volunteer Services

500 Rice Street, St. Paul, MN 55155

Laura Lee M. Geraghty, director (612) 296-4731

Statewide toll-free: 1-800-652-9747

Minnesota Statutes, section 4.31

The Minnesota Office on Volunteer Services (M.O.V.S.), a division of the Department of Administration, encourages the effective coordination and channeling of voluntary action to improve the quality of life for Minnesota citizens. The office provides statewide leadership and support services to volunteer leaders to initiate, expand, and improve the contributions of volunteers. It works with public and private organizations, and individuals interested in developing or expanding volunteer programs. It provides assistance to all areas of human services, to cultural and civic organizations, to corporations and local units of government, to youth and senior citizen programs, to statewide associations, and to state departments and agencies.

The office provides a wide variety of services. It serves as a statewide advocate for volunteerism, conducts research, and is involved in special projects. Some of its activities have included VOLUNTEER FOR MINNESOTA: A Project for Developing Public/Private Partnerships in Communities; developing handbooks and booklets on such topics as "Planning for Community Change," "Volunteer Program Management" and "Volunteer Transportation Programs"; researching and advocating academic and employment credit for volunteer experience; and assisting in the development of college programs on volunteer administration.

It collects and distributes information on effective volunteer programs and maintains liaison with national, state, and local groups that are active in volunteerism. Some of the national programs with which it is in regular contact include ACTION, the federal volunteer agency; the National School Volunteer Program; Association of Volunteer Administration; and VOLUNTEER: The National Center for Citizen Involvement. At the state level, the office is in contact with a long list of voluntary, fraternal, religious and service organizations.

M.O.V.S. maintains a lending, resource library on volunteerism which contains approximately 1,200 publications, manuals, and texts. The topics range from the basics to the advanced. It is open to the public, and materials can be checked out for three weeks.

It publishes a bimonthly newsletter titled the *MINNESOTA OFFICE ON VOLUNTEER SERVICES*. It contains information related to the field of volunteerism, such as program profiles, current issues and trends, technical "how-to's," resources, and a calendar of training events.

M.O.V.S. provides training to volunteer leaders at regional workshops it organizes, and at conferences and workshops sponsored by other organizations. Examples of training topics includes "Solving Community Problems by Building Community Partnerships", "Volunteer Program Management", "Recruitment and Retention of Volunteers", "Orientation and Training of Volunteers", "Working With Advisory Committees & Boards", "Documentation of Volunteer Experience for Academic, and Employment Credit", "Developing a Community Resource Volunteer Program", "Staff-Volunteer Relationships", and "Rights and Responsibilities in Volunteer Relationships".

It provides technical assistance and consultation to individuals, volunteer programs, community coalitions, and state agencies in such areas as volunteer program development, insurance, coalition building, and development of boards and committees.

It encourages and participates in volunteer recognition events in order to increase the visibility and status of volunteers and their accomplishments, and to encourage greater citizen participation in volunteerism. This has included developing recogni-

tion materials, arranging for the Minnesota "Volunteer Recognition Week," and issuing news releases and public service announcements.

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, representatives from state departments and agencies serve on the committee in an ex-officio capacity.

M.O.V.S. is assisted in the delivery of its services on a daily basis by volunteers who serve on task forces and planning committees, as workshop leaders and as "in-office" volunteers.

Currently, there are no membership requirements or fees, except to cover workshops and conference expenses. Contact the office for more information or assistance.

Citizens' Council on Voyageurs National Park

201 Third Street, International Falls, MN 56649

Don Parmeter, executive director, (218) 283-3507

Minnesota Statutes, chapter 84B

Voyageurs National Park, established by Congress in 1975, is one of America's newest national parks, and is the only national park in the state of Minnesota. The park encompasses 220,000 acres of land and water along the Canadian border and is located immediately adjacent to the Boundary Waters Canoe Area Wilderness.

The Citizens' Council on Voyageurs National Park was established in 1975 by the Minnesota state legislature. The 17 member advisory council is composed of 13 governor-appointed members and four members appointed by the legislature. The committee conducts research and meetings on all matters related to the establishment and operation of Voyageurs National Park, and makes recommendations to the National Park Service and other appropriate federal and state agencies.

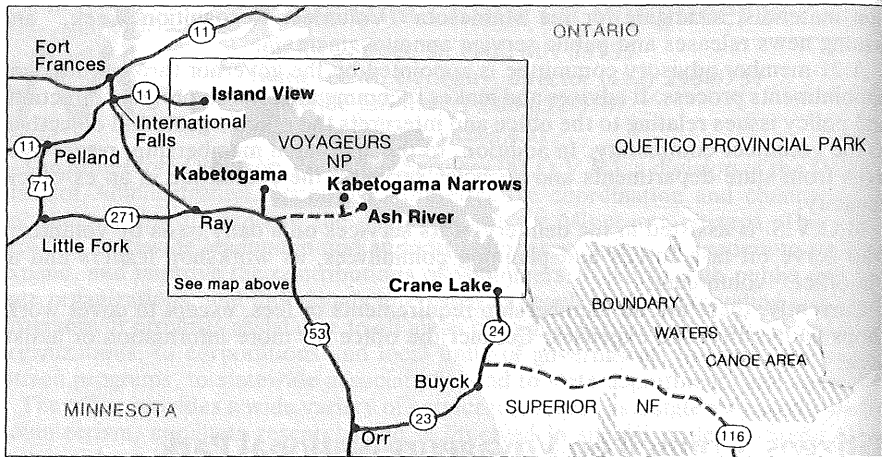
The council is organized into various subcommittees which address specific subject areas including park management and operations, transportation, adjacent land use, fish and wildlife, economic development, and concessions management.

Policies and programs of the National Park Service and other federal and state agencies are discussed publicly at regularly scheduled meetings held at various locations throughout the state. Full committee meetings are held quarterly, and subcommittee meetings are scheduled as necessary. The public is welcome to attend all meetings.

A broad range of issues will be addressed by the council over the next two years. Major issues include: funding for construction and restoration of park facilities, wilderness designation, park regulations, land acquisition and protection, fisheries programs, transportation, tourism development, water quality, wildlife management, and Minnesota-Ontario border problems.

The park preserves the natural environment experienced by the voyageurs, French-Canadian canoeists who moved pelts and trade goods between Montreal and the Canadian Northwest. The route of these adventuresome men became so established that the 1783 treaty ending the American Revolution specified that the international boundary should follow the voyageurs "customary waterway" between Lake Superior and Lake of the Woods. Voyageurs National Park adjoins a 90-kilometer (56-mile) stretch of that voyageurs highway. Visitors arriving at one of the park's four entry points can set out by water much as the voyageurs traveled in the heyday of the fur trade in the late 18th and early 19th centuries.

In summer, watercraft must be used for travel in the park. Boats, canoes, and



guide services are available at resorts outside the park. Arrangements can be made with private resort owners for private boat tours. In winter, ice roads provide greater access into the park by car. Locally hired floatplanes are another way into the park.

The park is currently open to every type of recreational use including boating, camping, hiking, sea planing, ski-touring and snowmobiling. Campsites and developed trails for hiking and cross-country skiing are available. Accommodations are also available on the edge of the park through private resorts located at Crane Lake, Ash River, Kabetogama, and Island View.

Information regarding facilities and programs offered in Voyageurs National Park can be obtained by writing to Superintendent, Voyageurs National Park, P.O. Box 50, International Falls, MN 56649, or by calling (218) 283-9821. For a list of books and maps available by mail or at park visitor centers, write, Lake States Interpretive Association, Box 672, International Falls, MN 56649.

Waste Management Board

7323 58th Avenue North, Crystal, MN 55428

Robert G. Dunn, chairman, (612) 536-0816

Statewide toll-free 1-800-652-9747

Minnesota Statutes, chapter 115A; *Minnesota Rules* 9200-9299

The Waste Management Board was created by the 1980 legislature to oversee state programs for effective long-range management of Minnesota's solid and hazardous wastes. The board is responsible for the development of a comprehensive state Hazardous Waste Management Plan and for the siting or promotion of a variety of hazardous waste facilities.

The board is comprised of nine permanent members — a full-time chairman and part-time citizen members from each of the state's eight congressional districts — and one temporary member for each candidate hazardous waste disposal site. All board members vote in the siting of a hazardous waste disposal facility and on matters related to the Hazardous Waste Management Plan. The board's responsibilities are limited, and under state law the board will cease activities following completion of its responsibilities; that "sunset" of the board is expected by June, 1988.

The board is required to select at least one site for a secure hazardous waste disposal facility for those wastes which cannot be further reduced, processed or recycled. Minnesota currently does not have an approved, monitored facility for the

secure containment of hazardous wastes. Industries which generate hazardous wastes are required to manage them properly at the sites where the wastes are generated or in approved processing facilities. Many Minnesota industries which generate hazardous wastes must ship wastes out of state to licensed disposal facilities.

The board is considering different candidate disposal sites for each of three different hazardous waste disposal technologies: a "secure landfill," an "above-ground storage" facility or a "crystalline bedrock repository" for hazardous wastes. The selection of a final site, and the final disposal technology, is expected by early 1986.

The Waste Management Act also requires the board to consider all prudent and feasible alternatives to the land-disposal of hazardous wastes, in order to conserve the state's natural resources and promote alternatives to land-disposal. In August, 1983 the board completed an "Inventory of Preferred Areas" for hazardous waste processing facilities, including areas suitable for hazardous waste incinerators, chemical waste treatment plants or transfer/storage facilities for hazardous wastes.

Areas in or near Cottage Grove, Duluth, Inver Grove Heights, Mankato, Ramsey, Rosemount and Shakopee are suitable for all three types of facilities.

Areas in or near Forest Lake, Fridley, Lakeville, Minneapolis, Owatonna, Plymouth, Roseville and St. Paul are suitable only for chemical waste treatment or transfer/storage.

Areas in Crookston, Fergus Falls, Rochester, St. Cloud (Waite Park) and Willmar are suitable for transfer/storage facilities.

The board will not actively site hazardous waste processing facilities. Preferred areas are circumscribed local areas where private firms or developers will be encouraged to obtain sites and permits for the facilities.

The Hazardous Waste Management Plan was issued to the legislature in draft form late in 1983. It estimates the types and volumes of hazardous wastes to be generated in Minnesota through the year 2000; specifies the measures needed to reduce hazardous waste generation, as well as the facilities needed to process hazardous wastes; and serves as a standard by which the need and feasibility of hazardous waste facilities will be judged in the future. For further information on the board's hazardous waste management activities call the board.

The Waste Management Board was also delegated solid waste management activities under the Waste Management Act. The board promotes alternatives to landfills through an \$8.8 million program of grants and loans, available to local governments to help finance projects designed to recover energy or reusable materials from solid waste and to reduce local dependence on landfills. The funds are available for demonstration projects with statewide application.

The board also oversees the establishment of multi-county Solid Waste Management Districts, established at the option of two or more counties which have determined that cooperation in solid waste management is desirable or necessary in creating a resource recovery facility, jointly using and operating a landfill or in otherwise managing solid wastes.

The board also has limited powers to arbitrate local disputes over the siting of landfills or other solid waste facilities, and to review local regulations on the transport of solid wastes. For further information on the board's solid waste programs contact Bob Pulford, land use planning director.

The 1980 Waste Management Act emphasized public participation in waste management, including the siting of hazardous waste facilities and the development of state hazardous waste management policies. The board oversees several "citizen involvement" activities. Community meetings enable citizens to participate in board activities. Citizens also participate in public hearings on proposed hazardous waste facilities or serve as members of Local Project Review Committees for candidate hazardous waste disposal sites.

Board representatives also conduct or appear at informational and citizens' meet-

ings around the state on the solid and hazardous waste problems. For further information on the board's public affairs programs contact Tom Johnson, assistant to the board chairman.

The Waste Management Board is served by advisory councils. The Hazardous Waste Management Planning Council consists of citizen members, local government officials and representatives of industry. The Solid Waste Management Advisory Council includes citizens and representatives of local governments and representatives of local government and representatives of private solid waste management firms. Advisory council members serve without compensation but are reimbursed for expenses. For more information on advisory council membership contact Tom Johnson, the assistant to the chairman.

A variety of publications are available from the board, including a free informational brochure, "*Hazardous Waste: Finding the Solutions*," and a free monthly 4-page newsletter, *Foresite*, which contains articles on waste management issues and the board's activities. To be placed on the mailing list for *Foresite*, or to obtain other publications, contact Patrick Hirigoyen.

Other publications available through the board include: *Hazardous Waste Management Report*; *Draft Hazardous Waste Management Plan*; *Interstate Cooperation in Hazardous Waste Planning and Management*; *Report on Liability and Long-Term Care of Hazardous Waste Facilities*; *Report on Incentives for Securing Private Investment in Hazardous Waste Management*, *Searching for Solutions: a public conference on the hazardous waste management plan*; and other reports on the board's activities. Prices vary with each publication and are subject to change. Contact the board for more information.

Water Resources Board

Room 206, 555 Wabasha Street, St. Paul, MN 55102
Mel Sinn, executive director, (612) 296-2840

Minnesota Statutes, chapter 112, and sections 105.71-.79 and 473.878; *Minnesota Rules* 9400-9499

The board administers the Minnesota Watershed Act, provides a forum for resolution of water policy conflicts, and approves metropolitan surface water management plans. The board is composed of five part-time citizen members appointed by the governor to staggered four-year terms.

The Watershed Act (Minnesota Statutes, chapter 112) allows county boards, city councils, or residents to petition the board for establishment of watershed districts — special purpose governments that manage water resources within the drainage basin of a lake or river system. Districts may be established for a number of conservation purposes, including flood control, erosion control, shoreland and floodplain preservation, and water quality protection. The board conducts a public hearing to determine whether it would be in the public interest to establish the proposed watershed district. Four to six months are needed to establish the district after a petition has been filed. A watershed district is governed by a board of managers composed of district residents appointed by the affected counties to staggered three-year terms of office. Districts are authorized to construct improvement projects, make assessments, levy taxes, acquire property by eminent domain, and regulate activities that affect the district's water resources in order to accomplish their goals. The board provides districts with general advice and assistance, approves district overall plans, hears appeals to district orders, and must approve any proposed changes in district boundaries.

The board can be petitioned to intervene in conflicts over interpretation of state water policy by the governor, a state or federal agency, or any affected party. District court judges can refer proceedings involving water policy questions to the board. If

the board determines that the petition presents an important water policy question, it consents to intervene and conducts a public hearing. Based on the evidence presented at the hearing, the board determines controlling state policy and makes recommendations to the affected agencies or to the court.

The board is also responsible for reviewing watershed management organization boundaries and watershed plans under the Metropolitan Surface Water Management Act. The Act, chapter 509 of Minnesota Laws of 1982, requires the preparation of surface water management plans over most of the seven-county metropolitan area for the purpose of correcting and preventing problems associated with excessive surface water runoff. The plans must be prepared on a watershed basis, either by watershed districts or joint powers organizations established by agreement among affected local governmental units.

The board's office is available to assist the public with questions concerning the Watershed Act and the Metropolitan Surface Water Management Act. Copies of applicable laws, sample petitions, and other general information and assistance are available free of charge.

Department of Human Services (formerly Public Welfare)

400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155
Leonard W. Levine, commissioner, (612) 296-6117

Minnesota Statutes, chapters 246-261; Minnesota Rules 9500-9799

The public welfare system in Minnesota dates back to 1862 when, in the absence of appropriate facilities in Minnesota, the legislature authorized contracts with other states to care for the "insane." Minnesota's first state hospital was opened at St. Peter in 1867.

The county system of providing relief for the poor, out of which developed the current county-based social service system, was installed in all but one county in 1868.

The Department of Public Welfare (DPW), as a central state agency, began as the State Board of Corrections and Charities, established in 1883 "to prevent irregularities in state institutions." It was succeeded in 1901 by the State Board of Control, and then in 1939 by the Minnesota Department of Social Security.

In 1953, the three divisions of the Department of Social Security were split into two functionally aligned agencies. "Employment and Security" became its own department while "Social Welfare" and "Public Institutions" were paired in a new Minnesota Department of Public Welfare. Responsibility for correctional institutions was shifted to its own department in 1959, and the current missions of the DPW evolved from the remaining responsibilities.

Today, the Minnesota Department of Public Welfare is the largest of Minnesota's state agencies. It employs 700 people in the St. Paul central offices to plan, administer and coordinate the state's social service and public assistance programs, though most of the programs themselves are actually operated by each of Minnesota's 87 counties (with about 6,900 financial, social service and other workers.) In addition, the department operates 10 state hospital and nursing home facilities for treating and habilitating the mentally retarded, mentally ill and chemically dependent. Including part-time workers, these facilities employ about 6,000 Minnesotans.

The department and the affiliated county social services agencies also administer the federally funded Food Stamps program which serves 85,000 Minnesota families. Together, Food Stamps and the major assistance programs serve about 400,000 Minnesotans each year, nearly 10% of the state's population.

As of the 1983-85 biennium, DPW administered the largest budget of any Minneso-



ta agency, about \$3.2 billion. The majority of that money is dedicated to categorical programs like Medical Assistance and Aid to Families with Dependent Children. Support for such programs comes from various combinations of state, local and federal funding sources. The proportions of dollars from each source vary from program to program.

At the end of 1983, the six major public assistance programs (AFDC, MA, GA, MSA, GAMC and EA, see pages 412-416) were providing more than \$100 million worth of assistance each month. This included more than \$40 million to support our elderly in nursing homes, \$22 million for other medical assistance, \$20 million in aid to families with dependent children, \$8 million to support our institutionalized mentally retarded citizens and more than \$3 million in providing general assistance.

The department is divided into four operational bureaus: Income Maintenance, Mental Health, Social Services and Support Services. Income Maintenance oversees the public assistance programs usually associated by the public with the department's name: Food Stamps; medical, emergency, supplemental and general assistance; and Aid to Families with Dependent Children.

The Mental Health Bureau operates the eight state hospitals and two nursing homes, and oversees programming for mentally ill, retarded, and chemically dependent Minnesotans.

Social Services incorporates the State Services for the Blind, a Deaf Services Division, child abuse and vulnerable adult services, adoptions and foster care programs, etc. The State Board on Aging also operates under this bureau.

In addition to providing budget development and technical support services to the other bureaus, Support Services licenses, audits and evaluates programs, and establishes Medical Assistance reimbursement rates for long-term care facilities serving Minnesota's aged, mentally retarded, and mentally ill.

Commissioner's Office, (612) 296-6993

Frank Giberson, deputy commissioner. The department is charged by the legislature to develop and administer a public welfare program meeting the needs of Minnesota residents by providing emergency and financial assistance and medical care (to low income persons), social services (to families, children, and adults), and rehabilitative and residential services (the mentally ill, mentally retarded, chemically dependent and physically handicapped), as reflected in federal regulations and state law.

The department is also responsible for licensing and monitoring all out-of-home care and residential programs for children and handicapped adults, for monitoring child and vulnerable adult abuse in Minnesota, and providing funding for services delivered by community mental health centers (Addendum I, page 428). The department supervises programs administered by county welfare departments and directly administers public welfare institutions. These agencies, in turn, provide the program services directly to Minnesota residents.

Requests for assistance or information should be directed to local county welfare departments (Addendum II, page 428) and public welfare institutions (Addendum III, page 430).

Francis Moriarty, assistant to the commissioner. Serves as a staff assistant to the commissioner in performing special assignments, resolving problems, and providing a department liaison to private and public sector human services agencies and organizations.

Affirmative Action Office, (612) 296-3510

Sarah W. Parker, director. The office develops and administers affirmative action plans and equal opportunity employment programs for the department, and for county welfare and human services agencies, and local and county public health and emergency service offices covered under the provisions of the merit system.

Appeals Office, (612) 296-5764

Webster Martin, chief appeals referee. 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, Social Services, and Nursing Home Pre-Admission Screening. To file an appeal or for further information, contact your local welfare or human services agency (Addendum II, page 428) or the Appeals Office, 444 Lafayette Road, P.O. Box 43170, St. Paul, MN 55164.

Controller, (612) 296-5731

John M. Schorn, controller. The controller, financial consultant to the department from the Department of Finance, reviews the fiscal operations of the department and advises the commissioner on matters relating to the department's budget activities.

Legal Services, (612) 297-2040

Beverly Jones Heydinger, special assistant attorney general. The office, staffed by employees assigned by the attorney general, provides in-court and out-of-court legal services required by the department. There is also a Medicaid Fraud Unit in the Attorney General's Office (612) 296-7575 that is headed by Special Assistant Attorney General P. Kenneth Kohnstamm, and staffed with employees assigned by the Attorney General to investigate and bring civil and criminal actions against fraudulent providers in the Medical Assistance Program.

Medical Director's Office, (612) 296-3472

Brian Gottlieb, medical director. 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

Barbara L. Sundquist, director. The office provides personnel/labor relations management services to all department employees and administers the merit system for county welfare, human service, social service, and local and county public health and emergency service agencies. The office provides advice and counsel about personnel practices to management. It administers state union contracts and plans containing terms and conditions of employment for non-represented state employees. It administers state and federal rules, regulations, procedures, and laws pertaining to personnel management and equal employment opportunity. It recruits qualified job applicants to fill positions in the department and in local and county agencies. For agencies covered by the merit system, it develops personnel policies, administers examinations, classifies positions, and administers a compensation plan.

Merit System. The office provides for orientation and training of employees in the department and in local and county agencies under the merit system. For information, call (612) 296-5611. The office certifies that counties which want to create their own merit systems under the provisions of *Minnesota Statutes*, chapter 375, have systems which comply with federal standards. It also monitors existing systems for continued compliance. For more information, call (612) 296-3996.

Policy Analysis Office, (612) 297-2573

The office conducts studies requested by the legislature, the governor, and the commissioner. The office analyzes policy and budget issues at the commissioner's

request and provides technical consultation on data collection and evaluation questions. This office also coordinates the department's legislative program.

Public Information Office, (612) 296-4416

Larry A. Etkin, **public information officer**. This office prepares communication policies and plans to assist bureaus, divisions and programs in the department. It issues news releases, consults on the preparation of publications, and responds to requests for information from news reporters and the public.

Bureau of Income Maintenance, (612) 296-2765 or 2722

The bureau develops, coordinates and monitors programs administered by county welfare agencies that 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

Jim Campbell, **acting director**. The division develops and coordinates financial assistance programs. County welfare agencies determine eligibility and issue payments to individual recipients under guidelines established by this division for the various financial programs.

Fraud and Settlement Section, (612) 296-4699

Daniel P. Haley, **consultant**. The section develops and implements policies and procedures for preventing client fraud and identifying and prosecuting perpetrators 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 cooperates with county investigative units.

Policy Development Section, (612) 297-3919

Linda Ady, **supervisor**. This section provides policy analysis and development services to the Division for all Assistance Payments programs (AFDC, Food Stamps, GA, MSA, Refugee Cash/Medical). Its responsibilities include impact analysis of legislation, coordination of rulemaking, manual revision, bulletin preparation, forms revision, and policy research. The section receives its work-load primarily from other sections in the division and is not involved in direct contact with local agencies except when researching policy alternatives or requesting feedback on draft materials.

Program Administration Section, (612) 296-8140

Bart Bauer, **supervisor**. The section implements 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), Food Stamps, and financial and medical assistance to Indo-Chinese. The section also acts as a liaison with the Social Security Administration to assure effective program coordination. Information collected from clients or other sources for determining program eligibilities or assistance needs are protected by the data privacy law, as are all welfare department case records.

If you do not receive the help that you believe 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, contact your county welfare agency or the Appeals Section of the Department of Public Welfare (see page 411). If you feel you have been discriminated against, report your complaint to the Department of Human Rights (see page 189).

Emergency Assistance (EA), (612) 296-6433, applied for through county welfare departments, is available 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.

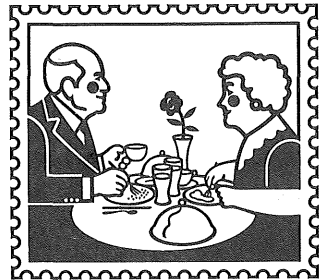
Aid to Families with Dependent Children (AFDC), (612) 296-6433, provides monthly payments to families with dependent children where the children are in financial need due to the unemployment of the father, or the incapacity, absence or death of either parent. Families receiving AFDC are also eligible for medical care and social services. Family income and resources must not exceed certain limitations. Employable persons must be available for work and participate in work-training programs. To qualify for assistance, eligibility minimum requirements must be met. Children must be present in the home and deprived of parental support. County and state split the nonfederal share of total grants expended in each county. The federal share varies each biennium.

General Assistance (GA), (612) 297-2776, provides periodic payments, depending on the dates of application and eligibility, to persons who are not eligible for other welfare cash grant programs such as AFDC. GA is primarily used by childless couples and unmarried adults and consists of allowances for shelter, food, clothing, personal needs and utilities. Income and resources must be insufficient to meet a person's needs as defined by state and county standards, and employable persons must participate in work programs and seek employment to remain eligible. In order to be eligible, minimum requirements must be met. State and county share the costs of GA grants. Many counties have established standards higher than state minimums. In those counties, the amount which exceeds the state standard is paid from county funds. If you qualify for GA maintenance, you are also eligible for General Assistance Medical Care (GAMC). This program covers a wide variety of medical expenses from hospital care to dental services. Participants in the GA program may also qualify for Food Stamps and social services such as counseling, employment and homemaking available through their local county welfare or human services agency.

Minnesota Supplemental Aid (MSA), (612) 297-2776, 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 existing state programs. In order to be eligible, persons must meet criteria of age or disability and must have income which is insufficient to meet their needs as defined by statewide standards. The county and state share equally in the cost of total grants expended in each county.

For each program, payments are mailed directly to eligible clients by county agencies. Vendor payments can also be made in emergencies, when clients request them or if clients have a history of money mismanagement. General information regarding program requirements and application procedures can be obtained from any county welfare agency.

Food Stamps (612) 296-1835, enable low income households to buy more food of greater variety in order to improve their diets. Food stamps are available to working people, retired people, people drawing workman's compensation or unemployment insurance, students, people receiving public assistance and others. Food Stamps are given to eligible households whose monthly household income minus deductible expenses equals or is less than the allowable food stamp net income. The amount depends on the number of people in the household. Eligibility is determined by the county. Contact your local county welfare or human services agency for more specific information or call the Food Stamps "Hot-



line," 296-0190 in the Twin Cities or toll free from elsewhere in Minnesota, 1-800-652-9747.

Local Supervision Section, (612), 297-3201

John Brenneman, supervisor. This unit supervises local welfare/human service agencies to ensure proper application of program policy in delivering income maintenance services. This includes monitoring delivery of assistance to clientele; providing consultation and technical assistance; planning and providing training and assistance in the implementation of new policy. The programs for which this unit has responsibility are AFDC, Food Stamps, MSA, SSI, GA, refugee programs and services and projects that affect clients of public assistance programs.

Refugee Program Office, (612) 296-2754

Jane Kretzmann, supervisor. The program aids refugees' transition into American life and provides services that lead to economic independence. It coordinates and assists the efforts of county welfare departments and other public and private agencies. It assesses service needs, develops funding methods, and implements federal regulatory and reporting systems. The program is open to refugees admitted under the Refugee Act of 1980. The program provides cash assistance, medical assistance and social services including education (English as a Second Language) and employment services for eligible individuals. Federal funds support this program.

Work and Training Section, (612) 296-1257

Donald S. Gralnek, supervisor. The section supervises programs designed to train or find employment for eligible clients.

General Assistance Work Program develops and operates a work and training program in the 87 county welfare departments for General Assistance employable recipients.

Work Incentive Program (WIN) is designed to provide opportunities for appropriate AFDC recipients to obtain jobs or training, and the employment and social services necessary to become self-supporting. WIN staff help develop plans that meet the special needs of people, including medical care or child care. Help in making satisfactory child care arrangements is offered. The program is jointly administered with the Department of Economic Security. More information is available from your local welfare or social service agency or this unit.

Community Work Experience Program (CWEP) is designed to allow recipients to gain work experience and receive assistance in their job search, while retaining self-respect by working for their CWEP grants. Most counties operate the program on a voluntary participation basis, but some counties have approved programs mandating participation by one parent in two parent situations. Contact your county welfare or social services agency for more information.

Child Support Enforcement Division, (612) 296-2499

Bonnie Becker, director. The division sets policy and standards for child support enforcement activities carried out by units located within each of Minnesota's county welfare or human services departments. The purpose is to ensure that those persons having a duty and an ability to support their minor children do so. More specific and detailed information regarding child support enforcement is available at any county welfare, human services or family service agency. (Addendum II, page 428).

Health Care Programs Division, (612) 296-2766

Robert C. Baird, director. This division administers Medical Assistance (also known as Medicaid) and General Assistance Medical Care (GAMC) programs. These programs provide reimbursement for the medical care of persons whose financial resources are insufficient, according to established criteria, to meet the cost of necessary medical care. This division is located at 444 Lafayette Road, St. Paul, MN 55101.

Health Care Programs Policy Section, (612) 297-3200

Nancy Feldman, supervisor. This section develops state policies for administering

Medical Assistance and General Assistance Medical Care programs and supervises the administration of these programs by the local welfare or human service agencies. Persons interested in applying should contact their county or human service agency. (Addendum II, page 428).

This section is also responsible for the **Pre-Admission Screening/Alternative Care Grants** mandated by the Legislature, and for contracting with Health Maintenance Organizations (HMO) to deliver Medical Assistance to eligible clients on pre-paid basis, equal to services provided by traditional fee for service arrangements. HMO enrollment and disenrollment are voluntary.

Medical Assistance (MA) is a federally required program through which enrolled public and private providers give medical care to persons whose income and resources make them eligible, and who meet categorical requirements such as age or disability. MA covers inpatient and outpatient hospital services, nursing homes, community residences for the mentally retarded, doctors' services, dental care, eyeglasses, therapy, hearing aids, prescription drugs, medical supplies, podiatry, psychological services, chiropractic care, medical transportation, home health care and early, periodic screening diagnosis and treatment (EPSDT). Some services are limited or require prior approval of the department.

Recipients of Aid to Families with Dependent Children (AFDC) and Minnesota Supplemental Aid (MSA) are automatically eligible for MA. Others may qualify for MA if they are under age 21, are 65 years and older, blind or disabled, pregnant, or in a family with an absent, unemployed or incapacitated parent. Some persons are eligible for MA only after paying a portion of their medical bills. Funding is shared by federal, state and county governments.

General Assistance Medical Care (GAMC) assists people meet the cost of medical care who are not eligible for programs such as Medical Assistance or Medicare. GAMC services are limited to inpatient and outpatient hospital care, medical transportation, physician services, dental care, eyeglasses, and prescription drugs. Medical providers are reimbursed at a lower rate than in the MA program. The state and county fund GAMC.

Pre-Admission Screening/Alternative Care Grants (PAS/ACG) is a mandatory statewide program for all MA recipients, and any individual age 65 or older who would become eligible for MA within 180 days of admission to a licensed nursing home or boarding care home. It is designed to prevent inappropriate nursing home or boarding care home placement. Screening teams consist of a public health nurse from the local public health nursing service and social worker from the local community welfare agency.

The program also makes grants available to counties to pay for providing alternative community-based care to individuals who have been screened and are likely to need a nursing home. These grants can be used for such services as foster care, day care, personal care, homemakers, home health aides, respite care and case management.

This section is also responsible for gaining further information about how to contain costs associated with inappropriate nursing home or boarding care admissions.

Early Periodic Screening, Diagnosis and Treatment Program, (612) 296-3883. Mary Kennedy, coordinator. Early 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 items checked vary according to the child's age. They include health history, immunizations ("baby shots"), hearing and vision, blood (hemoglobin/hematocrit), urine (urinalysis), sexual development, food and nutrition, all body systems (an unclothed physical assessment), and growth and development. Teeth also are examined, during a separate visit to a dentist's office.

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 EPSDT 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 or human services agency for full information (Addendum II, page 428). Costs are shared by federal, state and local county sources. (See also Minnesota Department of Health and Department of Education for related health screening programs for children.)

Professional Services Section, (612) 296-8822

Thomas JoliCoeur, supervisor. The section provides professional health care consultation to the Medical Assistance and General Assistance Medical Care Programs. The advisory unit reviews all procedures requiring prior authorization, reviews selected provider billings, and provides professional health-related input to any area or program within the MA or GAMC Programs. This section also formulates medical policy and hospital reimbursement rates.

Physicians and disability examiners who are on the State Medical Review Team determine permanent and total disability for income maintenance and Medical Assistance Program eligibility, AFDC parental incapacity and Work Incentive Program impairment, based on federal and state law, rule and regulation.

Surveillance and Utilization Review Section, (612) 296-2741

The section identifies and investigates improper use of the Medical Assistance (Medicaid) and General Assistance Medical Care programs by those providing medical and health care or by persons receiving those services. It restricts recipients who abuse the programs to specified physicians and pharmacists, imposes administrative sanctions against providers who abuse the programs, including recovery of funds, and makes referrals to law enforcement agencies. "Improper use" includes theft, filing false bills for services, and furnishing unnecessary services. The section and its units can be contacted at 444 Lafayette Road, P.O. Box 43208, St. Paul, MN 55164.

Utilization Control Unit, (612) 296-6963

Charlene Seavey, supervisor. The unit conducts on-site sample reviews, identifies problems, initiates corrective action and assures compliance with federal regulations by long-term care facilities, state hospitals, and state nursing homes. The unit also monitors the Minnesota Department of Health's certification and de-certification procedures for long-term care facilities, state hospitals, and state nursing homes to avoid loss of federal financial participation.

Provider Surveillance and Utilization Review Unit, (612) 296-9943

Larry Woods, supervisor. This unit identifies and investigates fraud, abuse and inappropriate utilization by health care providers participating in Minnesota's publicly funded health care programs. Individuals with documented evidence of possible fraud or abuse by a health care provider, or those who wish further information, should contact this unit.

Recipient Surveillance and Provider Enrollment Unit, (612) 296-4525

Michael Hofmeister, supervisor. This unit prevents and/or corrects fraud and improper use of medical services offered to recipients by health care programs. Individuals with documented evidence of misuse of medical or health services by program recipients should contact this unit. It also manages the enrollment of individuals and organizations providing services paid for by the health care programs.

General Support Services Unit, (612) 296-7852

E. Thomas McKeever, supervisor — chief investigator. This unit provides investigative support services in provider and recipient fraud and abuse control efforts. All questioned services and payments indicated on the recipients monthly Explanation of Medical Benefits are referred to and resolved by this unit. An information services coordinator accepts orders for special computer reports that are utilized for audits,

investigations, and program management. An attorney provides legal expertise and training to all staff of the Surveillance and Utilization Review Section.

Invoice Processing Section, (612) 296-2846

Jayne Draves, manager. The division processes claims for payment of nursing home and medical services rendered to welfare recipients under the Title XIX Medicaid Program of the federal Social Security Act. This division also trains the providers of medical services in program requirements. For further information, contact the division at 444 Lafayette Road, P.O. Box 43170, St. Paul, MN 55164.

Benefit Recovery Section, (612) 296-6964

Beth Wahtera, manager. The section seeks to maximize utilization of available third party benefits to reimburse the state for the cost of medical care for medical assistance recipients. Third party resources pursued by the section include health insurance, no fault automobile insurance, worker's compensation, and court judgments.

Operations Review Division, (612) 296-6955

Charles C. Schultz, director. The division analyzes program quality for Income Maintenance services and provides statistical support for those programs.

Quality Control/Corrective Action Section, (612) 297-2584

John Petraborg, director. The section reviews a sample of AFDC, MA and Food Stamp cases to gauge whether county agencies properly determine eligibility of recipients and the correctness of the amounts of aid granted. After analyzing sample review data, the section develops program policy and procedural improvements to reduce or eliminate payment errors.

Reports and Statistics Section, (612) 296-6154

George Hoffman, director. 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.

Bureau of Mental Health, (612) 297-4284

Margaret Sandberg, assistant commissioner. The bureau administers chemical dependency, mental health, and mental retardation programs. This includes administering grant funds, planning programs, developing standards, coordinating and monitoring mental health, mental retardation and chemical dependency services. The bureau also manages and supervises the state hospitals and nursing homes which provide direct care and services for mentally ill, mentally retarded, chemically dependent, and geriatric citizens of Minnesota. Contact facilities directly for information about their respective programs. (Addendum III, page 430).

Chemical Dependency Program Division, (612) 296-4610

Cindy Turnure, Ph.D., acting director. This division is also known as the State Authority on Alcohol and Drug Abuse. It plans, monitors and evaluates programs and services to prevent drug and alcohol abuse, and that treat and rehabilitate drug and alcohol dependent persons. The division coordinates the chemical dependency activities of other state agencies. With the help of a citizens advisory council, an American Indian Advisory Board, and an interdepartmental coordinating committee, the division helps to make the best and most cost effective use of federal, state, local and private funds.

Two publications, prepared by the department, are available through the Minnesota State Documents Center, 117 University Avenue, St. Paul, MN 55155 (612) 297-3000. *Comprehensive Chemical Dependency — State Plan* details the program that integrates health planning, community social services planning, and the activities of about 15 state agencies involved in the chemical use problem. Cost is \$4.50. A *Directory of Chemical Dependency Programs in Minnesota* lists chemical dependency treatment programs for prevention/intervention services and treatment services.

Each listing includes geographic service area, services provided, medication administered, funding, cost and staff. Cost of the 202-page directory is \$12.00.

Chemical dependency services are provided through a "continuum of care" involving about 450 facilities across the state. For information about the services provided by these facilities, see Alcoholism, Drug Abuse or AA in the community services or the alphabetical listing of your telephone directory. For additional information contact your county welfare department. (Addendum II, page 428).

Geriatric Division, (612) 296-1240

Ardo Wrobel, director. This new division focuses on programs at the two state operated nursing homes, and on programs for geriatric clients at the state hospitals.

Mental Illness Program Division, (612) 296-2710

James T. Sarazin, director. The division designs, organizes, and coordinates statewide programs for mentally ill persons. It identifies the nature and extent of the problems of mental illness, develops and maintains a comprehensive mental health plan, participates in the formation of policies relating to mental health, and reviews and approves plans and services in mental health programs. They provide consultation, information, interpretation, and staff training regarding policies, rules and regulations to mental health centers, county welfare departments, state hospitals, and other mental health providers. The division reviews all mental health programs, and federal and state funding applications, and approves mental health centers and clinics for insurance reimbursement.

The division is the liaison between other state departments and 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. (Addendums I-III, pages 428-430).

Mental Retardation Division, (612) 296-4421

Warren Bock, acting director. The division plans, develops, coordinates and monitors the community based continuum of services for the mentally retarded who, unable to care for all their own needs, require assistance from public services. The division supervises county social service and human service agencies who administer programs for mentally retarded persons under the Community Social Service Act.

The division prepares and proposes state policies, legislation and rules, and administers them as adopted and legislated. Administration of policies, laws and rules includes county planning, case management, guardianship services to wards of the commissioner, and determination of need for public and private residential and day services for mentally retarded persons.

Community residential, day and support services, and state hospitals utilized by the county agencies for mentally retarded clients are funded by various combinations of federal, state, local, county and parental resources. State and federal rules and regulations govern the licensing of community and state hospital services to assure minimum levels of care, treatment, training and protection rights.

The division provides technical assistance to county agencies and service providers, and plans and develops alternatives to residential and institutional care. Such planning and development is directed toward providing services in the least restrictive and most normal setting each client needs to properly carry out his or her individual service plan.

For information about the state-wide program, contact the division. For information about services to individuals and local community services, contact the county welfare or human service agency. (Addendum II, page 428).

Residential Facilities Division, (612) 296-6919

James A. Walker, acting director. The division directs and supervises administration and programming at the eight state hospitals and two state nursing homes which provide care and treatment for mentally ill, mentally retarded, chemically dependent, aged and infirm individuals. Division responsibilities include review and development of policies and procedures related to rehabilitation and habilitation programs, health services and medical records, utilization review, occupational safety and workers' compensation, operating and capital improvement budgets, staff allocations, procurement of supplies and equipment, building maintenance and renovation, licensure and certification.

The division directly administers the Interstate Compact on Mental Health which is concerned with the transfer of state hospital patients into or out of, Minnesota. Also, the division coordinates the Special Review Board process involving the transfer, provisional discharge, or discharge of patients committed as mentally ill and dangerous, psychopathic personalities, or as sex offenders.

Quality Assurance Division, (612) 296-3058 or 5690

This division assures that high quality treatment and habilitation programs are provided in an abuse-free atmosphere at all state facilities. The division conducts comprehensive program reviews at each state facility at least biennially, and reviews and recommends improvements for supervision and training of direct care staff. Program experts consult with staff at each facility and explore new or improved treatment methods.

The division develops a compliance plan to strengthen monitoring of the *Welsch v. Levine* consent decree regarding standards for rehabilitation, staffing, and environment in state facilities serving mentally retarded persons.

Client Protection Office, (612) 296-5690

Roland Peek, Ph.D., director. The client protection office helps prevent violations of the legal and human rights of state hospital and state nursing home clients. It investigates and corrects the violations that occur. The office works with state hospital review boards and supervises the activities of state hospital advocates. It serves as a resource in the areas of legal and human rights of clients, especially as these rights relate to statutes such as the Minnesota Commitment Act, the Patient's Bill of Rights, the Data Practices Act, and the Vulnerable Adults Act. The office publishes a handbook for informing clients and others of their rights under these laws.

Bureau of Social Services, (612) 296-2307

Thomas Anzelc, 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, supported in whole or part by grants from and contracts with the bureau.

Aging Program Division, (612) 296-2770

Gerald A. Bloedow, executive secretary. The division plans, researches, funds and supports programs for senior citizens. It analyzes existing programs and administers the Older Americans Act Program through Area Agencies on Aging, the State Foster Grandparent Program, the Senior Companion Program, and the Retired Senior Volunteer Program (RSVP). In addition, the division serves as staff to the Minnesota Board on Aging.

The division assists in planning programs for older persons and provides information on aging and services available to the elderly, gerontological training, and a

bimonthly newsletter for the public. Contact the division at the Metro Square Building, Room 204, 7th and Robert Streets, St. Paul, MN 55101.

To receive services, contact county welfare or social services departments, or community service nutrition and long-term care ombudsman programs funded through the Area Agencies on Aging with Older Americans Act funds. Grant application and information on funding from the Older Americans Act can be obtained directly from Area Agencies on Aging (listed below). For more information see the entry for the Minnesota Board on Aging (page 26).

Area Agencies on Aging

Region I — Northwest Regional Development Commission — Serving Kittson, Roseau, Marshall, Polk, Norman, Pennington, and Red Lake Counties — 425 Woodlane Avenue, Crookston, MN 56716, (218) 281-1396.

Region II — Headwaters Regional Development Commission — Serving Lake of the Woods, Beltrami, Clearwater, Mahnomen and Hubbard Counties — 722 15th Street, Box 586, Bemidji, MN 56601, (218) 751-3108.

Region III — Arrowhead Regional Development Commission — Serving Koochiching, Lake, St. Louis, Cook, Itasca, Aitkin, and Carlton Counties — 200 Arrowhead Place, Duluth, MN 55802, (218) 722-5545.

Region IV — Serving Clay, Becker, Wilkin, Otter Tail, Grant, Douglas, Traverse, Stevens, and Pope Counties — Po. Box 726, Fergus Falls, MN 56537, (218) 739-3356.

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 — Regional Development Commission — Serving Kandiyohi, McLeod, Meeker, and Renville Counties — 333 West 6th Street — Lower Level, Willmar, MN 56201, (612) 235-8504.

Upper Minnesota Valley — Regional Development Commission — Serving Big Stone, Chippewa, Lac Qui Parle, Swift, and Yellow Medicine Counties — 323 West Schlieman, Appleton, MN 56208, (612) 289-1981.

Region VII — East Central Regional Development Commission — Serving Benton, Chisago, Isanti, Kanabec, Mille Lacs, Pine, Sherburne, Stearns and Wright Counties — 119 South Lake Street, Mora, MN 55051, (612) 679-4065.

Southwest Regional Development Commission — Serving Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, and Rock Counties — 2524 Broadway, Box 265, Slayton, MN 56172, (507) 836-8549.

Region IX — Regional Development Commission — Serving Sibley, Nicollet, LeSueur, Brown, Watonwan, Blue Earth, Waseca, Martin, and Faribault Counties — 410 South 5th Street, Box 3367, Mankato, MN 56001, (507) 387-5643, (Toll-Free 1-800-722-9389).

Region X — Southeastern Minnesota — Serving Rice, Goodhue, Steele, Dodge, Olmsted, Winona, Freeborn, Mower, Fillmore, Houston and Wabasha Counties — 121 North Broadway, Room 302, Rochester, MN 55901, (507) 288-6944.

Region XI — Metropolitan Council — Serving Anoka, Washington, Hennepin, Ramsey, Carver, Scott, and Dakota Counties — 300 Metro Square Building, St. Paul, MN 55101, (612) 291-6305 or 291-6496.

Minnesota Chippewa Tribe — Serving reservations, White Earth, Leech Lake, Nett Lake (Bois Forte) and Grand Portage — Box 217, Cass Lake, MN 56633, (218) 335-2252 ext. 267.

Blind and Visually Handicapped Programs Division, (612) 296-6080

C. Stanley Potter, director. The division provides direct services to persons of all ages who are visually impaired, including those who have additional physical or mental deficits, when the loss of vision causes a handicap to education, self-care, or employment. Agency services include services for children, vocational rehabilitation and self-care, and independent living services.

Vocational rehabilitation services help persons who are blind or visually handicapped to obtain the highest level of physical, personal and employment achievement possible. Services include counseling, training to acquire skills to compensate for blindness, vocational planning, job training and placement, including providing adaptive equipment if required, and follow-up services.

Services to blind children and their parents include parent counseling, training for

parents and children in skills needed to insure proper growth and development, and help in getting the right education opportunities. Self-care and help with independent living are also provided to older persons enabling them to function independently in their homes and communities. Services include counseling, training in techniques to compensate for loss of eyesight and in methods of self-care, independent living and leisure time activities.

The division also gives direct services through the Business Enterprises Program, Services to Deaf-Blind, Independent Living Rehabilitation Services, and Communication Center Services.

Business Enterprises Section, (612) 296-6043

Ralph Rolland, supervisor. The Business Enterprises Program creates employment opportunity for blind persons receiving vocational rehabilitation services by establishing cafeterias, lunch rooms, and vendaterias or vending machine routes in federal, state, public and private buildings. The division offers training in operating a small business so the operator can function as an independent business person, under the continuing supervision and guidance of the program. For information, contact the director, at 1745 University Avenue, St. Paul, MN 55104.

Deaf-Blind/Independent Living Section, (612) 297-2467 (TDD, voice)

Dick Strong, supervisor. The agency has developed a special direct service program designed to meet the unique rehabilitation needs of persons who are deaf and blind. Services to deaf-blind children and their parents include parent counseling, training for parents and children in skills to compensate for the dual sensory loss, and consultation to educational and care facilities. For the adult deaf-blind, vocational rehabilitation services and self-care and independent living services are provided.

The goal of an Independent Living Rehabilitation Program is to demonstrate that children and adults who are severely multi-handicapped in addition to blindness can develop the skills and knowledge needed to function independently in their own homes, acquire an appropriate education, and become eligible for vocational rehabilitation services. Counseling and training are provided to family members, and consultation and in-service training are provided to community-based facilities or resources in methods of adapting existing programs to meet the client's unique needs. For more information call this section, TDD or voice.

Communication Center Section, (612) 296-7562

Joanne Jonson, supervisor. The Communications Center is a statewide special library and transcription service available without charge to eligible Minnesotans. Anyone who is unable to read normal newsprint because of a visual or physical handicap is eligible. Eligible persons must have their applications signed by a doctor, nurse or other person referring them to the service. Applications are reviewed the same day they are received, and if approved, equipment is sent out immediately. Applicants 65 years or older, or with a temporary disability which prevents reading normal newsprint or whose illness is terminal, may apply by phone, 296-6723 in the Twin Cities or toll free from outstate Minnesota, 1-800-652-9000.

Eligible persons and schools may borrow textbooks and leisure-time books on tape from the center's library of 5,000 book titles recorded at 3 3/4 ips (open reel) or 15/16 ips (cassette). Eligible individuals may also borrow a special phonograph, cassette player and closed-circuit radio. The cassette player and phonograph are part of the **Library of Congress Talking Book Program** which offers a wide variety of books and magazines on disc and tape from the regional library in Faribault.

The closed-circuit radio — **Radio Talking Book** — is a Minnesota based radio reading service broadcasting 24 hours of newspapers, bestsellers, and magazines every day throughout the year. The signal is transmitted across much of the state, but 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 mate-

rials. The center will also search nation-wide to acquire books needed on tape or in braille not available in the center's library. No charge is made to Minnesota school districts for materials provided through the center, but a charge is made by out-of-state resources if textbooks in braille are found to be available and ordered from out-of-state.

By request, the Communication Center prepares master transcriptions onto tape or into braille of books not available in the center's library. 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 with a playback speed of 15/16 ips. Contact the center for more information.

"People See Differently," "What to do When you Meet a Blind Person" and "Not Without Sight" are 16 mm films available from the center for loan to any group, in or out of state. Call the center to reserve the films. They can be shown on the premises or sent to a designated address.

All services are free. The center is supported by public and private funds. Any gift is matched with public funding, two dollars for each dollar given.

District Offices — State Services for the Blind and Visually Handicapped

NORTHEAST REGION — (218) 723-4610, Robert Allie, supervisor, (Duluth)

Duluth — 320 West 2nd Street, Room 11, Duluth, MN 55802, (218) 723-4600, serving Aitkin, Carlton, Cook, Itasca, Kanabec, Koochiching, Lake, Pine and St. Louis Counties.

NORTHWEST REGION — (612) 255-2254, Allen Eliason, supervisor, (St. Cloud)

St. Cloud — 1411 West St. Germain, Room 105, St. Cloud, MN 56301, (612) 255-2254, serving Benton, Big Stone, Kandiyohi, Meeker, Mille Lacs, Pope, Sherburne, Stearns, Stevens, Swift and Wright Counties.

Brainerd — 411 Laurel Street, Brainerd, MN 56401, (218) 828-2490, serving Cass, Chisago, Crow Wing, Douglas, Isanti, Morrison, Todd and Wadena Counties.

Moorhead — Townsite Centre, 810 - 4th Avenue South, Moorhead, MN 56560, (218) 236-2422, serving Becker, Beltrami, Clay, Clearwater, Grant, Hubbard, Kittson, Lake of the Woods, Mahnomon, Marshall, Norman, Ottertail, Pennington, Polk, Red Lake, Roseau, Traverse and Wilkin Counties.

SOUTH REGION — (507) 389-6324, Curt Matrinson, supervisor, (Mankato)

Mankato — 709 South Front Street, Mankato, MN 56001-3895, (507) 389-6324, serving Blue Earth, Brown, Faribault, LeSueur, McLeod, Martin, Nicollet, Sibley, Waseca and Watonwan Counties.

Marshall — 700 North 7th Street, P.O. Box 346B, Marshall, MN 56258, (507) 537-7114, serving Chippewa, Cottonwood, Jackson, Lac qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Renville, Rock and Yellow Medicine Counties.

Rochester — 717-3rd Avenue Southeast, Rochester, MN 55904-7397, (507) 285-7282, serving Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha and Winona Counties.

METRO REGION — (612) 296-6094, -6089, Robert Eischen, Ralph Hilgendorf, supervisors

Metro East and West — 1745 University Avenue, St. Paul, MN 55104-3690, (612) 296-6090, serving Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington Counties.

Deaf Services Division, (612) 296-3980 (Voice), (612) 297-3637 (TTY)

Dwight Maxa, Ph.D., director. The Deaf Service Division (DSD) helps Minnesotans who are deaf and hearing impaired to live and function as independently as possible within their local communities. This is accomplished by providing direct and indirect services to both consumers and service agencies through a variety of programs. DSD coordinates welfare programs so that all services available to hearing individuals are also available to the hearing impaired population. DSD provides such client services as counseling, case management and information and referral to the hearing impaired population.

Services to Agencies — DSD provides technical assistance and training to human service agencies, including information on special needs of the hearing impaired, sign language, legislation, interpreters, equipment, and program options. Special services

are also available regarding senior citizens, community and residential services, hard-of-hearing clients and adaptive listening devices.

Services to Clients — Staff consultants trained in sign language skills, and who understand deaf culture, provide services that include short-term counseling, case-service management, information and referral, training for hearing impaired people and technical translation.

State Hospitals — DSD works with hearing impaired clients in the state hospitals. DSD also studies the delivery of services to those patients and recommends improvements.

Regional Service Centers — Regional Service Centers for hearing impaired people are a cooperative effort between the Division of Vocational Rehabilitation in the Department of Economic Security, and Deaf Services in the Department of Public Welfare. Regional Consultants in the system provide training to county social services and other agencies, assess ongoing needs and supply services to hearing impaired, and assist in developing technical assistance and outreach programs.

Regional Service Centers

Duluth — Government Services Building, 320 West 2nd Street, Suite 611, Duluth, MN 55802, JoLynn Blaeser, regional consultant, (218) 723-4964, (218) 723-4961 TTY.

Mankato — 709½ South Front Street, Mankato, MN 56001, Harriet Burgeson, regional consultant, (507) 389-6517 V/TTY.

St. Cloud — 54-28th Avenue North, St. Cloud, MN 56301, Jerry Pouliot, regional consultant, (612) 255-2224 V/TTY.

Fergus Falls — Lincoln Center, Suite #3, 125 West Lincoln Avenue, Fergus Falls, MN 56537, Pam Harwell, Regional Consultant, (218) 739-7565 V/TTY.

Rochester — Friedell Building, 1200 South Broadway, Rochester, MN 55901, Jeff Erickson, Regional Consultant, (507) 285-7304 V/TTY.

Metro — 309-2nd Avenue South, 3rd Fl., Minneapolis, MN 55401, Dale Finke and Bob Cook, Regional Consultants, (612) 341-7380 V/TTY.

Deaf-Blind Services — DSD and State Services for the Blind cooperate to improve the quality of services to multiply handicapped deaf/blind Minnesotans. This cooperation covers delivery of services to clients, community service providers and other resources.

Planning and Special Projects — Preparation of papers, reports, and articles intended to help both state agencies and the general public better understand the special needs of hearing impaired people are major activities. DSD sponsors workshops and assists with planning and coordinating others to improve the service capacity of professionals.

DSD maintains the State Registry of the Deaf, an annually updated list of deaf persons in Minnesota required by Minnesota Statutes. The Registry includes name, address, birth date, extent of disability, age of onset of deafness, education and vocation. This information is controlled by the Minnesota Data Privacy Act. The Registry is intended to assist deaf and hard of hearing persons in obtaining various types of services. It is designed to provide statistical information that can be used to improve services to hearing impaired people in Minnesota.

DSD provides technical translations for the department's program divisions. Because many deaf individuals use English as a second language, DSD rewrites public information material into Minimal Language Skills (MLS) versions. Translations include food stamp information, fuel assistance application instructions, and income tax information. DSD also translates behavioral program into MLS for state hospitals and mental health centers.

Publications — DSD produces a number of publications of value to the hearing impaired and to individuals or agencies who work with those individuals. A quarterly newsletter, *Earmarks*, provides counties, agencies and interested individuals with up-to-date information relevant to serving the need of the hearing impaired. Other recent publications include: *Service Recommendations and Needs Assessment of the*

Deaf-Blind Population of Minnesota reports results of a two-year study of the problems of deaf-blind individuals; and *State Hospital and Nursing Home Survey Project* is a report of the 1983 survey of the hearing impaired population in state hospitals and nursing homes. This report contains demographics, as well as recommendations for providing services to that population.

Social Services Division, (612) 296-7031

Gary Haselhuhn, director. The division plans, develops, and implements public social services throughout the state, as required by state law and Title IV and XX of the Social Security Act. Services are specifically designed to help individuals achieve or maintain self-support and economic independence, and secure protection from neglect, abuse or exploitation for those unable to protect their own interests. Social services are offered by county welfare departments and human service agencies. Information about services available and eligibility requirements can be obtained from them (Addendum II, page 428).

Adult and Volunteer Services Section, (612) 297-2766

Carol Watkins, supervisor. Adult Services oversees the operation of the Vulnerable Adults Act. Services include technical assistance on adult protection to county social service agencies, and outreach to persons mandated to report suspected adult abuse or neglect. The unit also studies adult social services and provides for liaison with other departments, associations, and agencies working with adult services.

Volunteer Services helps county social service agencies and state residential treatment centers develop and operate volunteer service programs. This unit also prepares semiannual statistical reports of volunteer service.

Service Administration Section, (612) 296-2725

J. Philip Peterson, supervisor. This section analyzes state and federal laws and other issue that affect programs and local social service agencies. They develop policies and procedures for dealing with the laws and issues. The work of this section also involves liability insurance for foster parents, including those licensed by federally recognized tribal nations. Care for children placed in foster care under the Interstate Compact, supervision of dependent or neglected state wards, permanency planning and placement of children legally free for adoption, the administration of day care programs, editing and publication of the Social Services Manual, and management of the Migrant Day Care Contract also are responsibilities of this section.

Day Care Service staff develop state standards for the administration of day care programs by local social service agencies. They administer the State Child Day Care Sliding Fee program and provide technical assistance to local social service agencies for the development of social service day care programs.

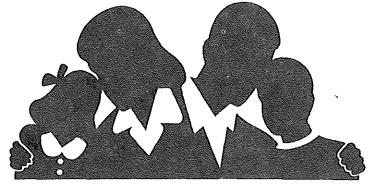
Community Social Services Act staff provide technical assistance to local social service agencies that provide CSSA services. Promulgation of rules governing the administration of publicly funded social services, management of the Case Operation System, fee schedules, other policy matters, and other issues affecting local social services are other responsibilities of this section.

Foster Parent Liability Insurance staff administers insurance coverage provided foster parents to protect them from libel, slander, and alienation of affection suits brought against them by parents or legal guardians of foster children, and from minimal damage caused to property of someone other than the foster parent.

The Adoption Unit seeks to provide families for children who are without legally responsible parents. Adoption services include operation of the State Adoption Exchange for approved families and waiting children; placement services in cooperation with authorized local social service agencies, out-of-state and international adoption agencies; petition studies referred by the courts' administration of the Subsidized Adoption Program; and post-adoption services, such as ongoing supports to adoptive families, tribal enrollment assistance, and coordination of services to adult adoptees.

Family and Children's Services Section, (612) 296-3800

Dwayne R. Lindberg, supervisor. This section develops policies and standards for services to families. It offers consultation and technical assistance to local agencies that deliver family and children's services and provide help to resolve community or client complaints about services. This includes responsibilities for foster care and child protective services. Specific services are:



Counseling Services help individuals and families deal with intra or interpersonal relationship problems or stress.

Family Planning Services arrange for and provide social, educational, and medical services (including sterilization) and supplies to help individuals to determine family size or prevent unplanned pregnancies.

Foster Care Services (Children) arrange and provide care in 24-hour-per-day family settings, as well as counseling services to the children, foster parents and natural (or legal) parents. Medical services in the form of preplacement physical examinations and annual medical reevaluation are also part of this program.

Homemaking Service/In-home Support Services help families remain intact by providing substitute or in-home care, and assistance to enhance or correct child rearing practices and develop home management skills.

Protection Services (Children) substantiates evidence of neglect, abuse, or exploitation of a child, and determines any need for protective intervention and response. These services aim to help families recognize causes of problems and strengthen parental ability to provide acceptable care. Medical examinations and emergency shelter are provided when needed. When necessary, staff will bring a situation to the attention of appropriate court or law enforcement agencies and furnishing relevant data, arrange or provide legal representation for the child, and provide any planning and supervision ordered by the court.

Residential Treatment Services (Emotionally Disturbed Children) provide healing experiences and activities in a controlled 24-hour-per-day live-in setting. Some medical and remedial care in the form of medical supplies, prescription and nonprescription drugs as ordered by a doctor, preplacement medical examinations, annual medical re-evaluations, dental screening, and medical fees are provided.

Services to Minor Parents assists minor parents with planning for their child to assure care for the child which is responsive to its needs.

Monitoring and Reporting Section, (612) 296-2171

Ed Ferguson, supervisor. This section monitors social service program requirements and the delivery system to ensure compliance with federal regulations and state policy. In local social service reviews, special emphasis is now given to determining foster care placement practices. A review of child abuse incidents occurring in licensed facilities is incorporated in local social service agency on-site reviews, and the section is involved in review of child protection casework practices.

The reporting unit, along with other department units, is developing the computerized Community Services Information System for use by the state and counties. The unit also operates the federally required child welfare management and information system, and manages the reporting systems for subsidized adoptions, adult maltreatment, and child abuse/neglect.

Bureau of Support Services, (612) 296-6193

Melvin J. Harris, assistant commissioner. The bureau is responsible for budget development and monitoring; information systems installation and maintenance; program evaluation and auditing; rate setting for long-term care facilities for the mentally

ill, mentally retarded and aged; collections for the cost of care in the state operated facilities; financial management; licensing; and general office support supervision.

Audit Division, (612) 296-9916

Richard Archer, director. The division reviews annual cost reports submitted to the department by long-term care providers and vendors of residential services who are requesting welfare rate determinations. The division audits nursing homes, residential facilities for the mentally retarded, grantees and contractors of the department. These on-site audits are made to meet requirements of state and federal laws and regulations, and to respond to needs of the department's programs and grantees.

Reimbursement Division, (612) 296-6530

Duane Cooney, director. The division collects from individual payers, private insurance and federal financial assistance programs, revenue due the state for the cost of care and treatment provided to clients in state hospital and state nursing home facilities.

Financial Management Division, (612) 296-5733

Jon B. Darling, director. The division provides fiscal services and controls financial transactions by the department. Primary functions include preparing of the financial portions of biennial and annual operating budgets, paying of department obligations, maintaining financial records, preparing of financial reports (internal and external), and providing of financial technical assistance to county and institution accounting offices. In addition, the office prepares welfare employees' payroll, maintains an agencywide cost accounting system, audits expenditure reports and processes payments for child care institutions and community facilities, and audits county reports to determine state and federal reimbursement amounts.

Licensing Division, (612) 296-2539

John S. Buzzell, director. The division monitors and licenses out-of-home care and residential programs for children and handicapped adults to ensure they 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 Department of Public Safety, Office of the State Fire Marshal. The division will send inquiry packets on licensing and lists of licensed programs to interested persons. Inquiries and complaints for investigation should be directed to the division. The division is also responsible for the development and revision of licensing rules and regulations.

Family Care Licensing Section, (612) 296-3024

Mary Jane Lee, supervisor. This section monitors and provides consultation to counties and private voluntary agencies in licensing and supervising family foster homes and family day care homes. The section issues about 14,000 licenses. There are no fees charged for licensing of foster and family day care homes.

Nonresidential Licensing Section, (612) 296-3768

Edward Constantine, supervisor. The section provides information and assistance to people who want to operate day care centers, nursery schools, Head Start programs, developmental achievement centers, and outpatient programs for chemically dependent persons. The section inspects, licenses, and monitors all licensed group day care programs in Minnesota, and investigates all complaints concerning them. Licensing fees range from no charge to \$150 per program, per year. For further information contact the section.

Residential Licensing Section, (612) 296-4037

Cheryl J. Nyhus, supervisor. The section provides information and assistance to people who want to operate group residential programs for children and mentally retarded, mentally ill, chemically dependent, 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. 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 coordinates the rulemaking process, releases policy and instruction material, provides forms to welfare agencies and vendors, and distributes public information brochures and publications for the department.

Manuals Section, (612) 296-2794

Robert Hamper, supervisor. The Department of Public Welfare has 11 program manuals: *Aid to Families with Dependent Children; Administrative; Child Support Enforcement (IV-D); Early Periodic Screening, Diagnosis and Treatment; Food Stamp; General Assistance; Institutions; Medical Assistance; Merit System; Minnesota Supplemental Aid; and Social Service.* These manuals are designed to help county, state and other agencies carry out their responsibilities for public welfare programs. They contain 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. Individuals are encouraged to review or study the manuals at local county welfare agencies (Addendum II, page 428), the State Department of Public Welfare, or city libraries in Minneapolis, St. Paul, and Duluth. For further information, contact the section.

DPW Film Library, (612) 938-7621

Susan Ager, supervisor. The Welfare Library, once handled directly by this division, has been dismantled. Many of its materials are now at the Oak Terrace Nursing Home, Minnetonka, MN 55343. For information about its audiovisual materials covering welfare-related subjects, contact Oak Terrace, (612) 938-7621.

Tort Claims, (612) 296-2945

Chuck Stene, tort claims officer. The tort claims officer 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. The officer reports all such claims or problems to the State Claims Officer and the U.S. Solicitor General's Office, and approves payments to persons making the claims. For further information, contact the tort claims officer at the Centennial Office Bldg., 658 Cedar Street, St. Paul, MN 55155.

Data Privacy Office, (612) 297-3173

Sue Larson, data privacy officer. The division implements the Minnesota Data Practices Law for the statewide welfare system. It publishes the annual inventory of records, data access procedures, and the data practices manual. It provides training to staff and others on request, and answers data privacy and practices questions from staff and the public. For further information contact the office.

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, analyze procedures and forms, develop systems and controls to achieve desired results. It prepares specifications for the preparation of computer programs to perform the processing of data and production reports, and coordinates systems development work and data processing production with the Department of Administration's Bureau of Information Services. 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 444 Lafayette Road, P.O. Box 43170, St. Paul, MN 55164.

Addendum I — Community Mental Health Centers

Albert Lea, (507) 373-1491, Freeborn County Mental Health Center
 Anoka, (612) 421-4760, Anoka County Comprehensive Health Board
 Austin, (507) 433-7389, Mower County Mental Health Center
 Bemidji, (218) 751-3280, Upper Mississippi Mental Health Center, Inc., serving Roseau, Lake of the Woods, Clearwater, Beltrami, Hubbard and Cass Counties
 Braham, (612) 396-3333, Five County Human Development Program, Inc., serving Chisago, Isanti, Mille Lacs, Pine and Kanabec Counties
 Crookston, (218) 281-3940, Northwestern Mental Health Center, Inc., serving Polk, Norman, Mahnomen, Red Lake, Marshall and Kittson Counties
 Duluth, (218) 728-4491, Human Development Center, serving the lower third of St. Louis, Lake and Carlton Counties
 Fairmont, (507) 238-4757, Faribault-Martin-Watonwan Human Service Board
 Faribault, (507) 334-2281, Rice County Mental Health Center
 Fergus Falls, (218) 739-2271, Otter Tail County Human Services Board
 Fergus Falls, (218) 736-6987, Lakeland Mental Health Center, Inc., serving Otter Tail, Becker, Pope, Stevens, Traverse, Grant, Douglas, Wilkin and Clay Counties
 Gaylord, (612) 237-2978, Sibley County Mental Health Board
 Glencoe, (612) 864-3121, Harley Clinic, serving McLeod County
 Grand Marais, (218) 387-2282, Cook County Social Service and Health Service Department
 Grand Rapids, (218) 326-1274, Northland Mental Health Centers, Inc., serving Aitkin, Itasca and Koochiching Counties
 Little Falls, (612) 632-6647, Northern Pines Mental Health Center, Inc., serving Morrison, Todd, Wadena and Crow Wing Counties
 Luverne, (507) 283-9511, Southwestern Mental Health Center serving Rock, Nobles, Pipestone and Cottonwood Counties
 Mankato, (507) 625-9034, Blue Earth County Human Services Board
 Marshall, (507) 532-3236, Western Human Development Center, Inc., serving Lyon, Lincoln, Redwood, Murray and Yellow Medicine Counties
 Minneapolis, (612) 348-3454, Hennepin County Community Services
 Ortonville, (612) 839-2555, Big Stone County Social Service Agency
 Oakdale, (612) 777-5222, Washington County Human Services
 Owatonna, (507) 451-2630, South Central Human Relations Center, serving Steele, Dodge and Waseca Counties
 Rochester, (507) 288-1873, Zumbro Valley Mental Health Center, serving Olmsted, Fillmore and Goodhue Counties
 St. Cloud, (612) 252-5010, Central Minnesota Mental Health Board, serving Stearns, Benton, Wright and Sherburne Counties
 St. Paul, (612) 298-4613, Ramsey County Community Human Services
 St. Peter, (507) 931-4140, Brown-Nicollet Human Services Board
 Shakopee, (612) 455-7750, Scott County Human Services Board
 South St. Paul, (612) 455-9651, Dakota County Mental Health Center
 Thief River Falls, (218) 681-4240, Northwestern Hospital (Day-Night Psychiatric Unit), serving Pennington County
 Virginia, (218) 749-2881, Range Mental Health Center, serving the upper two-thirds of St. Louis County
 Waconia, (612) 448-4900, Carver County Mental Health Program Board
 Willmar, (612) 235-4613, West Central Community Services, serving Lac Qui Parle, Chippewa, Swift, Renville, Kandiyohi and Meeker Counties
 Winona, (507) 454-4341, Hiawatha Valley Mental Health Center, Inc., serving Winona, Wabasha and Houston Counties

Addendum II — Minnesota County Welfare Departments

Aitkin County Family Service Agency, aids (218) 927-2141, soc. serv. (218) 927-3744
 Anoka County Community Health and Social Service, Anoka (612) 421-4760, Columbia Heights (612) 789-4326
 Becker County Welfare Department, aids (218) 847-5628, soc. serv. (218) 847-5684

Beltrami County Service Center, Bemidji (218) 751-4310, Red Lake (218) 679-3945
 Benton County Social Service Agency, (612) 968-6256
 Big Stone County Family Service Center, (612) 839-2555
 Blue Earth County Human Services, (507) 625-9034
 Brown County Family Service Center, (507) 354-8246
 Brown/Nicollet Human Service Board, (507) 931-4140 or 7100, ext. 103
 Carlton County Human Services Center, (218) 879-4583
 Carver County Community Social Services, (612) 448-3661
 Cass County Department of Social Services, (218) 547-1340
 Chippewa County Family Service and Welfare Department, (612) 269-6401
 Chisago County Welfare and Family Service Department, (612) 257-1300
 Clay County Social Service Center, (218) 299-5200
 Clearwater County Social Service Department, aids (218) 694-6512, soc. serv. (218) 694-6164
 Cook County Social and Health Services Department, aids (218) 387-2900, soc. serv. (218) 387-2282
 Cottonwood County Family Service Agency, (507) 831-1891
 Crow Wing County Social Service Center, (218) 829-0311
 Dakota County Human Services, aid (612) 457-0611, soc. serv. (612) 457-0677
 Dodge County Social Services, (507) 635-2211
 Douglas County Social Welfare Center, (612) 762-2302
 Faribault County Human Services Center, (507) 526-3265
 Faribault/Martin/Watonwan Human Services Board, (507) 238-4757
 Fillmore County Welfare Department, aids (507) 765-3821, soc. serv. (507) 765-3304
 Freeborn County Welfare Department, (507) 373-6482
 Goodhue County Welfare Department, (612) 388-8261, metro area (612) 222-3643
 Grant County Social Service Department, (218) 685-4417
 Hennepin County Bureau of Social Services, (612) 348-3000
 Houston County Social Service, (507) 724-3344
 Hubbard County Social Service Center, (218) 732-3339
 Isanti County Family Service and Welfare Department, (612) 689-1711
 Itasca County Social Services, (218) 326-9441
 Jackson County Welfare Department, (507) 847-4000
 Kanabec County Family Service Department, aids (612) 679-3465, soc. serv. (612) 679-4740
 Kandiyohi County Family Service Department, aids (612) 235-3014, soc. serv. (612) 235-8317
 Kittson County Welfare Department, (218) 843-2689
 Koochiching Family Services, (218) 283-8405
 Lac Qui Parle County Family Service Center, (612) 598-7594
 Lake County Social Service Department, (218) 834-5681
 Lake of the Woods County Social Service Department, (218) 634-2642
 LeSueur County Welfare Department, (612) 357-2251, metro area 445-7543
 Lincoln County Family Service Center, (507) 694-1452
 Lyon County Welfare Department, (507) 537-6747
 McLeod County Social Service Center, (612) 864-5551
 Mahnommen County Welfare Department, (218) 935-2568
 Marshall County Welfare Department, (218) 745-5124
 Martin County Human Service Center, (507) 238-4447
 Meeker County Social Service Department, (612) 693-2418
 Mille Lacs County Family Service and Welfare Department, (612) 983-6161
 Morrison County Social Services, (612) 632-2941
 Mower County Social Services, (507) 433-3416
 Murray County Family Service Center, (507) 836-6144
 Nicollet County Social Services, (507) 931-6800
 Nobles County Family Service Agency, (507) 372-2157
 Norman County Social Service Center, (218) 784-7136
 Olmsted County Department of Social Services, admin. (507) 285-8384, aids (507) 285-8416, soc. serv. (507) 285-8416
 Otter Tail County Department of Social Services, (218) 739-4491
 Pennington County Social Service Center, (218) 681-2880
 Pine County Department of Human Services, aids (612) 629-6781, soc. serv. (612) 245-2268, IV-D (612) 629-6781
 Pipestone County Family Service Center, (507) 825-3357

Polk County Social Service Center, (218) 281-3127, East Grand Forks (218) 773-2431
Pope County Family Service Center, (612) 634-5301
Ramsey County Human Services Department, (612) 298-5351
Red Lake County Social Service Center, (218) 253-4131
Redwood County Welfare Department, (507) 637-5741
Renville County Family Service Department, (612) 523-2202
Rice County Social Services, (507) 334-2281
Rock County Family Service Agency, (507) 283-9507
Roseau County Social Service Center, (218) 463-2411
St. Louis County Social Service Département, Duluth (218) 726-2000, Hibbing (218) 262-5291, Ely (218) 365-6151, Virginia (218) 749-7100
Scott County Human Services, (612) 445-7750
Sherburne County Social Services, Elk River (612) 441-1711, Becker (612) 261-4550, Toll Free St. Cloud (612) 253-2384
Sibley County Social Services, aids (612) 237-2351, soc. serv. (612) 237-2978
Stearns County Social Service Center, St. Cloud (612) 255-6000, Sauk Centre (612) 352-6531, Paynesville (612) 243-7441
Steele County Social Service Center, (507) 451-8040
Stevens County Social Services Department, (612) 589-1481
Stevens/Traverse County Social Services Department, (612) 589-1481
Swift County Welfare and Family Service Agency, (612) 843-3160
Todd County Social Services, (612) 732-6181
Traverse County Social Service Department, (612) 563-8255
Wabasha County Department of Social Services, (612) 565-3351
Wadena County Social Service Department, (218) 631-2832
Waseca County Welfare and Social Service Department, (507) 835-3240
Washington County Social Services, (612) 439-6901
Watonwan County Human Service Center, (507) 375-3341
Wilkin County Family Service Agency, (218) 643-8561
Winona County Department of Social Services, (507) 452-8200
Wright County Human Services Agency, (612) 682-3900, metro area (612) 339-6881
Yellow Medicine County Family Service Center, (612) 564-2211
Region VIII North Welfare Department, (507) 537-6747

Addendum III — Public Welfare Institutions

Anoka State Hospital, Anoka, MN 55303, (612) 421-3940, Johnathan Balk, 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, John Bloom, acting chief exec.
Moose Lake State Hospital, Moose Lake, MN 55767, (218) 485-4411, Frank Milczark, 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, John Grimley, acting administrator
Oak Terrace Nursing Home, Minnetonka, MN 55343, (612) 938-7621, Maurice Treberg, administrator

World Trade Center Board

**Conwed Tower, 445 Cedar Street, St. Paul, MN 55101
(612) 296-6013 (state of Minnesota information, ask for the board)
Minnesota Statutes, chapter 44A**

The board was created to facilitate and support Minnesota world trade center programs and services and promote the growth of international trade in Minnesota. The board has nine voting members and four non-voting legislative members. Members are appointed by the governor with the advice and consent of the senate for a term expiring the first Monday in January, 1987.

The board will coordinate, facilitate and where appropriate provide programs and services to World Trade Center members. These services might include education and training, trade information, telecommunications and outreach to other international organizations. As a coordinator of existing international services, the World Trade Center Board and its staff will work with international associations, academic institutions, cultural institutions and private entities.

Foreign Consulates in Minnesota

- Austria** — Ronald M. Bostroek (612) 647-3614, c/o H. B. Fuller Company, 2400 Kasota Avenue, St. Paul, MN 55108
- Belgium** — James W. Johnson (612) 372-8073, c/o Norwest Bank Minneapolis, N.A., 608 Second Avenue S., 13th Floor, Minneapolis, MN 55479
- Canada** — Bernard Gagosz (612) 333-4641, 1200 Chamber of Commerce Bldg., 15 South 5th Street, Minneapolis, MN 55402
- Chile** — Mrs. Russell Polivka (612) 825-0688, 405 W. Minnehaha Parkway, Minneapolis MN 55419
- Colombia** — Jorge H. Alvarez (612) 647-0201, 310 N. Snelling Avenue, St. Paul, MN 55104 or Dr. Fernando Torres (612) 377-1825, 2218 W. Lake of the Isles Pkwy., Minneapolis, MN 55405
- Costa Rica** — Tony Anderson (612) 645-3401, c/o H. B. Fuller Company, 2400 Kasota Avenue, St. Paul, MN 55108
- Cyprus** — Panos P. Kelalis, M.D. (507) 284-2959, 1136 Camelback Court N.E., Rochester, MN 55904
- Denmark** — Gordon A. Johnson (612) 332-3941, 700 First Bank Place West, Minneapolis, MN 55402
- Finland** — Esko E. Ranta (612) 542-9171, 10501 Wayzata Blvd., Minnetonka, MN 55343; and Donald G. Wirtanen (218) 727-8420, 700 Lonsdale Bldg., Duluth, MN 55802
- France** — Jasmine Z. Keller (612) 374-2626, 2629 E. Lake of the Isles Pkwy., Minneapolis, MN 55408
- Germany, Federal Republic of** — Joseph E. Hamilton (612) 338-6559, 1100 First Bank Place W., 120 South 6th Street, Minneapolis, MN 55402
- Guatemala** — Paul R. Nutt (612) 540-3588, 9200 Wayzata Blvd., Minneapolis, MN 55426
- Iceland** — G. Björn Bjornson (612) 729-1097, 3642 47th Avenue S., Minneapolis, MN 55406
- Italy** — Mrs. E. J. Josina Lucia Hammarstrom (612) 545-7939, 10 Winnetka Avenue S., Minneapolis, MN 55426
- Japan** — W. "Bill" Soren Egekqvist (612) 922-2243, 5316 Dundee Road, Edina, MN 55436
- Korea, Republic of** — Allison R. Mercer (612) 870-4400, 2222 Park Avenue, Minneapolis, MN 55404
- Malta** — Joseph S. Micallef (612) 228-0935, 2100 First National Bank Bldg., St. Paul, MN 55101
- Mexico** — Diana A. Munoz (612) 228-1114, 386 N. Wabasha, Suite 390, St. Paul, MN 55102
- Netherlands** — Lyle D. Delwiche (612) 540-1210, P.O. Box 1452, 701 N. Lilac Drive, Minneapolis, MN 55440
- Norway** — Carola Bjorklund (612) 332-3338, 229 Foshay Tower, Minneapolis, MN 55402; and Elsie M. Melby (218) 722-4079, 2000 W. Superior St., Room 5, Duluth, MN 55806
- Sweden** — Karl-Erik Andersson (612) 332-6897, P.O. Box 2186, 615 Peavey Bldg., 730 2nd Avenue S., Minneapolis, MN 55402
- Switzerland** — Curt F. Schneider (612) 545-1401, 1100 Xenium Lane N., Minneapolis, MN 55441

Workers' Compensation Court of Appeals

MEA Building, 2nd Floor, 55 Sherburne Avenue, St. Paul, MN 55103

Paul V. Rieke, chief judge, (612) 296-6526

Minnesota Statutes, chapter 175A; Minnesota Rules 9800-9899.

The court, consisting of five judges, 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. Appeals to this Court are filed with the Office of Administrative Hearings or with the Department of Labor and Industry, as appropriate. The decisions of this court are subject to review only by the state supreme court.

The court presently grants to the parties on appeal the opportunity to orally argue their respective positions at scheduled hearings before the court which are open for public attendance.

The court has prescribed rules regulating the practices and procedures of the court and such rules can be found in the MCAR publication.

All questions concerning court matters may be made directly to the court.

Governor's Council on Youth

289 Fifth Street, 2nd Floor Market House, St. Paul, MN 55101

Kwame McDonald, executive director, (612) 297-1222; Margaret Preska, chair

Executive Order #83-35, issued August 17, 1983

The council serves as an advocate for youth and is developing a statewide communications system that will connect youth to agencies and organizations designed to serve the needs of youth.

The council is made up of 15 people, five are youth, appointed by the governor to one-year terms from July 1 to June 30.

Among its developing programs are leadership training for youth and an educational program about government on local, state and national levels. An annual statewide Youth Conference is planned that will deal with issues about which youth are concerned and will identify important concerns of youth.

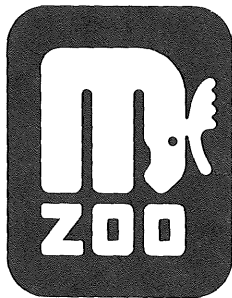
Council staff will not provide direct services, but will identify service-giving agencies and organizations and see that services are available. Contact the council for more information.

Minnesota Zoological Garden

12101 Johnny Cake Ridge Road, Apple Valley, MN 55124,
(612) 432-9000 Information

Stephen Iserman, general director, (612) 432-9010 (Business phone)

Minnesota Statutes, chapter 85A; *Minnesota Rules 9900-9999*



The Minnesota Zoological Garden is a 485-acre facility that offers 375 animal species and 2,000 plant varieties in open landscaped exhibits that imitate the natural habitats of the animals. The zoo specializes in active exhibits in which animals may be observed performing natural behaviors. A zoogeographic organization of exhibits is employed placing environmentally grouped animals in the same exhibit area. People can visit five different regions of the world any time of year, protected from Minnesota weather with 95 percent of the viewing areas under cover.

The zoo's **Tropics Trail** is a lush, indoor oasis of tropical plants and animals from Asia, housing more than 650 animals and 1,500 plants. Multi-level pathways allow visitors to see animals in the treetops, on the ground and underwater, to observe nocturnal activities in artificial moonlight, and to walk among brightly colored birds in a large, free-flight aviary. The exhibit is housed in an acre and a half greenhouse, tall enough for 50-foot trees to grow inside. The climate controlled, sky-lit greenhouse is home to dolphins, bats, gibbons, leopards, tapirs, flamingos, frogmouths and other fascinating species.

The **Ocean Trail** takes visitors to the popular beluga whales in their 500,000 gallon aquarium. Viewed from above, below, indoors and out any day of the year, the whales' voices can even be heard through broadcast hydrophones. Training shows of the whales' unique characteristics and behavior occur four times each day. 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 88 animal species native to Minnesota. Indoors, visitors can look on night active animals under simulated moonlight. Outdoors is a weather-protected walkway leading through Minnesota's lake and forest habitats where beavers, pumas, otters, and others can look back at you from their outdoor environments. Windows and television cameras allow people to see into the animals' private dens and lodges.

The **Northern Trail** is an outdoor exhibit that offers a pleasant mile walk to visit animals of the north, including red pandas, Siberian tigers, musk oxen, Bactrian camels, Asiatic wild horses, pronghorn, moose, prairie dogs, elk, bison, and prairie waterfowl. These large cold weather animals range in their natural Northern Hemisphere habitats of grassland, northern forest and arctic tundra. The path is cleared all winter for those who enjoy brisk conditions and watching the animals in the snow. For those less hardy the monorail tour is open all year.

The **Discovery Trail** introduces visitors to a variety of educational experiences. The various elements of Discovery Trail are: Zoo Theatre, a "hands-on" Zoo Lab with exotic animals, animal demonstrations, a performing "For the Birds" show, the human-like antics of the Japanese snow monkeys, and the nose-to-nose experience with animals in the Children's Zoo now open year 'round.

The **Sky Trail** is a monorail train that glides just above the trees over the Northern Trail exhibits and the beauty of the hills and lakelands of Minnesota. The train offers a bird's-eye view of the present and planned animal exhibits and nature narratives provided by a naturalist guide. The 1/4 mile long tour operates year round. It is heated in winter and air conditioned in summer.

Cross Country Skiing. The Minnesota Zoo has a variety of cross-country ski trails. The Zoo Lodge features a ski center where ski rental and ski accessories are available, as well as hot drinks and soup. Trails, of varying length and difficulty, are open from 9:30 AM-4:00 PM. There's no extra charge for skiing. Call zoo information for ski conditions.

Bird Show. See a barn owl close up, hear the rush of wings as a red-tailed hawk swoops into the zoo amphitheatre, and listen to an engaging parrot named "Alexander". Come meet all the members of the bird show cast and find out why the Minnesota Zoo is "For the Birds!"

Whale and Dolphin Training Shows. There are four shows a day displaying natural behaviors.

Admission and Hours

The zoo is open 9:30 a.m. to 6:00 p.m. during the summer, and 9:30 a.m. to 4:30 p.m. during the winter. Hours and prices are subject to change.

Admission rates are: children 5 and under free, ages 6 through 16 — \$1.25, ages 17 and over — \$3.50, and seniors, 62 and over — \$1.75. Admission is free every third Tuesday of the month, May through October, and free every Tuesday, November through March.

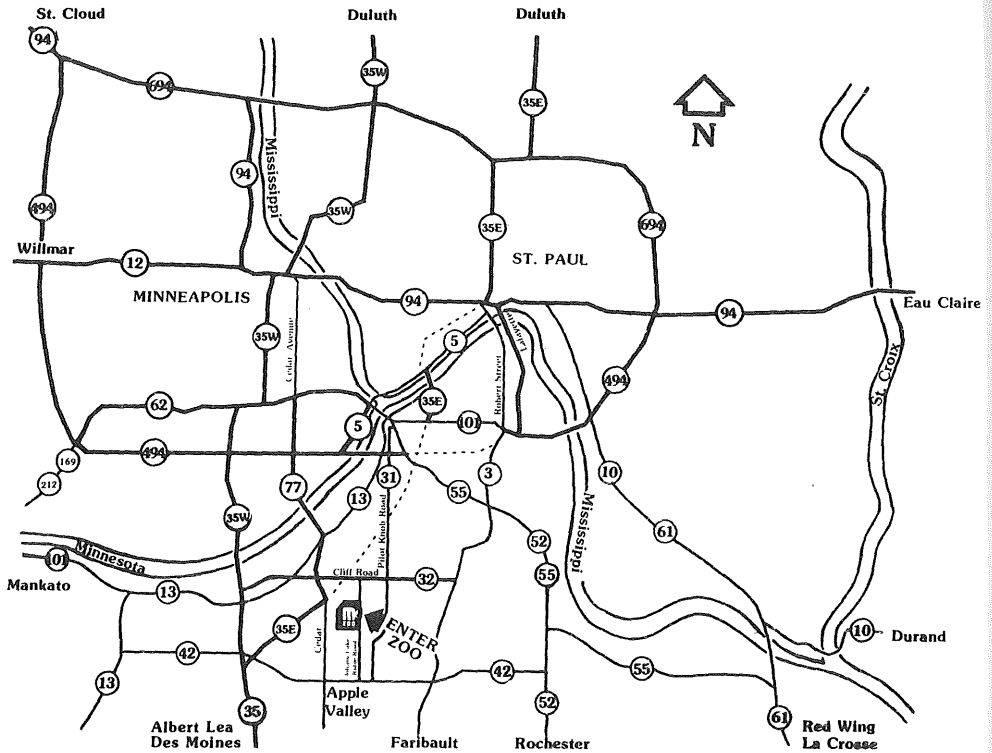
Sky Trail rates are children 5 and under free, ages 6 through 61 — \$2.00, and seniors, 62 years and over — \$1.00. School groups are charged 50¢ per person.

Ample parking is available with a charge of \$1.00 per family vehicle and \$5.00 per bus.

Block purchases of 25 or more tickets qualify for a group discount. Group reservations are needed at least 14 days in advance. For more information, contact the group sales department, (612) 432-9010, ext. 215.

Biological Programs Division, (612) 432-9010, ext. 260

John Lewis, director. The division consists of all animal and plant-related activities including vet care, animal exhibition, horticulture, and research.



Animal Management, (612) 432-9010 ext. 275 and 261

Frank Wright, D.V.M., veterinarian. Animal Management procures animals for the exhibits and maintains the general health of all animals through examination, testing, recommended diet control and care of injured or sick exhibit animals. This department develops special exhibits and manages the day to day care of the zoo animals.

Exhibition and Horticulture, (612) 432-9010 ext. 267

Steve Wachter, manager. The primary concern of this department is the appearance of exhibits. This includes growing and maintaining the plants used in the exhibit areas; advising and working with the grounds maintenance department in reseeding, replanting and care of all the natural vegetation on the zoo site; and fabricating and maintaining exhibit furnishings including artificial rockwork and trees.

Information and Research, (612) 432-9010 ext. 316 and 294

Nathan Flesness, systems manager; Sally Beauchemin, animal management records specialist. This department collects, stores, and analyzes biological information with its primary focus on the Minnesota Zoological Garden's contribution to the International Species Inventory System (ISIS).

Public Programs Division, (612) 432-9010, ext. 298

David Bender, director. This division provides activities that serve the public, including the marketing, advertising, media information, education, graphics, gift store, group sales, zoo memberships, zoo sponsorships, special events, and the Children's Zoo.

Creative Services, (612) 432-9010 ext. 232

Dave Carlson, manager. Creative Services provides a wide range of support activities for the zoo's marketing, promotional, and educational programs both on-site and off-site. These include graphic design and display, color and black and white photography, electronics systems maintenance and a variety of audio-visual productions such as video, audio, filmstrip and multi-image slide shows.

Public Information, (612) 432-9010 ext. 217

Nancy Gibson, information officer. This department handles press and media relations, public relations and general communication of information to diverse clientele.

Promotions/Special Events, (612) 432-9010 ext. 217

Dorothy Molstad, manager. This activity provides a promotion and event program integrated with public relations, group sales and cooperative community ventures. This activity brings artists, entertainers, theater groups and many others to the zoo for special exhibits and programs throughout the year.

Public Education Programs, (612) 432-9010 ext. 227

Kathleen Lundgren, manager. The Public 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 some of the educational tools available through the education programs. In addition, visitors of all ages are encouraged to take advantage of special classes taught at the zoo in the evenings and on weekends. For information on classes currently available, contact this department or write to the Education Department at the zoo.

Library Services, (612) 432-9010 ext. 230

Angie Norell, librarian. Library Services provides specialized materials on plants and animals of the world for zoo staff, visitors and educational projects.

Volunteer Programs (612) 432-9010 ext. 235

Sheri White, volunteer coordinator. The volunteer corps contributes a personal touch to visitors of the zoo. Providing information and acting as guides, this group of more than 300 has been highly trained in animal and plant life. Visitors will recognize them at the zoo by their blue sashes and "Ask Me" buttons. People interested in becoming involved at the zoo as a volunteer may contact the Minnesota Zoological Society, mentioned later in this entry, at (612) 222-1706.

Operations Programs Division, (612) 432-9010, ext. 302

Jim Rognlie, associate director. This division consists of all the physical operations of the zoo including finance offices, monorail maintenance, groundskeepers, carpenters, safety, electrical and general maintenance. Contact the following people for information about their specific areas: Mary O'Neill, ext. 309, personnel officer; Sue Woodgate, ext. 298, purchasing; Doug Rickabaugh, ext. 303, finance officer; Steve Specktor, ext. 306, contracts administrator; and Dan Christenson, ext. 313, inventory control.

Business Services, (612) 432-9010 ext. 257

Ladd Conrad, manager. This department is responsible for business operations including sales and admissions, concessions, group scheduling, and gift stores. Services for groups of 25 or more including discount tickets and picnic reservations can be arranged by contacting Sue Hoffman, group sales manager, ext. 215.

Physical Facilities and Construction Division, (612) 432-9010 ext. 240

Pat Burns, manager. This division manages security functions, all of the grounds and building, the maintenance, and future construction and design. Contact the following for further information about their specific areas: Fred Apfelbacher, ext. 312, engineering operations; Don Vanderhoff, ext. 244, engineering maintenance; Bob

Rowe, ext. 243, buildings and grounds; and Gene Barthel, ext. 241, building maintenance.

Minnesota Zoo Goer Association, (612) 432-9010

You are invited to be a **Minnesota Zoo Goer**. The annual membership program is an economical way to visit and support the Minnesota Zoo.

Membership categories are **Household** — unlimited admission of two adults and all dependents in common residence; **Companion** — unlimited admission of one adult cardholder plus one guest; **Individual** — unlimited admission of cardholder. **Sustaining** and **Advocate** memberships are also available.

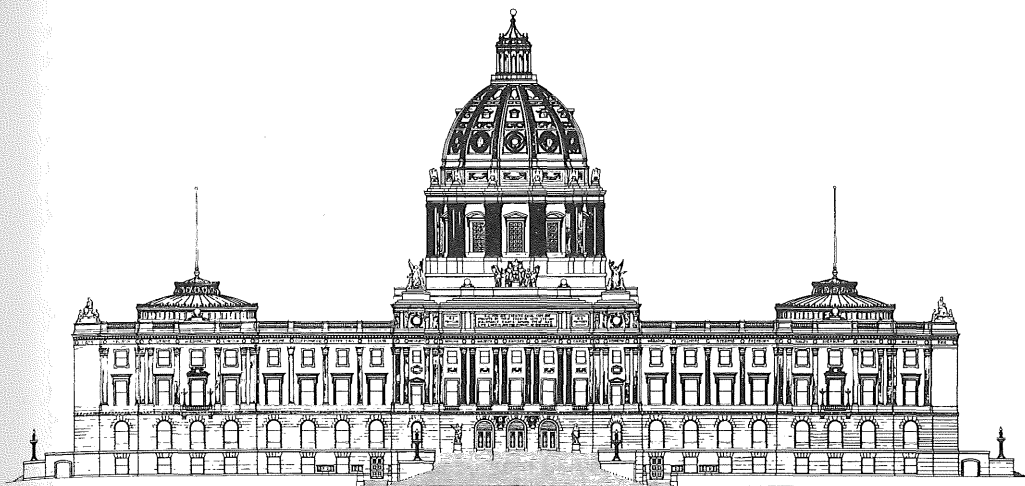
In addition to admission benefits, membership packages include merchandise discounts in Zoo Gift Stores, unlimited purchase of guest discount tickets, a zoo publication and special Zoo Goer events.

Zoocare Animal Sponsorship Program, (612) 432-9010, ext. 216

The general public is invited to sponsor a zoo animal by giving a tax deductible donation to the zoo. The choices of animals and price ranges are listed in a brochure which is available at the visitor service desk and at the Zoocare display outside of ZooLab. People may also have a brochure mailed to them by contacting the zoocare coordinator.

Zoo Volunteers

The personal touch at the Zoo is made possible through a volunteer corps. The highly trained volunteers give animal demonstrations, interpret with artifacts, act as tour guides and provide the visitor with information about the plant and animal life exhibited at the Minnesota Zoo. If you would like information about volunteering at the zoo, call (612) 432-9010 and ask for the volunteer coordinator.



Minnesota State Legislature

The legislature's principal legal task is to make law by which public safety is established. It also proposes amendments to the state constitution for approval by the electorate, elects regents 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 Minnesota Legislature is composed of 201 members: 134 representatives and 67 senators. To be elected a member of the Minnesota Senate or House of Representatives a person must be a qualified voter, 21 years old, a resident of Minnesota for one year, and a resident of the legislative district for six months immediately preceding the election. Senators serve four-year terms and representatives serve two-year terms.

The legislature convenes in regular session each odd-numbered year on the first Tuesday after the first Monday in January. The legislature can meet in regular session in both years of the biennium for a total of 120 legislative days, providing that the legislature cannot meet after the first Monday following the third Saturday in May of any year. These two sessions are considered as one session with a temporary adjournment between them. Journal pages of both houses are numbered consecutively through both years and bills are numbered consecutively in order of introduction through both years. Bills which have not become law or been defeated by legislative action or vetoed by the end of the first half of the session are still available for possible action in the second half of the session. This means standing committees may hear such bills in the interim recess and make recommendations on their passage.

The legislature may be called into special session at any time by the governor. Special sessions become necessary when legislative action is needed to meet emergencies or when legislative work is unfinished at the end of a regular session. The governor is the only official empowered to call a special session. The governor does not have the power to limit the length or scope of the session.

The speaker of the house, who is nominated by the majority caucus, is both a voting member of the house of representatives and the presiding officer. The speaker

also presides over joint sessions of the house and senate. The speaker works closely with the house majority and becomes a leading spokesman for caucus policies. The speaker names the committee members and chairman 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 officer 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.

In the house of representatives committee members and chairmen are named by the speaker of the house; in the senate this is done by the Committee on Committees.

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 the house 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. 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.

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.

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 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 onto General Orders of the Day. In Committee of the Whole, legislators discuss bills on general orders. They may debate the issues, adopt amendments, present arguments on the bills, and vote to recommend that a bill pass, not pass, be postponed or have further committee action.

The calendar is a list of bills the Committee of the Whole 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 (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.

Capitol Tours, (612) 296-2881

Catherine Welsh, tour director. Daily tours of the Capitol area 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 at the beginning of the session on Mondays and Thursdays in the afternoon about 2 p.m. in the north wing. Its gallery has about 150 seats and standing room for another 50. The

senate usually meets on Mondays and Thursdays at the beginning of the session at 11 a.m. in the west wing. The senate gallery seats approximately 235. In order to assure seating it is suggested that persons arrive 10-15 minutes early for the senate and 15-20 minutes early for the house. Schedules are subject to change, especially as the legislative session nears its completion. Call the House and Senate Information Office for specific schedules for each day.

Frequently Called Numbers:

Capitol Information Desk	1st Floor Capitol	(612) 296-2739
Capitol Security	B-4 Capitol	296-6741
Capitol Tour Guides	Minnesota Historical Society	296-6808
House Committee Scheduler	252 State Office Bldg.	296-7189
House Meeting Room Scheduler	282 State Office Bldg.	296-7435
News Reporters/Press	B-28 State Capitol	296-6561
Cafeteria	Capitol	291-0457
Cafeteria	State Office Bldg.	291-1700
EMERGENCY		296-2100

Minnesota House of Representatives

Members of the House serve two-year terms. For a directory of members of the Minnesota Legislature, including committee assignments, contact the House or Senate Information Offices listed in this section.

Office of the Chief Clerk

House Desk, (612) 296-2314

Edward A. Burdick, chief clerk. The House Desk is responsible under the Constitution, statutes and rules of the House for preparing and administrating the order of business for the House and keeping and publishing the legal record of House action. These charges are fulfilled by the preparation of the daily calendars of bills, supervision of engrossment of amendments, printing and enrolling of bills, sending and receiving of communications with the Senate, and publication of the daily and permanent House Journal. The House Desk also assists members with the preparation of motions and advises them on parliamentary procedures and questions. The personnel and resources of the House Desk are available only to House members and legislative staff, but the material created by it is available at the Chief Clerk's Office.

Chief Clerk's Office, (612) 296-2314

Donald O. Crosby, supervisor. The Chief Clerk's Office distributes to the public, state agencies, and members of the House daily journals (record of legislative actions), floor calendars (agendas of bills to be considered by the full House), copies of bills and other legislative information. The office also answers questions about the activities, operations, and schedules of the House. There is no charge for printed materials and they may be picked up at the office or will be mailed at no charge upon request. The office is located in Room 211, State Capitol.

House Index, (612) 296-6646

Stephen E. Fischer, index office supervisor. House Index provides information concerning the status of bills before the legislature. Records are maintained on bills by their House or Senate File number, subject matter, author, committee, and statutory section effected. This information is available by telephone or on computer terminals which may be operated by the public at the Index Office. This service is available free of charge during normal office hours on a daily basis and the office remains open while the House is in floor session. The office is located in Room 211, State Capitol.

House Public Information Office, (612) 296-2146

Jean Steiner, information officer. The office publishes the SESSION MONTHLY (monthly highlights of House actions), weekly advanced committee schedule and bill introductions during session, interim committee meeting notices, informational magazines, directories and brochures. A 24-hour recording, HOUSE CALLS (612) 296-9283 gives callers an up-to-date committee schedule during session. The office also tells people what legislative district they are in, and how to get in contact with their legislators. Publications listed above are provided free of charge to those who ask to be on the mailing list. Requests may be made in person, by phone or mail. The office is located in Room 9 at the State Capitol.

House Research, (612) 296-6753

Carole Pagonis, director. The Minnesota House of Representatives established the Research Department in 1967 as a nonpartisan legislative research office serving the entire membership of the House and its committees. The department assists all members and committees in collecting and analyzing information and in developing, amending, and evaluating legislation. The staff of legislative analysts provides a variety of legal, quantitative, and policy research services. These services include: assisting committees, committee chairs, and individual members with legislative work; providing legal assistance by drafting bills and amendments, preparing legal opinions, and analyzing and summarizing enacted legislation; collecting and disseminating background information through a variety of written products; and developing and maintaining computer capabilities in order to assist legislators and committees in quantitative and statistical research. The department is located in Room 17 of the State Capitol.

House Service Offices:

Administration/Personnel	21 State Office Bldg.	(612) 296-3244
Constituent Services	421 State Office Bldg.	296-2909
DFL Caucus Media	431 A State Office Bldg.	296-4280
DFL Caucus Research	438 State Office Bldg.	296-1222
DFL Caucus Staff	283 State Office Bldg.	296-7182
DFL Receptionist	3rd Floor State Office Bldg.	296-0306
DFL Steno	299 G State Office Bldg.	296-4938
Education Services	124 D State Capitol	296-8081
Finance	10 State Capitol	296-6648
High School Page/Intern Program	124 C State Capitol	296-7139
IR Caucus Media	396 State Office Bldg.	296-6969
IR Caucus Research	321 State Office Bldg.	296-4943
IR Caucus Staff	323 State Office Bldg.	296-4269
IR Receptionist	3rd Floor State Office Bldg.	296-4307
IR Steno	323 State Office Bldg.	296-4269
Meeting Room Scheduler		296-7435
Photographers		296-9284
Post Office	74 B State Office Bldg.	296-9462
Sergeant at Arms/Pages	74 C State Office Bldg.	296-4860
Supply	20 State Office Bldg.	296-2305
Receptionist	1st Floor State Office Bldg.	296-7186
Receptionist	2nd Floor State Office Bldg.	296-4215

Minnesota Senate

Members of the Senate serve four-year terms. For a directory of members of the Minnesota Legislature, including committee assignments, contact the House or Senate Information Offices listed in this section.

Secretary of the Senate's Office, (612) 296-2343

Patrick E. Flahaven, secretary of the senate. The Secretary of the Senate's Office makes available to the public daily journals, agendas, calendars, copies of typewritten and printed bills and will answer questions about the general operation of the senate and its activities. There is no charge for this service or any of the above materials. Persons interested in this information may stop in at 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 in Room 231 of the State Capitol.

Senate Index, (612) 296-2887

Judy Askeland, chief indexer. The Senate Index will provide various information on Senate activities, in particular, identification of bills in the Senate by subject and author, bill status, companion bills, chapter numbers and journal page numbers for senate floor action. Guidance and referral to appropriate sources will be given for persons doing legislative research. Information requests may be made by phone or in person. Services are free of charge. The index office is located in the east end of Room 231 of the State Capitol.

Senate Public Information Office, (612) 296-0504

Karen L. Clark, information officer. 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 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 or by phone or mail. The office is located in Room B29 in the State Capitol.

Senate Counsel and Research, (612) 296-0539

John E. Post, director. The Office of Senate Counsel and Research was formed in 1983 by the merger of two long-established offices. The Office of Senate Counsel had been formed in 1967 and the Office of Senate Research in 1973. The merged office provides senators with legal and research services to assist in the development, introduction, and evaluation of legislation. The staff, consisting of 12 attorneys and 12 researchers, plus support staff, provides services to the entire Senate on a nonpartisan basis. Each counsel and researcher is assigned to one or more committees, providing legal and research service to the committees and subcommittees of the Senate, to Senate-created ad hoc groups such as task forces and study commissions, and to individual senators. The counsel drafts legislation and advises the author and the committee on the bill's effect on existing law and any technical or substantive difficulties associated with the bill as introduced. When necessary, the counsel suggests alternative solutions and drafts necessary amendments. The researcher and counsel assigned to the committee work as a team to provide the best possible professional service to the Senate.

During the interim between legislative sessions, researchers and counsel work closely with senators to anticipate emerging issues and to define and follow through on study areas. The researcher and counsel focus on issues broader than those relating to specific bills: defining problems, gathering legal and research information, and suggesting alternative avenues of investigation or possible solutions. On occasion, the counsel participates in litigation concerning Senate subpoenas, the constitu-

tionality of laws recently enacted, and other matters. The office is located at 467 State Office Bldg.

Senate Service Offices:

Computer Services	G-2 State Capitol	296-0161
DFL Majority Caucus Research	G-24 State Capitol 446 State Office Bldg.	296-0265 296-4113
Duplicating	B-15 State Capitol	296-4383
Engrossing Secretary	G-2 State Capitol	296-4149
Fiscal Services	231 State Capitol	296-4904
Intern Coordinator	231 State Capitol	296-2343
IR Minority Caucus Research	123 B State Office Bldg.	296-3432
Meeting Room Scheduler	231 State Capitol	296-2343
Minority Office	110 State Office Bldg.	296-4111
Pages	Senate Chamber	296-4159
Personnel Office	233 State Capitol	296-6160
Post Office	B-42 State Capitol	296-8153
Receptionist	2nd Floor South, Capitol	296-7197
Receptionist	2nd Floor North, Capitol	296-7198
Receptionist	3rd Floor South, Capitol	296-0168
Receptionist	3rd Floor North, Capitol	296-0293
Sergeant at Arms	Senate Chamber	296-7159
Supply Room	B-43 State Capitol	296-5720
Word Processing	B-14 State Capitol	296-8076

Legislative Commissions

Legislative Advisory Commission, (612) 296-4207

The commission has the authority to review and grant requests by state departments and agencies for additional personnel or funding from contingent appropriations. The commission has four members: the chairs of the senate committees on taxes and tax laws and finance, and the chairs of the house committees on appropriations and taxes and tax laws. The governor presides and the commissioner of finance acts as secretary (Minnesota Statutes, section 3.30).

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 S. Feist, director. The library, established in 1969, is a nonpartisan information service. The library's primary 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 collection includes books, pamphlets and government publications on topics which are or may become of interest to the legislature. The library also receives about 400 periodicals and 40 newspapers. Copies of house and senate journals, *Legislative Manuals* since 1887, and bills' introductions in either house are also available in the library. The library participates in OCLC, MINITEX, PALS and honors standard interlibrary loan requests.

In 1974, legislation was passed requiring all state agencies to deposit copies of their publications in the library. These holdings are listed as received in the monthly publication *LRL Checklist*. Subscriptions to the checklist are available through the Documents Center, 117 University Avenue, St. Paul, MN 55155. Most of the publications which have appeared on the checklist are available on 42X microfiche and can also be purchased from the Documents Center.

Since 1975 the library, at the direction of the rules committees, has received and made available for public use copies of the tape recordings of the senate and house floor and committee debate, and the accompanying minutes and logs. The library has only three listening devices so those wishing to make use of these are urged to make reservations in advance. Due to remodeling access to these tapes is limited. Patrons should call before visiting.

In 1983 the legislature gave the library responsibility for locating, describing and listing data files and systems existing in Minnesota state government. A directory will be compiled and published about July 1985.

The library quarters are small and seating capacity is limited. Materials do not circulate to the public although formal inter-library loan requests from other libraries are honored. No copying facilities are available on the premises. The library is located in Room 111 of the State Capitol.

Office of the Revisor of Statutes, (612) 296-2868

Steven C. Cross, revisor of statutes. The office of the revisor of statutes has two major functions. The first principal function is to provide a drafting service. The revisor's staff drafts bills, resolutions, amendments, house committee reports, and other documents for the members of the legislature, heads of executive departments, and for the governor. The staff also drafts administrative rules for state agencies which request assistance. All proposed rules, whether or not drafted in the revisor's office, must be submitted to the revisor for approval of style and form before the procedure to adopt rules can begin and again before the final rules are adopted. An advanced computer text management system is used to assist in the drafting and revision process. A second principal function is that of publisher of three major publications.

After each session, the revisor edits and publishes a volume called the *Laws of Minnesota*. It consists of the text 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 *Minnesota Statutes Supplement* published in the intervening years. Preparation of *Statutes* and *Supplements* requires the revisor to incorporate new laws, modify text of laws in accordance with amendments adopted, delete laws repealed, and make certain permitted editorial changes in text. Numerous tables, historical reference, appendixes, and an index are also prepared.

Minnesota Rules consists of all of Minnesota's administrative rules together with a consolidated index and other finding aids. The set is the successor publication to *Minnesota Code of Agency Rules* which terminated in July, 1982. It is updated periodically by *Minnesota Rules Supplement*.

The revisor's office also performs a variety of other "minor" functions. 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 the bill 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.

Biannually, the revisor's staff publishes a report entitled *Report of the Revisor of Statutes on Opinions of the Supreme Court* which analyzes decisions of the Minnesota Supreme Court which criticize any enactment of the legislature or declare an enactment to be unconstitutional.

Each year the revisor submits to the legislature a revisor's bill which corrects mistakes in prior enactments or which improve and clarify the form of laws. The revisor also periodically proposes revisor's rules, with consent of the agency affected, to improve and clarify the form of rules.

The revisor also provides members of the legislature, when they request it, with constructions of a statute or a proposed statute; provide key word searches of the statutes; provides computer development services to the senate and house of representatives; publishes a bill drafting guide called the *Revisor's Manual with Styles and Forms*; and prepares house committee reports for filing.

The revisor is also charged to accumulate information on the practical operation of other states' laws; to maintain an index of bills and resolutions; to prepare indexes of all permanent laws; to maintain records of all documents prepared in the office; and to provide any other services requested by either house of the legislature. The revisor is also a member of the Uniform Laws Commission.

All publications of the revisor of statutes, both for legislative and publication operations, are available from the State Register and Documents Division, Department of Administration, 117 University Avenue, St. Paul, Minnesota 55155. Phone (612) 297-3000.

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 58 persons, including attorneys, supervisors, bill drafting assistants, editorial assistants, computer technicians, administrative staff, and messengers.

The revisor's drafting office is located in Room 3, State Capitol. The publications office is located at Room 670, State Office Building.

Office of the Legislative Auditor, (612) 296-4708

James R. Nobles, legislative auditor. The Office of the Legislative Auditor has authority to conduct financial audits and program evaluations wherever state funds are expended. Each year the office's Financial Audit Division issues a report and opinion on the state's annual financial statements prepared by the Department of Finance. The report is a factor in determining the state's bond rating and it supplies a comprehensive financial review to the legislature and the public. The division does additional audits on a selected basis. The office's Program Evaluation Division does six to eight evaluations of state funded programs each year at the direction of the Legislative Audit Commission. Each evaluation is an in-depth examination of the degree to which a program is operating efficiently and meeting its objectives. Evaluation reports point out problem areas and make recommendations for improvement. The legislative auditor is appointed by the Legislative Audit Commission. Each division is headed by a deputy. The office is located on the first floor of the Veteran's Service Building, 20 West 12th Street, St. Paul, MN 55155.

Legislative Commission to Review Administrative Rules (612) 296-1143

Kathleen P. Burek, executive director. The commission promotes adequate and proper rules by state agencies and public understanding of those rules. It investigates complaints about rules, holds public hearings, and acts on complaints it considers meritorious and worthy of attention.

If circumstances warrant, the commission may — by majority vote — suspend any rule receiving complaints. The commission can make recommendations about

changes and clarifications to the legislature and to state agencies. It can also direct agencies to hold hearings to consider adopting new rules or revising existing ones.

The commission was established in 1974 as a permanent, bipartisan legislative body, and consists of five senators appointed by the senate Committee on Committees and five representatives appointed by the Speaker of the house. Chairmanship of the commission rotates every two years between the senate and the house.

The commission meets monthly at the call of the chair or upon a call signed by two of its members or any five legislators. Meetings are open to the public, and members of the public may give testimony. The commission receives complaints from private individuals, legislators, and groups. Persons may register a complaint about an administrative rule by contacting their legislators, a commission member, or the executive director at Room 510 State Office Building, St. Paul 55155.

The commission issues a biennial report summarizing its actions and recommending future projects. The staff also prepares reports on major issues before the commission. The biennial reports and issue reports are available from the commission office or the Legislative Reference Library.

The commission is also required by Minnesota Statutes, 14.15, subd. 4 to provide advice and comment when a state agency elects not to follow the recommendations of the chief hearing examiner in rectifying the defects in a proposed rule found not to be reasonable by the hearing examiner. The agency is not required to delay adoption of the rule more than 30 days, and the commission's opinion is advisory only. This advice serves to notify the agency that the rule might face suspension if adopted.

In addition to complaint activities, the commission is seeking public and agency comment on possible revisions of Administrative Procedures Act procedures, and — pursuant to action of the 1983 legislative session — staff is coordinating representatives from other state agencies in a study of the use of mediation, negotiation, and arbitration as alternatives to formal rulemaking and contested case proceedings.

Legislative Commission on Public Education, (612) 296-0723

Shirley Nelson, administrator. The commission was established by the 1983 Legislature to study Minnesota elementary and secondary education. Its findings and recommendations are reported in January of each year to the House and Senate Education Committees. Commission membership consists of six members of the House and six members of the Senate, including the chairpersons of the House and Senate Education Committees, the House Education Finance Division, and the Senate Education Aids Subcommittee. Meetings are held on an irregular basis and are open to the public. Persons wishing to receive meeting notices should contact the office at B46 State Capitol, St. Paul, MN 55155.

Legislative Commission on Employee Relations, (612) 296-2963

Jermaine Foslien, administrative assistant. The Legislative Commission on Employee Relations (LCER) has two basic functions under the 1982 *Minnesota Statutes*, sections 3.855 and 179.74 subd. 5. The commission monitors state employee collective bargaining and reviews and approves or rejects state labor agreements prior to their submission to the legislature. Compensation, terms and conditions of employment for unrepresented employees as set forth in the Management and Commissioner's Plans are also reviewed by the LCER. These pay plans can be approved, rejected or modified by the commission. In addition, *Laws 1983*, chapter 299 require the LCER to review the governor's recommendations for agency head salaries within legislative ranges in the same manner as the Commissioner's Plan.

The second function of the commission is to periodically review the functions of public sector relations, civil services and makes recommendations for statutory change to the full legislature.

The commission is composed of the senate majority leader, the senate minority leader, the chairmen of the senate committees on governmental operations, finance,

and taxes, and a member designated by the senate minority leader, the speaker of the house, the house minority leader, the chairmen of the house committees on governmental operations, appropriations, and taxes, and a member designated by the house minority leader. The LCER is served by staff from house research, senate counsel and senate research and by caucus research staff from both houses.

Meetings are held on an irregular basis and are open to the public. Persons wishing to receive meeting notices should contact the office at B-46, State Capitol, St. Paul, MN 55155.

Legislative Commission on Energy, (612) 296-4101

The commission makes a continuing study of matters relating to energy supply and use in the state. It identifies the potential for enhanced economic growth and job creation from increased energy efficiency and the production and utilization of renewable energy systems. The commission also identifies ways to assure that necessary energy supplies are provided to all Minnesotans, coordinates resources and programs on conservation, and reviews overall legislative policy concerning energy. Energy plans, consistent with appropriate long term energy goals for Minnesota, are developed and reported to the legislature every year. The commission also reviews and comments on receipt and expenditure of money received by the state under federal law for energy programs.

The commission is composed of five senators of the majority party and three senators of the minority party appointed by the subcommittee on committees of the committee on rules and administration, and five representatives of the majority party and three representatives of the minority party appointed by the speaker of the house. The commission elects a chairman from among its members and uses existing legislative facilities and staff, under Minnesota Statutes, section 3.351. Staff contact is Dave Ripley.

Great Lakes Commission, (218) 728-2216

The commission was established in 1955 by the Great Lakes Basin Compact, Minnesota Statutes, section 1.21-1.22 (1980). It promotes development of the basin, plans water resource development, makes possible maximum usage of navigational aids and other public works, and secures the balanced usage of the basin. Minnesota has five commissioners: two are house members appointed by the speaker; two are senators appointed by the Committee on Committees; and one appointed by the governor. Chairman of the Minnesota commissioners is Henry Hanko.

Legislative Commission on Long Term Health Care, (612) 296-4261 or -4358

Created in 1983 the study commission will monitor the inspection and regulation activities, including rule developments, of the departments of health and public welfare with the goal of improving quality of care. It will study and report on alternative long-term care services, including respite care services, day care services, and hospice services; and it will study and report on alternatives to medical assistance funding for providing long term health care services to the citizens of Minnesota.

Established by *Laws of 1983*, chapter 199, Section 17, the commission consists of six members of the house appointed by the speaker and six members of the senate appointed by the subcommittee on committees. Meetings are open to the public and the commission's findings and recommendations will be reported to the governor and legislature no later than January 1, 1985.

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.

Legislative Commission on Pensions and Retirement, (612) 296-2750

Karen A. Dudley, 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 Rules and Administration 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 49 of the State Office Building.

Mississippi River Parkway Commission, (612) 224-9903

The commission was established in 1963 (Minnesota Statutes 161.1419) to promote public safety, recreation, travel, trade, the general welfare of the people; to cooperate with the Interstate Mississippi River Parkway Commission, and aid in securing scenic parkway for the Great River Road and the Mississippi River Parkway. Ten members make up the commission: three representatives appointed by the speaker, three senators appointed by the Committee on Committees, three appointed by the governor, and the tenth member is the secretary appointed by the commission. Biennial reports are made to the legislature. Contact John Edman for more information.

Legislative Commission on Waste Management, (612) 297-3604

Susan P. Robertson, director. Established by the 1980 Waste Management Act, the commission oversees the act's implementation by the Waste Management Board, the Pollution Control Agency and the Metropolitan Council. The commission reviews workplans of these bodies and may direct such changes or additions as it deems fit. The act directs the commission to study alternative methods of insuring that an adequate supply of solid waste will be available to resource recovery facilities. The commission also conducts reconciliation and intervention proceedings in the selection of a hazardous waste disposal site. The commission also makes recommendations to the legislature on legislation which may be necessary to more effectively manage solid and hazardous waste. Copies of a comprehensive summary and legislative history of the Waste Management Act, the Waste Management and the flow control report are available on request. Membership consists of five senators appointed by the Subcommittee on Committees and five members of the house appointed by the speaker. Meetings are at the call of the chair. For information or meeting notices, contact the commission at B-46 State Capitol, St. Paul, MN 55155.

Commission on the Economic Status of Women, (612) 296-8590

Aviva Breen, executive director. The Commission on the Economic Status of Women was established in 1976 (*Minnesota Statutes*, section 3.9222) to study and make recommendations on all matters related to the economic status of women in the state. In 1983, the council was renamed a commission to parallel other legislative commissions. Members are five state senators and five state representatives.

The commission publishes reports and makes recommendations to the governor and the legislature. The toll-free Women's Information Line, 1-800-652-9747, is available to callers outside the Twin Cities area for general information about women's legal and economic rights.

Commission publications are available to the public free of charge, although supply is limited. Currently available publications include full-length reports such as *Sexual Harassment Task Force Report* and *Pay Equity & Public Employment*; brochures such as "Legal Rights of Pregnant Employees" and "Women's Rights in Divorce"; and a monthly newsletter containing mini-reports and announcements.

For more information, contact the commission in Room B-59, State Capitol, St. Paul, MN 55155.

Interstate Cooperation Commission, (612) 296-3391

The commission represents Minnesota as a member of the Council on State Governments, P.O. Box 11910, Iron Works Pike, Lexington, KY 40511, (606) 252-2291. The purpose is to encourage and assist the legislative, executive, administrative and judicial officials and employees of this state to develop and maintain friendly contact by correspondence, conference and other means with officials and employees of the other states, of the federal government and of local units of government.

To advance cooperation between Minnesota and other units of government whenever advisable, the commission may formulate and aid in the adoption of compacts, the enactment of uniform or reciprocal status and the adoption of uniform or reciprocal administrative rules and regulations. The commission encourages 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 other processes of cooperation.

The 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.

Election Information

Party Caucuses: Tuesday 20 March 1984, 8:00 p.m. Locations for each party caucus are posted around each voting district in public buildings. People can also call their county auditor or city clerk for specific locations.

Filing for Offices: Opens Tuesday 3 July 1984 and closes Tuesday 17 July 1984 at 5 p.m. Filing for a political office is done at one's county office, unless the district in which a person is running for election crosses county lines, in which case filing for office is done at the Secretary of State's office.

Primary Election: Tuesday 11 September 1984.

General Election: Tuesday November 6, 1984. To find your polling place call your city clerk or county auditor. Call these same offices to register to vote, to file an absentee ballot, or for more information about voting in Minnesota. See also the entry for the Office of the Secretary of State, page 308.

Minnesota's United States Senators

Rudy Boschwitz (612) 221-0904, 210 Bremer Bldg., 419 Robert Street N., St. Paul, MN 55101; or (202) 224-5641, SH-506 Hart Bldg., Washington, D.C. 20510

Dave Durenburger (612) 725-6111, 1020 Plymouth Bldg., 12 South 6th Street, Minneapolis, MN 55402; or (202) 353 Russell Senate Office Bldg., Washington, DC. 20510

Minnesota's Representatives in the United States Congress

First District: Timothy J. Penny (507) 282-7060, Park Towers, 22 N. Broadway, Rochester, MN 55901; or (202) 225-2472, 501 Cannon Office Bldg., Washington, D.C. 20515

Second District: Vin Weber (612) 235-6820, 919 S. 1st Street, Willmar, MN 56201; or (202) 225-2331, 318 Cannon Office Bldg., Washington, D.C. 20515

Third District: Bill Frenzel (612) 881-4600, 8120 Penn Ave. S., Bloomington, MN 55431; or (202) 225-2871, 1026 Longworth Office Bldg., Washington, D.C. 20515

Fourth District: Bruce F. Vento (612) 725-7724, 150 Mears Park Place, 405 Sibley Street, St. Paul, MN 55101; or (202) 225-6631, 2433 Rayburn Office Bldg., Washington, D.C. 20515

Fifth District: Marvin Olav Sabo (612) 349-5110, 462 Federal Bldg., Minneapolis, MN 55401; or (202) 225-4755, 436 Cannon Office Bldg., Washington, D.C. 20515

Sixth District: Gerry Sikorski (612) 780-5801, 8535 Central Ave., Blaine, MN 55434; or (202) 225-2271, 414 Cannon Office Bldg., Washington, D.C. 20515

Seventh District: Arlan Stangeland (218) 233-8631 or 1-800-432-3770, 403 Center Ave., 4th Floor, Moorhead, MN 56560; or (202) 225-2165, 1519 Longworth Office Bldg., Washington, D.C. 20515

Eighth District: James Oberstar (218) 727-7474, 231 Federal Bldg., Duluth, MN 55802; or (202) 225-6211, 2351 Rayburn Office Bldg., Washington, D.C. 20515

Iowa's United States Senators

Charles E. Grassley, 135 Hart Senate Office Bldg., Washington, D.C. 20510

Roger W. Jepson, 120 Rayburn Senate Office Bldg., Washington, D.C. 20510

North Dakota's United States Senators

Mark Andrews, 724 Hart Senate Office Bldg., Washington, D.C. 20510

Quentin N. Burdick, 511 Hart Senate Office Bldg., Washington, D.C. 20510

South Dakota's United States Senators

James Abdnor, 309 Hart Senate Office Bldg., Washington, D.C. 20510

Larry Pressler, 45 Rayburn Senate Office Bldg., Washington, D.C. 20510

Wisconsin's United States Senators

Robert W. Kasten, Jr., 110 Hart Senate Office Bldg., Washington, D.C. 20510

William Proxmire, 5211 Dirksen Senate Office Bldg., Washington, D.C. 20510

President of the United States

Ronald W. Reagan, White House, 1600 Pennsylvania Avenue N.W., Washington, D.C. 20500, (202) 456-1414

Presidential Inquiries and Comments Office: 1-202-456-7639 (calls to this number can be made 24 hours a day to leave a one-minute message and will be billed to your monthly telephone service charge).

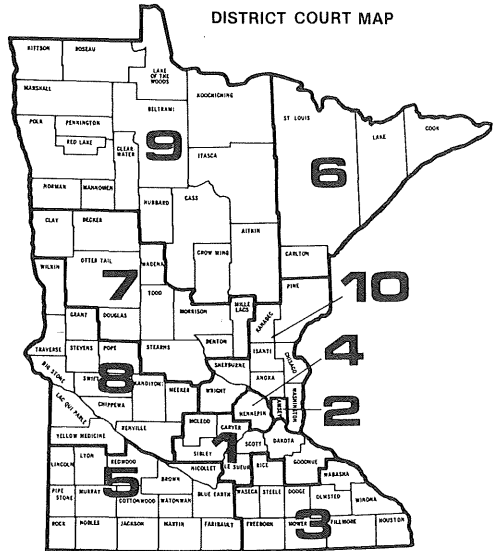
Minnesota Judicial System

Minnesota Supreme Court

- Hon. Douglas K. Amdahl, chief justice
- Hon. M. Jeanne Coyne
- Hon. Glenn E. Kelly
- Hon. C. Donald Peterson
- Hon. George M. Scott
- Hon. John E. Simonett
- Hon. John J. Todd
- Hon. Lawrence R. Yetka
- Hon. Rosalie E. Wahl

Minnesota Court of Appeals

- Hon. Peter Popovich, chief judge
- Hon. Gary L. Crippen
- Hon. Daniel F. Foley
- Hon. Thomas G. Forsberg
- Hon. Doris Huspeni
- Hon. Harriet Lansing
- Hon. David R. Leslie
- Hon. Roger J. Nierengarten
- Hon. Edward J. Parker
- Hon. Robert A. Ransall
- Hon. Susanne C. Sedgwick
- Hon. D. D. Wozniak



Article Six of the Minnesota Constitution establishes the judicial branch which serves as the final upholder of the constitution of the state and the nation. The judicial branch is responsible for interpreting the laws and cases that are brought before it and must be certain that challenged laws do not violate the constitution.

In Minnesota there are several different levels of courts. What distinguishes one court from another are the types of cases that can be heard by a judge of that court. This is called the court's jurisdiction. Under a progressive new law, judges from one court level can be assigned cases from another level to reduce delay and court backlog.

Frequently Called Judicial Numbers:

Office	Location	Telephone
State Court Administrator	40 North Milton Ave., #300 St. Paul, MN 55104	(612) 296-2475
Supreme Court Administrator	318 State Capitol	(612) 297-2157
Clerk of the Appellate Courts	230 State Capitol	(612) 296-2581
Commissioner of the Supreme Court	322 State Capitol	(612) 296-6125
Court of Appeals	1300 Amhoist Tower St. Paul, MN 55102	(612) 297-1000
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

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 \$1,250 can be heard. Each county has a conciliation court division of the county court, except in Hennepin and Ramsey Counties where it is a separate court. In 1982 over 120,000 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 filing out the claim, certain information should be gathered: 1) The exact name of the other party; 2) The other party's address; 3) A short statement about the problem; 4) The dates, times, and locations involved in the problem situation; and 5) The amount of damages caused.

The clerk of court can be quite helpful in assisting people in filling out conciliation court claims.

The completed conciliation court claim is generally mailed to the person being sued, and court hearing is set, usually within a month or six weeks. The person who has been sued has the opportunity to bring a counterclaim, that is, sue the original party for any damages that the original 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 the rules of court in evidence, each side must be prepared to prove its claims. There is, in fact, no substitute for preparation for a conciliation court hearing.

Preparation consists of determining the essential facts and gathering the evidence to prove them. The first step in preparation is to write down what happened and what damages occurred. This information should be consolidated into a few short statements. Next, anything that can be shown in court to prove these statements should be collected. Are there documents, such as, receipts, leases, bills, contracts or letters? Are there photographs or actual items that can be taken to court? Are there witnesses, either a person who observed the incident or someone who knew the circumstances before and after? Can you show the costs of damages with an estimate for repairs or a cancelled check?

Judges and referees who hear conciliation court cases emphasize that all too often people fail to bring relevant evidence with them to court. This failure may cause them to lose.

Once in court, the person filing the claim will speak first. The person being sued will then have an opportunity to present his or her point of view. But whichever side, speaking clearly and to the point is the real key. In court, a person should be calm, organized, and assertive, but never argumentative with judge or the other party.

Decisions from conciliation court are usually sent in the mail a few days after the hearing. Someone who loses in conciliation court can appeal if he or she is dissatisfied with the decision, but only by acting promptly. The appeal period ends 10 days after the decision is reached. Preparing an appeal is more difficult than filing the initial conciliation court claim, and often an attorney is needed at this stage. If appealed, the case proceeds if there had been no decision in conciliation court. Once filed, 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 of limited jurisdiction. There are 85 county courts, serving all counties, except for Hennepin and Ramsey Counties, where there are municipal courts.

The county court handles cases in five areas: civil, criminal, family, juvenile and probate court matters. The county court has civil jurisdiction where the amount in controversy does not exceed \$15,000 excluding interest and costs. In the criminal area, county courts can handle gross misdemeanors, misdemeanors, petty misdemeanors, city ordinance violations, and traffic tags. The county courts also handle all juvenile cases; all cases arising out of or affecting the family relationship, such as, divorces, child support; and civil commitments. Appeals from conciliation court are heard in the county court. The county court has overlapping 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 has a traffic violations bureau. From county court, appeals can be made to the court of appeals. Judges from the county court may be assigned to hear district court cases, to facilitate processing of the court's caseload.

Judges are elected by the voter of the 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. Vacancies arising during a term on the court are filled by governor's appointment.

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 \$15,000 and criminal cases where a gross misdemeanor, misdemeanor or petty misdemeanor is charged. The judges also hear ordinance violations and traffic tabs. Some cases that could be heard by a county court, such as divorces, juvenile and probate matters, are handled by the other courts in the Twin Cities. Appeals from municipal court can be made to the court of appeals. Appeals from the conciliation court in the Twin Cities are heard by the municipal court.

Municipal judges are elected by the 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. Vacancies during a term on the court are filled by governor's appointment.

Probate Court

Probate court jurisdiction is incorporated into the county court except in Hennepin and Ramsey Counties where it is incorporated into the district court. The probate court has unlimited original jurisdiction in law and equity for the administration of estates of deceased persons and all guardianship and incompetency proceedings.

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 10 judicial districts that divide the state. Each judicial district comprises one to 17 counties. 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 the 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 12 months in jail. The district courts must also handle all civil cases in which the amount of damages is over \$15,000, or in which special non-monetary (equity) relief is sought.

In Ramsey and Hennepin Counties the district courts have jurisdiction of juvenile, probate and family court matters. In both counties a judge is assigned duty to each of the divisions for a specified period of time, during which the judge handles these matters exclusively.

Judges are elected by the voters of the respective districts for six-year terms. Candidates file for a specific judgeship, and this information is stated on the ballot. Judges are nominated and elected without party designation. Vacancies are filled by governor's appointment.

If someone is dissatisfied with the decision of the district court, appeals can be taken to the court of appeals.

District Administration

There are three or more judges in each district. Every two years judges of every district 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.

Court of Appeals

At the November 1982 state general election, a proposed constitutional amendment, authorizing the legislature to create a court of appeals, received approval of the voters of the state. The court of appeals began taking filings on August 1, 1983. There are 12 judges on this court, six assumed office on November 1, 1983 and six on April 1, 1984. The judgeships were filled through the governor's appointment process. The court of appeals has jurisdiction over all appeals from trial courts except conciliation court and individuals convicted of first degree murder. The court of appeals also hears appeals from the commissioner of economic security and various administrative agencies. The court is located in St. Paul, although the judges travel throughout the state to hear appeals in the district in which they arose. All appeals are heard by a panel of three judges. Membership on each panel rotates. A decision of the court of appeals must be in writing and must be given within 90 days after oral argument or the briefs are filed, whichever happens last.

A case gets to the court of appeals when there is an unhappy litigant (a party to a law suit) who is dissatisfied with the decision of a lower court. Cases never begin in the court of appeals, but they will often end there. There must be some legal basis for the appeal. The basis might be that a judge made an error in interpreting the law, that the law violates the constitution, or that proper procedures were not followed.

The handling of a case before a court of appeals is different than that of any other court in the state. There are, for example, no witnesses, no juries, no evidence and no trials. Instead of one judge there is a panel of three judges. If an oral hearing is granted (some cases are decided on the lawyer's written briefs only) the attorneys are limited in their arguments to persuade the court.

Court of appeals decisions may be appealed to the Minnesota Supreme Court.

Judges of the court of appeals are elected statewide to a six-year term. Eight of the 12 judges sitting on the court of appeals must be a resident of each of the eight congressional districts. The other four serve at-large.

Supreme Court

Minnesota Supreme Court is the highest court in the state. The court hears appeals of cases from the court of appeals and other agencies and can make decisions that impact on future cases, as well. Appeals are the main business of the state's highest court, along with administering the court system and regulating the practice of law. The court has jurisdictions over appeals from the workers' compensation court of appeals, the tax court, defendants convicted of first-degree murder, and discretionary review of decisions of the court of appeals. The court also has jurisdiction over legislative election contests. In addition, the court may issue writs of mandamus, prohibition, and habeas corpus.

In hearing appeals the supreme court acts as the legal system safety valve, a double check to assure that justice is being administered in a fair and legally correct manner throughout the state. In addition, it is this court's obligation to insure that the constitution is upheld in cases brought before it.

The decisions of the supreme court sometimes only affect those people involved in the law suit. But, as often happens, the court's orders may touch the lives of many citizens in the state. For example, the supreme court made a ruling on wild and scenic rivers, important to environmentalists, campers, canoers, and also to property owners. The court upheld a challenged state law that prevented certain owners of riverfront property from cutting trees or building too close to the water in order to preserve the river's natural beauty. This and other decisions of the supreme court serve as a model for all future cases in the state and must be followed under a rule of precedent.

There are no witnesses, no juries, no evidence and no trials in the handling of a case before the supreme court. Instead of one judge, there are nine justices.

All of the decisions of the supreme court are written. A justice is assigned to write the opinion of the court, explaining the legal basis, and other justices review it and make revisions. This process takes from one to six months. The opinion is then released and printed immediately in a legal newspaper. Later the decisions are bound in books for law libraries.

Minnesota Supreme Court opinions can be appealed only to the United States Supreme Court, and then only if a matter of the United States Constitution is involved. Each year less than a half dozen Minnesota cases reach that stage.

Minnesota's eight associate justices and one chief justice also are charged with other duties. The supreme court supervises and coordinates the work of the state's courts. Under their auspices comes a host of judiciary functions, from overseeing the processing of cases and making rules for the courts, to admitting applicants to the practice of law and disciplining wayward lawyers and judges. The supreme court is located in the State Capitol in St. Paul, Minnesota 55155, (612) 296-2581.

The supreme court has one court term each year beginning in September and continuing through May and often going into June. During the summer the court conducts hearings which do not require oral 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.

The supreme court usually meets in the morning at 9:00 a.m. September through May and generally does not hear cases on Fridays. Public sitting in the supreme court chambers is available for about 36 people. Sitting is on a first-come basis and reservations are not taken. For specific information about what case is being heard on a specific day, call the office of the Clerk of the Appellate Courts.

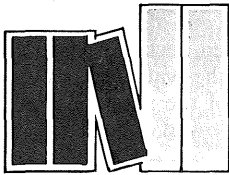
Office of the State Court Administrator (612) 296-2474

Sue K. Dosal, state court administrator. The state court administrator is appointed by the supreme court and 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 planning and research, the state judicial information system, trial court information system, administrative staff to the supreme court, and continuing education for state court personnel.

Each judicial district has a district administrator, 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 Administrator at Room 300, Legal Education Center, 40 North Milton Avenue, St. Paul, MN 55104.

Minnesota State Law Library, (612) 296-2775

Minnesota Statutes, section 480.09



Marvin R. Anderson, state law librarian. The State Law Library, established in 1849, is designed to meet the legal research needs of the supreme court, other branches of government and the legal profession according to *Minnesota Statutes*, section 480.09. A division of the supreme court, the library has 150,000 volumes and is open to the public. The library's collection includes briefs and transcripts of the Minnesota Supreme Court, law reports, statutes and session laws of all 50 states, federal statutes, encyclopedias, legal texts and periodicals, looseleaf services and form books. In addition, the library has statutes and reports from Canada and England, and is a selective depository of federal and state government documents.

The library coordinates a program of assistance to county law libraries. It provides training for personnel, computer-assisted cataloging, advice on equipment, space planning and book purchases. It also provides fee-based Westlaw research for attorneys and county law libraries. For further information contact Barbara Golden, 297-2087.

Library personnel service a branch library in the State Capitol, and are in charge of organizing and maintaining a collection for the new state appellate court. It sponsors a *Friends of the Library* program and publishes a bi-monthly newsletter.

Most of the library's material does not circulate since it is a research, not a lending, library. For the volumes that do circulate a \$25 deposit is required for non-attorneys or non-state government personnel. A reference librarian is always available and there is a copy machine for 10¢-15¢ per page. Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday and 8:30 to 12:30 Saturday morning. There are no Saturday hours Memorial through Labor Day. The library is located at 117 University Ave., St. Paul, MN 55155.

Judicial Planning Committee, (612) 296-6282

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 and court facilities. A *Criminal Benchbook* is being written for judges in the state by the staff and is expected to be published in early 1982. The committee is an agency of the supreme court. 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 directed 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 every court 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 caseloads; it measures trial court caseload management performance and provides management development efforts. For example, to help trial court operations functions, the office has implemented several pilot sites to develop new streamlined systems to improve court management, calendars, recordkeeping and caseloads. It is hoped that these trial court functions will be implemented in the courts in each of the 87 Minnesota counties over the long-term future. The office now plans to establish a judicial district computer center in one of the ten judicial districts of the state during the current biennium.

This agency offers services to other units of government but does not provide any services to the public. Offices are located at Room 304 Legal Education Center, 40 N. Milton, St. Paul, MN 55104.

Minnesota County Attorneys Council, (612) 227-7493

David W. Larson, executive director. The Minnesota County Attorneys Council is a service and planning agency. It works to maintain and improve the quality of legal services provided by county attorneys' offices in the enforcement of criminal and civil laws within the responsibilities of the county attorneys (Minnesota Statutes, sections 388.19 and 388.20). The council has established advisory standards for county attorneys' offices and provides educational, informational and technical assistance to those offices.

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. The board is comprised of the attorney general and five county attorneys, elected for one year terms. Elections are held at the annual meeting in November of each year. For more information or to request materials, contact the council at 40 North Milton, Suite 100, St. Paul, MN 55104.

Continuing Education for State Court Personnel, (612) 296-6508

Michael Moriarity, director. The office conducts basic orientation and instruction courses and 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. The office, established in 1973, administers the Minnesota Supreme Court's mandatory judicial education requirement and the court support personnel education requirement. 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. For more information contact the office, located at Room 205 Legal Education Center, 40 North Milton, St. Paul, MN 55104.

Board of Continuing Legal Education, (612) 227-5430

Douglas R. Heidenreich, executive director. The office was established in 1975 and approves programs for attorneys to meet their continuing education requirements as

set by the Supreme Court. All lawyers in Minnesota holding an active license 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 sends reminders to lawyers about fulfilling their continuing education requirements. The office submits an annual report to the Supreme Court.

A board oversees this work and is composed of 13 members. 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, not to exceed two terms, except for the chairman who serves at the pleasure of the Supreme Court for an indefinite period. For more information contact the board at 40 N. Milton Ave., St. Paul, MN 55104.

Judicial Advisory Service, (612) 296-1877

Steve Forstell, director. The office provides a centralized law clerk service to county and municipal judges. The staff conducts specific research for judges in these courts and prepares written memorandums for use in their opinions. The office is located in Room 202, 40 North Milton, St. Paul, MN 55104.

Board on Judicial Standards, (612) 296-3999

George J. Kurvers, executive secretary. 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 conduct. The board can reprimand a judge privately or can, after a hearing, recommend to the supreme court that a judge be retired for disability that seriously interferes with the performance of his or her duties and is, or is likely to become, permanent. The board can also recommend that a judge be censured or removed for action or inaction that may constitute persistent failure to perform his or her duties, incompetence in performing his or her duties, or habitual intemperance or conduct prejudicial to the administration of justice that brings the judicial 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. All proceedings shall be confidential 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 advice and consent of the senate. They may serve two full four year terms or their equivalent. The board usually meets 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. 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 admission.

The bar examination is administered twice each year, in February and July. Applicants must be graduates of duly qualified law schools prior to taking the exam. The filing fee for an applicant to take the examination is \$150.00 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 up to 10 days before the examination 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 \$100.00. 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 \$400.00. 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 200A Minnesota State Bank Building, 200 South Robert Street, St. Paul, MN 55107.

Lawyers Professional Responsibility Board, (612) 296-3952

Michael J. Hoover, director. The board accepts referrals from judges, other lawyers, or the general public concerning complaints against any Minnesota lawyer. Most complaints are investigated initially by local bar association ethics committees composed of both lawyers and non-lawyers. When the committees have completed their investigations, they forward their findings to the director who reviews them and makes the final disposition of all complaints.

If the director 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. 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 12 lawyer members, 9 non-lawyers, and a chairman. Members may serve two 3-year terms. A director of lawyers professional responsibility is appointed by the supreme court and serves at its pleasure. The director also has a staff consisting of an assistant and such additional personnel as may be approved by the court. To file a complaint or request more information, contact the board by calling the above number or by writing Lawyers Board, Space Center Bldg., 4th Floor, 444 Lafayette Road, St. Paul, MN 55101.

Judicial Planning and Research, (612) 296-6282

Janet K. Marshall, planning director; Dale W. Good, research and statistics manager. This office is responsible for the planning and research functions of the state court administrator's office. The planning division staffs the Judicial Planning Committee, and advisory body of the Supreme Court. The committee is responsible for analyzing various aspects of the state court system and making recommendations for improvements to it. A Judges' Criminal Benchbook has been produced by the staff and yearly updates are prepared. Staff is also responsible for conducting legal and management research for the state court administrator, monitoring court-related legislation, and conducting various studies at the request of the legislature. The research division is involved in statistical research and analysis of the caseloads of the courts in the state. This division is also responsible for the production of various management reports used by the Supreme Court, the Court of Appeals, and various judicial districts. The Planning and Research Office is located at Room #201, 40 North Milton, St. Paul, MN 55104.

State Public Defender, (612) 373-5725

C. Paul Jones, state public defender. The Minnesota Public Defender provides legal representation without charge to all indigent clients in criminal cases involving appeals to the Minnesota 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 regarding their civil legal problems. This civil division is known as Legal Assistance to Minnesota Prisoners (L.A.M.P.).

The Minnesota Public Defender represents inmates in prison disciplinary hearings involving claimed violations of one or more of the sixty or so institutional rules and regulations. This in prison disciplinary hearing division is known as the Legal Advocacy Project (L.A.P.).

Correspondence and inquiries should be made to the State Public Defender's Office which is located at 95 Subplaza, Law Center, University of Minnesota, Minneapolis, MN 55455.

There are trial court public defenders in eight judicial districts in the state who are paid by the counties in the judicial districts on an annual basis. In the West Central or Eighth Judicial District and the Southeast or Third Judicial District, attorneys are appointed as each case arises and are paid by the county where the appointment takes place upon the completion of each case.

Legal Services Corporations Which Do Some of the Trial Court Defense Work

Legal Rights Center
808 Franklin Avenue East
Minneapolis, MN 55404
(612) 871-4886

Neighborhood Justice Center
464 South Robert Street
St. Paul, MN 55107
(612) 227-8497

Leech Lake Reservation Criminal and
and Juvenile Defense Corporation
P.O. Box 308
Cass Lake, MN 56633
(218) 335-2207

White Earth Reservation Criminal
and Juvenile Defense Corporation
White Earth, MN 56591
(218) 983-3285

Neighborhood Justice Center, Inc.
500 Laurel Avenue
St. Paul, MN 55103
(612) 222-4703

Neighborhood Justice Center
Dakota Co. Juvenile Office
1068 South Robert Street
West St. Paul, MN 55118
(612) 455-0472

Duluth Indian Legal Services
217 North 4th Avenue West
Duluth, MN 55806
(218) 727-2881

State Employee Organizations

The following state employee organizations are not official parts of the state of Minnesota. Membership in them is open to all state employees, from clerks to commissioners, janitors to judges, and law enforcement officers to legislators. They are listed here because each provides opportunities for professional, cultural and social development and offers services to the public, other units of government and state employees.

Through their support and employee morale building activities and services, these organizations help state employees perform their many, varied, round-the-clock public services. This first listing seeks to identify groups and services whose existence help make employment with the state of Minnesota a worthwhile, rewarding and growing experience, and enhance public services in Minnesota.

Minnesota State Band, (612) 296-1577

Organized in 1963, the Minnesota State Band is Minnesota's official State Band. Comprised of approximately sixty volunteer musicians the band's goal is to contribute positively to the development of music in the state, to reaffirm and continue the strong Minnesota band heritage in American music, and to provide an opportunity for musical expression and growth among members as well as the development of their abilities through contact with other performing musicians.

Each year the band performs in excess of twenty concerts. A diverse concert band repertoire is utilized by the band including famous marches and classical selections to wind ensemble music being written today. An active library of "Pops" music is maintained for its summer concert series. Since performances are scheduled throughout the year the band maintains a library to support various types of concerts and music for ceremonial functions.

The Minnesota State Band is available to perform for various civic and public functions. Because of the band's active schedule requests for performances must usually be received 9 to 12 months ahead of the event. Inquiries concerning both performance dates and the availability of the band should be directed to the Minnesota State Band, 90 West Plato Blvd., St. Paul, MN 55107, (612) 296-1577. Concert information should be provided for the following questions: 1) Type of event, 2) Is an admission charged? 3) Expected attendance, 4) Location of event and type of performance area for the band, 5) Date and time of the event, and 6) Performance time and length.

Membership in the band requires the passing of a performance oriented audition. Rehearsals are held throughout the year on selected Wednesday evenings in the State Transportation Building Cafeteria in St. Paul from 7:30 to 9:30 P.M. At least two rehearsals are held each month with *most* performances scheduled on Wednesday evenings. Performances on other than Wednesday evenings are announced and pro-

grammed sufficiently ahead of time to avoid conflicts. The band owns a number of musical instruments which are available to members for their use in the band. Membership inquiries should contact the band's conductor for further information at (612) 296-1577.

The Minnesota State Band is funded by a legislative appropriation and through private contributions. The band is administered by its executive committee of nine band members, including its conductor, associate conductor, and librarian. Joe Komro is conductor.

Capitol Barber Shop, (612) 291-1600

Owned and operated by Ken Kirkpatrick since 1972 the barber shop is located in Room 46 of the State Office building. After remodeling is completed in the State Office Bldg. the barber shop will be moved to the new basement area. Assisting since 1982 is Heidi Martin. Working together the barbers serve state employees and the public, offering cutting, styling, shaves, coloring and perms. Appointments are taken Monday through Friday 8:00 a.m. to 6:00 p.m.

Hiway Credit Union, (612) 291-1515

Membership in the Hiway Credit Union is open to employees of the Department of Transportation, the Hiway Credit Union and the Department of Public Safety. The spouse and blood or adopted relatives of a regularly qualified member may be members. When an individual member of a credit union leaves the field of membership, such member, and the spouse and blood or adopted relatives of a member may continue as members. Organizations, incorporated or otherwise, composed for the most part of the same general group as the credit union membership may be members.

To join the Hiway Credit Union, an individual must fill out a membership application card. This card requires such information as name, address, social security number, birthdate and eligibility (employment or family status). The individual must then either make a \$25.00 deposit into shares or fill out a payroll authorization form starting payroll deduction. (If a loan is desired when making application for membership, the \$25.00 share minimum may be reduced to \$5.00. This amount, plus accumulated dividends, may be withdrawn at anytime a member wishes to close his or her account).

Types of services available to members are share accounts, payroll deductions, share drafts, I.R.A. accounts, travellers checks, personal loans, thrift certificates, money market deposit accounts, money orders, and mortgage funds (when available). Call for further information. Earl E. Goracke is treasurer/manager.

State Capitol Credit Union

State Capitol Credit Union is a non-profit, member-owned organization that offers broad financial and other services to all non-federal public employees in the State of Minnesota and their blood relatives/spouses, with its closest ties to state and University of Minnesota employees. It was chartered in 1930 and has assets in excess of \$55,000,000.

Services include: regular, certificate, money market, vacation and Christmas Club savings; IRA's; checking with Instant Cash nationally; loans of most types; sixty Plus special senior services; travelers checks and money orders; member auto, homeowner/renter and life insurance plans; discount plans for new and used autos; and a wide range of automated services such as payroll deduction, net direct deposit and automatic bill payments. Savings are federally insured by the NCUA, to \$100,000.

Limited services, including savings withdrawals and line of credit loan disbursements, are available at 23 State, University and other facilities within Minnesota.

Full Service Centers

Home Office, (612) 297-3700, 95 Sherburne Ave., St. Paul, MN 55103.

Metro Square Service Center, (612) 224-9242, 152 Metro Square, 7th & Robert Streets, St. Paul, MN 55101.

Dinkytown Service Center, (612) 331-5172, 1413 4th St. S.E., Minneapolis, MN 55414.

Rochester Service Center, (507) 285-0352, Northgate Shopping Mall, Rochester, MN 55901.

Hiwayan Club, (612) 296-8518

The Hiwayan Club is open to any employee in the Transportation Bldg. or assigned to MnDOT Districts 5 and 9. Membership dues are \$2.50 per year. The club offers bowling, softball, tennis and volleyball, two golf tournaments, luncheons, an evening dinner and a summer picnic. Discount tickets are also offered to its members for sporting events, circuses, movie theaters, plays, and recreational areas. It also holds an annual art and hobby show, usually in April, and sponsors a collection of money and food baskets at Christmas for the needy. For more information contact Betty Brott.

Capitol Hill Softball League, (612) 296-3637

Started in 1973 for state employees with 12 teams, the league has grown to 30 teams for all levels of public employees. State, federal, county and city teams participate. Primarily a men's league, women also play and each team is permitted three non-public employees. Affiliated with the American Softball Assn., the league is not a sanctioned member and is considered a closed league. Organized into an A and B division based on skill, the league features a 10-11 game season with a two-day tournament during the third weekend of August, guaranteeing two games for playoff and two for consolation. Costs per team are about \$200 per season which includes game balls, umpires, field rental and end of the year playoffs. Requests from groups or offices are accepted in March each year. Contact Chuck Pomerleau for more information.

State Employee Sports Club, (612) 296-2413

Organized in 1983 as a state employee health and morale promotion program, the club seeks to develop and maintain a higher level of physical and emotional fitness and health among state employees.

Studies have linked physical fitness to positive work attitudes, improved ability to concentrate, better morale, and improved mental and emotional health. Regular exercise has also been shown to play a positive role in weight control, the reduction of blood cholesterol levels, and improvements in other "risk factors" for cardiovascular illness and other serious diseases. There is also some evidence that exercise can act as a "trigger," encouraging improved health behavior in other areas, such as smoking, diet and stress management.

Completely employee-initiated and funded, the club offers aerobic exercises, badminton, basketball, running, softball, tennis and volleyball at the Capitol Hill Armory, 600 Cedar Street, St. Paul from noon to 1 p.m. and on certain evenings after 4:30 p.m. Employees are reminded that they may use flextime for this purpose.

State Employees, Inc. (SEI), (612) 296-7040

A non-profit, social organization open to any state employee, SEI has about 1,000 members. It is governed by a board of 21 members elected for a three year term. An annual meeting is held in October to elect seven of the directors. The board then elects four officers: president, vice president, secretary and treasurer.

SEI publishes the monthly "Capitol News," currently the only regular communications link for all state employees. Publication deadline is the first of the month. Questions about publishing articles and information in the "Capitol News" can be directed to the publisher Jim Gustafson at (612) 222-8851.

Membership runs from July 1 to June 30 for \$2.00 annually. To become a member, contact any board member listed in the "*Capitol News*." Membership provides discounts for services, materials, entertainment and recreation. Members can also participate in annual golf, softball and scotch doubles bowling tournaments, the annual meeting, the holiday party and Governor's Reception, as well as various events at the Met Center.

For more information contact Judy Goodman, vice president in charge of membership (612) 296-7040 or president Jim Manos (612) 296-5107.

Capitol Toastmasters, (612) 296-3732

Toastmasters is an educational program that helps build individual confidence and leadership by increasing communications proficiency. The organization offers a learn-by-doing experience through a format that seeks to improve existing skills and develop new abilities. The group offers a speakers bureau, a series of monthly seminars, and weekly meetings with a structured agenda. Meetings are held every Tuesday from noon to 1:15 p.m. in Room G-18 Transportation Bldg. For more information call Marjorie Ebensteiner.

Transportation Trotters, (612) 296-3189 or -7841

Formed in 1983 the group is open to all state employees and promotes running as recreation and a means to stay fit. It also seeks to compete in amateur running events as a team. The trotters hold monthly meetings the second Thursday of the month in G-18 Transportation Bldg., fun-runs and are involved in team competition. Membership is \$5.00 a year. For information about membership, contact Lowell Schow, president, or Paula Gustafson, secretary-treasurer.

Women's Softball League, (612) 296-6917

Started in 1973 as a recreational league for women who work for the State of Minnesota, it is also open to a limited number of non-state employees per team. The season runs from the middle of May through the middle of August at Valley View Recreational Fields, Jackson and University Avenues in St. Paul. Teams are charged approximately \$50 per year, which includes unofficial umpires and field rental. Games are played on Tuesdays at 5:15 and 6:45 p.m. For more information contact Kay Brown, secretary/treasurer.

Minnesota Profile

Land

Minnesota is an ancient land whose story is written in stone over two billion years old. The rocks visible in Minnesota are among the oldest to be seen in the world, and are the results of almost every geological process operating in and on the earth.

Geology — In Minnesota's early days great lava flows were forced from the earth's interior, 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 with large areas where these ancient rocks, formed underground, are now exposed on the surface.

Geologists have found sedimentary rocks layered, folded and tilted, or crumpled into wavy lines, indicating that originally flat layers were pushed up into ridges and mountains. By measuring the angle and thickness of these layers of rock (strata) and studying the places where still hidden 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 earthquakes, glaciers and weather eroded them away. What is left are only ancient granite hills which lie west of Lake Superior's North Shore and the Laurentian peneplain. This peneplain (literally "almost a plain") is a vast, nearly level platform that extends from northeastern Minnesota up through central Canada.

About one billion years ago ancient seas submerged this peneplain again and again, and then finally retreated to make this the first large part of North America to be more or less permanently elevated above sea level. During the eons of geological time, Minnesota's climate varied from arctic cold to tropical and its exposed surface was eroded deeply by the elements, exposing large areas of the earth's oldest rocks — granites, gneisses, and schists — that were probably formed during one of the earth's earliest eras, the Archeozoic era.

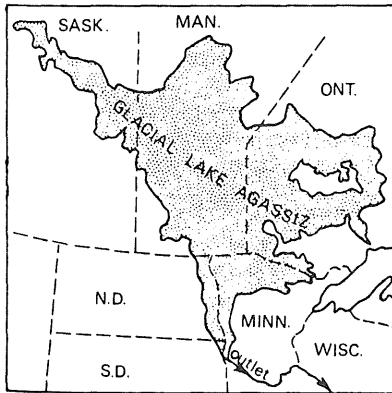
Along the North Shore of Lake Superior can be seen hardened sheets of lava that long ago flowed out from fissures on the surface of the earth and now slope down beneath the water of the lake. The Giant's Range is a more or less continuous ridge of granite nearly 100 miles long rising 50 to 500 feet above 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, Missouri about 1,000,000 to 900,000 years ago. The next glacier was the **Kansan Ice Stage** which also moved down from the northwest, lasted from 700,000 to 600,000 years ago, and reached the location of Kansas City. The third glacier, the **Illinoian Ice Stage**, formed between 300,000 and 200,000 years ago, came from the northeast, and left a thin layer of material over parts of Dakota and Washington Counties. The last glacier, the **Wisconsin Ice Stage**, began about 50,000 years ago and lasted until about 10,000 years ago, and came from various directions in different stages, leaving a driftless area in southeastern Minnesota, and possibly also in the southwestern corner of the state.

Between each glacial period the climate warmed, melting the ice from North America and possibly from Greenland and the arctic regions. These interglacial periods altered Minnesota's climate into a mild and moist region whose forests were inhabited by mastodons and mammoths, tapirs and musk oxen, giant ground sloths and giant beavers (about the size of black bears, growing up to nine feet long and weighing about 500 pounds).

Paul Bunyan's legendary giant blue ox, Babe, is said to have left footprints in the land which formed Minnesota's many lakes. But actually it was the slow moving, blue snow and ice of the glaciers whose meltwaters also left many different kinds of deposits, some 500 feet deep, over the rest of the state. The glacial ice, possibly one mile thick in places, scoured the bedrock in northeastern Minnesota, scooped out the basins for the Great Lakes, eroded a mighty mountain range, and carved the bed for Glacial Lake Agassiz, an ancient lake so large its area could contain all the Great Lakes poured into one.



Enormous amounts of water were released as the glaciers melted, forming large glacial lakes. The largest of these lakes was Lake Agassiz which covered the northwestern part of the state 9,000 to 12,000 years ago and dipped down into the Red River Valley. The lake broadened as it extended farther north into Canada where it spread from Ontario to Saskatchewan. As natural dams gave way Lake Agassiz spilled out over its banks and began draining at its south 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 406.4 miles from north to south, while the width varies from 348.4 miles at its greatest along the Canadian border, down to an average of 225 miles. The total area of the state is 84,068 square miles, ranking Minnesota 12th largest of the 50 states. Land area is 80,009 square miles and inland waters area 4,059 square miles, a greater water area than any other state. The number of lakes 10 acres 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.

Sometimes known as the "Mother of Three Seas," Minnesota receives no water from other states. It is a supplier of fresh water to the rest of the continent, with all its waters flowing out of the state in three directions. Most of the state's land drains to the south through the Mississippi and its tributaries into the Gulf of Mexico. The Laurentian Divide, running through northeastern Minnesota and on through the Boundary Waters Canoe Area into Canada, marks the direction of flow of the rest of the waters leaving Minnesota. Rivers south of the divide flow into Lake Superior and on eastward into the St. Lawrence watershed and the Atlantic Ocean. Those rivers north and west of the Laurentian Divide flow northward into Hudson Bay, like the Red River of the North which flows into Lake Winnipeg and Hudson Bay.

Weather — The date of the average last spring freeze in Minnesota is April 20, and the average first fall freeze is October 13. Average annual 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 55°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.

Seven earthquakes have been recorded in Minnesota in the last 120 years. The most recent quake, July 10, 1975, was centered in the neighboring towns of Alberta and Morris and registered 4.8 on the Richter scale, with no injuries or damages reported. The only recorded earthquake damage in Minnesota 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 nation's worst earthquake occurred on February 7, 1812 and was centered at New Madrid, Missouri on a fault now called the New Madrid fault. Shock waves from the quake cracked pavement and rang church bells as far away as Washington, D.C. The quake was estimated at 8.6 on the Richter scale, stronger than the 8.3 estimated for the famous San Francisco earthquake of 1906. Another major quake that measured 6.5 in magnitude hit the area in 1895. Scientists say pressure on the fault — an unstable crack in the earth's crust — is building, and another major quake is likely before the end of the century. The Federal Emergency Management Agency is working with the Central U.S. Earthquake Consortium, consisting of Missouri, Arkansas, Illinois, Indiana, Kentucky, Mississippi and Tennessee, on emergency planning efforts, making buildings, bridges, pipelines and other vital structures more resistant to earthquakes, and developing mutual aid agreements among the states for responding to such a disaster.

The name of the state comes from two Dakota Indian words, *mine*, meaning "water," and *sota*, broadly interpreted as "the varying color of a turbid, cloudy sky." Together they read "cloudy, churning waters," or "sky-tinted waters," and aptly describe Minnesota as river and lake country. Other Dakota names for lakes, rivers, and places are Minnetonka, Waseca, Winona, Mendota, Mankato, Minnehaha, and Dakota. Famous Dakota chiefs whose names live on today are Wabasha, Little Crow, Big Thunder, Cloud Man, Good Road, Shakopee and Sleepy Eye. Ojibwa names also add melodic sounds to other cities and lakes: Pokegama, Mahnommen, 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 — A people of the Pleistocene Epoch roamed the state about 20,000 years ago. Near Pelican Rapids, in Otter Tail County, the skeleton of one of these ancient peoples 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.

Excavations, still in early stages, on the north shores of Birch Lake near Babbitt have yielded evidence of ancient Indian life dating back to 500 B.C. and so far identified as Laurel Indian culture.

Mississippi Tradition — Much evidence of many Indian civilizations can be found throughout the state in mounds, village sites and battle grounds. The Woodland era,

from about 1,000 B.C. to the arrival of the white man, 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*, the Little Dipper. Other stone alignments marking eclipses and star positions have been discovered across the country and seem to have come from the Hopewell culture which rose in prominence several hundred years before Christ. About 30 miles south of the Minnesota-Iowa border, near the Mississippi River town of Marquette, lies Effigy Mounds National Monument which preserves Indian mounds in the shapes of birds, snakes and mammals.

Some of the North American Indians were still using platform mounds when European explorers first explored the continent in the 16th century. Originally there must have been more than 10,000 Indian mounds in Minnesota. An actual count in the 1880's, with several counties omitted, put the number at 7,773. Largest of the state's prehistoric mounds is Grand Mound, located on the shore of the Rainy River, 17 miles west of International Falls. This mound is more than a hundred feet long, nearly as wide, and 45 feet high, and contains finds of bone and copper left from a culture that existed some ten to twenty centuries ago.

One of the 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 of the white man'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 Dakota 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.

The story is told that 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.

Indian Culture — The plains were a melting pot for more than 30 different peoples belonging to at least five stocks. Hunting skills were refined to an art by men, who were careful to take only the animals they needed. The plains tribes organized warrior societies whose men, united into shield brotherhoods, lived for the joy and honor of counting coup (touching a live enemy and getting away unharmed). Many tribes awarded an eagle feather for each coup and these deeds earned a warrior the right to hold office. Indian women, united into belt sisterhoods, maintained camps and embellished rituals by making ceremonial garments, mats, baskets and pottery. They also planted gardens, collected wild and seasonal foods and preserved them, besides helping the men fish, harvest wild rice, and build canoes, tipis and lodges.

Long before the Europeans arrived, the Indians of North America traded with each other. Trading brought honor to both giver and receiver alike. They exchanged their metals, shells, pottery, hides and things they could not get in their own regions. They also traded ideas and customs such as farming methods and seeds, methods of firing pottery, religious customs and ceremonial articles. When horses began to appear on the plains in the early 1700s, agriculture faded behind the more important buffalo hunts, the people became more nomadic, and their social and economic status changed greatly with horses and horse trading becoming very important. Hunters began taking more than they needed to obtain horses, and later, guns and ammunition. Women, who had refined the skills of processing hides, skins and furs, had an important voice in determining the value of traded goods.

When the fur traders and voyageurs arrived they saw the value of Indian women and intermarried with them. Their children, known as *métis* (mixed bloods), also became excellent fur traders. The women served the traders as guides, mediators,

interpreters and teachers of Indian language and customs. They cleaned beaver skins, made snowshoes and leather shoes, kept the traders supplied with food, showed them how to make and repair canoes and which routes to travel. One Indian guide, Mantonabee, said in the 1770s, "When all the men are heavy laden, they cannot hunt. One woman can carry or haul as much as two men. Women pitch our tents, make and mend our clothing, and keep us warm at night. In fact there is no such thing as traveling any long distance for any length of time in this country without the help of women."

Two major Indian tribes occupied what is now Minnesota when the European explorers and voyageurs moved into the region, the Dakota (Sioux) and the Ojibwa (Chippewa).

Dakota — The Dakota or Lakota, depending on their dialect, have lived in this 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 Teton, 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 in Minnesota.

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 1700's the dominance of the Dakota was challenged by the Ojibwa nation, members of the Algonquian linguistic family. For centuries the Ojibwa had inhabited the lands to the north of the Great Lakes, but under the combined pressure of European settlement and the encroachment of the Iroquois Confederation they migrated slowly westward. The Ojibwa were shorter and stockier than the Dakota, but their long contact with the whites had given them skill in the use of firearms. Their tools and cooking instruments were metal. And they possessed the finest means of transportation on the continent: the birchbark canoe, faster and more maneuverable than the boats of the Dakota.

In 1745 the Ojibwa won the most decisive battle in the war with the Dakota at the great Dakota village of Kathio on the western shore of Mille Lacs. The Ojibwa were able to push the Dakota southward and southwestward onto the prairie lands 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 Cavalier, sieur de La Salle (traveled the Mississippi from its mouth to St. Anthony Falls and discovered the Minnesota River); Pierre Esprit Radisson and Louis Chouart, sieur des Groseilliers (explored Lake Superior); Louis Jolliet (discovered the Mississippi); Jacques Marquette (established mission of Sault Ste. Marie at the Great Lakes junction and crossroads of white and Indian travel at the Chippewa village, Saulteurs); Daniel Greysolon, sieur DuLhut (explored Mille Lacs and the St. Croix River); Louis Hennepin (discovered Lake Pepin and St. Anthony Falls); Pierre Gaultier de Varennes, sieur de La Verendrye (discovered the Lake of the Woods and established Fort St. Charles there, from which explorations of the upper Missouri River were launched); and Samuel de Champlain and Count Frontenac (Canadian governors who directed and inspired explorations).

There were many who came to the Minnesota wilderness in pursuit of the riches of the fur trade, who traveled the woodlands of the region in canoes and by foot, trading the products of Europe for the furs the Indians trapped. It was a period of mutual dependence and respect between the two races, the Indians desiring the goods the French provided, the French making no effort to dislodge the Indians from their lands. Minnesota was no longer a region isolated from the rest of the world. Empire had reached Minnesota with France claiming dominion, but the French did not go unchallenged. For three quarters of a century Britain and France vied for control of the continent.

British — In 1763 the Treaty of Paris brought the French and Indian War to a conclusion with Britain the victor. All of North America east of the Mississippi came under British control, with the lands west of the Mississippi going to Spain. French soldiers left Minnesota, but the French influence continued, for Frenchmen still worked the fur trade and gave Minnesota one more ingredient in the creation of its multi-national culture and tradition.

The British continued the French policy of trade with the Indians, while avoiding settlement of Indian lands. They established numerous trading posts 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. The *Travels of Jonathan Carver*, the first book of travel in this region by an English writer, came from an attempt to discover a Northwest Passage from the Pacific to Hudson Bay. The principal interest of the British, 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 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.

Yankees — President Thomas Jefferson purchased that part of Minnesota lying west of the Mississippi River in 1803 from Napoleon Bonaparte in the Louisiana Purchase. Jefferson commissioned Lewis and Clark on their expedition to explore the new lands. Starting at St. Louis in May 1804 the explorers reached the Pacific on November 7, 1805. About a month earlier, on September 25, Zebulon Pike raised the stars and stripes over Minnesota on Pike Island at the mouth of the Minnesota River, later to be established as Fort Snelling, the first U.S. military post established in

Minnesota. Chief Little Crow and 150 of his Dakota warriors were urged by Pike in a council to keep the peace with their traditional enemies, the Ojibwa, and to abandon their trade with the British. Pike promised to establish government trading "factories" and secured two tracts of land for military posts, one at the mouth of the St. Croix and the other from below the mouth of the Minnesota to above the Falls of St. Anthony, nine miles on either side of the river. The treaty, celebrated with an exchange of gifts and payment for the 100,000 acres of land with 60 gallons of whiskey and \$2,000, was ratified by the U.S. Senate in 1808.

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 soldiers built a sawmill at St. Anthony Falls in 1822 and a flour mill in 1823. The first steam boat arrived at Fort St. Anthony on May 10, 1823.

In 1825 the fort was renamed Fort Snelling after its commander 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, and the east coast.

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 capitol of the state. Settlers arrived at Fort Snelling and Stillwater and pushed on to claim the new land opened for them as new treaties were signed with the Indians.

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 white man 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.

Indian War — The Sioux treaties of the 1850s stand as monuments to the greedy U.S. policy toward Indian lands, and insensitive view of the Indians' way of life. No tactics of bullying, cheating or lying were neglected. When the whirlwind was reaped a decade later the immediate victims were the comparatively innocent white settlers near the reservations, not the businessmen, traders and politicians who were ultimately responsible.

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 white man. 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 September 2, 1862, settlers near Forest City, hearing that the Dakota warriors had defeated a company of soldiers about 20 miles north of the village, hastily built a stockade within 24 hours. Twenty Dakota horsemen attacked Forest City the next day. Thwarted by the stockade and 40 armed settlers, they soon gave up their attack. The Battle of Wood Lake was the last major skirmish of the Sioux Uprising, and led to the release of 269 prisoners in September 1862. The site of the Dakota camp near Montevideo where Col. Henry H. Sibley took custody of the captives was later called Camp Release and is now a state monument.

In the end those who suffered most were the Indians. After the uprising all treaty rights of the Santee Sioux were cancelled. Those who had not fled to Canada or the western plains were imprisoned or deported to a bleak resettlement camp on the Missouri River, where hundreds starved. In Minnesota, meanwhile, Indians were hunted down with bloodhounds and a bounty was paid for their scalps.

A military tribunal sentenced more than 300 Indians to die for participating in the uprising, but President Abraham Lincoln ordered the execution of 39 Indians. Thirty-eight Indians were publicly hanged in Mankato on December 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.

Over the decades of the 19th and 20th centuries many other groups immigrated to the state adding to its cosmopolitan character and coloring its cultural, religious, and political fabric. These people included Czechs, Slovenes, Swiss, Poles, Russians, Finns, Bohemians, French Canadians, Mexicans, Dutch, Icelanders, Welsh, Luxemburgers, Greeks, Italians, Austrians, Cornish, Slovakian, Moravian, Serbian, Croatian, Hungarian, and important Jewish immigration from several European countries. 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. During 1975-1981, over 21,500 Indochinese settled in Minnesota giving the state the sixth largest Indochinese population in the country, and the largest concentration of Hmong in the U.S., living in St. Paul. Also comprising this immigrant group are Vietnamese, Laotians, Cambodians and ethnic Chinese.

For all these groups abandoning their native homes and crossing an ocean or continent prepared them for making a deep commitment to their new homeland and encouraged a heavy investment in building a purposeful and promising future. Minnesota's history has been one written by its people. Each group has added to the complexity of the whole and helped to create a humane society, attuned to its past while aware of the promise of its future. Their cultural heritages are celebrated across the state through their variations in architecture, business and social practices, traditional art forms and ethnic festivals.

Preliminary results of the 1980 U.S. Census showed that Minnesota's population was divided by race in the following ways: 3,936,948 white; 53,342 Black; 35,026 American Indian, Eskimo and Aleut; 26,533 Asian and Pacific Islander; and 25,299 classified as Other (includes Asian and Pacific Islander groups not identified separately, e.g., Cambodian, Indochinese, Pakistani, Indonesian, Fiji Islander; and other races not included in the specific categories listed on the questionnaire). An ethnicity question, whose results are part of the above totals, determined there were 32,124 persons of Hispanic origin in the state. The census showed that the state's population grew by 7.1% since 1970, (See the accompanying population growth chart for 10-year totals).

The census' final count of housing units in Minnesota was 1,613,342 which includes both occupied and vacant housing units. This figure represents an increase of 336,790, or 26.4%, from the 1,276,552 units listed in the 1970 census.

Lumber

Minnesota's oldest manufacturing industry is lumbering. In 1839 the first commercial sawmill was built at the village of Marine on the St. Croix River. Loggers, coming to Minnesota from the east, thought the vast stands of red and white pine would last a thousand years. In fact, Minnesota contained about 30 million acres of virgin timber, or about 60% of the state.

Population Growth of Minnesota 1850-1980

1850	6,077
(the Minnesota Territory included a large part of the area of the present states of North and South Dakotas)	
1860	172,023
1870	439,706
1880	780,773
1890	1,310,283
1900	1,751,394
1910	2,075,708
1920	2,387,125
1930	2,563,953
1940	2,792,300
1950	2,982,483
1960	3,413,864
1970	3,805,069
1980	4,077,148

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 September 1, 1894, one of the greatest forest fires in the nation's history, the Great Hinckley Forest Fire, burned nearly 400 square miles, including the towns of Hinckley and Sandstone. Over 400 people lost their lives. Christopher Columbus Andrews, a Massachusetts lawyer who moved to Minnesota, became the state's leading forest management advocate. In 1895 he was named the state's first chief fire warden and later became forestry commissioner and secretary of the state's forestry board.

The industry reached its peak year in 1905, then began a steady decline as the supply of good trees dwindled, and by 1915 sawmilling in the state was only half what it had been a decade earlier.

In 1909 President Theodore Roosevelt established the Superior National Forest, setting aside 3,000,000 acres of wilderness. Within this forest is the Boundary Waters Canoe Area, the last extensive conifer forest ecosystem in the eastern United States. It still contains some virgin stands of 300-year-old red, or Norway, pines which reach a mature height of 60 to 100 feet.

During the 1920's the lumbering era came to an end in Minnesota, just 90 years after it had begun. The last of the big mills closed, and most of the lumbermen moved their equipment to the forests of Washington and Oregon. The lumbering industry was in part replaced by other manufactures based on raw materials from the forests, such as paper, fence posts, telephone poles, and wood pulp.

In 1931 the state Department of Conservation (now the Department of Natural Resources — DNR) was established to develop a systematic program for the preservation and wise use of the state's forest, game and fish, soil and mineral, and water resources. Today the DNR plants millions of new trees yearly, watches over the state park system and supervises the activities of 1.8 million fishermen and 500,000 hunters.

Today, about 34% of the state is forested, with lumbering still a big business. The 1982 forest harvest was valued at \$130 million. Contributing to the state's economy through forest-based industries are lumber and wood products, furniture and fixtures and paper milling. Minnesota's 1,100 lumber, wood-product companies and second-

dary processors manufactured forest products worth \$2.5 billion during 1982 and employed 47,000 persons.

The largest single producer of forest products in Minnesota is the pulp and paper manufacturing industry which operates six pulp and paper mills in the state. In addition, there are two hardboard and five waferboard plants in Minnesota. In 1982 these mills used the equivalent of 2.1 million cords of pulpwood. That same year, Minnesota's forests also provided 280 million board feet of lumber, logs and bolts; over 12 million Christmas trees and wreaths; 5,000 cords of matchwood; 45,000 posts and poles; and 1.5 million cords of fuelwood.

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 there in the 1890s 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 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 1800s, particularly granite from the quarries near St. Cloud and Ortonville. Architects and engineers know well the 40-odd varieties of Minnesota stone including Lasota limestone, Winona travertine and Kettle River sandstone.

Agriculture

Agriculture has played a key role in the development of Minnesota. At one time most of the human resources in the state were employed in agriculture and related services. Over the years, major changes have been seen in the make-up of agricultural production, types of crops grown, farm size, number of farms, farm income, farm ownership and farm investment.

In 1880, small grains accounted for over half the value of Minnesota's commodity production. This provided the resource base for thriving flour milling and grain trade industries.

Flour milling, the second major industry to develop in Minnesota, grew slowly at first. Small mills were built along the rivers and creeks throughout the settled parts of the state. Wheat, corn and rye were ground into flour for the people who lived nearby.

Flour milling began in Minneapolis in the 1850's. The first mills were built by lumbermen who needed a dependable source of flour to feed their lumberjacks. By the 1850's more than enough wheat was raised for local needs and the surplus was shipped to Eastern cities. Some lumbermen (John S. Pillsbury and William D. Washburn), decided to shift altogether to flour milling, investing their money from the lumber business, and building mills and railroads. To insure a constant supply of wheat for their mills, they helped organize the cash grain market, which brought wheat from the entire northwest to Minneapolis, making the city the banking center for the region.

The Civil War increased the demand for wheat. In the 1870's, railroads were built westward through Minnesota to the Red River Valley where newly arrived immigrants were opening farms to raise wheat. By the late 1870's, nearly 70 immigrants were opening farms to raise wheat. By the late 1870's, nearly 70% of Minnesota land farmed was in wheat, mostly in the southeastern counties. By 1880, hundreds of mills were operating in Minnesota, the largest being in Minneapolis. However, between 1880 and 1920, wheat production declined rapidly in prominence as farmers realized that one-crop farming wore out the soil and left them penniless if the crop failed. They diversified into other grains, dairy products, beef cattle, potatoes, poultry and other crops and livestock.

By the 1890's, the diversification of Minnesota agriculture was creating other agribusiness opportunities. Dairying had become an important industry and hundreds of small creameries were scattered throughout the state. Flax was also raised in sufficient quantities to require creation of factories to crush the flaxseed for linseed oil and meal. The nation's largest meat packer started business in South St. Paul in 1887 and Minnesota beef cattle contributed to the state's meat packing industry.

The flour milling industry continued to grow long after 1900. Minneapolis milled and 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). The peak of Minnesota flour milling came in 1916 when 29,389,889 barrels of flour were turned out and Minneapolis was recognized as the world leader in the production of wheat flour. Mills in other Minnesota cities contributed greatly to the state's flour production and famous brands were milled in Duluth, Hastings, Red Wing, New Ulm, Winona, Mankato and St. Cloud. By the end of the decade, Minnesota's flour production declined and millers could not buy hard spring wheat from farmers because land was

being used for other crops. Wheat farmers in the Dakotas and northwestern Minnesota were shifting from spring wheat to durum wheat that was used for macaroni and spaghetti. Railroad freight rates between Minneapolis and the East rose so high that it was cheaper to ship grain to the East and grind it there. Thus Minneapolis millers moved their milling operations out of the state and Minnesota lost its rank as the top milling state.

After the turn of the century, Minnesota farmers derived 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. Since 1972 Minnesota farmers have shifted more into cash crops.

The shift from grain to livestock is one of the biggest changes that has taken place in Minnesota agriculture.

Today, income derived from livestock and livestock products holds a slim lead over crop production. In 1982, \$3.5 billion was received from livestock and products and \$3.1 billion was received from crops. In 1982, dairy farmers received more than \$1.3 billion in receipts for the sale of milk. Minnesota was the second leading state in the production of manufactured dairy products.

Meat packing in Minnesota rose sharply during the 1920's and employed nearly 7% of the state's labor force. Most meat packing plants were, and still are located in the southern part of the state, part of the corn belt. During the 1930's Minnesota meat packing grew so rapidly that by the end of the decade it was the top food industry in wages paid, number of employees and value added by manufacture. The 1977 Census of Manufacturing Industry, reported 8,100 employed in meat packing plants for that year, only 2.4% of the total labor force employed in manufacturing industries.

After a small beginning in the 1900's, vegetable canning increased in importance during the 1930's. The growth of the canning industry for preserving perishable commodities was an important influence on the development of agriculture. Along with other technological advances, it had the effect of widening the markets for farm producers, thus increasing their production opportunities and their income-earning possibilities. Frozen food products compliment the total food processing industry and its mutual benefits for farmers and for consumers.

Soybeans, previously raised as a forage crop, came into prominence in Minnesota agriculture in the 1940's when processors began to use them for oil and meat. During World War II, with demand for oil high, soybean mills were built near the bean fields and some linseed oil plants were converted to bean oil production. By the end of the 1950's Minnesota was producing 12% of the nation's bean crop, and a considerable percentage of its soybean oil.

Today, soybeans are Minnesota's most valuable crop, worth more than \$1 billion annually. In 1983, nearly 4.6 million acres of soybeans were harvested, representing about a fourth of all harvested acreage. Minnesota soybean acreage has increased over 2,500 times since 1934 when information on soybean production was first recorded.

Corn is historically Minnesota's most valuable crop and occupies more acreage than any other crop. In 1982 Minnesota farmers harvested a corn crop that yielded 110 bushels or more per acre. Production totalled a record 734.5 million bushels from 6.5 million acres for a sales value of \$1.9 billion.

Today, Minnesota agriculture continues to be diversified with approximately 51% of Minnesota cash farm income from livestock, dairy and poultry, and 49% from crops. Dairy continues as the state's leader in receipts. New crops and new foreign markets for small grains have brought a shift in types of crops grown in the last few years.

As a natural resource industry, agriculture is a major employer in Minnesota and generates a large portion of the state's total economic activity. Hundreds of different

occupations are dependent upon today's scientific agriculture and the sophisticated related industries that market, process, package and distribute its products worldwide.

Minnesota has one of the shortest growing seasons in the nation. The average ranging from a maximum of 164 frost-free days in southeastern counties to a minimum of only 68 days in northeastern counties. Considering the climate and the fact that 14 other states have larger acreages of agricultural land, it is interesting to note that in 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 agriculture peaked at the end of the era of four-legged horsepower.

Minnesota agriculture has made significant progress through mechanization and scientific technology. In 1935, Minnesota had 204,000 farming units occupying 32.9 million acres of agricultural land. Crops production averaged about 81.5 tons for each family farming unit, and slightly over one-half ton per acre. Minnesota's 1981 and 1982 crops production averaged over 500 tons per farm and nearly 2.2 tons per acre. These figures for 1981 and 1982 show the average Minnesota farm family today is producing almost six times as much as the farm family of 1935, while each acre is producing four times as much as in 1935.

In 1935, most Minnesota farms were heavily self-sufficient. Considerable farming was still being done with horses. Farmers rarely experienced shortages or energy crises because they produced their own energy for the draft animals in the form of oats, corn and hay. Petroleum was needed on farms only to grease wagon axles, the windmill, the well pump jack, or to fuel the kerosene or oil stove and the lanterns that lit thousands of farm houses. Tractors and electricity were just beginning to make their impact upon Minnesota agriculture. The shift from animal power to tractor power expanded the production capacity of individual farmers by freeing both the land and labor resources needed to service draft animals.

Hybrid seeds, commercial fertilizers, pesticides, irrigation, farm management training and hundreds of other technological advances common today were not yet available. Farmers worked long hours, every day, spring, summer, fall, and winter. The labor was largely physical. Crops were harvested mainly by hand. Neighbors pooled their labor, farm to farm, shocking and threshing grains with a commonly owned steam-powered threshing rig — now a relic of the past. Farmers spent much of the winter picking their open-pollinated corn by hand, walking alongside and pitching the ears into a horse-drawn wagon. Once loaded in the field and driven to the farmstead, the grain was shoveled by hand into granaries and corn cribs. Effective mechanization in the form of machinery and equipment, substituting for labor, reduced the physical energy requirement of many farm tasks and expanded the production capacity of a single farm worker.

Average yields of Minnesota crops per acre in 1935 were only 33 bushels of corn, 10.6 bushels of wheat, 25.5 bushels of barley, 37 bushels of oats, 9.5 bushels of flaxseed, 17.5 bushels of rye, 5,000 pounds of potatoes, 14 bushels of soybeans, 7.5 tons of sugarbeets and less than 1.5 tons of hay. The development of a wide range of yield enhancing technologies for both crops and livestock has increased production.

In 1982 the average crop yields per acre were 113 bushels of corn, 39.8 bushels of wheat, 58 bushels of barley, 66 bushels of oats, 15 bushels of flaxseed, 33 bushels of rye, 19,000 pounds of potatoes, 36 bushels of soybeans, 18.8 tons of sugarbeets, and 2.9 tons of hay. In addition, two new crops have become significant to the state's agriculture. Sunflower seeds, growing at 1,329 pounds per acre, and dry edible beans, with 1,300 pounds produced per acre, have both doubled 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. For example, in the 1982

marketing year, Minnesota ranked fifth among all states in the foreign export of farm products. Foreign trade missions come in increasing numbers to Minnesota. The Minneapolis Grain Exchange is the world's leading public grain market and the St. Paul Union Stockyard and market facility in South St. Paul is the world's second largest public livestock auction market. The Port of Duluth and the Mississippi River carry Minnesota agricultural products to markets in Europe, the Middle East, Africa, South America and Asia. A new world trade center is scheduled for development in St. Paul with completion scheduled for 1986.

Minnesota stands out among the 50 states for its leadership in conserving the vital human and land resources of agriculture. Minnesota's major safeguard for family agriculture, the "Farm Security Act," is a state guaranteed, farm real estate purchase loan program which has become a national model. This program gives farmers, who otherwise would be unable to obtain credit, the opportunity to buy their own farms, as an alternative to tenant and/or share-crop farming. During the first year of this new program, 40 farmers qualified and the state of Minnesota guaranteed over \$5 million borrowed from sellers and commercial lenders on farm land transfers. By the end of 1983 the program had approved 387 farm loan guarantees, totalling \$67.3 million. Over 61,211 acres of land have been purchased by farmers under this program.

Total crop production in Minnesota, in 1983, sharply reduced by federal farm program requirements, included 367 million bushels of corn, 147.2 million bushels of soybeans, 79 million bushels of wheat, 77 million bushels of oats, 264.25 million pounds of sunflowers and 8.3 million tons of hay. Total livestock and poultry production in 1982 included 3,610,000 cattle, 6,858,000 hogs and pigs, 255,000 sheep and lambs, 13,300,000 chickens, and 26,000,000 turkeys.

Today, Minnesota agriculture occupies 30.4 million acres of land, almost 56% of the state's total area and over 60% of the state's land surface. This agricultural land is valued at over \$32.7 billion. The 103,000 farms (of which 89% are family owned, 9% are partnerships and 1% are corporations) sharing this rich natural resource are the most efficient in state history, and among the most efficient in the world. The average 295 acre farm represents nearly a \$350,000 investment, and grows enough food to feed 78 people an entire year.

Minnesota agriculture generates over \$6.7 billion annually in earned gross income from the marketing of farm-produced food and fiber. Minnesota ranks fifth highest among all states in gross farm income, employs 155,000 family farm workers, the highest in the nation, and consistently ranks among the top five states in overseas export sales of agricultural products.

Manufacturing

From 1850 onward, the growth of settlement and agriculture in Minnesota created a need for a variety of articles used by farmers. Many small factories were started which turned out plows, wagons, grain cutters, hay rakes, and other farm equipment. In the 1870s there were harvester factories in Minneapolis and St. Paul and a thresher firm in Stillwater. Other factories came into existence about the same time which produced bricks, butter churns, carriages and beer, and still others used the flour of the mills for bakery goods, while some supplied the mills with supplies they needed such as barrels and sacks.

The first factories were built in the southeastern counties of the state where the first settlements were located and where the Mississippi and its tributaries furnished water power.

Construction of the railroads after 1870 clustered industries at a few points. The greatest concentration of industry was in Minneapolis and St. Paul where, in 1870, 40% of the state's manufacturing employment was located. In 1900 half of the state's factory workers lived in the Twin Cities where a growing diversity of products were manufactured.

Minnesota's most important 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 1940-1982 increased by 194%, compared to a national increase of only 74%.

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. Electronic and related technical businesses employed more than 119,000 people in 1982.

Minnesota has a diverse economy experiencing its greatest growth in such high technology fields as computers, office automation equipment, and medical technology. High technology now accounts for one-third of all manufacturing employment in the state, and Minnesota is the headquarters of 40 major high technology companies. New companies are continually starting in Minnesota and it ranks 6th in the United States in the number of firms started with venture capital funds.

Out of a total 1982 estimated population of 4,133,334 the state's non-agricultural

labor force was 1,714,200, with more than 346,600 holding manufacturing jobs. The 1982 total personal income was \$46.184 billion, or \$11,175 per capita. The 1982 annual average income for manufacturing was \$8.56 billion and the personal income generated was \$7.429 billion. Total earned income generated by wages, salaries and proprietors' income for 1982 was \$33.851 billion. Cash receipts from farm marketing in 1982 were \$3,540.6 million for livestock and \$3,131.6 million for crops, for a total of \$6,672.2 million, a 70% increase since 1976. Total personal income generated on farms by the 1982 estimated farm labor force of 180,000 was \$1,087.1 million, 3% lower than the peak year of 1978 of \$1,523 million.

Minnesota is a leader in meat packing, speciality milling, vegetable canning and in processing dairy products. Also ranking high in Minnesota's industrial production beside food processing are paper products, fabricated metals, computers and machinery manufacturing, chemicals, printing and publishing, petroleum refining, plastics, coated products, wearing apparel, skis, snowmobiles, farm machinery and heavy industrial machinery.

Commerce and Finance

Minnesota serves as the financial hub of the upper Midwest. Its three largest enterprises are manufacturing, trade and finance, insurance and real estate. At the end of 1983 its commercial banks had total deposits of \$33.946 billion and total assets of \$44.395 billion. Of those banks there were 549 state chartered banks with deposits of \$12.172 billion and assets of \$13.817 billion; and 202 national banks with deposits of \$21.774 billion and assets of \$30.578 billion. The Federal Reserve Bank headquarters for the Ninth Federal Reserve District is located in Minneapolis, as well as two of the largest bank holding companies, a federal land bank, a federal intermediate credit bank, a bank for cooperatives and three 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 five years. The Twin Cities is also the home of one of the world's largest mutual fund conglomerates.

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Gross product in Minnesota's finance, insurance and real estate industries was at the \$6.3 billion level in 1982 and accounted for 17% of the gross state product. The average annual growth rate during the 1965-82 period was 8%. At the national level, gross product of finance, insurance and real estate was approximately \$342.7 billion in 1982 or about 24.8% of the gross national product. The average annual growth rate for the 1965-82 period for the nation was 9.8%.

Employment in Minnesota's finance, insurance and real estate industries averaged 98,200 workers during the year 1982. The average annual growth rate in employment during the past decade amounted to 2.6% and the number of new jobs increased by 26,400. Growth at the national level was slightly lower at a 2.4% annual rate, with the present employment standing at approximately 5.5 million and the gain in jobs over the past decade at 1.3 million.

Employment in finance, insurance and real estate as a percentage of the nonagricultural labor force is 5% for the state while that for the U.S. is 6%.

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 of about 2,000,000. The combined suburban land area of Minneapolis and St. Paul is the largest in the U.S. The Twin Cities metropolitan area

ranked 12th among the nation's fifteen major metropolitan areas in retail sales in 1981 with \$11.630 billion.

A long time leader in the cooperative movement, Minnesota's cooperatives are known for their strength and scope and are supported by state laws enacted to protect and encourage them. Oliver H. Kelley founded the National Grange, or the Patrons of Husbandry, in 1867. The organization promoted education in agriculture and provided social and cultural opportunities for farmers and their wives through club meetings. Since that time thousands of cooperatives of all sizes, working in rural and urban areas, assist residents in grain marketing, dairy production, milk and oil distribution, insurance, hardware, book buying, banking and food purchasing.

Education

Minnesota's educational system was energetically established by missionaries and educators from eastern colleges who imparted a strong New England influence. In 1847 the New England Popular Education Society sent Minnesota its first teacher, Harriet Bishop, who opened the first permanent school in the region, a one-room log cabin in St. Paul.

The territorial legislature enacted the first law pertaining to education in 1849, stating that common schools were to be open to all persons between the ages of four and 21 years, and townships were to be divided into school districts when the districts contained more than five families. To support the schools, the law levied a general tax of 2½ mills and supplemented it with 15% of the funds collected from liquor licenses and fines for criminal offenses.

In 1851 there were only three schools in Minnesota, enrolling a total of 250 children. It was not unusual in these early years for the school year to be as short as three months, offering courses in reading, writing, geography and some form of mathematics. Teachers salaries averaged \$13 a month for women and \$21 for men.

Edward D. Neill, a Presbyterian minister who later became first president of Macalester College, was appointed the first of four territorial superintendents of public instruction in 1854 at an annual salary of \$100. Upon becoming a state, Neill was appointed by the legislature as superintendent of public instruction.

In 1861 the legislature stipulated that every township would be a school district, but this was changed the next year into the so-called neighborhood plan, a district system of public schools.

The first decade of public education in Minnesota saw an emphasis on the common school for those who wanted only the basics, and the university for those who desired an extensive education which usually only a few could afford.

In 1878 the legislature appropriated \$400 annually to each high school, at the time frequently referred to as "people's college," that wished to be placed on the 'accredited list' and to receive state aid. At first there could not be more than three state aided high schools in any one county, but later that number was increased to five.

In 1885 superintendent Kiehle obtained support from the legislature which passed a measure requiring every parent or guardian of a child between the ages of 8 and 18 to send their child to a public or private school for 12 weeks each year. Disobeying the law was a misdemeanor. This compulsory attendance law was strengthened in 1899 when the legislature authorized school boards in cities and large villages to appoint truant officers with power to arrest truants, take them to school, and to file complaints against their parents or guardians. Yet at the turn of the century many children remained out of school, especially in the smaller villages and rural areas where the majority of children lived. The 1899 legislature also required that prospective teachers take an examination prepared by the office of public instruction, and that upon satisfactory completion of the test the teacher be issued one of three certificates depending on academic and professional preparation.

At the turn of the century there were about 8,000 school districts in the state. By 1913 there were 7,900 after efforts to get them to merge. Over 2,000 of these were

one-room schools with less than 21 pupils and another 300 with less than 11 pupils. Providing services and addressing the needs of these school districts was a difficult and complicated task, yet because World Wars I and II and the Depression took more of a priority, by 1947 there were still 7,676 districts even after financial incentives were provided to consolidate.

The first mandatory reorganization legislation was enacted in 1963 and called for the automatic dissolution of all non-operating school districts that did not join a district maintaining a high school. By 1965 there were 1,742 districts.

In 1919 a state board of education, consisting of five members, was established. This board elected a commissioner of education for a six-year term who was given responsibility for the department of education. The board has broad powers over the development of education in the state. Through the commissioner and the department, it administers all laws relating to the public schools, libraries, and public educational institutions, including the educational program throughout the state, supervises the payment of various school aids, submits to the governor and the legislature a biennial education budget, and prescribes rules relating to all plans of education. The first commissioner was James M. McConnell who served from 1919 to 1933. The commissioner who held office the longest and under whom many administrative changes took place was Dean Schweikhard, who served for 18½ years from 1943-1961.

Today each school system functions under an elected school board and is coordinated by the Minnesota Department of Education. Minnesota has 432 school districts which operate elementary and secondary schools. The state's public school system includes 889 elementary schools, 52 middle schools, and 563 secondary schools. Enrollment in the public schools (as of Fall, 1982) was 711,714. The schools were staffed by 39,415 teachers and 5,780 administrators, coordinators, directors, supervisors, and public personnel workers. Through a system of state aids, part of the cost of operating these schools is covered by the state, with funds graduated in favor of districts having a poorer tax base. Minnesota's high school dropout rate of 7.6% is the nation's lowest.

The University of Minnesota was chartered in 1851 as a land-grant college and preparatory school when the territory consisted of 7,000 settlers. Today it spreads across 5 state campuses and 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 58,000 full-time students, the U of M is considered a great national institution excelling in political science, engineering and physics, architecture, law, journalism, mining, agriculture, medicine and dentistry. The university's alumni and faculty have included 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, and the association of cholesterol with hardening of the arteries.

Minnesota offers an extensive array of high quality opportunities for its citizens to continue their education beyond high school. Included are 59 public institutions on 64 campuses throughout the state governed by the University of Minnesota Board of Regents, the State University Board, the State Board for Community Colleges, and the State Board for Vocational-Technical Education. These public universities, community colleges and area vocational-technical institutes serve more than 170,000 students from the freshman through graduate levels. An additional 26,000 students are enrolled in self-supporting extension classes.

More than 3,000 instructional programs are available to students. They represent 750 program clusters, or areas of study. These programs range from occupational programs provided primarily at public AVTIs and private vocational schools to graduate and professional programs provided at the University of Minnesota and several private professional schools. To provide these opportunities Minnesota makes a major investment in post-secondary education. The 1983 Legislature, for example, appropriated \$1.135 billion to the four public systems for use during the 1983-84 and 1984-85 academic years.

Recognizing the importance of higher education to the state's economy, the 1983 Minnesota Legislature allocated more than \$17 million for high technology related initiatives, including the development of several new engineering programs and upgrading of the University of Minnesota's Institute of Technology.

Ensuring equal opportunity for all citizens to pursue a post-secondary education in institutions that can best meet their needs is a primary goal. This goal is met through one of the nation's most highly regarded student financial assistance systems, which is administered by the Higher Education Coordinating Board. For the 1983-84 and 1984-85 school years the legislature has made available almost \$100 million in state-supported grants and work-study opportunities for Minnesota residents. A state loan program, financed by the sale of revenue bonds, also assists thousands of students to pay for their education beyond high school.

In addition, Minnesota residents have increased access to opportunities in neighboring states under tuition reciprocity agreements with Wisconsin, North Dakota and South Dakota. More than 15,000 Minnesota residents attend 60 public post-secondary institutions in neighboring states under the agreements while about 7,500 out-of-state students enter Minnesota institutions each year.

Overall, close to half of the state's high school graduates enroll in a post-secondary institution the next fall. In fall 1982, 48.1 percent of the spring 1982 high school graduates enrolled in a Minnesota post-secondary institution, up 1.3 percent over 1981. About 6 to 8 percent of Minnesota high school graduates enter schools outside the state, resulting in an overall participation rate of 55 percent.

Complementing the state system are private schools, mostly Catholic, a few Lutheran, and a small number nondenominational, many having been boys military academies. These schools are maintained by tuition and voluntary contributions.

They include some 23 private four-year colleges, four private junior colleges, 10 private professional schools and more than 50 private vocational schools. The proprietary sector includes a variety of schools ranging from special purpose institutions such as schools of cosmetology to more comprehensive schools offering vocational training opportunities.

Of the 37 private colleges and professional schools, 17 were founded by 1900. More than 50,000 students, or about 21 percent of the state's enrollment in post-secondary vocational and higher education, attend a private institution.

The availability of Minnesota's private institutions ensures that the state has a balanced system of post-secondary education. With the exception of major research activity, which is concentrated at the University of Minnesota, private institutions serve many of the same goals that the state has sought to achieve through the public post-secondary sector — access, diversity, quality, efficiency and service to the community.

The private institutions are not a system but are independent and have their own governing boards. They work together in discussing common concerns and working for mutual goals through membership in a variety of organizations such as the Minnesota Private College Council, an organization for 17 private colleges and universities in the state, and the Minnesota Association of Private Proprietary Schools.

Private institutions are involved in the state's comprehensive post-secondary efforts, and they participate in state post-secondary programs such as state student aid programs.

Private institutions in Minnesota offer about 36 percent of the academic and vocational programs available in the state. Private colleges are especially active in the traditional liberal arts disciplines.

Historically providing quality post-secondary educational opportunities has been a priority of the Minnesota Legislature and executive branch. The commitment was reaffirmed by the proposals of Governor Rudy Perpich in 1983 and actions by the Minnesota Legislature. It adopted a package of interrelated policies designed to promote efficient use of resources, quality programs and equality of opportunity. Included are new policies on funding, tuition, financial aid, governance and tuition reciprocity.

The state's investment in its post-secondary education students and institutions has multiplied and returned benefits to the citizens in the form of economic, educational, health, cultural, and civic resources.

Minnesota's goal in the future is to maintain and enhance quality educational opportunities that contribute to the high quality of life.

Government

Minnesota has a reputation for independent political thinking. From its very beginning this has been a strong influence and resulted in the refusal of both Democrat and Republican delegates to meet in the same convention. Therefore, each party convened their delegates to the state's constitutional convention in separate sessions. A constitution was written by a conference committee, composed of five members from each party who reported back to and received advice from their respective conventions. On August 28, 1857 the report of the conference committee was adopted by both conventions without amendment. Signing it was another problem, for the bitterness between the two parties was so strong that neither would sign a document which bore the signatures of the other. Minnesota's ingenuity won out by having the Republicans sign one constitution on white paper and the Democrats sign another on blue paper. Both were sent to Washington, D.C. for ratification, and Minnesota became the 32nd state to enter the Union on May 11, 1858.

Administrative functions of the executive branch have become more complex as the state has grown. Specialized agencies were created to take care of new duties, but gradually, as they overlapped, reorganizations took place. A reorganization occurred in 1925, and again in 1939 which brought the agencies' functions into a more orderly arrangement with the creation of the Department of Administration. In 1973 another reorganization set up new departments of finance and personnel, brought together functions that had been fragmented, and gave the governor more control over them. Today the governor appoints the heads of most state departments, boards and agencies for terms ranging from two to six years.

A Public Employment Study by the state Department of Finance issued in 1979 found that there were fewer full-time employees in Minnesota government than in most states. The study ranked Minnesota 45th in the nation among states in 1977, while Minnesota local government employment ranked 15th. The same study showed that in terms of growth in the last two decades, Minnesota government employment has been growing at a slower rate than the national average in the last 20 years (2.6% in Minnesota as compared to 3.8% among all states).

The state's chief sources of revenues are personal and corporate taxes on income, sales and gross receipts, gasoline, motor vehicles, iron ore gross earnings of railroad and communications companies, property, liquor and cigarettes. In 1967 the legislature enacted a 4% sales tax which covers all retail purchases with the exception of food, medicines, clothing and gasoline. In 1981 the sales tax was raised to 6%.

A program of state aid to local government, covering almost 50% of operating costs, was begun in 1967 to relieve the burdens on local communities who raise their expenses chiefly through property taxes.

Social services, especially those for children, traditionally have been well de-

was restored as well as providing for statewide voter registration. In 1971 Minnesota was the first state in the nation to ratify the amendment to the U.S. Constitution lowering the voting age to 18 years for people who have been United States citizens for at least three months, residents of the state for six months, and residents of a precinct for 30 days. Minnesota also led the nation in voter turnout for the past three general elections, with almost 70% (2,079,451) of the eligible voters casting ballots in the 1980 presidential election. The nation's average was 53.9%.

In 1972 an amendment to Article IV of the state Constitution called for a flexible session of the legislature, allowing it to meet in regular session in both years of the biennium for a total of 120 legislative days, providing that the legislature cannot meet after the first Monday following the third Saturday in May of any year. In each two-year session of the Minnesota Legislature 4,000-5,000 bills or proposals are regularly introduced.

Minnesota's state capitol was designed by architect Cass Gilbert in the Italian Renaissance style and fashioned after the nation's Capitol in Washington, D.C. with its modified cross and high ceilings. It is said to be the 2nd finest capitol building in the nation next to the nation's capitol. Its solid Georgia marble dome was the largest unsupported marble dome in the world when it was completed in 1905.

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.

Health

Based on available statistics, the average citizen in Minnesota appears to have always lived longer than the average citizen in the United States. Today, three-fourths of the state's population reaches the age of 67 before dying and the average life expectancy of any baby born in Minnesota is 76 years, (73.5 years for males and 80 years for females). This represents a gain in life expectancy of 40 years since 1841 when a physician in the fledgling territory noted that half of the white population was dead by the age of 36.

In 1872 Minnesota became the 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. The greatest gain in life expectancy occurred between 1880 and 1930 — a span of time during which enormous advances were made in disease prevention and control.

To control infectious diseases, the health department turned its early 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 that 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 Pigs Eye Sewage plant was built on the Mississippi River by the Minneapolis/St. Paul sanitation district. Construction of the plant was based on studies done by the health department. The plant eliminated sewage dumping from the metropolitan area into the river and helped control infectious diseases. It was the first sewage treatment plant to be built on the entire length of the Mississippi.

In 1937, the health department adopted state water supply standards that became a model for the entire country and are still basically in use today.

Minnesota also ranks as one of the top states in adjusting fluoride content of its municipal water supplies to recommended levels. The board of health first endorsed fluoridation in 1950, a year before its endorsement by the U.S. Public Health Service. Though communities are responsible for installing their own fluoridation equipment and maintaining correct fluoride levels in their water supplies, the health department provides them with engineering and laboratory assistance.

Through the years, most communicable diseases have been eliminated as serious public health problems in the state and in the nation. The last serious outbreak of smallpox in Minnesota was in 1924-25, when 4,098 cases and 505 deaths were reported. There have been no reported cases in the state since 1947.

Until immunization against diphtheria became available in 1926, the major weapon against it was quarantine or isolation. There were 5,012 reported diphtheria cases resulting in 566 deaths in Minnesota. There has been only one reported case in the state in the last decade.

Tuberculosis is no longer the scourge it was in earlier times. In 1887 there were 1,245 deaths in the state from TB. In 1954 anti-tuberculin drugs became available and were distributed to TB patients free-of-charge by the health department. Since then, the disease has gradually and steadily declined, with only 10 deaths in 1981.

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. For example, 99% of Minnesota's school children now have proof of immunization against measles, and the number of measles cases in the state has decreased substantially. This decrease results from a 1980 amendment which strengthened and clarified the state's school immunization law.

Children in Minnesota are more healthy today than at any previous point in history. In the early years of the state, almost 50% of all deaths in Minnesota occurred to those under five years of age. Little improvement occurred until after 1900. By 1930 the percentage of death had been reduced by two-thirds, and in 1980 it was only one-tenth of its former level. This improvement was largely the result of better sanitation, nutrition and housing as well as extensive use of vaccines and antibiotics. These measures, along with improved prenatal, obstetrical and pediatric care have helped to bring about a dramatic drop in the mortality rate of infants as well.

When communicable disease control became a reality through advances in sanita-

tion, immunization and treatment, the health department turned its attention to chronic diseases and conditions. Since the causes of many of these health problems are deeply rooted in the environment and the way of life in modern America, public health efforts now focus on lifestyle, the environment and the health care system in the state. Programs dealing with lifestyle practices such as smoking, exercise, diet and stress are receiving new emphasis.

In addition to discovering new ways to take care of chronic diseases and the factors that contribute to them, the health department is exploring new avenues to enrich the lives of Minnesotans. A major focus of the health department is providing assistance and support to local community health service agencies to help them effectively respond to current public health problems in their service areas. Eighty-six out of eighty-seven 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.

Enormous contributions to the state's health and to the practice of medicine have come from the University of Minnesota Hospitals, including its Dr. C. Walton Lillehei in the field of open-heart surgery and Dr. Owen H. Wangensteen, surgery educator and inventor. The tradition goes far back to the Minnesota frontier through Dr. William Worrall Mayo and his sons Drs. Will J. and Charles H. Mayo who established the Mayo Clinic and hospitals in Rochester, Minnesota, in 1863. This ever diversifying and expanding institution continues its adventure in medicine by making life-serving discoveries through research, diagnosis and its non-surgical medical techniques. Another state pioneer doctor was Dr. Martha G. Ripley who founded Maternity Hospital for Minneapolis's unwed mothers in 1887, specifying that the medical department was to be under the care and control of female physicians. And no attempt to give recognition can be complete without mentioning the controversial, yet popular, Sister Elizabeth Kenny. This self-trained Australian bush nurse pioneered a successful hotpack and mobility treatment in Minneapolis for victims of poliomyelitis, establishing that city as an important treatment center during the 1940 and 1950 polio epidemics.

Transportation

Minnesota was opened to the world through the expert and daring handling of the birch bark canoe by explorers and the French voyageurs. The state's 25,000 miles of streams and rivers provided the first avenues of transportation for bringing settlers and merchandise into the Minnesota territory, and carrying out the state's furs, lumber, grain and minerals. As settlements grew, trails and roads developed. In the early 1800s ox carts of the Red River Valley carrying fur and buffalo hides to St. Paul, carved a system of roads from the settlements around Pembina to St. Paul. The Red River Oxcart Trail paralleled the Mississippi from St. Paul to Sauk Rapids then forked into different trails to the northwest and during the 1850s 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.

Railroad construction in Minnesota began in the 1860s 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.

By 1900 there were fewer than a dozen automobiles in Minnesota and less than 75 miles of paved road. The horse remained the peoples' engine, steam-driven paddle-wheelers still plied the Mississippi, trains had been operating for only 40 years in the state and electric trolley cars for only nine years. In 1921 the Minnesota Department

of Highways began contracting to build roads and by 1925 more than 500,000 vehicles were registered in Minnesota. During the same year more than 15 million passengers traveled by bus throughout the state.

Air transportation boasts several pioneers from Minnesota, most notable among them was Charles A. Lindbergh who flew solo, non-stop from New York to Paris in May 1927. Northwest Airlines, headquartered in the Twin Cities, had airmail contracts in 1926 and began scheduled passenger service in 1930. In aeronautics, Minnesota's Dr. Jeannette R. Piccard is recognized as the first woman in space after riding a high altitude, helium-filled balloon into the stratosphere in 1934.

In 1950, passenger planes were rapidly replacing trains and buses as the preferred mode of long-distance travel. More than one million cars were on the roads and the first four-lane highways were in use as a result of an era of concentrated highway construction begun after the end of World War II. In 1956 the Interstate Highway System was created, and today Minnesota has three major systems: I-35, I-90 and I-94.

The movement of people and goods in Minnesota and the Upper Midwest focuses on the Twin Cities area. Regional and transcontinental rail and highway systems radiate outward from the Twin Cities, tying large and small communities into one interdependent network. Minnesota has nearly three million motor vehicles on its 131,100 miles of roads and streets. The trucking industry is dependent upon this road system. More than 84% of all Minnesota grown fresh fruit and vegetables and 58% of Minnesota's manufactured products are shipped by truck. More than 30 class I and II intrastate motor-freight carriers operate in the state.

Independent of the major Twin Cities transportation network is the rail system of northeastern Minnesota, which brings iron ore and taconite products for transshipment at the commercial Lake Superior ports of Duluth/Superior, Two Harbors, Taconite Harbor and Silver Bay. Since opening the Great Lakes waterway to ocean-going vessels in 1959, products of the Upper Midwest are carried directly to locations throughout the world. In 1983, 36.9 million tons of freight were shipped through the Lake Superior ports. The port of Duluth/Superior, first in tonnage among Great Lakes ports, is one of the 10 busiest ports in the U.S. and the largest inland port in the world. 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.

Barges on both the Minnesota and Mississippi Rivers now carry over 16 million ton of bulk products to and from the major inland ports of St. Paul and Minneapolis. Coming upstream are coal, oil and salt and transported downstream are grain, sand, and gravel. St. Paul is the largest port in the upper reaches of the Mississippi River, connecting 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.

The Twin Cities, also the air hub of the Upper Midwest, is served by several scheduled commercial airlines and has direct non-stop flights to Europe. The Minneapolis/St. Paul International Airport handles 9.3 million passengers and 540 million pounds of freight annually. Minnesota ranks fourth in the nation with 141 municipally owned airports open to the public. It also has 17 privately-owned airports open to the public, 12 privately-owned airports and 268 personal-use airports.

Airports, heliports and seaplane bases have been established since the early 1900s for recreation, business and freight. Today there are 11 privately-owned heliports with two open to the public, and six personal-use heliports. Seaplane bases include 26 privately-owned bases, 12 open to the public, and 68 personal-use seaplane bases. In 1979 the world's first binational airport was opened across the U.S./Canadian border between Pinecreek, Minnesota and Piney, Manitoba.

Shipping 36 million tons and receiving 42 million tons, 13 railroad companies

operate 5,646 miles of track in Minnesota. Amtrak serves more than 180,000 rail passengers to and from the Twin Cities, Cambridge, Sandstone, Duluth, Winona, Red Wing, St. Cloud, Staples, and Detroit Lakes.

Minnesota has 5,794 miles of trunk pipelines used exclusively for intercity movement. They include 1,600 miles of crude oil lines, 2,055 miles of petroleum product lines, and 2,139 miles of natural gas lines. The petroleum lines carry all types of refined petroleum products such as all grades of gasoline and fuel oil, liquid fertilizers, and sometimes crude oil.

Twelve intercity bus companies furnish service to 423 communities statewide. Providing passenger, commuter, and freight services over longer distances continue to be the primary activities of intercity bus companies. In addition, 57 local bus systems outside the Twin Cities metropolitan area supply regularly scheduled and on-demand services within communities and rural areas. These local buses provide 24 million rides a year. In addition, more than 183 million bus rides are provided within the Twin Cities area.

Art, Literature, Music, Theater, Dance

Minnesota's cultural life represents a rich fabric of ethnic origins, a long tradition of creativity and high artistic standards, self-reliance, climate and geographical location. The Twin Cities are generally recognized as the cultural and artistic center of the upper Midwest, and arts activities thrive in nearly every town in the state. Because Minnesota's artists live, work and create throughout the state, their individual perceptions, visions and means of expressing themselves add depth to living in Minnesota, and make the arts of this state unique and vital, rejuvenating and inspiring.

A number of major literary figures in the nation have come from Minnesota or have been strongly influenced by its people and geography. One of the great works about the settlement of this country by European immigrants, *Giants in the Earth*, was written by Norwegian settler and St. Olaf College professor, Ole Rølvaag. Carol Ryrie Brink, Wanda Gag, Laura Ingalls Wilder and Maud Hart Lovelace all wrote classic children's stories drawn from their Minnesota childhoods on the prairie. In 1930, Sinclair Lewis, a native of Sauk Centre, became the first American to win the Nobel Prize for literature. Minnesota experiences have not only been the basis of prose works, but also of poetry. John Berryman, Allen Tate, Robert Penn Warren, Robert Bly and Meridel LeSueur are but a few of the poets who have been recognized for their contributions to American literature. Other writers of note are Knut Hamsun, F. Scott Fitzgerald, Selma Borg, Charles Flandrau, Dr. Charles Eastman, Ignatius Donnelly, Thorstein Veblen, Arthur Upson, Martha Ostenso, Margaret Culkin Banning, Mabel Seeley, Ruth Sawtell Wallis and Eric Sevareid.

The literary works of the state are actively promoted by many small presses and literary magazines. This is where the works of many of the poets and novelists of the state are first available to the public. Writers such as Garrison Keillor, Jon Hassler, Carol Bly, Susan Allen Toth, Judith Guest, Frederick Manfred, Tom McGrath, Joseph Maiolo, James Moore, Patricia Hampl, to name only a few, are part of an increasingly recognized group who create a special vision of Minnesota for all of us to share.

"From the half of the sky that which lives there is coming, and makes a noise."

This translation of an American Indian song by Frances Densmore illuminates one of two musical traditions of Minnesota which we have inherited. While much of the tribal music of the state was recorded in the early part of this century, it has only recently been acknowledged by performers and composers outside of the American Indian community.

As early as 1863 instrumental ensembles were offering public concerts. St. Paul and Minneapolis were also stopping places for the great operatic tours and keyboard stars of the 1880s and 1890s. This opportunity to present the great classical perfor-

mers of the world to Minnesotans led to the founding in 1882 of the Schubert Club of St. Paul and Duluth's Matinee Musicale. Both groups continue to offer a variety of musical performers and recitalists to the public.

German and Scandinavian settlements fostered a strong interest in choral music. The singing societies of these communities were the origin of many high school, college, church and community choruses which are performing today.

In 1903 the Minneapolis Symphony Orchestra, later to become the Minnesota Orchestra, was founded and Emil Oberhoffer became its first conductor. He has been succeeded by a number of prominent conductors including Eugene Ormandy, Dimitri Mitropoulos, Antal Dorati and Stanislaw Skrowaczewski. Under music director Neville Marriner, the most recorded conductor in history, with assistance from conductors Klaus Tennstadt, Henry Charles Smith, Leonard Slatkin and Skrowaczewski the Minnesota Orchestra is prominent among the nation's orchestras. The Saint Paul Chamber Orchestra, the nation's first and only full time professional chamber orchestra, is recognized as one of the world's finest chamber orchestras. Its music director is Pinchas Zucherman, internationally acclaimed conductor, violinist and violist. Orchestras in Duluth, Fargo-Moorhead and Rochester are cited for their commitment to new composers, and the special musical needs of young people.

One of the nation's oldest community theatres, the Duluth Playhouse, was founded in 1914. The state's first professional theatre, the Old Log was founded in 1941. Community theaters have thrived in the state since the first one was founded. However, it was the opening of the Guthrie Theater in the early 1960's that marked the beginning of a "theatre boom" in the Twin Cities and around the state. Guthrie Theater is the nation's premier regional theatre — the first when it was founded in 1960 by Sir Tyrone Guthrie, and renowned world wide for its artistic excellence. Today, Minnesota is home to a large number of outstanding theatre companies including the Children's Theatre Company, the largest professional theatre school for young people in the U.S., the Cricket Theatre — a company committed to contemporary American playwrights, and prominent community theaters such as Theatre-in-the-Round, the Fargo-Moorhead Community Theatre, Chimera Theatre, and Rochester Civic Theatre among many others. The Twin Cities is believed to host more theatres than any other metropolitan area in the country, except New York City. At last count there were 44 community theatres in the area.

Minnesota is home to many other performing arts organizations including several opera companies of which the Minnesota Opera Company, with its commitment to producing contemporary operatic works, is probably best known. Dance is a fast-growing art form with several companies and independent choreographers offering a variety of dance styles and viewpoints. Minnesota Dance Theatre, led by internationally recognized choreographer, Loyce Houlton, teaches ballet and contemporary dance to over a thousand students, and mounts a sophisticated classical and contemporary performance season. Its vibrant, annual Nutcracker Fantasy is the single largest cultural attraction in the Upper Midwest.

The 1970s marked the development of several organizations in the state which promote the work of independent artists. The Minnesota Composers Forum, the Minnesota Independent Choreographers Alliance and the Playwrights' Center all offer unparalleled opportunities for individual artists to create and perform their works.

In January 1883 the Minneapolis Society of Fine Arts was formed and in November of that year its first successful exhibition was held. Two patrons have left their imprint on the artistic life of the community — William Watts Folwell, first president of the University of Minnesota and Thomas Barlow Walker, businessman and timber baron, founder of the Walker Foundation and the Walker Art Center. In 1886 the Minneapolis School of Art was opened and in 1915 the school moved to its present location as part of the Minneapolis Institute of Arts' complex. The University Gal-

lery was established in 1933 and in Duluth the collection of the Tweed family was given to the University of Minnesota to establish the Tweed Museum. While private collections were the basis for establishing many museums, in the 1970's the reuse of old buildings was an impetus for the establishment of art centers in many parts of the state. The Minnesota Museum of Arts specializing in American and Asian art and photography is located in the graceful old federal court building in downtown St. Paul now known as the Landmark Center. In Moorhead, the Plains Art Museum is housed in a former post office, the Owatonna Art Center is in a former state school and the former Duluth Depot now houses the St. Louis County Heritage and Arts Center.

Among the well known in the history of Minnesota art are Peter Rindisbacher, George Catlin, Seth Eastman, John Rowson Smith, John Bovard, J.D. Larpenteur, Peter Gui Clausen, Frank Bass, Gilbert Munger, Charles (Carl) Guthertz, Alexis Fournier, Robert Koehler, Elizabeth Olds, Cameron Booth and Adolf Arthur Dehn. Sculptors include Peter Winnen, Jakob H.F. Fjelde, Daniel Chester French, Paul Manship and John B. Flannagan. Architects who have contributed to the state's visual environment include Robert Spencer Alden, Cass Gilbert, A.F. Knight, Franklin Bidwell Long, Leroy Buffington, E.P. Bassford, Frank Lloyd Wright, and Phillip Johnson.

The arts in Minnesota are supported primarily through earned income and private, philanthropic contributions. Since 1965 public money has supported the arts through the National Endowment for the Arts and the Minnesota State Arts Board. In 1976 Regional Arts Councils were created to serve each of the state's development regions. The Arts Endowment, Arts Board and Regional Arts Councils offer a variety of grants programs to ensure that the arts are accessible to as many members of the public as possible. Further, this partnership of private and public support makes Minnesota unique in its support of arts organizations and artists and will result in continuing the tradition of the arts in this state.

Holding both a central position in celebrating the arts and humanities, and standing out as the country's leading public radio network is Minnesota Public Radio. Supported by the people of the region, this innovative radio network contributes its programs nationally, among them Garrison Keillor's widely acclaimed Prairie Home Companion Show.

Important museums serving the Upper Midwest and located in the Twin Cities are the Bell Museum of Natural History, the Minnesota Historical Society, the American Swedish Institute, the National History Museum and Planetarium of the Minneapolis Public Library, the Science Museum of Minnesota and its Wm. L McKnight 3M Omnitheater, the U of M Landscape Arboretum and the Como Zoo and Conservatory.

Two major arts information centers serve Minnesota: *The Arts Resource and Information Center* 612/870-3131, at the Minneapolis Institute of Arts, which maintains up-to-date information on arts activities and services throughout the state; and *Tickets-To-Go*, a metro-area ticketing service located in the IDS center in downtown Minneapolis 612/333-0159.

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 8,000,000 travelers spent \$2,002,000,000 in Minnesota in 1980. The tourist-travel industry provides a substantial contribution to Minnesota's economy and generates an estimated \$160 million in state tax receipts. Approximately 45% to 50% of all tourism dollars spent in Minnesota are spent by residents.

Minnesotans are outdoor people and at least half of them customarily vacation within their own state. In summer, campers and cars towing boats travel to northern lakes for swimming, boating, fishing, hiking, camping and canoeing, an exodus in-

volved 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 deer 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 close to a million and a half 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.

Minnesotans and their friends are dancers too, with 10% of all U.S. public ballrooms in the Twin Cities area, and more throughout the state. Ballroom dance clubs are joined by ethnic and folk dance clubs, and even the world's record longest chorus line.

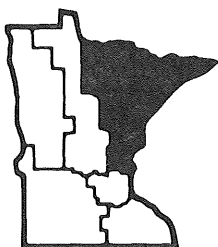
The newly opened Minnesota Zoological Garden is a 500 acre environmental, education, conservation, research and education center of national scope. The zoo provides unsurpassed animal management through special care for animal privacy to encourage normal breeding and rearing of animals. The \$30 million complex is four zoos in one, featuring a Northern Trek with elevated monorail, a Tropical Exhibit of 1½ acres of jungle plants, waterfalls, streams and ravines under one free standing

roof for year round visiting, a Children's Zoo with live animal contact and a Minnesota Exhibit. There are simulated animal habitats for 60 types of mammals, 120 types of birds, 30 types of reptiles, 75 types of fish and 24 types of assorted amphibians and invertebrates. A 35 channel television network allows visitors and researchers to observe undisturbed animals in their natural habitats. Special emphasis is given to preserving and breeding endangered species.

EXPLORE
Minnesota ©MTD

MINNESOTA TRAVEL INFORMATION CENTER
 OUTSIDE MINNESOTA, 1-800-328-1461.
 IN MINNESOTA, 1-800-652-9747.
 IN TWIN CITIES, 296-5029.

Minnesota Arts, Attractions and Recreation Guide



Arrowhead

**Minnesota Arrowhead Association, (218) 722-0874
 734 E. Superior, Duluth, MN 55802**

Two worlds meet in Minnesota's Arrowhead. The world's largest inland port, one of the 10 busiest ports in the U.S. and the busiest port on the Great Lakes, plays host to ships from Adan to Zaire in Duluth's urban center. Within only a few hours drive is America's only wilderness canoe area, The Boundary Waters Canoe Area.

Enjoy fine dining at ethnic and luxurious restaurants, a full range of cultural and fine arts activities, and all the benefits of modern civilization. Or head for the rugged, wild land of moose, bear, wolves and eagles; of rivers rushing and falling out of thick forests and virgin stands of white pine; of deep, clear lakes hiding quietly in the woods, home to walleye, northern, muskie, salmon, trout, bass and panfish.

The Arrowhead region covers 11 of some of Minnesota's largest counties (Aitkin, Carlton, Chisago, Cook, Isanti, Itasca, Kanabec, Koochiching, Lake, Pine and St. Louis), from the northern Canadian border to the St. Croix River valley, just north of the Twin Cities. Venture deep into the scenic wilderness of the Boundary Waters Canoe Area, Chippewa and Superior National Forests and Voyageurs National Park. Visit the St. Louis County Heritage and Arts Center in Duluth's classic 1892 French Norman railroad depot. Explore the rugged North Shore coastline of Lake Superior or travel to the depths of an iron ore mine. Paddle your way down rivers of history, or watch ocean freighters from around the world pass under Duluth's aerial fish bridge. Fish one or several of the 4,000 Arrowhead lakes, or 2,000 rivers and streams.

Arts — Performing

Arrowhead Regional Theatre: The most extensive community theater season in NE Minnesota, excluding the Duluth metro area, a fully-staged opera is just one production; season runs Oct-May. Contact: 1515 E. Twenty-fifth St., Hibbing, MN 55746, 218/262-6700.

Duluth Ballet Company: Only ballet company north of the Twin Cities, housed at the Depot Arts Museum; concerts throughout year; *Nutcracker*; adults \$9 & \$11, children \$6; spring, adults \$5, children \$2.50. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/722-2314.

Duluth Playhouse: Celebrates its seventieth anniversary producing nine plays this season; T-S 8 pm, Su 2 pm; adults \$5, students \$3.50; group tours. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/722-0349.

Duluth-Superior Symphony: Professional symphony orchestra serving northern Minnesota, Wisconsin, Michigan; season runs Jan-May & Sep-Nov; adults \$7-14, children \$2 off adult price; group rates. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/727-7429.

Grand Rapids Players: Grand Rapids area community theater, presents a major musical each fall, plus spring and summer productions; adults \$4-\$6, children/seniors \$2-3; musical at Reif

Performing Arts Center, Grand Rapids High School; other productions at Davies Theater, Itasca Community College. Contact: P.O. Box 26, Grand Rapids, MN 55744, 218/326-2607.

Grand Rapids Showboat: Variety show on the banks of the Mississippi patterned after old-time showboats that brought entertainment to small villages along the river; performances last three weekends in July, begin at 9 pm when the boat comes around the bend of the river; adults \$2.50, children \$.50. Contact: Box 321, Sixteenth Ave. W. and Third St., Grand Rapids, MN 55744, 218/326-3491.

Orpheum Café: Satirical comedy revues, coffeehouse concerts; W-S 7 pm-1 am. Contact: 201 E. Superior St., Duluth, MN 55802, 218/722-3083.

Two Harbors Theatre in the Park: Two different melodramas for four consecutive weekends in July & Aug in an outdoor amphitheater; 7 pm; donations for the food shelf. Contact: Community Education, Two Harbors High School, Two Harbors, MN 55616, 218/834-5524.

UMD Summer Repertory Theatre: Largest summer theater in northern Minnesota producing five shows a summer — two musicals and three comedies that revolve each night from Jul 5-Aug 20; perform W-Su; adults \$4.50, seniors \$3.50; children under 12 \$2; group rates and tours. Contact: U of M Duluth, 2400 Oakland Ave., Duluth, MN 55812, 218/726-8561.

Arts — Visual

The Depot, Saint Louis County Heritage and Arts Center: Relive Duluth's vintage years, stroll the streets of a 1910 village, explore the antique trains, ride the trolley, enjoy four levels of exciting historical and contemporary exhibition; Memorial Day-Labor Day, M-S 10 am-5 pm; winter, M-S 10 am-5 pm, Su 12-5 pm; adults \$3, Seniors \$2.50, Juniors \$1.50, children under 6 free; group rates and tours. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/727-8025.

Duluth Art Institute: Contemporary artwork by local, regional and sometimes nationally known artists, fully equipped studios for weaving, ceramics, photography; housed in Depot; M-Su 10 am-5 pm, fall & winter, Su 1-5 pm; adults \$3, seniors \$2.50, children \$1.50. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/727-8013.

Iron Range Artspace Third Floor Gallery: A group of professional artists offering unequalled fine visual arts viewing on the Iron Range, renovated building once housed a curling club, hockey rink and shirt factory; M-F 8 am-6 pm; group tours. Contact: Northland Office Center, 301 First St. S., Virginia, MN 55792, 218/749-5690 or 744-4533.

Made in the Shade — American Handicrafts: Unique shop/gallery carrying a wide variety of fine quality crafts made by American artisans; M-S 9:30 am-5 pm summer, early fall and Su 12-4 pm; Christmas season, 12-4 pm and M-F until 8 pm. Contact: 325 W. Superior St., Duluth, MN 55802, 218/722-1929.

Tweed Gallery: Located in the heart of UMD campus, six galleries for exhibition of permanent collections, traveling exhibitions and works by faculty, students and local artists; year-round T-F 8 am-4:30 pm, S & Su 2-5 pm; closed M and major holidays; group tours with advance notice. Contact: U of M Duluth, Duluth, MN 55812, 218/726-8222.

Attractions

Alworth Planetarium: Each month the Marshall W. Alworth Planetarium offers a chance to learn about and experience a different celestial marvel of our amazing universe; open year round; public showings W 7 pm; group tours. Contact: University of Minnesota-Duluth, Duluth, MN 55812, 218/726-7129.

Canal Park Marine Museum: The most visited marine museum on the Great Lakes operated by the U.S. Army Corps of Engineers with exhibits and programs on upper lakes commercial shipping, Duluth ship canal and aerial bridge; May 1-Sep 5, 10 am-9 pm; Spring/Fall, 10 am-6 pm; Dec 1-Apr 30, F-Su 10 am-4:30 pm; group tours. Contact: Duluth, MN 55802, 218/727-2497.

Chisholm Museum: Children's museum; M-S 10 am-5 pm, Su 1-5 pm; adults \$3, under 6 free; group rates and tours. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/722-8563.

Duluth-Superior Excursions: Two-hour narrated tours of Duluth-Superior Harbor; also Lake Superior fish boils and dinner cruises; May 1-mid-Oct, 9:30 am-7:30 pm; adults \$6, children \$2.50; group rates. Contact: Fifth Ave. W. and Waterfront, Duluth, MN 55802, 218/722-6218.

Esko Historical Society: Finnish history; Jun-Aug, Su 1-5 pm. Contact: Ray Mattinen, 5 Elizabeth Ave., Esko, MN 55733, 218/879-4400.

First Settlers Museum: Hundreds of photographs of the town that moved, original ore samples from mines of Hull-Rust Mahoning Mine, birthplace of the Greyhound Bus; Oct-May 31, T & W 9 am-4 pm; Jun-Sep 30, M-F 8:30 am-4:30 pm; summer bus tours daily 12:30 pm; tours \$4 (call 218/262-3895 for reservations). Contact: Twenty-first St. and Fourth Ave., Hibbing City Hall, Hibbing, MN 55746, 218/262-3486.

Glensheen Mansion: A 7.6-acre historic site operated by the University of Minnesota; a unique estate, intact and reflects an elegant way of life that existed in Duluth at the turn of the century; mid-May-mid-Oct, daily except W, 9 am-5 pm (last tour at 3 pm); mid-Oct-mid-May, M-F except W tours at 1 and 2 pm; S & Su tours 1-3 pm; summer, adults \$4.50, seniors \$3.50, children \$2.25; winter adults \$4, seniors \$3, children \$2; group rates for schools and seniors. Contact: 3300 London Rd., Duluth, MN 55804, 218/724-8864.

Grandma's Marathon: One of the Midwest's most popular races that draws World Class runners and thousands of spectators to the region. This exciting event is held annually in June. Its 26.2 mile course runs along the scenic North Shore of Lake Superior. For additional information on the race write Grandma's Marathon, P.O. Box 6234, Duluth, MN 55806.

Grand Portage National Monument: Indian artifacts, fur trade artifacts and history, reconstructed Northwest Company Fur Trading Depot; mid-May-mid-Oct, 8 am-6:30 pm; Information Center open mid-Jun-Labor Day, 8 am-5 pm; group tours. Contact: P.O. Box 666, Grand Marais, MN 55604, 18/387-2788.

Hibbing First Settlers Associations: City history, Hull-Rust Mine Interpretive Center; Jun-Sep, M-F 9 am-4:30 pm; Oct-May, W 9 am-4 pm; group rates. Contact: City Hall, Twenty-first St. and Fourth Ave., Hibbing, MN 55746, 218/262-3486.

Hinckley Fire Museum: Restored 1894 St. Paul and Duluth Railroad Depot housing artifacts and stories from the Great Hinckley Fire of 1894, a firestorm that devastated six towns in east central Minnesota, causing the end of the lumbering industry in the area and the growth of agriculture; May-Oct, 10 am-5 pm; adults \$1.50, 12 and under free w/adult; group tours. Contact: 106 Old Hwy. 61, Hinckley, MN 55037, 612/384-7338.

Hockey Hall of Fame: Official United States Hockey Hall of Fame honoring Americans who have significantly contributed to hockey in the U.S. as players, coaches and administrators; areas also devoted to high school, amateur, college, professional, and international hockey; winter, M-S 9 am-5 pm, Su 12-5 pm; Jun 15-Labor Day, M-S 9 am-8 pm, Su 10 am-8 pm; family \$3.75, adults \$1.75, juniors \$1, children \$.75; group rates and tours. Contact: P.O. Box 657, Hat Trick Ave., Eveleth, MN 55734, 218/744-5167.

Hull-Rust Mahoning Mine: World's largest open pit iron ore mine, a National Historic Landmark; mid-May-Oct, 9 am-5 pm; Jun-Aug, until 7 pm; group tours. Contact: Hwy. 169, Hibbing, MN 55746, 218/262-3895.

Iron Range Interpretative Center: Tells the exciting story of the iron mining regions of Minnesota and highlights the ethnic culture and heritage of the many nations that contributed to the unique character of the area; winter, 9 am-5 pm; Memorial Day-Labor Day, 9 am-9 pm; adults \$1.50, children \$.50; group rates and tours. Contact: Box 392, Chisholm, MN 55719, 218/254-3323.

Iron Range Resources — Hill Annex Mine Tour: One of the largest natural iron ore mines in the U.S.; on the trip to the bottom see huge mining equipment, conveyor system, loading packet and underground mine shaft; from atop the ore stockpile, enjoy a fantastic view of the mine below and the surrounding territory; unparalleled man-made scenic beauty; special group tours by reservation Apr 15-Nov 1; regular tours Memorial Day-Sep 30; tourist center, M-Su 9 am-6 pm; tours at 10 am, 12 pm, 2 pm, and 4 pm; adults \$1.50, seniors \$1.25, children \$.75, 6 and under free; group rates. Contact: Hwy. 169, P.O. Box 376, Calumet, MN 55716, 218/247-7215.

Lake Superior Museum of Transportation: Railroad equipment and history, Williams Crooks (first locomotive in MN); M-S 10 am-5 pm, Su 1-5 pm; adults \$3, children \$1.50; group rates and tours. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/727-0687.

Minnesota Museum of Mining: Contains the largest amount of mining artifacts in the world; May 15-Oct 1; \$1, under five free; group tours. Contact: Memorial Park, P.O. Box 271, Chisholm, MN 55719, 218/254-5543.

Paulucci Planetarium Presents multimedia programs on astronomy, space exploration, area orientation, and environmental interpretation using a 40-foot-diameter tilted-dome screen, a star projector, and a wide variety of audio visual effects; open Jun-Aug; multi-media shows 2, 4 & 7 pm, telescope observing M 9 pm; Sep-May, multi-media shows F 7 pm, S 2 & 7 pm, Su 2

pm; current sky shows (w/telescope observation) M 8 pm; family \$4.50, adults \$1.50, students \$1.25, children/seniors \$1; group rates, tours and showings. Contact: 1515 E. Twenty-fifth St, Hibbing, MN 55746, 218/262-6720.

Seasons of Yesteryear Pioneer Museum: A living museum containing northeastern Minnesota's largest collection of pioneer artifacts displayed in authentic buildings from its pioneer era, with demonstrations and displays depicting every aspect of pioneer life; Memorial Day-Oct 31, 10 am-8 pm; adults \$3, children \$1.50; group rates and tours. Contact: Rt. 1, Box 214, Hwy. 133, Meadowlands, MN 55765, 218/427-2743.

Tower-Soudan Historical Society: Local history, railroad equipment; Memorial Day-Labor Day, 11 am-4 pm. Contact: Train Coach, Tower, MN 55790, 218/753-4343.

Vermillion Interpretive Center: Local history, mining history, Indian artifacts; M-S 10 am-4 pm, Su 1-4 pm; group tours. Contact: 1900 E. Camp St., Ely, MN 55731, 218/365-3256.

County Historical Societies

Aitkin County Historical Society: History and artifacts of Aitkin County and its residents; W & S 1-5 pm; also by appointment. Contact: 20 Pacific St. SW, Aitkin, MN 56431, 218/927-3104.

Carlton County Historical Society: County history; Sep 4-May 30, W-F 12-4 pm; group tours. Contact: Garfield Community Center, Fourteenth St. and Carlton Ave., Cloquet, MN 55720, 218/879-1938.

Chisago County Historical Society: Taylors Falls, MN 55084, 612/257-5232 Hours: During county fair & by appointment.

Cook County Historical Society: County history, 1896 lighthouse keepers' residence; Jun-Sep, M-S 1-5 pm. Contact: Lightkeepers House, Grand Marais, MN 55604, 218/387-1678.

Isanti County Historical Society: West Riverside School Museum at Cambridge, history of county at Braham; open by appointment. Contact: Cherry St. and Central Dr., Braham, MN 55006, 612/396-3957.

Itasca County Historical Society: P.O. Box 664, Grand Rapids, MN 55744, 218/326-6764. Museum closed during renovation of building.

Kanabec County Historical Society: History of county; M-F 9 am-5 pm, S & Su 12-5 pm; adults \$1, children under fourteen free; group rates and tours. Contact: Forest Ave., Mora, MN 55051, 612/679-1665.

Koochiching County Historical Society: County history, located in Smokey Bear Park, Int'l Falls; Memorial Day-Labor Day, M-S 10 am-4 pm, Su 2-5 pm; adults \$.50, children \$.25; group rates and tours. Contact: Box 1147, International Falls, MN 56649, 218/283-4316.

Lake County Historical Society: County history, railroad locomotives on display; May-Oct, M-S 9 am-4 pm, Su 1-4 pm; group tours. Contact: Depot Museum, Two Harbors, MN 55616, 218/834-4898.

Pine County Historical Society: County history; May-Sep, T-Su 1-4 pm. Contact: R.R. 1, Box 168, Sandstone, MN 55704, 612/245-2574.

St. Louis County Historical Society: Eastman Johnson paintings, county history; M-S 10 am-5 pm, Su 1-5 pm; \$2.50; group rates and tours. Contact: 506 W. Michigan St., Duluth, MN 55802, 218/722-8011.

Historic Sites — Minnesota Historical Society

Forest History Center: Authentically reconstructed turn-of-the-century logging camp with fire tower and ranger's cabin. A modern interpretive center tells of human life in the forests of Minnesota from prehistoric times to the present. Daily demonstrations and weekly special programs are presented with living history interpreters; May 15-Oct 15, 10 am-5 pm; Oct 16-May 14, 12-4 pm; also by appointment; adults \$1.50, children 25¢; group tours. Contact: 2609 Co. Rd. 76, Grand Rapids, MN 55744, 218/327-1782.

Grand Mound Interpretive Center: The largest of prehistoric Indian burial mounds in Minnesota lies at the junction of the Rainy and the Big Fork rivers. Built by the Laurel culture, a Middle Woodland people who lived in the upper Great Lakes latitudes from 200 B.C. to A.D. 800. A modern interpretive center tells the story of prehistoric Indian life in northern Minnesota; May 1-Sep 15, 10 am-5 pm; Sep 16-Apr 30, S & Su 10 am-4 pm; also by appointment; admission free; group tours. Contact: Hwy. 11, R.R. 3, Box 523, Loman, MN 56654, 218/279-3332.

North West Company Fur Post: Authentically reconstructed six-room stockaded wintering post built by a fur trader and a small crew of voyageurs, who in 1804-05 canoed up the Snake River to trade with the Chippewa Indians on behalf of the British North West Company. Off I-35 at Pine City exit, 1½ miles west on Pine Co. Hwy 7. May 1-Oct 15, 9:30 am-4:30 pm; Apr, May & Oct by reservation; group tours. Contact Rt. 2, Box 62B, Pine City, MN 55063, 612/629-6356.

Split Rock Lighthouse: Born out of the infamous November gale of 1905 that wreaked havoc on the great ships of the booming iron ore industry, this isolated landmark on a harsh promontory overlooking Lake Superior was commissioned in 1910. On U.S. Hwy. 61, 18 miles northeast of Two Harbors. Contact Split Rock Lighthouse State Park, Star Rt., Box 125, Two Harbors, MN 56616, 218/226-4372.

W. H. C. Folsom House: Overlooking the scenic St. Croix River Valley, a rare Minnesota example of the Greek Revival architecture built in 1855 by Folsom, an enterprising Maine lumberman, with 300 acres of landscaped grounds that include a garden of native Minnesota wild flowers. Memorial Day-Oct 15, 1-4 pm; adults \$1.50, children 50¢, under 6 free; group rates and tours. Contact: Folsom House, Government Road, Taylors Falls, MN 55084, 612/465-3125.

State Forest Campgrounds

State Forest campgrounds are of the primitive type designed to furnish only the basic needs of individuals who camp for the enjoyment of the outdoors. Each campsite consists of a cleared area, fireplace and table. In addition, pit toilets, garbage cans and drinking water from a hand pump may be provided. Some campgrounds charge a \$5.00 fee per night per campsite. The honor system is used. A number of campgrounds are on canoe routes.

Big Fork State Forest

Harrison Landing Campground — from Wirt take Co. Rd. 29 E. 2 mi. to Co. Rd. 14; continue E. 2½ mi. (on Big Fork River). 218/835-6684. 2 campsites, dirt boat ramp, fishing, canoe route. Forester, Blackduck, MN 56630.

Long Lake Campground — from Talmoon take State Hwy. 6 N. 6 mi. 218/246-8343. 9 campsites, camp fee, 3 picnic sites, concrete boat ramp, fishing. Forester, Deer River, MN 56636.

Birch Lakes State Forest

Birch Lake Campground — from Melrose take Co. Rd. 13 N. 5½ mi. to Co. Rd. 17; turn right (E.) 1½ mi.; turn left (N.) 2 mi.; turn right (E.) on Forest Rd. 612/689-2832. 22 campsites, camp fee, 8 picnic sites, swimming, concrete boat ramp, fishing, 2 mi. hiking trail. Forester, Cambridge, MN 55008.

Bowstring State Forest

Cottonwood Lake Campground — from Deer River take State Hwy. 6 N. 4 mi. to Co. Rd. 19. Turn right (E.) 3 mi.; turn left (N.) 1½ mi.; turn right (E.) 1½ mi.; turn left (N.) and follow signs about 1 mi. 218/246-8343. 15 campsites, no fee, 2 picnic sites, swimming, concrete boat ramp, fishing. Forester, Box 157, Deer River, MN 56636.

Jim's Point Canoe Site — about 2½ mi. via Mississippi River from Little Winnibigoshish Lake. (No road access.) 218/246-8343. 2 campsites on canoe route. Forester, Box 157, Deer River, MN 56636.

Chengwatana State Forest

Snake River Campground — from Pine City take Co. Rd. 8 & 118 E. 9 mi. and N. ½ mi. 218/485-4474. 26 campsites, camp fee, on canoe route, fishing, hiking and horse trails. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

Cloquet Valley State Forest

Cedar Bay Campground — from Brimson take Co. Rd. 52 E. 1¼ mi. to Co. Rd. 44; turn right (S.) 5 mi. to Bear Lk. Forest Rd.; turn right (W.) 4½ mi., turn left (E.) ¾ mi. (on Bear Lk.). 218/723-4669. 17 campsites, camp fee, 6 picnic sites, swimming, concrete boat ramp, fishing, canoe route, 1 mi. hiking trail. Forester, 6163 Rice Lake Road, Duluth, MN 55803.

Dr. Barney's Landing Campground — from Duluth 17 mi. N. on Co. Rd. R and 4 mi. E. on Carrall Trail. 218/723-4669. 4 campsites, boat access, canoe route, fishing. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

Indian Lake Campground — from Wales take Co. Rd. 55 W. 5½ mi. to Co. Rd. 44; turn right

(N.) 1 mi. (on Cloquet River). 218/723-4669. 9 campsites, camp fee, 8 picnic sites, swimming, concrete boat ramp, fishing. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

Whiteface River Campground — from Biwabik take Co. Rd. 4 S. 17 mi. (boat access on Whiteface Reservoir). 218/723-4669. 6 campsites, 3 picnic sites, fishing. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

D.A.R. State Forest

D.A.R. Campground — from Askov take State Hwy. 23 N.E. 2 mi. (not on lake or river). 218/485-447. 5 campsites, 3 picnic sites, no fee. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

Finland State Forest

Eckbeck Campground — from Finland take State Hwy. 1 S. 3 mi. (on Baptism River). 218/723-4669. 35 campsites, camp fee, fishing. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

Finland Campground — from Finland take Co. Rd. 6 E. ¼ mi. (on Baptism River). 218/723-4669. 19 campsites, camp fee, 10 picnic sites, fishing. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

Rocky Shores Campground — from Two Harbors take Co. Rd. 2 N. 40 mi. 218/723-4669. 4 campsites, fishing, boat ramp. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

Sullivan Lake Campground — from Two Harbors take Co. Rd. 2 N. 36 mi. to Co. Rd. 15; turn left (W.) ½ mi.; turn left (S.) about ½ mi. 218/723-4669. 10 campsites, 2 picnic sites, camp fee, fishing, boat ramp, 1½ mi. hiking trail. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

General C. C. Andrews State Forest

Willow River Campground — in Village of Willow River take N. St. E. to service road of Int. Hwy. 35; turn left (N.) ½ mi. (on Willow River Flowage). 218/485-4474. 32 campsites, camp fee, 1 picnic site, boat ramp, fishing. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

Geo. Washington State Forest

Bear Lake Campground — from Nashwauk take State Hwy. 65 N. 23 mi. to Co. Rd. 52 (Venning Rd.); turn left (W.) 2 mi.; turn left (S.) 2½ mi. 218/263-6405. 28 campsites, camp fee, swimming, boat ramp, fishing, 2 hiking trails. Forester, 1208 E. Howard, Hibbing, MN 55746.

Beatrice Lake Campground — from Hibbing take Hwy. 169 N. 5 mi., Co. Rd. 5 N. 17 mi. W. 3½ mi. 218/254-2411. 25 campsites, camp fee, boat access, fishing. Park Manager, Star Rt. 2, Hibbing, MN 55746.

Button Box Lake Campground — from Togo take State Hwy. 1 W. 4½ mi. to ranger station. turn right (N.W.) 4 mi. 218/246-8343. 12 campsites, camp fee, 3 picnic sites, concrete boat ramp, fishing. Forester, Deer River, MN 56636.

Larson Lake Campground — from Effie take State Hwy. 1 E. 11 mi. to Bass Lk. Rd.; turn right (S.) about 1½ mi. to jct. (½ mi. S. of Bass Lake); turn right (W.) 1 mi. 218/246-8343. 6 campsites, camp fee, 2 picnic sites, concrete boat ramp, fishing. Forester, Deer River, MN 56636.

Lost Lake Campground — from Bigfork take Scenic Hwy. (Co. Rd. 7) S.E. 10 mi. to Co. Rd. 340; turn left (E.) about 7 mi. to ranger station; turn left (N.) across from ranger station and follow signs 3½ mi. 218/263-6405. 20 campsites, camp fee, swimming, concrete boat ramp, fishing. Forester, 1208 E. Howard, Hibbing, MN 55746.

Owen Lake Campground — from Bigfork take Scenic Hwy. (Co. Rd. 7) S.E. 10 mi. to Co. Rd. 340, turn left (E.) 7 mi. to ranger station, turn left (N.) across from ranger station and follow signs 3½ mi. 218/263-6405. 26 campsites, 2 hiking trails, camp fee, swimming, boat ramp, fishing. Forester, 1208 E. Howard, Hibbing, MN 55746.

Thistledeew Lake Campground — from Togo take Hwy. 1 W. 4½ mi. to ranger station, turn left (S.) 2 mi. 218/246-8343. 20 campsites, camp fee, 9 picnic sites, swimming, concrete boat ramp, fishing. Forester, Deer River, MN 56636.

Kabetogama State Forest

Ash River Campground — from Orr take U.S. Hwy. 53 N. 26 mi. to Ash River Rd. (Co. Rd. 765); turn right (E.) 9 mi. 218/757-3274. 9 campsites, camp fee, 2 picnic sites, concrete boat ramp, fishing. Forester, Orr, MN 55771.

Hinsdale Island Campground — from Cook take Co. Rd. 24 N. to Co. Rd. 78; turn right (E.) 6

mi. to Co. Rd. 540; continue E. about 2 mi. to public access (accessible only by boat) (in Vermilion Lake). 218/757-3274. 11 campsites, fishing, boat access. Forester, Orr, MN 55771.

Wakemup Bay Campground — from Cook take Co. Rd. 24 N. 2½ mi. to Co. Rd. 78; turn right (E.) 3 mi.; left (N.) 1 mi. (on Lake Vermilion). 218/757-3274. 21 campsites, camp fee, 2 picnic sites, fishing, swimming change houses, boat ramp. Forester, Orr, MN 55771.

Woodenfrog Campground — from Orr take U.S. Hwy. 53 N. 30 mi. to Co. Rd. 122 (Gamma Rd.); turn right (N.) and follow signs about 6 mi. (on Kabetogama Lake). 218/757-3274. 59 campsites, camp fee, 5 picnic sites, swimming, concrete boat ramp. Forester, Orr, MN 55771.

Koochiching State Forest

Johnson Landing Campground — from Big Falls take State Hwy. 6 S. 10 mi.; turn left (E.) and follow signs 1 mi. (on Big Fork River). 218/278-6651. 2 campsites, boat access by portage, fishing, canoe route. Forester, Little Fork, MN 56653.

Nemadji State Forest

Gavert Campground — from Doquette take State Hwy. 23 N.E. 3 mi. to Nickerson; turn right (E.) 2½ mi. to Nett Lake Forest Rd.; turn right (S.) 1½ mi.; turn left (E.) about ½ mi. (on Pickerel Lake). 218/485-4474. 9 campsites, camp fee, 1 picnic site, fishing, boat ramp. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

Sand Dunes State Forest

Ann Lake Campground — from Elk River take State Hwy. 169 N. 9 mi. to Co. Rd. 4 (Zimmerman); turn left (W.) 6 mi.; turn left (S.) and follow signs 1½ mi. 612/689-2832. 26 campsites, camp fee, 7 picnic sites, swimming, fishing. 18 mi. hiking and horse trails. Forester, 915 S. Hwy. 65, Cambridge, MN 55008.

Savanna State Forest

Hay Lake Campground — from Jacobson take State Hwy. 65 S. 2½ mi.; turn left (E.) 3 mi.; turn right (S.) 1 mi. 218/752-3131. 20 campsites, camp fee, group camping available. 10 picnic sites, swimming, boat ramp, fishing, mile hiking trail. Forester, P.O. Box 9, Hill City, MN 55748.

St. Croix State Forest

Boulder Campground — from Sandstone take Co. Rd. 30 E. 17 mi. to Co. Rd. 24; (Duxbury); turn right (S.) 2 mi. to Co. Rd. 25; turn left (E.) 4 mi. to Co. Rd. 173; turn right (S.) ¾ mi. to Tamarack Forest Rd.; turn left (E.) about 5 mi.; (on Rock Lake on hiking & riding trail). 218/485-4474. 16 campsites, camp fee, 6 picnic sites, boat ramp. 21 mi. of hiking and riding trails. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

Tamarack River Equestrian — from Sandstone take Co. Rd. 30 W. 17 mi. then 2 mi. S. on Co. Rd. 24 and 3 mi. E. on Co. Rd. 25, then S. ¾ mi., Tamarack Forest Rd. 4 mi. (on Rock Lake). 218/485-4474. Horse corral, 6 campsites, camp fee, horse trail. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

Not in State Forest

Gambler's Point Landing Campground — from Ball Club 1½ mi. S. on Co. Rd. 18 to bridge. 2 mi. by boat on Mississippi. 218/246-8343. 6 campsites, boat access, fishing. Forester, Deer River, MN 56636.

Moose Lake Campground — from Deer River take State Hwy. 6 N. 4 mi. to Co. Rd. 19; turn right (E.) 5½ mi.; turn left (N.) 1 mi. 218/246-8343. 14 campsites, camp fee, 1 picnic site, swimming, concrete boat ramp. Forester, Deer River, MN 56636.

State Parks — Arrowhead

Banning: Featuring "Hells Gate Rapids," one of the state's most challenging river experiences for canoe or kayak, and the abandoned Banning townsite and quarry renowned for its warm pink sandstone prized by stonecutters as a valuable building material. The part forest, completely burned over in the great Hinckley fire in 1894, and now in its second growth, offers hiking and ski trails that follow the Wild and Scenic Kettle River. (5,877 acres.) Contact: Park Manager, P.O.V, Sandstone, MN 55072, 612/245-2668.

Bear Head Lake: A variety of wildlife roam the forests around Bearhead and Eagles Nest Lakes. Volcanoes, ancient seas and glaciers combined to shape the eby greenstone, giants range granite and rolling hills of this quiet campground hidden deep in Minnesota's northwoods. Some of the

best fishing lakes yield trout, walleye and panfish, and with swimming, camping, hiking, skiing and snowmobiling these modern and rustic campsites offer a family wilderness experience long remembered. (4,375 acres.) Contact: Park Manager, Star Route 2, Box 5700, Ely, MN 55731 218/365-4253.

Cascade River: Thundering, spectacular falls shoot out of the Sawtooth Mountains, squeezing through a twisting narrow gorge and drop 225 feet in a quarter-mile. The largest winter deer yard in Minnesota, the Jonvik deer yard protects deer from cold and wind and also shelters moose, wolves, pine martins, fishers and many other animals. Camping, hiking, berry picking, skiing and fishing available. (2,813 acres.) Contact Park Manager, E. Star Route, Box 450, Lutsen, MN 55612, 218/387-1543.

Franz Jevne: The western gateway to the border lakes and the Rainy River, this park features outstanding fishing and rustic camping. (118 acres.) Contact: Park Ranger, Birchdale Forestry, Rte. 3, Box 201, Birchdale, MN 56629 (no phone).

George H. Crosby Manitou: In Minnesota's North Shore highlands the wild Manitou River cascades through a rugged river valley to Lake Superior, and park trails lead hikers and backpackers into habitats of black bears and timber wolves. (3,400 acres.) Contact: Park Ranger, Box 482, Finland, MN 55603, (no phone).

Gooseberry Falls: Water tumbles over five waterfalls; the Upper Falls drops 30 feet into a pool, glides to the two-tiered Lower Falls, plunges 60 feet into the last pool, and meanders on to Lake Superior. The park's forests offer five hiking trails, a deer yard, herring gull nesting colonies, 146 species of birds, 46 species of animals, and ten species of reptiles. (1,662 acres.) Contact: Park Ranger, E. Star Route, Box 104, Two Harbors, MN 56616, 612/834-3855.

Interstate: On the Wild and Scenic St. Croix, about 55 miles northeast of the Twin Cities and on the southern edge of Taylors Falls. One of the oldest parks in Minnesota, and on the first river in the nation designated as a Wild and Scenic River, the park offers trails, boating and fishing, picnic and campgrounds, historic and natural points of interest, and known as one of the best rock climbing areas in Minnesota. (293 acres.) Contact: Park Ranger, Box 254, Taylors Falls, MN 55084, 612/465-5711.

Jay Cooke: Water has carved massive rock and steep valleys in the beautiful hardwood forests of the St. Louis River dells. An all season park, it delights visitors with camping and hiking in summer, beautiful viewing and animal and bird watching in spring and fall, and a challenging array of winter activities. (8,813 acres.) Contact: Park Ranger, 500 E. Hwy 210, Carlton, MN 55718, 218/384-4610.

Judge C. R. Magney: On the Boise-Brulé River, 2/3 of the river mysteriously disappears into the Devils Kettle as it plunges over the 70 foot waterfall. Its trails reveal a variety of birds and animals and a rugged view of the true northern forest. (4,514 acres.) Contact: Park Ranger, Grand Marais, MN 55604, 218/387-2929.

McCarthy Beach: Sturgeon Lake's sandy beach and a chain of five clear lakes offer swimming and fishing for trout, walleye, northern pike, bass and panfish. Boat rental and access are available as well as trails along ridge tops of the park's moraines, and abundant wildlife watching. Two men named Hibbing and Trimble started the first sawmill at the nearby townsite of Hibbing where once giant red and white pines reached as far as the eye could see. (2,566 acres.) Contact: Park Ranger, Star Route 2, Box 341, Hibbing, MN 55746, 218/254-2411.

Moose Lake: Uncrowded, hilltop camping catches breezes from Echo Lake for mosquito-free picnicking. Trails over rolling hills, boat rentals, and a spring-fed swimming area provide summer refreshment less than a minute from a major interstate highway (I-35). (965 acres.) Contact: Park Ranger, 1000 County 137, Moose Lake, MN 55767, 218/485-4059.

Savanna Portage: Site of a grueling 5-day portage for the voyageurs linking the St. Louis River watershed with the Upper Mississippi River, visitors can now hike an 8 mile trail marking their route. Also available are two fishing lakes offering swimming and boating. (15,818 acres.) Contact: Park Ranger, Rt. 3, Box 326, McGregor, MN 55760, 218/426-3271.

Scenic: Magnificent stands of virgin red and white pine thrill visitors to the shores of Coon and Sandwick Lakes where fishing, boating and swimming also await to refresh visitors. Year-round electrified campsites vary with backpacking campsites accessible only by trail or canoe. (2922 acres.) Contact: Park Ranger, Bigfork, MN 56628, 218/743-3362.

Split Rock Lighthouse: Under development, with a planned walk-in campground, this Lake Superior park is home to the Minnesota Historical Society's Split Rock Lighthouse, built in

1909-10 after a couple of tragic shipwrecks. Historic mine and fishing sites join spectacular vistas, trails, picnic areas and some of the best fishing on the North Shore to entice visitors. (2,042 acres.) Contact: Park Ranger, E. Star Route, Box 104, Two Harbors, MN 55616, 218/226-3065.

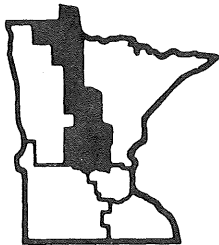
St. Croix: Largest of Minnesota's state parks, it has 127 miles of trails for horseback riders, snowmobilers, hikers and skiers; three large family campgrounds; canoeing and fishing on the confluence of the Kettle and St. Croix Rivers; three camps with barracks, lodges, and dining halls for groups up to 150; canoe and bike rental; and rippling trout streams. (34,037 acres.) Contact: Park Ranger, Rt. 3, Box 174, Hinckley, MN 55037, 612/384-6591.

Temperance River: Camp on the shore where the waves lull you to sleep. Hike by the potholes, cauldrons, and cascades of the tumultuous Temperance River gorge. Try your luck casting for the elusive steelhead. (133 acres.) Contact: Park Ranger, Box 33, Shroeder, MN 55613, 218/663-7476.

Tettegouche: The Baptism River falls 100 feet into the trout pools of this undeveloped park which also includes rugged semi-mountainous terrain, four remote inland lakes, scenic trails and the rocky shoreline of Lake Superior. (4,691 acres.) Contact: Park Ranger, Star Route 91B, Silver Bay, MN 55614, 218/353-7386.

Tower Soudan: The only underground iron mine tour in the country, visitors descend a half-mile into the earth where temperatures are 52° F year-round, ride a train 3/4 mile, and descend a 32-step spiral staircase to the Montana stope, one of the richest ore deposits in the country. Tours: Memorial Day through Labor Day, school tours in late May. Fees. (1,300 acres.) Contact: Park Ranger, P.O. Box 335, Soudan, MN 55782, 218/753-2245.

Wild River: Excellent year-round canoeing, boating, fishing, and camping area located in the primitive St. Croix River Valley. Available are ski trails and a trail center with equipment rental, excellent horse trails and separate horseriders' campground, and a heated sanitation building. All amid a mixed hardwoods forest and bounding wildlife with eagle and osprey. (6,707 acres.) Contact: Park Ranger, Rt. 1, Box 75, Center City, MN 55012, 612/583-2125.



Heartland

**Minnesota Heartland, Inc., (218) 829-1615
P.O. Box 443, Brainerd, MN 56401**

This is Minnesota country with over 2,500 lakes — some of the biggest walleye lakes anywhere: Mille Lacs, Osakis, Lake of the Woods, Red, Leech, Cass and Winnibigoshish, all teeming with walleyes, muskie, northerns, bass and a great variety of panfish. Heartland also enjoys a great many winter visitors with almost 2,000 miles of snowmobile trails, over 500 miles of groomed cross country trails, and ice fishing villages that sprout on the region's lakes.

Nearly 1,000 popular resorts operated by kindly folks who share local fishing secrets, over 50 golf courses, and many hotels and motels, complete with saunas and gourmet dining, refresh and rejuvenate Heartland's visitors.

In Little Falls, a state park and interpretive center commemorate the home of Charles A. Lindbergh, Jr. who made the first flight across the Atlantic Ocean in his Spirit of St. Louis in 1927. And in Sauk Centre the boyhood home of Sinclair Lewis, first American to win the Nobel Prize for Literature, has been restored and designated a national and state historic site. Follow the compass needle due north for clear skies, pine woods, plenty of history and excellent outdoors recreation in Heartland's 12 counties: Beltrami, Benton, Cass, Crow Wing, Hubbard, Lake of the Woods, Mille Lacs, Morrison, Roseau, Sherburne, Stearns and Todd.

Arts — Performing

Bemidji Community Arts Council: 426 Bemidji Ave., Bemidji, MN 56601, 218/751-7570

County Stearns Theatrical Company: Community theater in the ninth season presenting musicals, mysteries, comedies and dramatic productions, holiday presentation; \$6 for all shows, except Sep-May \$3, musical \$7, children \$5; group rates. Contact: Sandra Ouellete, 22 S. Fifth Ave., St. Cloud, MN 56301, 612/253-8242.

Elk River Community Theater: Community theater designed to involve the surrounding communities with the fine arts; winter season, Mar & Apr; summer season, Jul & Aug; adults \$4, children \$2.50; group rates. Contact: P.O. Box 191, Elk River, MN 55330, 612/441-2220.

Heartland Symphony Orchestra: Semi-professional community ensemble presenting a winter series of three concerts in Brainerd and Little Falls. Contact: Sharon Carlson, 616 Fourth St., Brainerd, MN 56401, 218/828-1581.

Minnesota Center Chorale: Area singers performing choral masterworks of past and present eras in central Minnesota communities and churches; adults \$5, students/seniors \$3, children \$2. Contact: R.R. 2, St. Joseph, MN 56374, 612/363-4467.

The Paul Bunyan Playhouse: The oldest professional summer theater in the state, providing seven plays in nine weeks during the summer at Rutgers Birchmont Lodge; season runs Jun 12-Aug 19, T-Su 8 pm; adults \$6, youths \$4; group rates and tours; all seats reserved. Contact: Birchmont Beach Rd. NE at Rutgers, Bemidji, MN 56601, 218/751-7270 (in season) or 218/751-9192 (off season).

Princeton Drama Workshop: Community theater in eleventh season offering community professional productions, including musicals, children's productions and dinner shows; musicals \$3-\$4.50, dinner theater \$10.50; group rates. Contact: 606 First St., P.O. Box 336, Princeton, MN 55371, 612/389-4226.

The Quite Light Opera Company of Central Minnesota: Community opera company producing Gilbert and Sullivan operas; summer only. Contact: Jim Landwehr, P.O. Box 338, St. Joseph, MN 56374, 612/363-7711.

St. Cloud Community Arts Council: Box 323, St. Cloud, MN 56301, 612/252-2105.

Theatre at the Fort: Outdoor/semi-professional theater, produces five plays during Jul; unlimited seating; F & S 7 pm, Su 3 pm; free with park sticker; group tours. Contact: 802 Pine, Olivia, MN 56277, 612/523-1853.

The Troupe Theatre: Community summer theater, performs at County Stearns. Contact: (summer only) P.O. Box 553, St. Cloud, MN 56302, 612/253-8752.

Arts — Visual

Benedicta Art Center: Major regional theater, auditorium and gallery presenting annual lively arts series Sep-Apr; group tours and rates. Contact: Benedicta Art Center, College of St. Benedict, St. Joseph, MN 56374, 612/363-5921.

Fifth Avenue Gallery: A cooperative gallery showing watercolors, drawings, prints, glass and more representative of St. Cloud area artists; T-S 11 am-5:30 pm; group tours. Contact: 26 Fifth Ave. S., St. Cloud, MN 56301, 612/259-1690.

Indian Room and Art Gallery, Fort Mille Lacs Village: Minnesota's largest publically exhibited private collection of American Indian art and artifacts; daily May-Oct; group tours. Contact: Star Rt., Onamia, MN 56359, 612/532-3651.

North Country Museum of Arts: Houses a permanent collection of seventeenth and eighteenth-century European school paintings, import exhibits from other major museums and galleries, gallery for regional art; May-Sep, T-Su 11 am-5 pm; close M; adults \$1.50, children \$.50; group rates and tours. Contact: Third and Court streets, P.O. Box 328, Park Rapids, MN 56470, 218/732-5237.

Saint Cloud Community Arts Council: Information and ticketing center for arts in the St. Cloud area; seasonal calendar available. Contact: Jon D. Tufte, Box 323, St. Cloud, MN 56302, 612/252-2105.

St. John's Abbey and University: Benedictine monastery renowned for abbey and church design by 20th-century master architect Marcel Breuer, and for Hill Monastic Manuscript Library housing on microfilm more than 20 million pages of hand-written Medieval, Renaissance and early modern documents, some dating from as early as the Third Century B.C. and are available for study by American researchers. Contact: Information Center, St. John's University, Collegeville, MN 56321, 612/363-2011.

Attractions

Assumption Chapel: Built in honor of the Blessed Virgin Mary after the deliverance of the area from grasshoppers in 1877, granite chapel now stands where a tornado demolished the original on June 28, 1894; open for visitation spring-fall, closed winter; group tours. Contact: St. Boniface Catholic Church, 501 Main St., Cold Spring, MN 56320, 612/685-3280.

Christie Home Historical Society: Historic house, city history; Memorial Day-Labor Day, W-Su

1:30-4:30 pm; also by appointment; group tours. Contact: 110 Second Ave. N., Long Prairie, MN 56347, 612/732-3632.

Cuyuna Range Historical Society: History of the area and the Cuyuna iron mining; Jun 12-Sep 3, M-F 10 am-4 pm. Contact: 101 First St. NE, Crosby, MN 56441, 218/546-6178.

Deer Town: A complete family fun entertainment place, an old western town setting with animals, birds, fish, playground, museum, stagecoach rides, picnic area, gifts, food; Memorial Day-Labor Day, M-S 9 am-6 pm, Su 10 am-6 pm; adults \$2.25, seniors \$1.75, children \$1.25; group rates. Contact: Rt. 2, US 71, Park Rapids, MN 56470, 218/732-5135, or 3228.

Evelyn Payne Hatcher Museum of Anthropology: Archaeological and ethnographic museum; M-F 9 am-3:30 pm; group tours. Contact: St. Cloud State University, St. Cloud, MN 56301, 612/255-3021.

Fort Mille Lacs Village: Animal forest, history hall, interesting shops and paddle boats; open May-Oct. Contact: Star Rt., Hwy. 169, Onamia, MN 56359, 612/532-3651.

Military Historical Society of Minnesota: Minnesota military museum; M-Th 8 am-4:30 pm; group tours. Contact: Box 288, Camp Ripley, Little Falls, MN 56345, 612/632-6631.

Old Logging Artifacts and Wildlife Museum: Logging artifacts, local history, wildlife museum; summer, M-F 9 am-5 pm; group tours. Contact: Box 85, Birch St., Cass Lake, MN 56633, 218/335-6778.

Paul Bunyan Amusement Center: Complete amusement center with entertainment on weekends, rides, miniature golf, more; Memorial Day-Labor Day. Contact: P.O. Box 563H, Brainerd, MN 56401, 218/829-6342.

Paynesville Historical Society: Local history, historic house; Memorial Day-Labor Day, W-S 9 am-12 pm, 1-3 pm, Su 1-4 pm; also by appointment; group tours. Contact: 570 River St., Paynesville, MN 56362, 612/243-4433.

Saum School Museum: 1903 log school with original furnishings, 1912 first consolidated school in Minnesota; by appointment only. Contact: Saum, MN 56674, 218/647-8673.

Sinclair Lewis Museum and Interpretive Center: Sinclair Lewis Boyhood Home, exhibits on Sinclair Lewis; Memorial Day-Labor Day, daily 10 am-6 pm; Labor Day-Memorial Day, Interpretive Center only, 9 am-4 pm; also by appointment; Boyhood Home adults \$1.50, children \$.50; group rates and tours. Contact: 194 and Hwy. 71, Sauk Centre, MN 56378, 612/352-5201.

County Historical Societies

Beltrami County Historical Society: John G. Morrison Indian Artifact Collection, animal dioramas, Beltrami County history; May 15-Labor Day, 9 am-9 pm; adults \$1.25, children \$.50; group tours and rates. Contact: Chamber of Commerce, Third and Bemidji Ave., P.O. Box 683, Bemidji, MN 56601, 218/751-3540.

Benton County Historical Society: Benton County history; M-F 8 am-5 pm; also by appointment; group tours. Contact: 218 First St. N., Sauk Rapids, MN 56379, 612/253-9614.

Cass County Historical Society: Cass County history, historic schoolhouse. Contact: Main St., Walker, MN 56484, 218/547-1313.

Crow Wing County Historical Society: Restored sheriff's quarters and old county jail converted into museum, county history; Jun-Aug, T-Su 1-5 pm; Sep-May, T-F 1-5 pm; also by appointment; group tours. Contact: 320 Laurel St., Brainerd, MN 56401, 218/829-3268.

Hubbard County Historical Society: County history, Civil War exhibits; Jun-Sep, daily 11 am-5 pm; adults \$1, children \$.50; group tours. Contact: Old County Courthouse, Hwy. 34, Park Rapids, MN 56470, 218/732-3291.

Lake of the Woods County Historical Society: County history; T-S 10 am-5 pm; also by appointment; group tours. Contact: Eighth Ave. SE, Baudette, MN 56623, 218/634-1200.

Mille Lacs County Historical Society: County history; M-F 12-4 pm; also by appointment. Contact: Depot Museum, 104 Tenth Ave., Princeton, MN 55371, 612/389-2033.

Morrison County Historical Society: County history; T-S 10 am-5 pm; May-Oct., Su 1-5 pm; group tours. Contact: S. Lindbergh Dr., Little Falls, MN 56345, 612/632-4007.

Roseau County Historical Society: County history, largest collection of bird eggs in the state; T-S 9 am-4 pm; adults \$1, children \$.50; group rates and tours. Contact: Second Ave., Roseau, MN 56751, 218/463-1918.

Sherburne County Historical Society: County history; M-F 9 am-4 pm. Contact: Rt. 1, County Bldg., Becker, MN 55308, 612/253-6623.

Stearns County Historical Society: New museum, county history; open daily; group tours. Contact: St. Cloud, MN 55302, 612/253-8424.

Todd County Historical Society: County history; W-F 10 am-12 pm, 1-4 pm; also by appointment; group tours. Contact: Courthouse, 215 First Ave. S., Long Prairie, MN 56347, 612/732-6181.

Historic Sites — Minnesota Historical Society

Lindbergh House and Interpretive Center: Built in 1906 by C. A. Lindbergh, distinguished lawyer and outspoken Minnesota congressman, and home of Charles Lindbergh, Jr., famous aviator who made the first solo flight from New York to Paris in 1927. Charles A. Lindbergh State Park is two miles south of Little Falls on Lindbergh Drive; May 1-Sep. 15, daily 10 am-5 pm; Sep 16-Apr 30, Sa 10 am-4 pm, Su 12-4 pm; group tours. Contact Charles A. Lindbergh State Park, Little Falls, MN 56345, 612/632-3154.

Mille Lacs Indian Museum: A fine collection of Ojibway artifacts are used to explain the customs and beliefs of these woodland Indians. Specifically featured are life-sized dioramas of seasonal activities. On U.S. Hwy 169 on southwest shore of Mille Lacs near Onamia; May 1-Sep. 30, 10 am-5 pm; also by appointment; admission charge; group rates and tours. Contact: Star Rt., Hwy. 169, Onamia, MN 56359, 612/532-3632.

Oliver H. Kelley Farm: Homestead of Oliver H. Kelley, founder of the National Grange of the Patrons of Husbandry, an organization that promoted educational, social, and cultural opportunities for farmers and which evolved into a forceful, nationwide, populist movement in the 1870s. Farming practices of the 1860s and 1870s are demonstrated. On U.S. Hwy 10, 2½ miles east of Elk River; May 1-Oct 31, 10 am-5 pm; Nov 1-Apr 30, Sa 10 am-4 pm, Su 12-4 pm; also by appointment; admission charge; group rates and tours. Contact: 15788 Kelley Farm Rd., Elk River, MN 55330, 612/441-6896.

State Forest Campgrounds

State Forest campgrounds are of the primitive type designed to furnish only the basic needs of individuals who camp for the enjoyment of the outdoors. Each campsite consists of a cleared area, fireplace and table. In addition, pit toilets, garbage cans and drinking water from a hand pump may be provided. Some campgrounds charge a \$5.00 fee per night per campsite. The honor system is used. A number of campgrounds are on canoe routes.

Beltrami Island State Forest

Bemis Hill Campground — from Warroad take Co. Rd. 5 S. 12 mi. to ranger station; turn W. on gravel road 7 mi. (not on a lake or river). 218/386-1304. Shelter, ski slope, toboggan slide, 4 campsites, 6 picnic sites, ½ mi. hiking trail. Forester, Warroad, MN 56763.

Blueberry Hill Campground — from Williams take State Hwy. 11 W. 4 mi. (not on lake or river). 218/634-2172. 8 campsites, 4 picnic sites, Forester, R.R. 1, Box 1001, Baudette, MN 56623.

Faunce Campground — from Williams take Co. Rd. 2 S. 12 mi. (not on lake or river). 218/634-2172. 2 campsites, 1 picnic site. Forester, R.R. 1, Box 1001, Baudette, MN 56623.

Crow Wing State Forest

Greer Lake Campground — from Crosby take State Hwy. 6 N. 12 mi. to Co. Rd. 36; turn left (W.); 3 mi. to Co. Rd. 14; turn left (S.) 1½ mi.; turn right (W.) and follow signs 2 mi. 218/828-2565. 34 campsites, camp fee, 2 picnic sites, swimming, boat ramp, fishing, 1 mi. hiking trail. Forester, 203 W. Washington St., Brainerd, MN 56401.

Huntersville State Forest

Shell City Landing Campground — from Menahga take Co. Rd. 17 E. 4 mi. to Co. Rd. 23; turn left (N.) 1 mi. to Co. Rd. 18; turn right (E.) 6 mi. to Co. Rd. 25; turn left (N.) 2 mi (on Crow Wing River on Crow Wing Saddle Trail). 218/947-3232. 18 campsites, camp fee, boat access by portage, fishing, canoe route. Forester, Box 34, Backus, MN 56475.

Huntersville Forest Landing Campground — from Menahga take Co. Rd. 148 E. 4 mi.; continue E. 3 mi. on Co. Rd. 150; continue E. 1½ mi. on Forest Rd. (on Crow Wing River on Crow Wing Saddle Trail). 218/947-3232. 13 campsites, camp fee, boat access by portage, fishing, canoe trail. Forester, Box 34, Backus, MN 56475.

Big Bend Landing Campground — from Shell City Landing Campground about 10 mi. by canoe on Crow Wing River. 218/947-3232. 6 campsites, camp fee, boat access, on canoe route, fishing. Forester, Box 34, Backus, MN 56475.

Huntersville Township Campground — 9½ mi. down river from Shell City Campground. From Huntersville Store, take the township road 1½ mi. S., turn right (W.) ¾ mi. (on Crow Wing River & on Crow Wing Saddle Trail). 218/947-3232. 10 campsites, camp fee, water access, fishing & canoe route. Forester, Backus, MN 56435.

Land O'Lakes State Forest

Clint Converse Memorial Campground — from Outing take State Hwy. 6 N. 2 mi. to Co. Rd. 48; turn left (W.) 2 mi. 218/947-3232. 30 campsites, camp fee, 7 picnic sites, swimming, fishing, boat ramp, 20 mi. hiking trails. Forester, Box 34, Backus, MN 56475.

Mississippi Headwaters State Forest

Bear Den Landing Campground — from Solway take Co. Rd. 5 S. 5 mi.; turn left (E.) on Rice Lake Forest Rd. 1 mi.; turn right (S.) 2 mi. (on Mississippi River). 218/755-2265. 2 campsites, boat access by portage, fishing, canoe route. DNR-Trails, Rt. 5, Box 41A, Bemidji, MN 56601.

Iron Bridge Landing Campground — from Bemidji take Co. Rd. 7 W. about 7½ mi. (on Mississippi River). 218/755-2265. 2 campsites, fishing, canoe routes. DNR-Trails, Rt. 5, Box 41A, Bemidji, MN 56601.

Pine Point Landing Campground — from Becida take Co. Rd. 3 N. 3 mi. to Stecker Forest Rd.; continue (N.) 2½ mi. (on Mississippi River). 218/755-2265. 2 campsites, boat access by portage, fishing, canoe route. DNR-Trails, Rt. 5, Box 41A, Bemidji, MN 56601.

Stumphges Rapids Campground — from Lake Itasca take Co. Rd. 2, N. 6 mi. to Co. Rd. 40; turn right (E.) 2 mi.; turn left (N.) ½ mi. to Coffee Pot Landing then N. 8 mi. (on Mississippi River). 218/755-2265. 2 campsites, fishing, canoe route, bring own water. DNR-Trails, Rt. 5, Box 41A, Bemidji, MN 56601.

Wannagan Landing Campground — from Lake Itasca N. 4 mi. on Co. Rd. 2, W. 1½ mi. to landing (on Mississippi River). 218/755-2265. 2 campsites, boat access by portage, fishing. DNR-Trails, Rt. 5, Box 41A, Bemidji, MN 56601.

Paul Bunyan State Forest

Gulch Lake Recreational Area — from Lake George take Co. Rd. 4 S. 2½ mi. to forest road; turn left (E.) 3 to 9 mi. (comprised of six individual units on different lakes). 218/755-2890. 8 campsites, 11 picnic sites, portages and ramps. Forester, 2220 Bemidji Ave., Bemidji, MN 56601.

Mantrap Lake Campground — from Park Rapids take Co. Rd. 4 N. 12 mi. to Emmaville (Co. Rd. 24); turn right (E.) 1½ mi. to Co. Rd. 104; turn left (N.) and follow signs ¾ mi. 218/732-3309. 38 campsites, camp fee, 5 picnic sites, swimming, boat ramp. Forester, 607 W. 1st St., Hwy. 34, Park Rapids, MN 56470.

Pillsbury State Forest

Rock Lake Campground — from Pillager take State Hwy. 210 W. ½ mi. to Co. Rd. 1; turn right (N.) 6 mi.; turn left (W.) and follow road along lake, 218/828-2565. 18 campsites, camp fee, 4 picnic sites, swimming, boat ramp, fishing. Forester, 203 W. Washington St., Brainerd, MN 56401.

Pine Island State Forest

Benn Linn Landing Campground — from Big Falls take Co. Rd. 13 N. 1½ mi.; turn left (W.) and follow signs 3½ mi. (on Bigfork River). 218/278-6651. 3 campsites, boat access by portage, fishing, canoe route. Forester, Littlefork, MN 56653.

Giant Pine Campground — from Big Falls take Co. Rd. 30 W. 9 mi., then Twomey Williams Rd. 8 mi., Mannila Forest Rd. N. 3 mi. (not on lake or river). 218/278-6651. 3 campsites. Forester, Littlefork, MN 56653.

Gowdy Landing Campground — on Bigfork River. By boat from Sturgeon River Campground. 218/278-6651. 2 campsites, boat access, fishing, canoe route. Forester, Littlefork, MN 56653.

Sturgeon River Landing Campground — from Big Falls take Co. Rd. 30 W. 3½ mi.; turn right (N.) 1½ mi. (at jct. of Sturgeon & Bigfork Rivers). 218/278-6651. 2 campsites, boat access by portage, fishing, canoe route. Forester, Littlefork, MN 56653.

Not in State Forest

Coffee Pot Landing Campground — from Lake Itasca take Co. Rd. 2 N. 6 mi. to Co. Rd. 40; turn right (E.) 2 mi.; turn left (N.) ½ mi. (on Mississippi River). 218/755-2265. 2 campsites, boat access by portage, fishing, canoe route. DNR-Trails, Rt. 5, Box 41A, Bemidji, MN 56601.

Island Point Landing Campground — from Bemidji take Co. Rd. 8 E. 7 mi. to Co. Rd. 411; turn left (N.) ¾ mi. to forest road; turn left (W.) 1 mi. (on Mississippi River). 218/755-2890. 2 campsites, boat access by portage, fishing, canoe route. Forester, 2220 Bemidji Ave., Bemidji, MN 56601.

LeGrande Landing Campground — from Guthrie 2 mi. E. on Co. Rd. 16, S. 2 mi. (on Steamboat River). 218/755-2890. 2 campsites, boat access, fishing. Forester, 2220 Bemidji Ave., Bemidji, MN 56601.

Waskish Campground — at Waskish just S. of bridge (on Tamarack River). 218/835-6684. 42 campsites, camp fee, 22 picnic sites, boat ramp, fishing. Forester, Blackduck, MN 56630.

State Parks — Heartland

Charles A. Lindbergh: The boyhood summer home of Minnesota's famous aviator whose solo trans-Atlantic flight made history in 1927. Named for the famed progressive Republican Congressman who represented central Minnesota from 1907 to 1917 and was an unsuccessful candidate for governor in 1918. The park features privacy and solitude amid a variety of mixed hardwoods and some large white and red pine, several miles of hiking and ski trails, a modern campground, ample picnic area, boat access to the Mississippi, the Lindbergh Interpretive Center and the Weyerhaeuser Museum. (328 acres.) Contact: Park Ranger, Route 3, Box 246, Little Falls, MN 56345, 612/632-9050.

Crow Wing: On the confluence of the Crow Wing and Mississippi Rivers and named after the shape of the island in the river, the park was the scene of a major Indian battle in 1768 between the Dakota and Ojibwa. Once a prosperous frontier town for voyageurs and then loggers, the railroad passed it by and it turned into a ghost town which the forest and wildlife reclaimed. (2,042 acres.) Contact: Park Ranger, Route 3, Box 342, Brainerd, MN 56401, 218/829-8022.

Father Hennepin: Located on the southeast shore of Mille Lacs Lake, known as the best walleye lake in the world, the park offers two modern campgrounds; an excellent beach for swimming, strolling and sunning; primitive campgrounds for groups; picnicking; and hiking and ski trails. September and October offer uncrowded leisure and blazing fall splendor. (316 acres.) Contact: Park Ranger, Box 397, Isle, MN 56342, 612/676-8763.

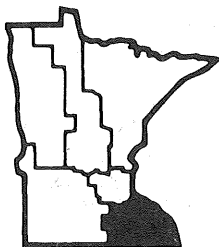
Hayes Lake: Bordering some of Minnesota's wildest lands, this quiet, secluded park offers excellent camping, swimming, canoeing and is well known for its blueberry patches. Adjacent to the wild Beltrami Island State Forest, visitors may see Minnesota's less common wildlife: black bear, moose, fisher, otter, bobcat, lynx and hear the howl of a timber wolf. Miles of wooded trails offer recreation to hikers, skiers, snowmobilers and snowshoers. (2,950 acres.) Contact: Park Ranger, Pencer, MN 56746, 218/425-7504.

Lake Bemidji: Featuring Rocky Point bluff in the pine-moraine setting high above the blue waters of Lake Bemidji, the park gives visitors special lake country and northern forest experiences. Among them is the conifer bog, an interesting northern Minnesota plant community, that displays some of Minnesota's most unusual plant and animal species. A boardwalk leads into a wet, fragile world of orchids, mosses, pitcher-plants, insect eating sundews, and other plants. (1,688 acres.) Contact: Park Ranger, 3401 State Park Rd. N.E., Bemidji, MN 56601, 218/755-3844.

Mille Lacs Kathio: On the west shore of Mille Lacs Lake this park offers excellent fishing and access to the source of the Rum River. Artifacts dating back 4,000 years indicate this region was an important settlement, and served as the capital of the Dakota (Sioux) nation, until they were driven out after a three-day battle with the Ojibwa (Chippewa) in 1745. The park has an outstanding wooded trail system for hikers, horse riders, skiers and snowmobilers, and features an interpretive center, museum and 100-foot observation tower. (10,577 acres.) Contact: Park Ranger, Star Route, Box 85, Onamia, MN 56359, 612/532-3523.

Schoolcraft: Along the banks of the Mississippi River this park offers boating, canoeing and fishing, and the solitude of the north country away from the crowds. Visitors can camp among giant pines in the seclusion of screened sites or along the river in the privacy of canoe sites. (295 acres.) Contact: Park Ranger, Star Route, Box 181, Ball Club, MN 56622, 218/566-2383.

Zippel Bay: Oceanlike in size and mood, giant Lake of the Woods (950,000 acres of water) offers three miles of beach, pounding surf, 14,000 islands and superior fishing. Swim, hike, pick berries by the bucketful or relax in a spacious campsite surrounded by pine, birch, wildlife, and the pure northwoods air. (2,946 acres.) Contact: Park Ranger, Williams, MN 56686, 218/783-6252.



Hiawathaland

Hiawathaland, Inc., (612) 345-5400
P.O. Box 1000, Lake City, MN 55041

Centuries old hardwoods grace the Mississippi River bluffs of the Whitewater Valley. Caves delight spelunkers, rivers charm canoeists, rolling hills and open spaces of Minnesota farm country please the eyes of the citybound, and over 300 miles of fast trout waters invite anglers.

The Mississippi River and the Great River Road (Hwy. 61) mark a charming string of rivertowns: Red Wing, famous for shoes, pottery and Memorial Skyline Drive; Frontenac, where waterskiing began in 1922 and an old French fort stood in 1723; Lake City and Lake Pepin, haven for sailing and agate hunters; Wabasha, "white bass capital of the world" and site of the state's oldest operating hotel; Winona, site of the Steamboat Museum in Levee Park and the annual "Steamboat Days."

Four of Minnesota's finest canoeing rivers wind through acres of gallery forest; downhill and cross country skiers find action in several major areas; and over 1500 miles of groomed trails await snowmobilers.

Visit historic palatial family estate, Mayowood, and Medical Museum in Rochester; the 1880's restored in Mantorville; the only Civil War recruiting station remaining in Minnesota in the frontier village of Wasioja; and lakes, caves and natural wonders in Harmony and Spring Valley — all welcome visitors to the 12 county region of Hiawathaland: Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Waseca and Winona.

Arts — Performing

Albert Lea Community Theater: In its twentieth year, ALCT uses primarily local talent to produce four to five plays each season, including comedies, musicals and drama, bringing live theater to a yearly audience of 10,000 South-central Minnesotans; season runs Sep-Jun; performances begin at 8 pm; adults \$4.50-5.50, children \$2.50-3.50; group rates and tours. Contact: 147 N. Broadway, Box 115, Albert Lea, MN 56007, 507/373-5909, or 3905.

Chatfield Brass Band: Community band drawing players from twenty-six communities in Minnesota and Iowa, plays traditional band music for concerts and parades throughout Upper Midwest; summer concerts in Chatfield City Park, Th nights, June-first week in Aug; band plays Jan-Nov at public concerts and parades by invitation. Contact: 81 Library Lane, Chatfield, MN 55923, 507/867-3275.

Little Theatre of Owatonna: Produces three adult plays and one children's play a year, including comedies, dramas and musicals; performances Nov, Feb, May; 7:30 pm in the Merrill Building; adults \$4, children \$3; group tours. Contact: P.O. Box 64, Owatonna, MN 55060, 507/451-0764, or 4660.

Northfield Musical Theater: Founded in 1973, brings musical theater entertainment to audiences in Aug and Sep; adults \$3-6, children \$2.40-4.50; group rates and tours. Contact: P.O. Box 21, 304 Division and 411 W. Third, Northfield, MN 55057, 507/645-8878.

Rochester Civic Music Association: Features the Rochester Symphony Orchestra and Chorale, Rochester City Band, Rochester String Quartet and Rochester Symphony Chamber Orchestra; concert series extends from Sep 11-May 12; adults \$6.50-8.50, children \$5-7; group rates. Contact: City Hall, Rochester, MN 55901, 507/285-8076.

Ye Olde Opera House: Produces summer musical in an authentic horsebarn; performances at 8:30 pm; picnic suppers on the green before shows encouraged; adults \$4, children \$2. Contact: Main St., Spring Grove, MN 55974, 507/498-5519.

Arts — Visual

Albert Lea Art Center: Exhibits, lectures, classes, workshops, permanent collection on display; Su 1-4 pm. Contact: 501 W. Main St., P.O. Box 946, Albert Lea, MN 56007, 507/373-5665.

Chatfield Brass Band Free Music Lending Library: Only free music lending library in the world, currently over 33,000 items indexed and cross-referenced for free lending; year-round M-F 8 am-5 pm for public or private tours; S or evenings by appointment. Contact: 81 Library Lane, Chatfield, MN 55923, 507/867-3275.

Gallery 39: Original artworks and selected crafts on exhibit; daily except M; group tours. Contact: Rt. 4, Hwy. 246 and Co. Rd. 22, Northfield, MN 55075, 507/645-5761.

NAGallery: Exhibitions feature Minnesota artists and craftsmen, known for its contemporary vivacity; T-S 11 am-5 pm, Th 7-9 pm. Contact: Box 21, 304 Division and 411 W. Third, Northfield, MN 55057, 507/645-8877.

Owatonna Arts Center: Located in the historic Old Minnesota State School for Orphans, has gallery featuring rotating shows of area artists in variety of media; sculpture garden with three Minnesota sculptors' works displayed and Marianne Young Costume Collection; T-S 1-5 pm, Su 2-5 pm. Contact: P.O. Box 134, 435 Dunnell Drive, Owatonna, MN 55060, 507/451-4549, #36.

Rochester Art Center: Brings changing exhibitions of contemporary fine arts and crafts throughout the Midwest and the U.S. to the Rochester area and explores current art issues; year-round, T-S 10 am-5 pm; closed major holidays; no exhibitions last two weeks in Aug; group tours. Contact: 320 E. Center St., Rochester, MN 55901, 507/282-8629.

Attractions

Alden Community Historical Society: Community history; W, F & Su 1-4 pm; also by appointment. Contact: Alden, MN 56009, 507/874-3462.

Arches Branch Museum: Historic buildings, local history, antique farm and home articles; summer, M-S 8 am-5 pm, Su 1-5 pm; adults \$1, students \$.50, children \$.25; group rates and tours. Contact: R.R. 1, Box 33, Lewiston, MN 55952, 507/454-2723.

Bunnell House Museum: Historic house; Jun-Aug, M-S 9 am-5 pm, Su 10 am-5 pm; adults \$1.50, children \$.75; group rates and tours. Contact: Homer, MN 55987, 507/454-2723.

Cannon Falls Area Historical Society: 1888 town fire hall containing history of the area; M & W 9 am-1 pm, also by appointment; group tours. Contact: W. Main St., Cannon Falls, MN 55009, 507/263-2252.

Chatfield Brass Band Music Lending Library: Large collection of sheet music; M-F 9 am-5 pm; group tours. Contact: Chatfield, MN 55923, 507/867-4170.

Chatfield Historical Society: City history; open by appointment. Contact: 314 S. Main St., Chatfield, MN 55923, 507/867-3175.

Dr. Engberg Museum: Hospital museum (deaf and dumb); W & Su 1-4 pm; also by appointment; group tours. Contact: Faribault State Hospital, Oak Bldg., Faribault, MN 55021, 507/332-3000.

Eitzen Store Museum: Area history; May-Oct, Su 1-5 pm; group tours. Contact: Eitzen, MN 55931, 507/495-3186.

Ernie Tuff Museum: A complete 1890s country store with 7,000 antique items, nine rooms on display including blacksmith shop, Indian items, farm machinery and automobiles; May-Nov, 10 am-5 pm; also by appointment; adults \$2, children \$.50; group rates and tours. Contact: Hwy. 43, Rushford, MN 55971, 507/864-7137.

Kenyon Area Historical Society: Victorian house museum; 2-5 pm; adults \$1.50, children \$1, under 6 free; group rates and tours. Contact: Gunderson House, Kenyon, MN 55946, 507/789-5600.

Lanesboro Historical Society: City history; Jun-Aug, weekends 1-6 pm. Contact: Old Village Hall, Lanesboro, MN 55949, 507/467-3439.

Mayo Clinic: Nationally known medical diagnostic clinic; tours M-F 10 am and 2 pm; group tours upon reservation. Contact: Rochester, MN 55901, 507/284-3280.

Mayo Medical Museum: Concerned with questions of health and medicine, films and exhibits explain medical and surgical problems to the public; Sep-May, M-F 9 am-9 pm, S 9 am-5 pm, Su 1-5 pm; Jun-Aug, M-F 8 am-9 pm, S 9 am-5 pm, Su 1-5 pm. Contact: 200 First St. SW, Rochester, MN 55901, 507/284-3280.

Minnesota Agricultural Interpretive Center (Farmamerica): Minnesota's Agricultural Interpretive Center, presenting live interpretation of farming from the late 1800s-present and into the future; group tours. Contact: Rt. 4, Box 32A, Waseca, MN 56903, 507/835-2052.

Mystery Cave: See fossils, stalactites, subterranean turquoise lake and many other unusual and educational sights; open weekends May and Sep, Memorial Day-Labor Day, 10 am-4 pm; adults \$4, children \$2, under 6 free; group rates and tours. Contact: Rt. 2, Spring Valley, MN 55975, 507/937-3251.

Northfield Historical Society: Jesse James Days, site of the famous Northfield Bank robbery, local history; Mar-Dec, M-F 9 am-4 pm, S 10 am-4 pm, Su 1-4 pm; Jan & Feb, M-F 9 am-4 pm, S 10 am-4 pm; adults \$1, children \$.50; group rates and tours. Contact: 408 Division St., Northfield, MN 55057, 507/645-9268.

1877 Peterson Station Museum: Area history; Memorial Day-Labor Day, Su 2-4 pm. Contact: Peterson, MN 55962, 507/875-2247.

Plummer House of the Arts: Serves as a facility for weddings, receptions, meetings, instructional classes, and parties; 11 acres of beautifully landscaped grounds, formal gardens, bird trail, quarry and water tower highlight the parks features; summer open house hours 1-7 pm; adults \$1, children \$.50; group rates and tours. Contact: 1091 Plummer Lane SW, Rochester, MN 55902, 507/282-2368.

The Pottery Building: A restored, turn-of-the-century factory that produced the famous "Red Wing" pottery; many artifacts of this production, such as the boiler and the kilns; M-S 9:30 am-6 pm, Su 12-5 pm; group tours. Contact: 2000 Historic Old W. Main St., Red Wing, MN 55066, 612/388-1428.

Saint Olaf Heritage Association: Area history; open by appointment. Contact: Hayfield, MN 55940, 507/477-2317.

Spring Valley Community Historical Society: City history, pioneer artifacts; Memorial Day-Labor Day, Su 2-4 pm; also by appointment; group tours. Contact: 112 S. Washington Ave., Spring Valley, MN 55975, 507/346-2763.

Vasa Lutheran Church Museum: Swedish history (one of the earliest Swedish settlements in the state), area history; by appointment only; group tours. Contact: Rt. 1, Welch, MN 55089, 612/258-4274.

Wilkie Steamboat Center: A steamboat replica, first deck is a museum and gift shop, second deck is the elegantly decorated Adele Wilkie Grande Salon; Apr-Oct, M-S 10 am-5 pm, Su 12-5 pm (subject to change); adults \$1, children \$.50; group rates and tours. Contact: Main St.-Levee Park, P.O. Box 870, Winona, MN 55987, 507/452-4112.

Zumbrota Covered Bridge Society: Last covered bridge in Minnesota, log cabin; open daylight hours. Contact: 15 Mill St., Zumbrota, MN 55992, 612/732-5726.

County Historical Societies

Dodge County Old Settlers Historical Society: County history, 1860s Civil War recruiting station; May-Nov 1, T-Su 1-5 pm; also by appointment; \$1; group rates and tours. Contact: Hilltop Church, Mantorville, MN 55955, 507/477-2579.

Fillmore County Historical Society: County history; M-F 1-4 pm, first and third Su of the month; also by appointment; group tours. Contact: Fillmore County Courthouse, Preston, MN 55965, 507/765-2100.

Freeborn County Historical Society: Pioneer village, county history, art museum; Jun-Aug, T-Su 1:30-4:40 pm; Apr & May and Oct & Nov, W, S & Su 1:30-4:30 pm; also by appointment; group tours. Contact: Freeborn County Fairgrounds, Bridge Ave., Albert Lea, MN 56007, 507/373-8003.

Goodhue County Historical Society: Outstanding geological and archaeological exhibits; county history; T-Su 1-5 pm; adults \$.50, children \$.25; group rates and tours. Contact: 1166 Oak St., Red Wing, MN 55066, 612/388-6024.

Houston County Historical Society: County history; Jun-Aug, Su 1:30-4:30 pm; group tours. Contact: Fairgrounds, Hwy. 44, Caledonia, MN 55921, 507/482-6758.

Mower County Historical Society: County history, telephone exhibit building, Indian artifacts; Jun-Aug, 10 am-5 pm; also by appointment; group tours. Contact: Twelfth St. SW, County Fairgrounds, Austin, MN 55912, 507/433-1868.

Olmstead County Historical Society: County history, farm machinery, Mayowood; Apr-Oct. 1, M-F 9 am-5 pm, S & Su 12-4:30 pm; Oct-Mar, M-Th 9 am-5 pm, F 9 am-12 pm; also by

appointment; Mayowood adults \$3.50, students \$2; group rates and tours. Contact: Co. Rd. 122 SW, Box 6411, Rochester, MN 55901, 507/282-9447.

Rice County Historical Society: County history, historic Faribault House, Indian artifacts, historic church, school and log cabin; May-Oct 30, T-F 10 am-4:30 pm, S & Su 1-4 pm; Oct 31-Apr 30, T-F 1-4:30 pm; adults \$.50, children \$.10; group rates and tours. Contact: 1814 NW Second Ave., P.O. Box 5, Faribault, MN 55021, 507/332-2121.

Steele County Historical Society: Historic Bunnell House, pioneer village, county history; May 15-Sep 15, W, F & Su 1-4 pm; also by appointment; group tours. Contact: Steele County Fairgrounds, P.O. Box 204, Owatonna, MN 55060, 507/451-7653.

Wabasha County Historical Society: County history; May 16-Sep 15, S & Su 2-5 pm; also by appointment; \$.25; group rates and tours. Contact: Museum Rd., Reads Landing, MN 55968, 612/345-2647.

Waseca County Historical Society: County history; Apr-Dec, T-F 9 am-5 pm, S & Su 1-5 pm; group tours. Contact: 315 Second Ave. NE, Waseca, MN 56093, 507/835-7700.

Winona County Historical Society: County history, Mississippi River history; T-S 10 am-5 pm, Su 1-5 pm; group tours. Contact: 160 Johnson St., Winona, MN 55987, 507/454-2723.

Historic Sites — Minnesota Historical Society

Meighen Store: All that remains of the once-thriving village of Forestville, the Meighen Store is stocked with items typical of a nineteenth century general store. Forestville State Park. From Preston take U.S. Hwy 16 east for nine miles, turn south on Fillmore Co. Hwy 5 for four miles, turn east on Co Hwy 12 for two miles; May 1-Sept 15, 9 am-5 pm; also by appointment; park sticker; group tours. Contact: Forestville State Park, Rt 2, Box 126, Preston, MN 55965, 507/765-3309.

Minnesota State Forest Campgrounds

State Forest campgrounds are of the primitive type designed to furnish only the basic needs of individuals who camp for the enjoyment of the outdoors. Each campsite consists of a cleared area, fireplace and table. In addition, pit toilets, garbage cans and drinking water from a hand pump may be provided. Some campgrounds charge a \$5.00 fee per night per campsite. The honor system is used. A number of campgrounds are on canoe routes.

Dorer Memorial Hardwood State Forest

Kruger Recreation Area — from Wabasha take Co. Rd. 60 W. 5 mi. then Co. Rd. 81 S. ½ mi. (on Zumbro River). 612/345-3216. 8 campsites, camp fee, 13 picnic sites, boat access, fishing, on canoe route, 5 mi. hiking and 4 mi. horse trails. Forester, Box 69, Lake City, MN 55041.

Wetbark Trail — from Houston go W. 4.8 mi. on Co. Rd. 13. 507/523-2183. 8.8 mi. of trails, 5 campsites, trail shelter, horse corral, bring own water, cross country ski, horse trail, hiking. Forester, Box 278, Lewiston, MN 55952.

State Parks — Hiawathaland

Beaver Creek Valley: In the crystalline purity of spring fed Beaver Creek watercress grows year-round, burdens and problems rush and babble away and anglers delight in luring trout from quiet pools beneath rugged limestone bluffs. Hikers seek out this beautiful valley and campers are lulled to sleep by the hoot of owls and its murmuring waters. (1,214 acres.) Contact: Park Ranger, Rt. 2, Box 57, Caledonia, MN 55921, 507/724-2107.

Carley: Established to preserve an outstanding grove of virgin white pine, later severely damaged by an extremely harsh hail storm, its trails wander from valley floor to scenic Mississippi River bluffs. The north fork of the Whitewater River flows through the park; its surging, raging currents were named by the Indians impressed by its wild waters following spring thaw and after each heavy rain. (211 acres.) Contact: Park Ranger, Rt 1, Box 65, Plainview, MN 55964, 507/534-3400.

Forestville: Variety delights visitors here: horseriding trails through the hundreds of acres of virgin hardwoods; the Meighen Store on the National Register of Historic Sites and operated by the Minnesota Historical Society; nearby Mystery Cave with several miles of underground passageways; winding trout streams; spring wildflowers and birds; and the unique "karst" geology with its caves, sinkholes and bubbling springs. (2,643 acres.) Contact: Park Ranger, Rt 2, Box 128, Preston, MN 55965, 507/352-5111.

Frontenac: Named after the governor of New France from 1671-1698 the park was a French fort in 1723 and later a high society haven and a bustling river town with renowned, high quality limestone quarries. Today it is recognized for its excellence as a site for watching bird migration along the Mississippi flyway, with over 200 species of birds observable every year. Trails through the hardwoods are used year long with picnic, campgrounds, and shelters on a 400 foot bluff above Lake Pepin. (2,689 acres.) Contact: Park Ranger, Rt 2, Box 230, Lake City, MN 55041, 612/345-3401.

Helmer Myre: One of the best bird watching areas in southern Minnesota in fall and spring, one can see 3,000 white pelicans, as well as herons, cormorants and egrets among others on their migratory journeys, laying over in the park's shallow lake. Springtime wild flowers carpet the park's Big Island, and in late summer this prairie oasis is in full bloom. Housed in the park's year-round Interpretive Center is one of North America's largest surface collections of prehistoric Indian artifacts. (1,535 acres.) Contact: Park Ranger, Rt 3, Box 33, Albert Lea, MN 56007, 507/373-5084.

Lake Louise: This natural oasis of woods and water in the rich farmland of southeastern Minnesota, called the Wildwood, delights visitors with woodland wildflowers along its trails. Two spring-fed streams join to form the Iowa River, and a dam and pond site of an 1800s grist mill invite canoeing and fishing. Nearby is the Hambrecht Historical Museum displaying the early history of the oldest, continuous recreation site in Minnesota. (1,168 acres.) Contact: Park Ranger, Rt. 1, Box 184, LeRoy, MN 55951, 507/324-5249.

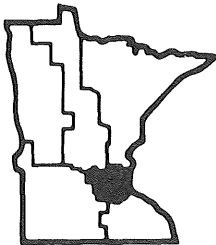
Nerstrand Woods: Picturesque Hidden Falls highlights these magnificent secluded valleys with their many trails through an everchanging carpet of wildflowers in spring and brilliant palette of color in fall. Stories tell of the Jesse James gang hiding out in the woods after their calamitous raid on the Northfield Bank. (1,280 acres.) Contact: Park Ranger, Nerstrand, MN 55053, 507/334-8848.

O.L. Kipp: Within the Richard J. Dorer Memorial Hardwood Forest, the park tantalizes visitors with breathtaking vistas from atop the Mississippi River bluffs, unique sidehill "goat prairies," oak-hickory and maple-basswood forests, pine groves, wild woodland and prairie flowers, mushroom hunting, blackberry picking and a constant parade of migratory birds. Its trails are one of the most popular cross-country ski facilities in southeast Minnesota. (2,835 acres.) Contact: Park Ranger, Rt. 4, Winona, MN 55987, 507/643-6849.

Rice Lake: Once a vast oak savanna, known as Minnesota's Southern Oak Barrens, the park's original prairie vegetation is being reintroduced and added to its colorful wildflowers. Its shallow lake is the only natural remaining lake between Owatonna and the Mississippi River and draws spring migrations of whistling swans; canada, snow, and blue geese; diving and surface feeding ducks and other birds. (1,056 acres.) Contact: Park Ranger, Rt. 3, Owatonna, MN 55060, 507/451-7406.

Sakatah Lake: From pasque flower and bloodroot to goldenrod and aster, delicate wild flowers mark the passing of the seasons. Its rolling hills and ravines, covered with mixed oak forest and prairie, overlooking Sakatah Lake, present a variety of recreational opportunities. The 42-mile Sakatah Singing Hills Trail invites hiking, bicycling, skiing and snowmobiling. (842 acres.) Contact: Park Ranger, Rt. 2, Box 19, Waterville, MN 56096, 507/362-4438.

Whitewater: Wild turkeys, caves, black walnut groves, wintering bald eagles, thrilling trout fishing and hunting in the nearby wildlife management area combine to make this a very popular park. A near total lack of mosquitoes, majestic cliffs and blufftop trails, and cool waters in the spring-fed beach beckon visitors to the park's modern and walk-in camping. (1,822 acres.) Contact: Park Ranger, Rt. 1, Box 256, Altura, MN 55910, 507/932-3007.



Metroland

Metroland, Inc., (612) 574-1865
1315 Rice Creek Rd., Fridley, MN 55432

A cosmopolitan life pulses with innovative and renowned cultural activities: theaters (the best concentration and variety between the coasts), orchestras, museums, visual arts, nightclubs, major league sports, and gourmet delights in a region boasting 500 parks, 900 lakes and rivers, and camping areas close by.

A love of festivals, parades and pageantry elevates spirits in this

metropolitan garden: The St. Paul Winter Carnival, pageant and King Boreas Treasure Hunt; the Minneapolis Aquatennial; Svenskarnas Dag; Rodeo Days; Renaissance Festival, Solaron Futures Festival, and the Minnesota State Fair.

Sporting enthusiasts are drawn to the excitement of major league sports: baseball, football, hockey and soccer, and the driving University of Minnesota athletic competitions. More indoor tennis facilities per capita than anywhere in the nation combine with nine downhill ski areas, a few hundred miles of cross country ski trails and over 500 miles of groomed snowmobile trails.

Enthralling the eight-county Metroland Region of Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Washington and Wright counties are the nationally acclaimed Tyrone Guthrie Theater, the adjoining Walker Art Center, the Minneapolis Institute of the Arts, the Minnesota Dance Theater, the Minnesota Orchestra, the St. Paul Chamber Orchestra, the Minnesota Opera, the Children's Theatre and School, the Minnesota Museum of Art, the Science Museum of Minnesota and spectacular Omnitheater, the Como Park Conservatory and Zoo, the Minnesota Zoological Garden, and many more.

Arts — Performing

Actors Theatre of Saint Paul: Widely acclaimed Midwest acting company dedicated to an ensemble approach to acting, produces a varied repertoire of classic and contemporary plays; season runs Oct-May; performances W-Su; adults \$7.50-14, students/seniors \$5; group rates. Contact: 2115 Summit Ave./College of St. Thomas, St. Paul, MN 55105, 612/227-0050.

Apollo Club of Minneapolis: Male choral association in its eighty-ninth year of continual performances, two performances in spring, two in fall at Orchestra Hall; \$6-8; group rates. Contact: 3033 Excelsior Blvd., Minneapolis, MN 55416, 612/922-7671.

At the Foot of the Mountain: The oldest continually producing women's theater in the country, a women's theater of transformation, celebration and hope; \$5-12, based on income, group rates. Contact: 2000 S. Fifth St., Minneapolis, MN 55454, 612/375-9487.

The Bach Society of Minnesota: Oldest classical chorus in Minnesota, performs five annual programs at various locations under the direction of Henry Charles Smith; adults \$8.50, children/seniors \$7.50; group rates. Contact: P.O. Box 15021, Minneapolis, MN 55415, 612/871-1414.

Blaine Community Theatre: Presents at least one musical production each year and teaches performing arts classes; adults \$4, children \$3; group rates. Contact: 13060 Eldorado St. NE, Blaine, MN 55434, 612/757-2172.

Brass Tacks Theatre Collective: Occasional productions of new, untried plays. Contact: 430 First Ave. N., Minneapolis, MN 55401, 612/333-3688.

Brave New Workshop: America's oldest satirical revue has provided topical, political and social comedic commentary for over twenty-five years, operating under the banner of "Promiscuous Hostility: Positive Neutrality"; S-Th 8 pm, F & S 8 and 10:30 pm; adults \$7, student/seniors \$5, except F 8 pm and S 8 and 10:30 pm; group rates. Contact: 2605 Hennepin Ave. S., Minneapolis, MN 55408, 612/332-6620.

Carlton Celebrity Room: Features top name, nationally known entertainers such as Wayne Newton, Dolly Parton, Bob Hope and Johnny Mathis; operates fifty-two weeks a year; performances usually 8 and 11 pm; balcony seating from \$6, main floor late shows from \$9.95, main floor dinner and show from \$21.95; group rates and tours. Contact: 8350 Twenty-fourth Ave. S., Bloomington, MN 55420, 612/854-9300.

Chanhassen Dinner Theatres: The largest entertainment complex of its kind in the nation, featuring four professional theaters under one roof; open year-round nightly except M; W & Th matinees, S & Su brunch performances; price includes dinner, show and tax; adults \$16.50-27.50, students \$15.50-17.50; group rates. Contact: 501 W. Seventy-eighth St., Box 99, Chanhassen, MN 55317, 612/934-1525.

The Children's Theatre Company: The nation's leading theater for young people, six plays a year of classical children's literature or original dramas for young people and produced by a professional acting company, the 750-seat house is attended by people of all ages; Sep 16-June 3, Th, F, & S 7:30 pm, S & Su matinees; adults \$7-12.50, children/seniors \$5.50-9. Contact: 2400 Third Ave. S., Minneapolis, MN 55404, 612/874-0400.

Chimera Theatre Company: A semi-professional group producing musicals and dramas year-round in the St. Paul Arts and Science Center; Th-S 8 pm, Su 7 pm, Su matinees 2 pm; adults

\$5-7, children \$4-6; group rates and tours. Contact: 30 E. Tenth St., St. Paul, MN 55101, 612/292-4300.

Coffeehouse Extemporé: Specializes in folk music concerts featuring both national and local artists, many performers also appear on the *Prairie Home Companion*; W-Su 8 pm; adults \$3-6.50, children half price; group rates. Contact: 325 Cedar Ave., Minneapolis, MN 55454, 612/370-0004.

Commedia Theatre: Traveling theater company, specializing in classical comedies, improvisation and direct audience contact; tours throughout the state year-round; Twin Cities parks season Jun & Aug; charge at performance locations (except parks); group rates. Contact: 1645 Hennepin Ave., Minneapolis, MN 55403, 612/338-7952.

COMPAS: Landmark Center, 75 W. Fifth St., St. Paul, MN 55102, 612/292-3249

Concentus Musicus: The largest, most versatile Renaissance performing ensemble in the Midwest; presents an annual concert season of music and dance, in addition to feasts, banquets and commissioned entertainments; concerts: adults \$6, children/students/seniors \$4.50; group rates. Contact: 317 Seventeenth Ave. SE, Minneapolis, MN 55414, 612/379-4463.

The Cricket Theatre: National reputation as an important showcase and breeding ground for new plays; season runs Oct-May; T 7 pm, W-F 8 pm, S 5 & 9 pm, Su 2 pm; \$6.50-13.50; group rates and tours. Contact: Hennepin Center for the Arts, 528 Hennepin Ave., Minneapolis, MN 55403, 612/333-2401.

Dale Warland Singers: Professional thirty-five-voice choir which performs classical choral repertoire and newly composed masterpieces in various locations, also has produced ten records and performs regularly on National Public Radio and Minnesota Public Radio; \$6-10; group rates. Contact: 1643 Wellesley Ave., St. Paul, MN 55105, 612/292-9780.

Dudley Riggs' ETC Theatre: Offers the new and the funny, home of musical satire and stand-up comedy, and serves as home base for "Saturday Night Live's" Franken and Davis, and the Flying Karamozovs; performances W-Su; closed last S before Christmas-Dec 26 & New Year's Day; W \$3.50, Th-S, adults \$7, students/seniors \$5, Su \$5; group rates. Contact: 1430 Washington Ave. S., Minneapolis, MN 55454, 612/332-6620.

Ethnic Dance Theatre: Ensemble of forty singers, dancers and musicians presenting folk music and dance from many regions of the world including Eastern Europe, the Middle East, Central Asia, Russia and the Americas. Contact: 540 Selby Ave., St. Paul, MN 55102, 612/227-4806.

Festival of Nations: Minnesota's largest ethnic celebration featuring the songs, dances, foods, demonstration and exhibits side by side in a display of cultural pride and diversity; Apr 27 & 28, 11 am-11 pm; Apr 29, 12-8 pm; adults \$5 advance, \$6 at door, children (8-18) \$3.50, 7 and under free with parent; St. Paul Civic Center. Contact: 1694 Como Ave., St. Paul, MN 55108, 612/647-0191.

Fuller Young People's Theater: The most active touring theater for young people, by young people, ages ten-twenty, in the area; productions and residences tour throughout the state and overseas; season runs year-round; theater open weekdays 10 am-8 pm, S 9 am-5 pm; adults to \$4, children to \$2; group rates. Contact: 100 W. Forty-sixth St., Minneapolis, MN 55409, 612/824-9576.

Gilbert & Sullivan Very Light Opera Company: Community theater producing at least one full-length Gilbert and Sullivan operetta each year at the Howard Conn Fine Arts Center; performances F & S 8 pm, Su 3 pm; adults \$5, children \$3.50; group rates opening nights only. Contact: P.O. Box 172, Minneapolis, MN 55440, 612/925-9159.

Greater Twin Cities Youth Symphonies: Comprised of about 1,000 students through twelfth grade, largest organization of its kind in the country and is a model for others, performs in various locations; adults \$5, children \$3; free programs; group rates. Contact: 430 Oak Grove, Suite B-5, Minneapolis, MN 55403, 612/870-7611.

Great North American History Theatre: Professional theater devoted to producing original scripts on historical people, events and times of the Midwest; season runs Oct-May; Th-S 8 pm, Su 2 pm; adults \$6.50, children/seniors \$5.50. Contact: 327 Landmark Center, 75 W. Fifth St., St. Paul MN 55102, 612/227-1416.

The Guthrie Theater: A Tony Award-winning theater dedicated to the innovative presentation of classical drama, the country's largest regional theater; season begins in Mar, performances nightly (except M), matinees S, Su & W; box office M-F 8 am-9 pm, S 9 am-9 pm, Su 3-9 pm;

adults \$5.95-19.95, children \$4-6; group rates and tours. Contact: 725 Vineland Place, Minneapolis, MN 55403, 612/377-2224.

Illusion Theater: Collaborative efforts on original works, plus mountings of rare, important plays. Contact: Hennepin Center for the Arts, 528 Hennepin Ave., Minneapolis, MN 55403, 612/339-7651.

Instructional Dance Theatre: Foremost provider of creative movement workshops, curriculum materials, modern and jazz classes and performances for schools, community centers, theater groups and museums in the region; M-F 9 am-4 pm. Contact: 725 SE Fourth St., Minneapolis, MN 55414, 612/331-8563.

In the Heart of the Beast Puppet and Mask Theatre: Only performing puppet theater company in the Twin Cities and winners of the Mayor's Award for Public Art and the McKnight Excellency in the Arts Award; performs and tours year-round; adults up to \$7, children up to \$4; group rates and tours. Contact: 1628 E. Lake St., Minneapolis, MN 55407, 612/724-9301.

Irish-American Cultural Institute: 683 Osceola Ave., St. Paul, MN 55105, 612/647-5678

Jordan Community Theatre: Nonprofit community theater in its fifteenth year; fall and spring productions; adults \$2, children \$1. Contact: The Hub Hall, S. Broadway, Jordan, MN 55352, 612/492-2166.

Lasoff and Dean Dance Associates: Association of eight to ten professional dancers who perform the works of Irina Lasoff and Rell Dean and other company members; available for concerts, lecture/demonstrations, mini-concerts and workshops; \$4.50-\$5; group rates. Contact: 1731 Scheffer Ave., St. Paul, MN 55116, 612/699-0807.

MacPhail Center for the Arts: One of the nation's oldest existing community schools for the arts, providing continuing education in music, dance and photography; events and concerts for the public. Contact: 1128 LaSalle Ave., Minneapolis, MN 55403, 612/373-1925.

Masquers Theatre Company: Volunteer community theater presenting quality drama to provide cultural, educational and enjoyable experiences for the community; Jun-Aug. W-S 7:30 pm; adults \$5, students \$4, children/seniors \$3. Contact: P.O. Box 367, Forest Lake, MN 55025, 612/464-5823.

Metropolitan Boys Choir: A four-choir program of 150-200 boys ages five to sixteen, concert choir tours annually in and out of the U.S. and has earned the title of "Minnesota's Young Ambassadors of Song." Contact: 4928 Fifth Ave. S., Minneapolis, MN 55409, 612/823-2282.

Metropolitan Cultural Arts Center: 1834 Emerson Ave. N., Minneapolis, MN 55411, 612/522-7796

Minneapolis Arts Commission: 317 M-City Hall, Minneapolis, MN 55415, 612/348-5486

Minneapolis Chamber Symphony: Primarily a summer orchestra offering a summer subscription series of five concerts at Willey Hall, U of M west bank, plus many community concerts; adults \$6-7, children/seniors \$5.50-6.50; group rates. Contact: 1004 Marquette Ave., Suite 205, Minneapolis, MN 55403, 612/377-2201.

The Minnesota Chorale: A symphonic chorus of 105 members designated as the official choir of the Saint Paul Chamber Orchestra; season Sep-May; additional performances with Minnesota Orchestra during Sommerfest; \$12; performances at O'Shaughnessy Auditorium and Calvary Lutheran Church. Contact: Hennepin Center for the Arts, 528 Hennepin Ave., Suite 216, Minneapolis, MN 55403, 612/333-4866.

Minnesota Composers Forum: Sponsors and presents concerts of new music by local and national composers; concerts at Macalester College and the Walker Art Center; adults \$5, children \$4. Contact: Market House, 289 E. Fifth St., St. Paul, MN 55101, 612/228-1407.

Minnesota Crafts Council: Hennepin Center for Arts, 528 Hennepin Ave., Room 210, Minneapolis, MN 55403, 612/333-7789.

Minnesota Dance Theatre and School: Performs contemporary works and classical ballets with a contemporary twist Feb-May; presents the *Nutcracker Fantasy* at Christmas, the single largest cultural attraction in the Upper Midwest; Loyce Houlton, artistic director. Contact: 528 Hennepin Ave., Minneapolis, MN 55403, 612/339-9150.

Minnesota Jazz Association: An experimental music-dance company specializing in improvisational forms; performs year-round in various locations; adults \$4-5, under 12 free. Contact: 3645 Cranbrook Dr., White Bear Lake, MN 55110, 612/429-1876 or 377-5002.

Minnesota Opera Company: Performs at least two classics and several contemporary operas at the Orpheum Theatre, also involved in various special events with the operatic and theater communities; season runs Jan-Apr, T, F & S 8 pm, matinees for special events. Contact: Park Square Court, 400 Sibley St., St. Paul, MN 55101, 612/221-0256.

Minnesota Orchestra and Orchestra Hall: One of the top ten orchestras in the nation, Neville Marriner, music director, bringing the world's great conductors, soloists and ensembles to Orchestra Hall for symphony concerts and recitals, summer pops, the four-week Viennese Sommerfest, and jazz and pop programs; seasons in Rochester and St. Cloud and an annual summer performance in Terrace, MN; year-round concerts; evenings \$4.75-16.50, daytime \$4.50-10.95. Contact: 1111 Nicollet Mall, Minneapolis, MN 55403, 612/371-5656.

Minnesota Youth Symphony: Aims to provide the highest possible level of musical training and experience for talented students through study, rehearsal and performance of works taken from a range of symphonic literature; musicians ages three-twenty-four; performances in various locations. Contact: 6121 Ridgeway Rd., Minneapolis, MN 55436, 612/929-0919.

Mixed Blood Theatre Company: Professional theater specializing in bold new pre-Broadway premieres; Sep-Dec, Feb-Jun; W-Su; W, Th & Su \$5.50, F & S \$7.50; group rates. Contact: 1501 S. Fourth St., Minneapolis, MN 55454, 612/338-6131.

The Musical Offering Chamber Ensemble: Chamber ensemble comprised of nine Twin Cities professionals (members of both major orchestras, the academic and free-lance communities) dedicated to excellence and variety. Contact: 1225 LaSalle Ave., Suite 1108, Minneapolis, MN 55403, 612/641-2391 or 339-1676.

New Dance Ensemble: Modern dance company performing exciting repertoire by acclaimed contemporary choreographers in concerts, tours, lecture/demonstrations and educational residences; performs in various locations. Contact: Hennepin Center for the Arts, 528 Hennepin Ave., suite 204, Minneapolis, MN 55403, 612/341-3050.

Northrop Auditorium: Presents the most important companies on the dance horizon, the major stage for dance in the Upper Midwest, the Metropolitan Opera plays Northrop each May; dance season runs Oct-May; \$7.50-23.50 evenings, \$3-6 matinees; group rates. Contact: University of Minnesota, 84 Church St. SE, Minneapolis, MN 55455-0202, 612/373-2345.

Old Log Theater: Oldest continually running stock theater in the country now in its forty-fourth year presenting the best in Broadway and English comedy with a professional cast; W-S 8:30 pm, Su 7:30 pm; dinner served nightly prior to performances, luncheons and matinees on most Th; adults \$7.50-8, children (Christmastime children's show) \$3.75. Contact: Box 250, Excelsior, MN 55331, 612/474-5951.

Out-and-About Theatre: America's oldest continuing gay and lesbian theater company; season runs Nov-Aug; adults \$6; group rates. Contact: 203 Fawkes Bldg., 1645 Hennepin Ave. S., Minneapolis, MN 55403, 612/332-5747.

Ozone Dance School: Offers high quality dance performance and educational opportunities, presents a professional modern and concert jazz repertory company as well as classes for beginners to advanced students. Contact: 400 First Ave. N., Minneapolis, MN 55401, 612/338-1101.

Palace Theatre: Dynamic, athletically inspired productions evolved through collective efforts of acting company and playwright. Contact: 1420 Washington Ave. S., Minneapolis, MN 55454, 612/375-0343.

Park Square Theatre: Produces a full subscription season of seven productions and two to three summer season productions from the classic repertoire; Th-S 8 pm, Su 2 pm; adults \$5.50-7, students/seniors \$4-5; group rates. Contact: Park Square Court Bldg., 400 Sibley St., St. Paul, MN 55101, 612/291-7005, 291-0009 for group rates.

Penumbra Theatre: Produces professional drama reflecting the Afro-American experience; Aug-Feb, Th-Su 8 pm; \$5-7, Contact: Martin Luther King Ctr., 270 N. Kent St., St. Paul, MN 55102, 612/224-4601.

Philip Brunelle's Plymouth Music Series: The most versatile organization in the Twin Cities, presenting serious music for any combination or number of voices and/or instruments; performances at the Guthrie, Plymouth Church, O'Shaughnessy Auditorium; \$7-15; group rates and tours. Contact: 1900 Nicollet Ave., Minneapolis, MN 55403, 612/871-7400.

Pillsbury-Waite Cultural Arts Center: Children's shows, neighborhood concerts and home of the

Real Community Theatre, El Teatro Latino de Minnesota and El Ballet Mexicano de Minnesota; open year-round; adults \$3-4, children \$1-2; group rates and tours. Contact: 3501 Chicago Ave., Minneapolis, MN 55407, 612/824-0708.

Prairie Home Companion: Garrison Keillor's "A Prairie Home Companion" radio show performed live every Saturday night at the World Theatre and broadcast on KJSN, Minnesota Public Radio. Contact: 494 Wabasha, St. Paul, MN 55101, 612/221-1500 or 623-3444.

Prior Lake Players: Community theater in its eleventh year performing comedies, musicals and children's shows involving elementary and high school children; fall comedy, spring musical, summer children's show; fall and summer show: adults \$3.50, children/seniors \$2.50; spring musical, adults \$5, children/seniors \$3, groups over 15 \$.50 off. Contact: Box 321, Prior Lake, MN 55372, 612/447-3958.

Saint Paul Chamber Orchestra: The foremost chamber orchestra in the U.S., led by internationally renowned Pinchas Zukerman, music director; the SPCO has earned an international reputation for versatility and excellence through performances, programming and recordings; season runs Sep-May; \$6-16.50; group rates. Contact: 315 Landmark Center, 75 W. Fifth St., St. Paul, MN 55101, 612/291-1144.

Saint Paul City Ballet: Presents dance to the five-state area focusing primarily on full length classical ballets; adults \$3-9, children \$4-10; group rates. Contact: 565 Kent St., St. Paul, MN 55103, 612/222-4676.

St. Paul-Ramsey United Arts Council: 429 Landmark Center, 75 W. Fifth St., St. Paul, MN 55102, 612/292-3222

Schubert Club: Minnesota's oldest musical arts organization founded over one hundred years ago, presents world renowned artists as well as local and regional musicians weekly from KJSN radio; Schubert Club Keyboard Instrument Collection; season runs Sep-May; collection open M-F 11 am-3 pm. Contact: 302 Landmark Center, St. Paul, MN 55102, 612/292-3268.

Sylmar Chamber Ensemble: Chamber ensemble with unique instrumentation of flute, oboe, bassoon, violin, cello and keyboard; repertoire covers baroque through the latest music being written today; adults \$6, students/seniors \$5. Contact: 4109 Twenty-third Ave. S., Minneapolis, MN 55407, 612/825-3883.

THEATREDANCEPLACE: Dance center that provides fine training in ballet and jazz without registration, quarters or long-term fee payment creating a professional environment enabling each student to study as determined by his/her individual degree of interest and commitment; M-S, 10 am-9 pm; \$6 for 1½ hour. Contact: 114 N. Third St., Minneapolis, MN 55401, 612/332-0077.

Theatre de la Jeune Lune: Company spends half the year in France and half in the Twin Cities, performing innovative plays in English, styled in the European tradition. Contact: 261 E. Fifth St., St. Paul, MN 55101, 612/292-9415.

Theatre in the Round Players: In its thirty-first season, TRP is one of the state's oldest and most respected community theaters offering a diverse season of comedies and dramas, old and new; F-S 8 pm, Su 7 pm, one 2 pm Su Matinee for each production; adults \$5.50-\$6, students/seniors \$4.50 F & S; group rates and tours. Contact: 245 Cedar Ave., Minneapolis, MN 55454, 612/333-3010.

Twenty-first Street Players: Features presentational acting styles of the West and Asia; repertoire includes new, experimental works and classic plays; performances at Southern Theater, Walker Art Center and Weyerhaeuser Auditorium; Th-Su 8 pm, matinees Su 2 pm; adults \$6-7, children \$3-4; group rates. Contact: P.O. Box 24326, Minneapolis, MN 55424, 612/871-3717.

University of Minnesota Centennial Showboat: The University Theatre preserves Twin Cities' heritage by offering theater productions each summer aboard the Showboat, a real sternwheel riverboat moored on the Mississippi River; Jun-Aug, T-Su; group rates. Contact: 120 Rarig Center, 330 Twenty-first Ave. S., Minneapolis, MN 55455, 612/373-2337.

University Theatre: Quality plays, usually student directed, designed and acted, graduates include Peter Graves, Dave Moore and Loni Anderson; season runs Nov-May, performances Th-Su; gen. public \$6, students/seniors \$5; group rates and tours. Contact: 120 Rarig Center, 330 Twenty-first Ave. S., University of Minnesota, Minneapolis, MN 55455, 612/373-2337.

Up and Over Theater: A women's theater dedicated to presenting positive images of women and sensitive men, presents a forum for artists to perform emotionally and spiritually uplifting work;

four production a year in various locations; adults \$5; group rates. Contact: 803 Douglas Ave. S., #1, Minneapolis, MN 55403, 612/377-1713.

Valley Chamber Chorale: Semi-professional community choir, sings variety of music from Renaissance to contemporary; \$7. Contact: Box 352, Stillwater, MN 55082, 612/436-7448.

Walker Community Church/Theatre: Alternative and community based theatrical productions, music and art fairs; \$6-10. Contact: 3104 Sixteenth Ave. S., Minneapolis, MN 55407, 612/722-6612.

Women's Theatre Project: Produces new plays by women about issues of importance to women and employs women in all aspects of production, will perform at Hennepin Center for the Arts Little Theatre during May; tour schedule available upon request; \$5-12, sliding scale according to income; group rates. Contact: 430 S. Warwick St., St. Paul, MN 55105, 612/699-6420.

Arts — Visual

Abdo Fine Arts: Represents approx. ten artists, principally from Minnesota and the Upper Midwest, features paintings and drawings in all media, ceramics and limited edition original works on paper; T-S 11 am-4 pm; also by appointment; summer hours may vary; closed Aug. Contact: 706 N. First St., Suite 144E, Minneapolis, MN 55401, 612/340-9362.

American Swedish Institute: The largest Swedish ethnic museum in the country housed in a turn-of-the-century mansion; T-S 12-4 pm, Su 1-5 pm; closed M; Su 2 pm film showings, 3 pm musical programs; adults \$2, children/seniors \$1, under 6 free; group tours. Contact: 2600 Park Ave., Minneapolis, MN 55407, 612/871-4907.

American Wildlife Art Gallery: The original wildlife art gallery in the Midwest; M-F 9 am-4:30 pm. Contact: 926 Plymouth Bldg., Minneapolis, MN 55402, 612/338-7247.

Asian Fine Arts: A gallery offering works of art from Asian sources including prints, paintings, ceramics, furniture, lacquerware, and textiles, both contemporary and antique; M-F 9:30 am-5:30 pm, S 11 am-4 pm. Contact: 825 Second Ave. So., Minneapolis, MN 55402, 612/333-4740.

Avanyu Gallery: Continuous and special showings of Native American and Southwest arts and crafts, featuring Midwest's largest selection of Navajo weaving, Indian pottery and basketry, contemporary graphics and sculpture; T-Th 11 am-6 pm, F & S 11 am-10 pm also by appointment; group tours for art students. Contact: Butler Square, 100 N. Sixth St., Minneapolis, MN 55403, 612/333-5246.

Barry Richard Gallery: Fine arts gallery specializing in regional contemporary art of all media; M-F 12-5 pm, Th until 7 pm, closed S-Su. Contact: 102 Lumber Exchange Bldg., 10 S. Fifth St., Minneapolis, MN 55401, 612/333-7620.

Bloomington Art Center: A community art center with a three-fold purpose: 1) to serve artists and the community with a gallery; 2) to offer high quality arts education for all ages; 3) to reach out into community with arts; open year round, except two weeks at Christmas and July 2-6. Contact: 10206 Penn Ave. S., Bloomington, MN 55431, 612/887-9667.

Bream Gallery: Antique to modern art, including prints, oils, sculpture, stained glass; M-F 9 am-5 pm, S 10 am-4 pm; Ju-Sep, S 12-4 pm. Contact: 961 Grand Ave., St. Paul, MN 55105, 612/221-0020.

Daedalus Gallery: A nationally-recognized facility specializing in formal exhibition of new works by emerging American artists, emphasis on development of national exposure for Minnesota and regional artists; T-S 12-9 pm; also by appointment; group tours. Contact: Kickernick Bldg., 430 First Ave. N., Minneapolis, MN 55401, 612/332-2327.

Dolly Fiterman Gallery: Contemporary art gallery with works by internationally renowned artists, as well as local and regional talent; M-F 10 am-5 pm, weekends and evenings by appointment, hours subject to change with season. Contact: 238 Plymouth Bldg., 12 S. Sixth St., Minneapolis, MN 55402, 612/370-8722.

Edina Art Center: Monthly art exhibits, programs, tours and special events throughout the year as well as art classes and workshops for all ages; Sep-May, M, T & Th 9 am-10 pm, W 9 am-3:30 pm & 7-10 pm, F 9 am-3:30 pm, S 10 am-12 pm; Jun-Jul, M 9 am-6 pm, T-W 9 am-10 pm, Th 9 am-3:30 pm & 7-10 pm; closed Aug; group tours. Contact: 4701 W. Sixty-fourth St, Edina, MN 55435, 612/929-4555.

Film in the Cities: Second largest of about fifty media art centers in the U.S., offering exhibitions, education and service programs in film, photography, video and sound, film and photo-

graphy exhibitions year-round; photography gallery M-F 9 am-5 pm, Su 12-4 pm; adults \$2-3.50; group rates and tours. Contact: 2388 University Ave., St. Paul, MN 55114, 612/646-6104.

Fingerhut Gallery: Extensive collection of works by twentieth-century European, American and contemporary Chinese masters; M-F 10 am-9 pm, S 10 am-6 pm, Su 12-5 pm. Contact: Galleria, 3560 W. Seventieth St., Edina, MN 55435, 612/929-1150.

Goldstein Gallery: A showcase for designed objects, collection includes decorative arts, costume/hat textiles focused on nineteenth and twentieth centuries of American, European and Oriental origin with emphasis on American items; M-F 8 am-4:30 pm, except holidays; group tours. Contact: 240 McNeal Hall, U of M, 1985 Buford St., St. Paul, MN 55108, 612/376-1488 or 373-1032.

Groveland Gallery: Works by area artists, mostly representational; Sep-Jul, T-F 12-5 pm, S 12-4 pm. Contact: 25 Groveland Terrace, Minneapolis, MN 55403, 612/377-7800.

Here, Inc.: Major maker of folk music instruments and kits, providing shop space and assistance for building and repairing instruments, as well as folk music information; retail shop/folk center T-S 10 am-5:30 pm; concerts usually S 8 or 8:30 pm; concerts \$2.50-5; group tours. Contact: 25 N. Fourth St., Minneapolis, MN 55401, 612/332-2179.

Hui Arts: A fine art gallery specializing in art work by contemporary Chinese artists from all over the world; original paintings, prints, sculpture and ceramics; by appointment. Contact: 55 S. Ninth St., Minneapolis, MN 55402, 612/339-3399.

J-Michael Galleries: Large collection of signed and numbered limited edition graphics, also features works by local and regional artists; complete in-gallery frame shop; serves both residential and corporate clients; M & Th 9 am-9 pm, T, W & F 9 am-6 pm, S 10 am-5 pm, Su 12-5 pm. Contact: 3916 W. Fiftieth St., Edina, MN 55424, 612/920-6070.

Judith Stern Gallery: Art that reflects the southwestern U.S., most created by American Indian artists, contemporary originals, sculpture, etc., designs and sells unique clothing; T-S 9 am-3 pm also by appointment. Contact: 118 N. Fourth St., Minneapolis, MN 55401, 612/338-5292.

Knightwood and Brooks, Ltd.: On-going exhibitions highlighting art of the Old Masters; financially sound, aggressive broker in the arts marketplace with extensive experience in the arts and investment fields; M-F 9 am-5 pm; also by appointment; group tours. Contact: 7210 Metro Blvd., Minneapolis, MN 55435, 612/831-1010.

Kramer Gallery: Late nineteenth and early twentieth-century American and European art, including paintings, watercolors and sculpture; also specializes in art by Minnesota and regional painters from that period and in American Indian art and artifacts for collectors; year-round, T-F 9 am-5 pm, S 10:30 am-2:30 pm, closed Su-M. Contact: 229 E. Sixth St., St. Paul, MN 55101, 612-228-1301.

LePoudre Gallery: Features Minnesota art exclusively, eighty participating artists whose work is displayed on a rotating basis; M-F 10 am-9 pm, S 10 am-6 pm, Su 12-5 pm. Contact: Bonaventure, 1607 Plymouth Rd., Minnetonka, MN 55343, 612/541-9178.

Lutheran Brotherhood Gallery: Currently developing a collection of historic religious art; hosts a Wednesday at LB program offering the downtown community special noontime entertainment; gallery hours M-F 10 am-4 pm; W at LB every W 12-12:45 pm; group tours. Contact: 625 Fourth Ave. S., Minneapolis, MN 55430, 612/340-7000.

Macalester Galleries: College gallery emphasizing exhibitions of contemporary regional artists; student comprehensive exhibitions each spring; Sep-May, M-F 9 am-10 pm, S & Su 1-5 pm. Contact: Macalester College, Janet Wallace Fine Arts Center, 1600 Grand Ave., St. Paul, MN 55105, 612/696-6416.

Maya Market: Mexican, Guatemalan and South American handicrafts, cotton, wool and alpaca clothing, folk art, masks, fine woven textiles; M-S 10 am-6 pm; closed Feb and Mar. Contact: 327 Fourteenth Ave. SE, Minneapolis MN. 55414, 612/331-6027.

Mills Gallery: Fine art gallery representing Minnesota and Upper Midwest artists, paintings, original prints, sculpture, ceramics, weavings, and silver and gold jewelry exhibited and for sale; Sep-May, M-S 10 am-5 pm; summer, T-S 10 am-5 pm. Contact: 12926 Minnetonka Blvd., Minnetonka, MN 55343, 612/933-8803.

Minneapolis College of Art & Design: Gallery exhibits of contemporary artwork, featuring regional and local artists and lectures by leading national artists and designers; Sep-May, M-F

8:30 am-9 pm, S 8:30 am-5 pm, Su 12-5 pm; Jun-Aug, M-F 8:30 am-5 pm, Th 5-9 pm, S & Su 12-5 pm; group tours. Contact: 133 E. Twenty-fifth St., Minneapolis, MN 55404, 612/870-3161.

Minneapolis Institute of Arts: One of the top ten museums in the U.S., houses world renowned objects and has treasures from every age and culture; M, T & S 10 am-5 pm; Th & F 10 am-9 pm; Su 12-5 pm, closed W; adults \$2, students \$1, under 12 and seniors free; group rates and tours. Contact: 2400 Third Ave. S., Minneapolis, MN 55404, 612/870-3131.

The Minneapolis Museum of Arts, The Friends Sales and Rental Gallery: Handles outstanding regional artists and provides individuals and businesses options to rent or buy from a large selection of artwork, consulting services by qualified staff members; T & W 10 am-4:30 pm, Th & F 10 am-8 pm, S 10 am-4:30 pm, Su 12-4:30 pm; group tours. Contact: 2400 Third Ave. S., Minneapolis, MN 55404, 612/870-3160.

Minnesota Museum of Art: Art museum in St. Paul, featuring changing exhibitions of American art from the first half of the twentieth century, photography, Asian art from the museum's permanent collection; T-S 10 am-5 pm, Su 11 am-5 pm; closed major holidays; voluntary donation; group tours requested three weeks in advance. Contact: 305 St. Peter, St. Paul, MN; 55102, 612/292-4355.

Minnesota Museum of Art Landmark Center: Features changing exhibitions of American art from the first half of the twentieth century, photography, Asian art from the museum's permanent collection, also art school offering adults and children's classes and KIDSPACE where children twelve and under can experiment; T-S 10 am-5 pm, Su 1-5 pm; closed major holidays; voluntary donation; for group tour, contact Nell McClure, 612/292-4371, three weeks in advance. Contact: 75 W. Fifth St., St. Paul, MN 55102, 612/292-4355.

MJL Impressions: A "to the trade" showroom, Upper Midwest distributor for major art publishers as well as individual artists; handles primarily original prints, but also represents artists who work in unique media such as sculpture, printing, handmade paper, fiber sculpture and photography; M-F 9 am-5 pm; also by appointment. Contact: 1128 Harmon Place, Minneapolis, MN 55403, 612/332-4295.

The Nelson Rockefeller Collection Gallery: A variety of limited edition paintings, bronzes, porcelain, brasses, folk and primitive art from Nelson Rockefeller's collection, as well as original works by well-known contemporary artists; M-F 10 am-5 pm, S 11 am-5 pm; group tours. Contact: 41 S. Ninth St., Minneapolis, MN 55402, 612/341-0011.

The Raven Gallery: Exclusive presentation of Indian, Eskimo and other tribal artists, fine arts with special exhibitions monthly; M-S 10 am-5:30 pm, Th until 8:30 pm, Su 1-4:30 pm; group tours. Contact: 3827 W. Fiftieth St., Minneapolis, MN 55410, 612/925-4474.

Saint Paul Art Collective/Wall Street Gallery: An artist-run nonprofit organization that encourages the creative and professional undertakings of its members, over one hundred members display works in the Wall Street Gallery, exhibits change monthly; year-round T-F 12-6 pm, S 10 am-3 pm; closed major holidays; group tours. Contact: 300 E. Fourth St., St. Paul, MN 55101, 612/291-1487.

Suzanne Kohn Gallery: In its twentieth year, exhibits contemporary prints and paintings by Midwestern artists; M-S 1-5 pm, closed W; by appointment during Jul-Aug. Contact: 1690 Grand Ave., St. Paul, MN 55105, 612/699-0477.

Tamarack House Galleries: Features paintings, hard-pulled prints, posters, pottery, glass and sculpture of thirty to fifty artists, six featured exhibits a year; year-round M-W & S 10 am-5:30 pm, Th & F 10 am-8 pm, Su 1-5 pm. Contact: 236 S. Main St., Stillwater, MN 55082, 612/439-9393.

Three Rooms Up: Selection of contemporary works by Minnesota artists and craftsmen, including stoneware, fiber, handmade paper and paintings; M-F 10 am-9 pm, S 10 am-6 pm, Su 12-6 pm. Contact: Galleria, 3515 W. Sixty-ninth St., Edina, MN 55435, 612/926-1774.

University Film Society: The best and the latest from internationally known — and unknown — film directors find their way to this college campus. Contact: Bell Museum, Seventeenth and University Ave. SE, Minneapolis, MN 55455, 612/373-5397.

University Gallery: Visual art exhibitions; M-W & F 11 am-4 pm, Th 11 am-8 pm, Su 2-5 pm. Contact: 110 Northrop Auditorium, University of Minnesota, Minneapolis, MN 55455, 612/373-3424.

Vern Carver Gallery: Gallery of contemporary art posters and prints, custom picture framing;

M-F 9:30 am-5:30 pm, S 9:30 am-2 pm. Contact: 1018 LaSalle Ave., Minneapolis, MN 55403, 612/339-3449.

Walker Art Center: A highly acclaimed resource for contemporary art; conducts an extensive program of exhibitions, music, dance, film, theater and educational activities; permanent collection of paintings, drawings, prints, photographs and sculpture features works by important American and international artists; T-S 10 am-8 pm, Su 11 am-5 pm, after 5 pm only special exhibition galleries open; Apr & May, open until 8 pm W only; closed M & major holidays. Contact: Vineland Place, Minneapolis, MN 55403, 612/375-7600.

Women's Art Registry of Minnesota (WARM): Largest women's art gallery in the country representing the work of thirty-seven visual artists and providing educational programs and services for the public, exhibitions rotate monthly; year-round except last two weeks in Aug; T-W & F 11 am-4 pm, Th 11 am-7:30 pm, S 12-5 pm; group tours. Contact: 414 First Ave. N., Minneapolis, MN 55401, 612/332-5672.

Westlake Gallery: Artist-run gallery, area artists' paintings, sculpture, fibers and pottery; T-S 11 am-5 pm. Contact: 1612 W. Lake St., Minneapolis, MN 55408, 612/822-0600.

White Oak Gallery: Traditional theme gallery of mainly moderate-priced works by contemporary local and national artists, major Midwestern gallery representing P. Buckley Moss; year-round M-S 10 am-6 pm, Th until 8 pm, Su by appointment. Contact: 3939 W. Fiftieth St., Edina, MN 55424, 612/922-3575.

Womens Center Gallery: Art by women, including photographs, watercolors, fibers, ink drawings and pastels. Contact: YWCA, 65 E. Kellogg Blvd., St. Paul, MN 55101, 612/222-3741.

The Wyer-Pearce Gallery: Retail sales of fine arts, including original prints, paintings and sculpture by top regional artists; custom framing; year-round M-S 10 am-5 pm. Contact: 201 Mill St., Excelsior, MN 55331, 612/474-6966.

Attractions

African American Cultural Center: African artifacts, history and artifacts relating to Black culture; T-Su 12-4 pm; adults \$2, children \$1, under 6 free; group rates and tours. Contact: 2429 S. Eighth St., Minneapolis, MN 55454, 612/332-3506.

Ard Godfrey House: Historic house; May 31-Oct 15, M-F 12-3 pm, S & Su 1-4 pm; adults \$1., seniors \$.50, children \$.25; group tours. Contact: Chute Square, 28 University Ave. SE, Minneapolis, MN 55414, 612/870-8001. Mail: 4401 Parklawn Ave., Edina, MN 55435.

Bakken Library of Electricity in Life: Electrical apparatus dating back to 1740, history of the use of electricity; open by appointment; group tours. Contact: 3537 Zenith Ave. S., Minneapolis, MN 55416, 612/927-6508.

Bloomington Historical Society: Regional history, 1892 old town hall; Su 1-4 pm; also by appointment. Contact: 10200 Penn Ave. S., Bloomington, MN 55431, 612/881-5811.

Cathedral of St. Paul: Cathedral church of the archdiocese of St. Paul and Minneapolis; 6 am-6 pm year round. Contact: 239 Selby Ave., St. Paul, MN 55102, 612/228-1766.

Children's Museum: A "hands-on" participatory museum for children 3-12 and their families; children operate an electromagnet crane, a TV station, computers, an electron microscope and much more; Sep-May, group visits by reservation, T-F 9:30 a.m.-2 pm; general admission, T-F 2-5 pm, S 10 am-5 pm, Su 11 am-5 pm; Jun, T-S 10 am-5 pm, Su 11 am-5 pm; Jul-Aug, M-S 10 am-5 pm, Su 11 am-5 pm; school vacations, M-F 10 am-5 pm; adults \$1.75, students/seniors, children \$1.25. Group rates and tours. Contact: 702 N. First St., Minneapolis, MN 55401, 612/332-4769.

Cokato Historical Society: Local Scandinavian history; T-Su 1-5 pm, T by appointment; group tour available. Contact: 95 W. Fourth St., P.O. Box 269, Cokato, MN 55321, 612/286-2427.

Como Park Zoo: New marine-mammals building; 8 am-5 pm. Contact: Midway Parkway and Karfman Drive, St. Paul, MN 55103, 612/488-4041.

Edina Historical Society: Old Cahill School, Grange Hall, local history, Wooddale Museum; call for information. Contact: Village Hall, 4801 W. 50th St., Edina, MN 55424, 612/927-8861.

Elko Speedway: High-banked asphalt oval with late models, hobby and bomber stock car action; Apr 28-Sep 15, S 7 pm; adults \$6, children \$3; group rates and tours. Contact: 26350 France Ave. S., Elko, MN 55020, 612/461-3321 or 475-3080.

Governor's Residence: Minnesota's Governor's Mansion; open first S, third Th of month, 2-4 pm; group tours. Contact: 1005 Summit Ave., St. Paul, MN 55105, 612/644-2802.

Hay Lake School Museum and Erickson Log House Museum: Historic buildings, local history; May-Sep, S & Su 1-4:30 pm; also by appointment; group tours. Contact: Scandia, MN 55073, 612/439-5956.

Hopkins Historical Society: City history; Su 2-5 pm; also by appointment. Contact: 33 Fourteenth St. N., Hopkins Community Center, Hopkins, MN 55343, 612/938-7315.

IDS Tower and Center Observatory: Designed by internationally acclaimed architect Philip Johnson. Contact: Nicollet Mall and S. Eighth St., Minneapolis, MN 55454, 612/333-6656.

James Ford Bell Museum of Natural History: Natural history museum of Minnesota birds, mammals, fish, amphibians, reptiles, fossils and seeds; T-S 9 am-5 pm, Su 1-5 pm; group tours. Contact: 10 Church St. SE, Minneapolis, MN 55455, 612/373-2423.

Little Six Bingo Palace: One of the largest high-stakes bingo facilities in U.S., professionally run; highly exciting bingo played in 20,000 sq. ft., air-conditioned building designed specifically for operation; open 365 evenings a year, S & Su matinees; must be 18; \$17; group rates and tours. Contact: 2350 Sioux Trail NW, Prior Lake, MN 55372, 612/445-8350.

Marine Historical Society: Local history, historic buildings; mid-Jun-Aug, 2-5 pm; group tours. Contact: Marine-on-the-St. Croix, MN 55047, 612/439-5956.

Minneapolis Planetarium: 40-foot dome serves as backdrop for informative star shows, ranging from relaxing tours of the night sky to investigations of the latest discoveries in space science; Sep-mid-Jun, S. 11 am & 2 pm, Su 2 pm; mid-Jun-Aug, M-F 11 am and 2 pm, S & Su 2 pm; adults \$2, children \$1; group tours. Contact: 300 Nicollet Mall, Minneapolis, MN 55401, 612/372-6644.

Minneapolis Regional Native American Center: Minnesota Indian history and artifacts; M-F 9 am-4 pm; group tours. Contact: 1530 E. Franklin Ave., Minneapolis, MN 55404, 612/871-9421.

Minnesota North Stars: Professional hockey games played in the Metropolitan Sports Center; Oct-Mar. Contact: 7901 Cedar Ave., Bloomington, MN 55420, 612/853-9300.

Minnesota Pioneer Park: Pioneer village, farm machinery; M-F 8 am-5 pm, S & Su 1-5 pm; group tours. Contact: Hwy. 55, Annandale, MN 55302, 612-274-8489.

Minnesota Renaissance Festival: Country's largest re-creation of a sixteenth-century marketplace village, be welcomed by costumed royalty and villagers, enjoy entertainment by itinerant performers, sample unique food and the finest handcrafted wares; open last two weekends in Aug, four weekends in Sep, plus Labor Day, 9 am-7 pm. Contact: 3525 W. 145th St., Shakopee, MN 55379, 612/445-7361.

Minnesota State Fair: One of the largest fairs in North America with big-name grandstand entertainment, auto races, tractor pulls, horse shows, rodeos, the world's largest traveling carnival, livestock shows, creative activities and fine arts competition, and over 1,100 commercial exhibitors; twelve days ending Labor Day; 16 and over \$3.75, 5-15 \$1.50 (prices subject to change), discount tickets available in advance. Contact: State Fairgrounds, Snelling Ave., St. Paul, MN 55108, 612/642-2200.

Minnesota Twins: Major league (American) baseball club; season runs Apr-Sep; games played at the Metrodome; tickets \$3-8. Contact: 501 Chicago Ave. S., Minneapolis, MN 55415, 612/375-1366.

Minnesota Vikings: Professional football; games played at H.H.H. Metrodome; Aug-Dec. Contact: 9520 Viking Dr., Eden Prairie, MN 55343, 612/333-8828.

Minnesota Zoological Garden: "A zoo for all seasons"; a theater of life starring more than 375 diverse animal species freely expressing their lifestyles within environments representing their homelands; summer, 9:30 am-6 pm; winter, 9:30 am-4:30 pm (hours change w/daylight savings time changes); adults \$3.50, seniors/12-16 \$1.75, 6-11 \$1.25, under 5 free; free days: third T Apr-Oct, every T Nov-Mar; group rates and tours. Contact: 12101 Johnny Cake Road, Apple Valley, MN 55124, 612/432-9000.

Minnetonka Historical Society: Historic Burwell House; open by appointment; group tours. Contact: 13209 McGinty Road E., Minnetonka, MN 55343, 612/933-1611.

Monticello Historical Committee: Local history; Memorial Day-Labor Day. Contact: Hwy. 25 and Broadway, Monticello, MN 55362, 612/682-3900.

Murphy's Landing: Historic buildings, local history, pioneer life; T-F 9 am-1 pm; also by appointment; adults \$3.50, children \$2.50; group rates and tours. Contact: Hwy. 101, Box 275, Shakopee, MN 55379, 612/445-6900.

Padelford Packet Boat Co: Public excursion rides, school field trips and private charters on a real Mississippi River sternwheel boat (Jonathan Padelford or Josiah Snelling); special trips available Memorial Day-Labor Day; adults \$5.50, under 12 \$3.50. Contact: Harriet Island, St. Paul, MN 55107, 612/227-1100.

Raceway Park: Asphalt quarter-mile track with figure-8 and late model stock cars; Apr 29-Sep 16, Su and holidays 7 pm; adults \$6, children \$3; group rates and tours. Contact: 6528 Hwy. 101, Shakopee, MN 55379, 612/445-2257.

Richfield Historical Society: General Bartholomew House, history of the area; May-Oct, Su 2-5 pm; also by appointment; group tours. Contact: 6900 Lyndale Ave., Richfield, MN 55423, 612/825-3328.

Science Museum of Minnesota: Attracts over 700,000 yearly visitors to its numerous exhibit halls with a focus on participation and its domed Omnitheater shows; M-S 9:30 am-9 pm, Su 11 am-9 pm, Sep-Apr, closed M; Omnitheater performances adhere to wtr/summer schedules with 4-7 shows daily; museum exhibits and Omnitheater adults \$5.50, children \$4; group rates. Contact: 30 E. Tenth St., St. Paul, MN 55101, 612/221-9488.

Sibley and Faribault Houses: Oldest house in Minnesota, local history; summer, M-S 10 am-5 pm, Su & holidays 1-6 pm; adults \$1.50, children \$.50; group rates and tours. Contact: Mendota, MN 55150, 612/452-1596.

University of Minnesota Landscape Arboretum: Over 675 acres of rolling hills, open fields, formal gardens, two natural lakes and areas of marshland; over 4,000 species and cultivars of ornamental plants; grounds open 8 am-sunset; main building open M-F 8 am-4:30 pm, S & Su 11 am-4:30 pm; adults \$1, cars \$1.50, members no charge; group tours. Contact: 3675 Arboretum Dr., Box 39, Hwy. 5, Chanhassen, MN 55317, 612/443-2460.

Valleyfair Family Amusement Park: 55-acre theme park twenty min. SW of Twin Cities; exciting rides, delightful shows and entertaining attractions for children of all ages; May 19-Labor Day; weekends only Sep; Jun 10 am-8 pm, Jul-Aug 10 am-10 pm; ages 4-61 \$10.50, sixty-two plus \$7.50, three and under free; price includes shows, rides and attractions, except liquid lightening waterslide. Contact: The Valleyfair Dr., Shakopee, MN 55379, 612/445-7600.

Western Hennepin County Pioneers Association: History of the area; Jun-Aug, T-Su 2-5 pm; Sep-May, Su 2-5 pm; group tours. Contact: 1953 W. Wayzata Blvd., Long Lake, MN 55356, 612/473-6875.

Wood Lake Nature Center: 160-acre cattail marsh, woodland and restored prairie; three miles of wheelchair accessible trails; haven for migrating birds and waterfowl; cross-country skiing, rental skis, snowshoe tours; weekend family programs; building hours M-S 8:30 am-5 pm, Su 1-5 pm; area hours sunrise to sunset. Contact: 735 Lake Shore Dr., Richfield, MN 55423, 612/861-4507.

County Historical Societies

Anoka County Historical Society: 1900-period furniture, historic Banfill Tavern (1847), Anoka county history; T-F 12:30-4:30 pm; group tours. Contact: 1900 Third Ave. S., Anoka, MN 55303, 612/421-0600.

Carver County Historical Society: County history, woodworking and blacksmith tools; T, F & Su 1-4:30 pm; groups by appointment. Contact: 119 Cherry St., Waconia, MN 55387, 612/442-4234.

Dakota County Historical Society: Governor's exhibit (four state governors from Dakota County); county history, Indian artifacts from Kaposia village, excellent archives; T-F 8 am-4:30 pm, S 8 am-1 pm; group tours. Contact: 130 Third Ave. N., South St. Paul, MN 55075, 612/451-6260.

Hennepin County Historical Society Museum: Presents a history of the area and a miniature village, excellent archives; T-F 9 am-4:30 pm, Su 1-5 pm; public guided tours available by reservation. Contact: 2303 Third Ave. S., Minneapolis, MN 55404, 612/870-1329.

Ramsey County Historical Society: Gibbs Farm Museum; Apr-Dec, M-F 10 am-4 pm, Su 12-4 pm; adults \$1.50, children \$.50; group rates and tours. Contact: 2097 Larpenteur Ave., St. Paul, Mn 55113, 612/646-8629.

Scott County Historical Society: P.O. Box 275, Shakopee, MN 55379, 612/445-6900.

Washington County Historical Society: Warden's House (first state prison), county history; May-Oct, T, Th, S & Su 2-5 pm; also by appointment; adults \$1, children \$.50; group rates and tours. Contact: 602 N. Main St., P.O. Box 167, Stillwater, MN 55082, 612/439-5956.

Wright County Historical Society: County history; M-F 8 am-4:30 pm, Su 2-5 pm; group tours. Contact: 101 Lake Blvd. NW, Buffalo, MN 55313, 612/682-3900.

Historic Sites — Minnesota Historical Society

Alexander Ramsey House: A 15-room French Second Empire mansion built in 1872 by Alexander Ramsey, Minnesota's first territorial governor, the state's second governor, two term U.S. senator, and secretary of war under President Rutheford B. Hayes. The house contains many handsome Victorian furnishings and includes a restored carriage house; Mar 1-Dec 31, M-F 10 am-4:30 pm; Sa & Su 1-4:30 pm; \$1.50; group tours. Contact: 265 South Exchange Street, St. Paul, MN 55102 612/296-0100.

Fort Snelling: Built from 1819 to 1825 on a commanding bluff above the Mississippi and Minnesota rivers, the fort served for 30 years as the center of government policy and administration and a haven for travelers and others who sought protection and society at this gateway to the wild Northwest frontier. Restored historic fort and history center (exhibits and films); Jun 2-Labor Day, 10 am-5 pm; May, Sep & Oct. M-F 9am-4:30 pm, Sa & Su 10 am-5 pm; history center, Nov-Apr, M-F 9 am-5 pm; admission charge; group rates and tours. Accessible from State Hwys 5 and 55. Contact: Fort Snelling, St. Paul, MN 55111, 612/726-9430.

James J. Hill House: Completed in 1891, the craggy, massive home of "Empire Builder" James J. Hill has 36,000 square feet of living space including 32 rooms, 13 bathrooms, 22 fireplaces, and a 100-foot reception hall. A National Historic Landmark, it was acquired by the society in 1978 and is being restored. It eventually will provide first-floor public meeting rooms, a gallery of changing art exhibits, and restored areas interpreting the mansion's history. Undergoing extensive renovation through 1984, the mansion will reopen to the public in 1985.

Minnehaha Depot: One of the oldest depots in Minnesota, called "The Princess" by railroad men because of its small size and Victorian design, the depot was built in the mid 1870s in "carpenter gothic" featuring gingerbread ornamentation made possible by the recently invented jig-saw and precut dimensional lumber. Memorial Day-Labor Day, Su 1-5 pm; admission free. Contact Minnehaha Park, Minnehaha Ave., Minneapolis, MN 55417, 612/726-1171.

Minnesota Historical Society: The society's headquarters, housing exhibit space, libraries for maps, newspapers, reference materials and audio-video materials, and a book and museum shop, was built using stone from various parts of the state between 1915-1917 on a Renaissance style design of Clarence A. Johnson, Sr., of Waseca, MN. Open year round, M-Sa 8:30 am-5 pm, Su 1-4 pm; group tours. Contact: 690 Cedar St., St. Paul, MN 55101, 612/296-6126.

Minnesota State Capitol: Designed by Cass Gilbert, built between 1896 and 1904 and considered one of the most splendid and inspiring state capitals in the country, it is praised by architects and artists for its exterior, huge marble dome, self-supporting stairway, and magnificently decorated interior. Accessible from I-94, Marion Street exit. Open year round; M-F 9 am-4 pm, Sa 10 am-3 pm, Su 12-4 pm, reservations for groups over ten; group tours. Contact: Aurora and Park Avenues, St. Paul, MN 55155, 612/296-2881.

State Parks — Metroland

Afton: Challenging hiking and skiing highlight this St. Croix River Valley park with its secluded campground, swimming beach and interior accessible only by trail and only 40 minutes east of the Twin Cities. Eagles and hawks soar over the bluffs 300 feet above the river and dive into the oak, aspen, birch and cherry tree ravines and valleys. (1,669 acres.) Contact: Park Ranger, 6959 Peller Ave S., Hastings, MN 55033, 612/436-5391.

Fort Snelling: The state's gateway park borders historic Fort Snelling on the confluence of the Mississippi and Minnesota Rivers which welcomed Zebulon Pike's search for the Mississippi River headwaters as it does today's jet plane arrivals. Polo grounds, nature center, sandy beach, fishing, and an 18 mile/28 kilometer trail system for bikers, hikers, snowshoers and skiers are some of the pleasures awaiting visitors to this spring-fed Snelling Lake area. (3,370 acres.) Contact: Park Ranger, Hwy. 5 & Post Road, St. Paul, MN 55111, 612/727-1961.

Lake Maria: Almost entirely wooded, this northern end of the Big Woods Moraine region sports rolling hills, two small lakes, small ponds and marshes that provide excellent habitat for a variety of wildlife and over 205 bird species. Foot and ski trails, heated ski shelter, camp-

grounds and canoe rental await to send visitors on secluded adventures. (1,580 acres.) Contact: Park Ranger, Rt. 1, Monticello, MN 55362, 612/878-2325.

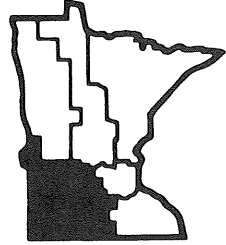
Minnesota River Valley: Boasting a soon to be completed 75 miles of trails connecting seven counties from Fort Snelling to LeSueur, this park invites hikers, bikers, skiers, horseback riders, canoeists, historians, and bird watchers to enter a mosaic of prairies, woodlands, meadows and wetlands. (4,759 acres.) Contact: Park Ranger, 19825 Park Blvd., Jordan, MN 55352, 612/492-6400.

William O'Brien: Near the oldest logging settlement in Minnesota this intriguing park welcomes visitors with an interpretive center, and miles of trails along the Wild and Scenic St. Croix. Its great variety of activities: canoeing, fishing, mushroom hunting, swimming, picnicking, camping, wildlife watching and skiing invite large numbers to its easy-to-reach location from the Twin Cities. (1,343 acres.) Contact: Park Ranger, 16821 O'Brien Trail N., Marine-on-St. Croix, MN 55047, 612/433-2421.

Pioneerland

**P.O. Box 999, Mankato, MN 56001 120 S. Front Street,
(507) 345-4517**

Over 50% of the state's historical sites, and one of the most unique National Monuments (Pipestone), lie within this region. Fine family resorts, modern motels, spacious campgrounds, beautiful river valleys, good fishing lakes, and agriculture tours are all found in the 27 counties that make up Pioneerland: Big Stone, Blue Earth, Brown, Chippewa, Cottonwood, Faribault, Jackson, Kandiyohi, Lac Qui Parle, LeSueur, Lincoln, Lyon, McLeod, Martin, Meeker, Murray, Nicollet, Nobles, Pipestone, Redwood, Renville, Rock, Sibley, Swift, Traverse, Watonwan and Yellow Medicine counties.



Arts — Performing

Cherry Creek Theatre: The only full-time professional theater company situated outside the Twin Cities metro area, performs adaptations of original scripts and new original works developed by the company from Oct-Jun; W-S 8 pm; adults \$6, students/seniors \$5, under seventeen, \$3.50; group rates and tours. Contact: 120 S. Broad St., Mankato, MN 56001, 507/345-7885.

Civic Summer Theatre: A community theater of area amateur performers in its twentieth year, produces two plays a year; adults \$5, children \$3. Contact: P.O. Box 66, Fairmont, MN 56031, 507/238-1381.

Concord Singers: A forty-member men's chorus performing traditional songs in German with authentic accompaniment; tours Upper Midwest and frequently to Germany and Austria; also performs at traditional German celebrations of Heritage Fest (Jul), Oktoberfest (Oct), and Fasching (S before Lent) in the city of New Ulm. Contact: P.O. Box 492, New Ulm, MN 56073, 507/354-8850.

Grass Roots Community Theatre: Produces an average of two to three productions a year including drama, comedy and musicals; adults \$3.50, students \$2; group rates. Contact: P.O. Box 624, Worthington, MN 56187, 612/376-5885.

Green Earth Players: Southwestern Minnesota community theater group that performs in the historic Palace Theatre, one of the last all-hemp theaters in the country; weekday performances 8 pm, Su 2 pm; adults \$4.50, children \$3.50; group tours upon arrangement. Contact: Box 207, Luverne, MN 56156, 507/283-2248.

Litchfield Community Theatre: Community theater in seventh season, produces a summer musical, winter comedy or drama and Christmas holiday production at Litchfield Jr. High School. Contact: District 465 Community Education, 126 N. Marshall Ave., Litchfield, MN 55355, 612/693-2354.

Arts — Visual

Nobles County Art Center: Monthly exhibitions by Midwestern artists; year-round, M-S 2-4:30 pm; group tours. Contact: 318 Ninth St., Gov't. Center, Worthington, MN 56187, 507/372-7711.

Attractions

Browns Valley Historical Society: Sam Brown Log House, Indian artifacts, local history; Memorial Day-Labor Day, 1-9 pm; \$.25. Contact: Box 321, Browns Valley, MN 56219, 612/695-2110.

End-O-Line Railroad Park Historical Society: Railroad history, railroad equipment, hand-operated roundtable, model railroad equipment; Memorial Day-Labor Day, 9 am-5 pm; tours weekends and evenings by appointment. Contact: End-O-Line Park, Currie, MN 56123, 612/763-3113.

Fort Belmont: One of the first Upper Midwestern forts built, was used for protection from the Sioux Indians; Memorial Day-Labor Day, M-S 9 am-6 pm, Su 11 am-6 pm; adults \$2, children \$.50; group rates and tours. Contact: Hwy. 71 S., Jackson, MN 56143, 507/847-2007.

Heritage Hosue: Local history, telephone equipment exhibit; M-S 10 am-5 pm, Su 1-5 pm. Contact: Mountain Lake, MN 56159, 507/427-3456.

Jackson County Courthouse Museum: History of city and county; M-F 8:30 am-4:30 pm. Contact: County Courthouse, Jackson, MN 56143, 507/662-5505.

Jackson VFW Speedway: Minnesota's fastest and finest half-mile dirt track, featuring open-wheel sprint cars and drivers from the U.S., Canada and Australia; operated by the Veterans of Foreign Wars for over 30 years; Memorial Day-Labor Day, S 7:30 pm. Contact: Box 73, Jackson, MN 56143, 507/847-2084.

Laura Ingalls Wilder Museum: Laura Ingalls Museum; Jun-Sep, 10 am-7 pm; Apr, May & Oct, daily 10 am-5 pm; also by appointment. Contact: Walnut Grove, MN 56180, 507/859-2358.

Mecca: Historic Lund House; summer daily, also by appointment; group tours. Contact: 308 N. Ring, Canby, MN 56220, 507/223-7808.

Minnesota Valley Regional Library: The Maud Hart Lovelace Wing of the library offers many items of interest to Betsy/Tracy fans, including a large mural, original drawings, an autographed collection, a slide-tape presentation, a scrapbook and many items of memorabilia; prepared to direct to other points of interest concerning Mrs. Lovelace; M-Th 9:30 am-8 pm, F & S 9:30 am-5 pm. Contact: 100 E. Main St., Mankato, MN 56001, 507/387-1856.

Monongalia Historical Society: Area history; Memorial Day-Labor Day, T-F 1-4 pm, S 10 am-4 pm; also by appointment. Contact: New London, MN 56273, 612/354-2990.

Pipestone National Monument: National monument, Indian pipestone artifacts; summer, 8 am-9 pm; winter, 8 am-5 pm; group tours. Contact: P.O. Box 727, Pipestone, MN 56164, 507/825-5463.

St. Peter State Hospital Museum: Hospital museum (mental hospital); M-F 9 am-3 pm; group tours. Contact: 100 Freeman Dr., St. Peter, MN 56082, 507/931-3000.

Wabasso County Center Historical Society: Local history; Jun 2-Sep, M-F 10 am-5 pm, Su 1-6 pm. Contact: 564 South St., Wabasso, MN 56293, 507/342-5328.

Winnebago Area Museum: Area history, Indian history and artifacts from the area; M-W 2-5 pm, F 10 am-12 pm and 2-5 pm; group tours. Contact: 36 N. Main St., Winnebago, MN 56098, 506/893-3692.

Yellow Medicine Agricultural and Transportation Museum: Agricultural equipment and history; May-Oct, T-Su 1-5 pm; group tours. Contact: Hanley Falls; MN 56245, 507/768-3522.

County Historical Societies

Big Stone County Historical Society: 755 Grace Street, Ortonville, MN 56278, 612/839-3713.

Blue Earth County Historical Society: 1871 historic house and carriage house, Blue Earth County history, Indian and pioneer artifacts; T-S 1-5 pm; also by appointment; group tours. Contact: 606 S. Broad St., Mankato, MN 56001, 507/345-4154.

Brown County Historical Society: Minnesota Indian war history, area history; M-S 1-5 pm; also by appointment. Contact: 27 N. Broadway, New Ulm, MN 56073, 507/354-2016.

Chippewa County Historical Society: 22-building pioneer village, Swenson Farm; May 30-Sep 30, M-F 9 am-5 pm, S & Su 1-5 pm; Oct-May 30, M-F 9 am-5 pm; adults \$2, children \$.75, under 6 free; group rates and tours. Contact: Hwy 59 & 7, Montevideo, MN 56265, 612/269-7636.

Cottonwood County Historical Society: County history; M-F 9 am-4 pm, S & Su 1-4 pm; group tours. Contact: 812 Fourth Ave., Windom, MN 56101, 507/831-1134.

- Faribault County Historical Society:** Historic Wakefield House Museum (1867 house), area history; T-F 2-5 pm; also by appointment; group tours. Contact: 405 E. Sixth St., Blue Earth, MN 56013, 507/526-5421.
- Jackson County Historical Society:** County history; M-F 9 am-4 pm, S & Su 2-4 pm; also by appointment; group tours. Contact: 307 Hwy. 86, Lakefield, MN 56150, 507/662-5505.
- Kandiyohi County Historical Society:** County history, historic house; Memorial Day-Labor Day, 2-5 pm; group tours. Contact: 610 NE Hwy. 71, Willmar, MN 56201, 612/235-1881.
- Lac qui Parle County Historical Society:** County history, pioneer village; summer, W, F & Su 1:30-5 pm; winter, W, F 1-4 pm; group tours. Contact: Hwy. 75 S., Madison, MN 56256, 612/598-7678.
- Le Sueur County Historical Society:** County history, art exhibits of famous local artists; Jun-Aug, W-Su 1:30-5:30 pm; May-Sep, weekends 1:30-5:30 pm; also by appointment; group tours. Contact: Box 557, Elysian, MN 56028, 507/267-4620.
- Lyon County Historical Society:** County history; Jan-Nov, M, W & F 9 am-4 pm; also by appointment; group tours. Contact: Courthouse, Marshall, MN 56258, 507/532-4694.
- Lincoln County Historical Society:** County history; W, F & Su 2-5 pm; also by appointment; group tours. Contact: 610 W. Elm, Hendricks, MN 56136, 507/275-3537.
- Martin County Historical Society:** County history; May-Oct 1, T-F 1:30-4:30 pm; also by appointment; group tours. Contact: 304 E. Blue Earth Ave., Fairmont, MN 56031, 507/235-3940.
- McLeod County Historical Society:** County history; Apr-Sep, M-F 1-5 pm, Su 1-5 pm; also by appointment; group tours. Contact: Biscay, MN 55336, 612/864-4650.
- Meeker County Historical Society:** G.A.R. Museum, county history, Civil War artifacts; M-F 9 am-5 pm, S & Su 1-5 pm; group tours. Contact: 218 N. Marshall, Litchfield, MN 55355, 612/693-8911.
- Murray County Historical Society:** County history; winter, M-F 1-5 pm; summer, W-Su 1-4 pm; also by appointment. Contact: County Fairgrounds, Slayton, MN 56172, 507/425-2583.
- Nicollet County Historical Society:** County history, historical house, museum; T-S 1-4 pm; Cox House, May-Nov. T-Su 1-4 pm; also by appointment; Cox House \$1.50; group tours. Contact: 100 W. Nassau, P.O. Box 153, St. Peter, MN 56082, 507/931-2160.
- Nobles County Historical Society:** Pioneer village, county history, museum; M-F 2-4:30 pm; Pioneer Acres, Jun-Sep 15, daily 9:30 am-4:30 pm; also by appointment; Pioneer Acres adults \$1, children \$.25; group rates and tours. Contact: 415 Twelfth St., P.O. Box 213, Worthington, MN 56187, 507/376-4431.
- Pipestone County Historical Society:** County history, Indian artifacts; Jun-Sep, M-S 10 am-5 pm, Su 1-5 pm; Oct-May, T-S 10 am-5 pm; also by appointment; \$.50; group rates and tours. Contact: 113 S. Hiawatha, Pipestone, MN 56164, 507/825-2563.
- Redwood County Historical Society:** County history, farm machinery; May-Sep 30, W-Su 1-5 pm; also by appointment; group tours. Contact: R.R. 2, Hwy 19 W., Redwood Falls, MN 56283, 507/637-2311.
- Renville County Historical Society:** County history; Jun-Labor Day, 1-5 pm. Contact: Morton, MN 56270, 612/329-3541.
- Rock County Historical Society:** County history; T, Th & Su 2-5 pm; also by appointment. Contact: Hinkly House, Luverne, MN 56156, 507/283-2761.
- Sibley County Historical Society:** County history; May-Oct, Su 2-5 pm; also by appointment; group tours. Contact: 700 Main St., Henderson, MN 56044, 612/964-2207.
- Swift County Historical Society:** County history; M-F 9 am-4:30 pm; also by appointment; group tours. Contact: W. Hwy. 12, P.O. Box 4D1, Benson, MN 56215, 612/843-4467.
- Traverse County Historical Society:** County history; mid-May-mid-Oct, T-S 9 am-5 pm, Su 1-6 pm; group tours. Contact: 507 Twelfth St. N., Wheaton, MN 56296, 612/563-4654.
- Watonwan County Historical Society:** County history, farm equipment, drugstore exhibit; May-Oct, W, S & Su 1-4 pm; group tours. Contact: Box 126, Madelia, MN 56062, 507/642-3247.
- Yellow Medicine County Historical Society:** County history, oldest rock in the world, Indian artifacts; Mar-Apr/Oct-Dec, T-F 1-5 pm; May-Sep, T-Su 1-5 pm; group tours. Contact: Hwy. 67, P.O. Box 160, Granite Falls, MN 56241, 612/564-4479.

Historic Sites — Minnesota Historical Society

Birch Coulee Battlefield: Site of 31-hour siege of 170-man unit which suffered the heaviest military casualties of the 1862 Dakota (Sioux) Indian Uprising. One mile north of Morton off U.S. Hwy 71 on Renville Co. Hwy 2. May 1-Sep 30; admission free. Contact: R.R. 1, Box 125, Morton, MN 56270, 507/697-6321.

Fort Ridgely and Interpretive Center: Unprotected by a stockade and situated on an open prairie plateau, Fort Ridgely was successfully defended by 200 volunteer soliders and civilian refugees against heavy odds in two battles that turned the tide of the 1862 Dakota War. Off State Hwy 4, seven miles south of Fairfax. May 1-Sep 15, 10 am-5 pm; also by appointment; park sticker; group rates and tours. Contact: Fort Ridgely State Park, Rt. 1, Box 32, Fairfax, MN 55332, 507/426-7888.

Harkin Store: Alexander Harkin's General Merchandise Store was once the social and commercial center of West Newton in the Minnesota River Valley, where farm families could buy a pound of coffee for 35¢, trade butter and eggs for flour and sugar, pick up mail at the store's tiny post office, or obtain a favorite patent medicine. On Nicollet County Hwy 21, eight miles northwest of New Ulm. May 1-Sep 15, 10 am-5 pm; Sep & Oct by appointment; group tours. Admission free. Contact: Co. Rd. 21, R.R. 3, Box 29, New Ulm, MN 56073, 507/359-9729.

Jeffers Petroglyphs: Set in the prairieland of the Little Cottonwood River Valley are nearly 2,000 rock carvings representing human figures, weapons and animals, some made perhaps as long ago as 3,000 B.C. and others as recently as the 18th century. At junction of U.S. Hwy 71 and Cottonwood Co. Hwy 10, turn east on 10 for three miles, turn south on Co. Hwy 2 for one mile. May 1-Labor Day, 10 am-5 pm; Sep & Oct by appointment; group tours, admission free. Contact: Hwy 71 and Co. Rd. 10, Jeffers, MN 56145, 507/877-3647.

Lac qui Parle Mission and Fort Renville: A replica of a chapel built in 1841 by Protestant missionaries and Dakota women. Exhibits inside tell of early missionary life in Minnesota. Accessible from Chippewa Co. Hwy. 13, off U.S. Hwy 59, eight miles northwest of Montevideo. May 1-Sep 30, 10 am-5 pm, admission free. Contact: Watson, MN 56295, 507/697-6321.

Lower Sioux Agency Interpretive Center: Scene of the first organized Indian attack in the Dakota War of 1862 and the culmination of a century in which the Dakota saw their hunting grounds reduced and the fur trade decline as white settlers established farms. Apr 1-Sep 15, 10 am-5pm; Sep 16-Mar 31, M-F 10 am-5 pm; also by appointment; group tours. Contact: R.R. 1, Box 125, Morton, MN 56270, 507/697-6321.

Mayo House: Reflecting the modest circumstances of a mid-19th century country doctor, this small Gothic-style house was built in 1859 by William Worrall Mayo, who practiced medicine there for nearly five years before moving to Rochester, where he and his two sons, William J. and Charles H. Mayo, later established the world-renowned Mayo Clinic. Memorial Day-Labor Day, 1-4:30 pm; May, Sep & Oct weekends 1-4:30 pm; admission charge; group tours. Contact: 118 N. Main St., Le Sueur, MN 56058, 612/665-3250 or -6965.

Upper Sioux Agency: Established by the federal government in 1854 as a center for instructing the Dakota (Sioux) Indians in the farming methods of white settlers, the agency was nearly destroyed in the 1862 Dakota War by Indians angered with frequent food shortages, delays in annuity payments, and dissension between farmer and nonfarmer. On State Hwy 67, nine miles south of Granite Falls. May 1-Labor Day, 10 am-5 pm; park sticker; group tours. Contact: Upper Sioux Agency State Park, Hwy 67, Granite Falls, MN 56241, 612/564-4024 or 507/697-6321.

State Parks — Pioneerland

Big Stone: Headwaters of the Minnesota River where visitors can surround themselves in the silence and solitude of the prairie in oak shaded, lakeside camping, fishing, hiking and picnicking. Prairie wildflowers and wildlife delight nature lovers, perch and walleye lure anglers, and the prairie's big sky retells ancient star lore. (1,118 acres.) Contact: Park Ranger, R.R. 1, Box 153, Ortonville, MN 56278, 612/839-3663.

Blue Mounds: Buffalo roam amid six foot tall prairie grasses and wildflowers, coyotes howl at the big sky prairie moon, and the setting sun appears blue on the red, mile long, 100 feet high Sioux quartzite. On top of the red stone mound is a 1,250 foot long stone wall, mysteriously aligned precisely east and west. Nearby Longellow's "Song of Hiawatha" is reenacted each year, commemorating this ancient peace monument where Indian pilgrims, guaranteed safe passage through various tribal lands, came to quarry the red pipestone for their peace and

ceremonial pipes. (2,028 acres.) Contact: Park Ranger, R.R. 1, Luverne, MN 56156, 507/283-4892.

Camden: Cool, wooded valleys descend from the open prairie near the summit of the Coteau des Prairies, and take visitors into a maple/basswood forest to observe woodland plants and animals, and cool off in a spring fed swimming pond. From the flora and fauna of the prairie, the Sioux Lookout Trail leads to a visitor center, pioneer camp, picnic grounds, swimming beach and trout fishing. (1,592 acres.) Contact: Park Ranger, Lynd, MN 56157, 507/865-4530.

Flandrau: The Cottonwood River valley is a refreshing oasis in the prairie, its steep slopes covered with cool, moist forests and oak shaded bluffs dotted with dry prairie knolls. Oxbow marshes and lakes trace the river's meanderings in the habitat of abundant birds and animals. The surrounding countryside with its Indian artifacts, campsites and petroglyphs tells of earlier inhabitants. Indian Point Trail, a sandbottom swimming pool and beachhouse, picnic and campgrounds welcome visitors to a restful stay. (805 acres.) Contact: Park Ranger, 1300 Summit Ave., New Ulm, MN 56073, 507/354-3519.

Fort Ridgely: Site of the 1862 battle of Fort Ridgely, an interpretive center tells of the events leading up to and about the siege of the fort by the Dakota (Sioux) Indians. Hiking, horse, snowmobile and cross-country ski trails wander through the park's forests, ravines, meadows and prairie knolls and bluffs. A nine hole, sand green golf course challenges visitors. (584 acres.) Contact: Park Ranger, Rt. 1, Box 65, Fairfax, MN 55332, 507/426-7840.

Kilen Woods: A tranquil woodland oasis in the prairie farmland the park lies along the west bank of the Des Moines River where campers are treated to spectacular prairie sunsets. Rare plants thrive in the park's hillside fens. Visitors enjoy Dinosaur Ridge Overlook; a lookout tower; the prairie meadows; walleye, northern pike and catfish fishing; bird and animal watching; summer and winter trails; camp and picnic grounds; and a year round multipurpose shelter. (228 acres.) Contact: Park Ranger, Rt. 1, Box 122, Lakefield, MN 56150, 507/662-6258.

Lac Qui Parle: The "Lake That Talks" borders a 27,000 acre game preserve and is considered both prime hunting grounds and one of the biggest and most popular goose management areas in the U.S. Thunderous flocks of migrating geese, whistling swans, pelicans and other waterfowl churn waters and spirits alike. Fishing, hiking, and fine camp and picnic grounds offer visitors a pleasant retreat on this Minnesota River oxbow (u-shaped bend). (530 acres.) Contact: Park Ranger, Rt. 5, Box 74A, Montevideo, MN 56265, 612/752-4736.

Lake Shetek: Largest lake in southwestern Minnesota and the headwaters of the Des Moines River, called "pelican" by the Dakotah Indians, superb year-round fishing is a result of stocking and an aeration system. Woodlots of oak, hackberry, basswood, elm and ash from pioneer farms have become buffers against the winds of the great plains and habitat for animals and birds. Loon Island bird sanctuary, sandy beaches, motorized boat access, food service, woodland marsh trails and interpretive displays add up to please visitors. (1,175 acres.) Contact: Park Ranger, Rt. 1, Box 164, Currie, MN 56123, 507/763-3256.

Minneopa: "Water falling twice," two waterfalls are close together, the only major waterfalls in southwestern Minnesota, the lower plunges 30 feet. Giant erratic boulders dot the flat, oak-strewn prairie along the wooded banks of the Minnesota River. Nearby is the bed of blue clay the Dakota Indians called "Mankato" or blue earth, used as paint and thought to ward off bad luck in sickness and war. On a knoll within the park are the silent remains of a 125 year old wind-powered grist mill. Pleasant hiking, canoeing, camping, picnicking and cross-country skiing await visitors in this picturesque park. (1,145 acres.) Contact: Park Ranger, Rt. 9, Box 143, Mankato, MN 56001, 507/625-4388.

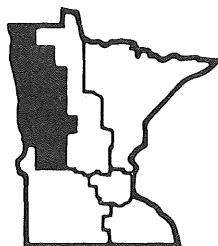
Monson Lake: On the Glacial Ridge Trail, following spectacular scenery provided by the Alexandria Glacial Moraine Complex, this unusually deep southwestern Minnesota lake offers year-round fishing. Birdwatchers view pelicans, a variety of herons, western grebes, shorebirds, waterfowl, pheasants and Hungarian partridge. A quiet park that offers solitude, and once the site of pioneer settlers, it has a forest of oak, ash and basswood shading a mix of wildflowers. (187 acres.) Contact: Park Ranger, Sunburg, MN 56289, 612/366-3797.

Sibley: Highest point for 50 miles, Mt. Tom (elev. 1,375 feet), offers an excellent view of the woods of Kandiyohi, used as hunting grounds by Minnesota's first governor, and where the grasslands of the West meet the big woods of the East. After birdwatching, boating, fishing, viewing woodland and prairie wildflowers, visitors can cool off in Lake Andrew and take in an interesting park naturalist program. Canoe, foot, cross-country, bicycle, horse, and snow-

mobile trails ring the park's camp and picnic grounds and interpretive center. (3,067 acres.) Contact: Park Ranger, Rt. 2, Box 700, New London, MN 56273, 612/354-2055.

Split Rock Creek: With the only lake in the county, the park boasts the best year-round fishing in Pipestone County and is a haven for waterfowl, songbirds, beaver and mink. A glimpse of the native prairie settlers viewed 150 years ago is awaiting on a hillside never furrowed by a plow where it still holds many species of wild flowers and grasses: the mayflower or pasque flower, the pinkish-purple blazing star, and the yellow goldenrod. Swimming, fishing, camping, exploring nearby Pipestone National Monument, picnicking, hiking, and skiing offer recreation for all visitors. (380 acres.) Contact: Park Ranger, Rt. 2, Jasper, MN 56144, 507/348-7908.

Upper Sioux Agency: On the confluence of the Minnesota and Yellow Medicine Rivers, all-season trails weave through open prairie knolls and bluffs, cool deep wooded slopes, sunny oldfield meadows and wander along the rugged scenic beauty of the river valleys. Within the park is the site of the 1850's Indian Agency, destroyed in the Uprising of 1862. An interpretive center tells about the area's wildlife, rivers, prairies and woods; the rivers offer walleye, northern pike, bullheads, catfish and small mouth bass; a winter sliding hill invites everyone; a boat access opens the Minnesota River, and camping and picnicking abound. (1,280 acres.) Contact: Park Ranger, Rt. 2, Box 92, Granite Falls, MN 56241, 612/564-4777.



Viking-land

Viking-land, U.S.A., (612) 763-3162
206 N. Broadway, Alexandria, MN 56308

In "The Land of Blue Snow" the Mississippi River begins its 2,552 mile journey to the Gulf of Mexico at Itasca State Park where you can leap across the headwaters on granite boulders. The Kensington Runestone at Alexandria may be a legacy of a band of Vikings passing through Minnesota some 600 years ago. The Red River Valley, Agassiz National Wildlife Refuge, Glacial Lake State Park, lush

forestlands, swift streams and thousands of clear and sand bottom lakes make Viking-land a destination certain to delight any traveler.

Grouped together to include almost 2,000 lakes are 17 counties: Becker, Clay, Clearwater, Douglas, Grant, Kittson, Mahnommen, Marshall, Norman, Otter Tail, Pennington, Polk, Pope, Red Lake, Stevens, Wadena and Wilken.

Arts — Performing

The Alexandria Big Band: Eighteen-member uniformed band specializing in Big Band Swing of the thirties, forties, fifties for the past seventeen years. Contact Alexandria Chamber of Commerce for performance dates; \$3. Contact: Alexandria, MN 56308, 612/846-3273.

Thief River Falls Community Arts Council: 1524 Cartway Dr., Thief River Falls, MN 56701, 218/681-5916

Arts — Visual

Plains Art Museum: Special and permanent exhibitions of regional and nationally recognized contemporary art housed in a 1913 historic building, also exhibits African and Native American art and ethnographic materials; W-Su 1-5 pm, W-S 10 am-12 pm for special exhibitions and events; \$1; group rates and tours. Contact: 521 Main Ave., Moorhead, MN 56560, 218/236-7171.

Rourke Art Gallery: Special and permanent exhibitions for regional and nationally recognized contemporary art; W-Su 1-5 pm, W-S 10 am-12 pm for special exhibitions and events; \$1; group rates and tours. Contact: 523 Fourth St., Moorhead, MN 56560, 218/236-7171.

Woodland Gallery: Displays original art and fine crafts by area artists, art supply store also located in gallery; T-Th & S 9:30 am-5:30 pm, M & F 9:30 am-9 pm. Contact: 823 Washington Ave., Detroit Lakes, MN 56501, 218/847-7692.

Attractions

Animal Acres Zoo: Birds and animals from around the world, museum, souvenir shop, picnic and playground; Apr-Oct, S-F; adults \$3, children \$2; group rates and tours. Contact: Rt. 3, Box 203, Leaf River Rd., Wadena, MN 56482, 218/631-1336.

Runestone Museum: Kensington Runestone, Fort Alexandria Agricultural Museum, area his-

tory, area resort slide-tape history; summer, M-F 8 am-5 pm; adults \$2.25, under 11 free; group rates and tours. Contact: 206 N. Broadway, Alexandria, MN 56308, 612/763-3161.

Straw Hat Players: Summer stock June 20-Aug 4. Phone information 10-4 MT, 10- performance time W-Sa, 218/236-2271. Contact: Straw Hat Players, c/o Moorhead State University, Moorhead, MN 56560.

Theatre L'Homme Dieu: Summerstock June 27-Aug 26, P.O. Box 1086, Alexandria, MN 56308, 612/846-3150.

Ulen Historical Society: Area history, "Viking" sword; May 15-Sep 15. F & S 1-5 pm; also by appointment. Contact: Ulen, MN 56585, 218/596-8548.

County Historical Societies

Becker County Historical Society: Wildlife dioramas, Becker County history, M-F 8:30 am-5 pm; group tours. Contact: 915 Lake Ave., Detroit Lakes, MN 56501, 218/847-2938.

Clay County Historical Society: Clay County history, 15,000 glass negatives taken between 1872 and 1930; M-F 9 am-5 pm; also by appointment. Contact: 22 N. Eighth St., Moorhead, MN 56560, 218/233-4604.

Clearwater County Historical Society: History of county; summer, M-F 9 am-4:30 pm, S 12-4 pm; also by appointment; winter, M-F 8 am-4 pm; adults \$1, under 12 free. Contact: 112 Second Ave., Bagley, MN 56621, 218/694-6574.

Douglas County Historical Society: 206 Broadway, Box 805, Alexandria, MN 56308, 612/762-0382. Hours: 8:00 am-4:30 pm Mon thru Fri & by appointment.

Grant County Historical Society: Indian artifacts, agricultural implements, Grant County history; T-S 10 am-4 pm, Su 2-5:30 pm; also by appointment; adults \$1, children \$.25; group rates and tours. Contact: Hwy. 59 & 79, Elbow Lake, MN 56531, 218/685-4864.

Kittson County Historical Society: County history, farm machinery; weekends during summer, 1-5 pm; group tours. Contact: Lake Bronson, MN 56734, 218/754-4100.

Marshall County Historical Society: County history, farm machinery; May-Aug. M-F 8 am-5 pm; Sep-Apr, M-F 1-5 pm also by appointment; group tours. Contact: Box 103, Marshall County Fairgrounds, Warren, MN 56762, 218/745-4803.

Mahnomen County Historical Society: Route 2 (mailing), Mahnomen, MN 56557, 218/935-2175.

Norman County Historical Society: County history, pioneer village; T, Th, S & Su 2-5 pm; summer only; \$.50; group tours. Contact: 404 W. Fifth Ave., Ada, MN 56510, 218/784-4911.

Otter Tail County Historical Society: County history, farm implements; M-F 11 am-5 pm, S & Su 1-4 pm; also by appointment; \$1; group rates and tours. Contact: 1110 Lincoln Ave. W., Fergus Falls, MN 56537, 218/736-6038.

Pennington County Historical Society: County history, pioneer village; summer, M-F 2-4:30 pm, S-Su 2-5 pm; also by appointment; group tours. Contact: Oakland Park Rd., Box 127, Thief River Falls, MN 56701, 218/681-5767.

Polk County Historical Society: County history; M-S 9 am-6 pm, Su 12-6 pm; also by appointment; adults \$1, children \$.50; group rates and tours. Contact: P.O. Box 214, Hwy. 2, Crookston, MN 56716, 218/281-1038.

Pope County Historical Society: County history, farm machinery, Indian artifacts; Oct-Apr, M-F 9 am-5 pm; May-Sep, M-F 9 am-5 pm, S & Su 1-5 pm; adults \$1, children \$.50; group rates and tours. Contact: Hwy. 104 S., Glenwood, MN 55334, 612/634-3293.

Red Lake County Historical Society: Red Lake Falls, MN 56750, 218/253-2143

Stevens County Historical Society: County history; summer, W, Th & F, Su 1:30-4:30 pm; winter, Su 1:30-4:30 pm; group tours. Contact: W. Sixth and Nevada, Morris, MN 56267, 612/589-1578.

Wadena County Historical Society: Box 141, Wadena, MN 56482, 218/631-3202

Wilkin County Historical Society: County history; T-S 11 am-4 pm, Su 1:30-4:40 pm; \$1; Breckenridge, MN 56502, 218/643-1303.

Historic Sites — Minnesota Historical Society

Comstock House: Built in 1882 as the home of Solomon G. Comstock, a leading political figure and entrepreneur of the upper Red River Valley for over 60 years. His daughter, Ada Comstock, was the first dean of women at the University of Minnesota and president of Radcliffe College from 1923 to 1943. Memorial Day-Sep 30, weekends 1-5 pm; also by appointment; admission charge; group rates and tours. Contact: 506 Eighth Street South, Moorhead, MN 56560, 218/233-0848.

Minnesota State Forest Campgrounds

State Forest campgrounds are of the primitive type designed to furnish only the basic needs of individuals who camp for the enjoyment of the outdoors. Each campsite consists of a cleared area, fireplace and table. In addition, pit toilets, garbage cans and drinking water from a hand pump may be provided. Some campgrounds charge a \$5.00 fee per night per campsite. The honor system is used. A number of campgrounds are on canoe routes.

Two Inlets State Forest

Hungry Man Lake Campground — from Park Rapids take State Hwy. 71 N. 10 mi. to Co. Rd. 41; turn left (W.) 1½ mi.; turn right (N.) 1 mi. 218/732-3309. 14 campsites, camp fee, 4 picnic sites, swimming, concrete boat ramp, fishing. Forester, 607 W. 1st St., Park Rapids, MN 56470.

White Earth State Forest

Arrow Point Campground — from Park Rapids 17 mi. N. on Hwy 71, 19 mi. W. on Hwy. 113. N. 5 mi. on Height of Land Forest Rd., walk E. ½ mi. (on Big Rock Lake). 218/732-3309. 6 campsites, boat access, fishing. Forester, 607 W. 1st St., Park Rapids, MN 56470.

State Parks — Vikingland

Buffalo River: One of the largest and finest virgin prairies in Minnesota, over 200 species of birds, 40 species of mammals, and over 250 species of wildflowers and grasses delight visitors to this Red River Valley area, once the site of massive Glacial Lake Agassiz. Active resource management preserves and perpetuates the virgin prairie and riverine forest communities while offering camping, hiking, picnicking, swimming and skiing. (1,240 acres.) Contact: Park Ranger, R.R. 2, Box 118, Glyndon, MN 56547, 218/498-2124.

Glacial Lakes: This unique spring-fed lake and adjoining lakes, ponds, marshes, rolling hills and valley were formed as the last glacier receded 11,000 years ago. The lake's entire drainage system lies within the park and accounts for its year-round clarity and purity, and its ring of spectacular hills offers a rare scenic panorama. Campers, picnickers, and hikers can enjoy wildflowers galore, while trails for winter use are active with skiers and snowmobilers. (1,345 acres.) Contact: Park Ranger, Route 2, Box 126, Starbuck, MN 56381, 612/239-2860.

Itasca: Headwaters of the 2,552 mile long Mississippi River, this year-round international landmark offers over 100 lakes and 50 square miles of forests, and virgin pine, one of which is a 300 year old tree that is the second largest living red (Norway) pine on record. Other highlights are a historic log hotel, a massive log and stone lodge, Indian Mounds, archeological sites, primitive and modern camping, lodging, restaurants, gift shops, picnicking, canoe caravans, interpretive and campfire programs and a lookout with a panoramic view. (30,223 acres.) Contact: Park Ranger, Lake Itasca, MN 56460, 218/266-3656.

Lake Bronson: Overcoming the problems of quicksand 100 feet deep, engineers dammed the South Fork Two River, and created a popular and sizable artificial lake for swimming, water-skiing, boating, sailing and great year-round fishing. Skiers have learned to share the park's intriguing trails with wintering moose, and hikers explore the oak savanna, prairie wildflower and grass habitats encountering 200 bird species, 53 kinds of mammals (including black bears) and 24 species of reptiles and amphibians. Park shelters, a lookout tower and excellent facilities abound. (2,983 acres.) Contact: Park Ranger, Box 218, Lake Bronson, MN 56734, 218/754-2200.

Lake Carlos: Within Minnesota's Leaf Hills Region, a transition zone between the southwest prairies and the northeast coniferous forests, the landscape is dominated by a pastoral setting of massive, rolling hills rising 50 to 150 feet, grassy meadows, and a 150-foot deep, clean lake acclaimed for its abundance of walleyes, northern pike, bass and crappies. The park boasts an excellent multiple-use trail system popular year-round for skiing, snowmobiling, horseback riding and hiking; and offers group camp facilities, beautiful campgrounds, water sports and

summer interpretive programs. (1,261 acres.) Contact: Park Ranger, Route 2, Box 240, Carlos, MN 56319, 612/852-7200.

Little Elbow: Solitude and peace, almost secretly hidden in this lightly used, and little known scenic park are nestled in the northern hardwood hills of the White Earth State Forest. Delicate wildflowers carpet the woods in the spring, fiery foliage in the fall, and good fishing, beautiful hiking trails, boat access, picnic grounds and campsites attract repeat visitors to this quiet, secluded natural setting. (3,127 acres.) Contact: Park Ranger, Route 2, Box 147, Waubun, MN 56589, 218/734-2233.

Maplewood: Along the Park Landscape hills, part of the Alexandria Moraine, the prairie rises abruptly to a high point of 1,600 feet producing magnificently rolling hills, generously sprinkled with 20 lakes, and an outstanding trail system for hiking, horseback riding, and skiing. In the fall, 9,000 acres of hardwood blaze in glorious colors, and spring-to-fall forest and prairie wildflowers bloom. Visitors enjoy herons and other large wading birds seeking food in the shallows, beaver ponds and marshes. Boat access is available to Lake Lida and Beers Lake, both offering excellent walleye, northern and panfishing. (9,250 acres.) Contact: Park Ranger, Route 3, Box 281, Pelican Rapids, MN 56572, 218/863-8383.

Old Mill: An oasis in a sea of cropland, the park preserves native prairie and river bottom forests as they were seen by the first settlers over a century ago. A 100-year old steam-powered mill grinds out flour and bran amid tales of pioneer lore. Trails for hikers, skiers and snowmobilers pass beaver ponds, moose, raccoon, white-tailed jackrabbit and snowshoe hare habitats, and about 100 species of birds. The swimming beach and picnic areas are favorite summertime sports with their magnificent stone buildings. (287 acres.) Contact: Park Ranger, Route 1, Box 42, Argyle, MN 56713, 218/437-8174.

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