

# Minnesota Guidebook to State Agency Services

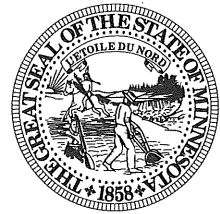
1992-1995

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STATE OF MINNESOTA

Department of  
Administration

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Robin PanLener, editor  
Print Communications Division

*But the fierce Kabibonokka  
Had his dwelling among icebergs,  
In the everlasting snowdrifts,  
In the kingdom of Wabasso,  
In the land of the White Rabbit.  
He it was whose hand in Autumn  
Painted all the trees with scarlet,  
Stained the leaves with red and yellow;  
He it was who sent the snowflakes,  
Sifting, hissing through the forest,  
Froze the ponds, the lakes, the rivers,  
Drove the loon and sea-gull southward,  
Drove the cormorant and heron  
To their nests and sedge and sea-tang  
In the realms of Shawondasee.*

— *The Song of Hiawatha* by H.W. Longfellow

**Front cover:** Mn/DOT photographer David R. Gonzalez used a Nikon FE2 equipped with a 105mm lens and ISO 200 color slide film to capture this scene of a Mn/DOT snowplow clearing drifts on U.S. Highway 14 west of Rochester.

Memories of Minnesota's Halloween Snowstorm of 1991 will remain for years. The strongest recollections may well be from the city, county and state snowfighters who tackled the storm head-on. Beginning with the first snowflakes and winds Oct. 31 through the final flurries, snowplow operators from the Minnesota Department of Transportation (Mn/DOT) plowed on, battling blinding sheets of wet snow while carefully navigating icy, compacted roads across the state.

By daybreak Nov. 1, many Minnesotans found themselves unable to even leave their homes. Businesses throughout the state were forced to close their doors, some for the first time ever. When the storm finally wore itself out Nov. 2, snowfalls ranging from 28 inches in the Twin Cities area to more than 36 inches in Duluth paralyzed most of the state. Even then, a second storm Nov. 29 and 30 (total 14.3 inches) and near zero temperatures further complicated snow and ice removal in the Twin Cities and southwestern Minnesota.

The "snowstorm of the century" produced many heroes, from the snowplow drivers who cleared a county road so firefighters could tackle a barn fire, to the maintenance workers who cleared snow-packed, drifted roads to assist stranded motorists and provided escorts for people who needed medical treatment.

**Back cover:** Mn/DOT employee Mitch Webster, shot this view of the Third Avenue Bridge using a Canon F-1, 50mm lens and ISO 64 color slide film.

Spanning the upper spillways of Saint Anthony Falls on the Mississippi River, the Third Avenue Bridge crosses over the birthplace of the City of Minneapolis, originally named for the falls. The falls were named in 1680 by Father Louis Hennepin, the first European to visit the site.

Early development of the city centered on the falls, beginning with soldiers from Fort Snelling who harnessed its power in 1823 to turn grist and lumber mills. The first dam was built in 1847 and the second half of the century saw the rise of a major flour milling industry in the city. At its peak in 1916, the state produced 29,389,889 barrels of flour, much of it in Minneapolis. The city was recognized as the flour milling capital of the world.

As Minneapolis grew during the early years of this century, another bridge was needed to link the downtown with the thriving east side. Construction of the concrete arch bridge began in 1915 and the structure opened to traffic June 13, 1918. The bridge, which cost \$862,254, is nearly one-half mile long and sits a maximum of 52 feet above the water.

Its unique S-curve shape was selected so that the bridge supports (piers) would avoid four breaks in the fragile limestone shelf on which the bridge rests. The design protects the St. Anthony Falls.

The Third Avenue Bridge is now in the Saint Anthony Falls Historic District. Its importance to the area was recognized by both city and state officials, and led to major renovation in 1979. The careful restoration preserved much of the beauty of the historic bridge, saving it for generations to come.

Copies of the *Minnesota Guidebook to State Agency Services* 1992-1995 may be ordered from Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Copies cost \$16.90 plus \$1.10 tax. Quantity discounts are available. Orders must be prepaid and checks or money orders made payable to the State of Minnesota. For more information, call (612) 297-3000 or toll free in Minnesota 1-800-657-3757.

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## Introduction

Keeping Minnesota's roadways in safe winter driving condition is one of the greatest challenges of the season. The flashing blue light of a plow and sand truck has been a lighthouse of safety to many motorists unable to find their way during a sudden snowstorm. Because of their commitment to keeping Minnesota's roadways safe and pleasant throughout the seasons for our families and visitors, the covers of this seventh edition of the *Minnesota Guidebook to State Agency Services* (1992-1995) is dedicated to the Minnesota Department of Transportation (Mn/DOT) and its employees.

Mn/DOT's eight districts are responsible for approximately 12,100 miles of highway, but the department also manages the state's multi-modal transportation system including air, rail, water, transit and roads.

Minnesota's 129,000 miles of roadway support 5,200 intrastate and 17,000 interstate carriers as well as many private trucking fleets. There are 141,000 registered trucks in Minnesota, excluding pick-ups and passenger vans.

Minnesota's aviation system comprises 140 publicly owned airports, the largest being Minneapolis/St. Paul International Airport, the hub for the Upper Midwest and a designated international gateway for nonstop service to several foreign destinations.

The state's rail system consists of three major carriers owning 3,493 miles of rail and 17 smaller carriers covering 1,293 miles of line. Amtrak provides the state with rail passenger service to St. Paul/Minneapolis, Winona, Red Wing, St. Cloud, Staples and Detroit Lakes.

The 'Land of 10,000 Lakes' has four Great Lakes ports: Duluth-Superior, Two Harbors, Silver Bay and Taconite Harbor. Duluth is the world's largest deep-draft freshwater port in terms of tonnage. The state's 58 active water terminals serve its 231-mile navigable river system that includes portions of the Mississippi, Minnesota and St. Croix Rivers. The barge and towing industry move grain, coal, aggregate, fertilizer, petroleum and petroleum products as well as general cargo into and out of the state. Minnesota's 11 river grain terminals annually supply about 12 percent of the grain shipped from the Gulf Coast, accounting for seven percent of total U.S. grain exports.

Minnesota also offers an expansive public transit service. Approximately 82 million passengers were served by the state's 82 public transit systems during 1990. In 1980, Minnesota developed and implemented the nation's first statewide ridesharing program - Minnesota Rideshare.

Minnesota's transportation network is Minnesota's lifeline. It brings food to our tables, guests to our homes, goods to our stores, enables us to work and our children to attend school, and allows us to fully explore Minnesota's vast recreational treasures.

The success of our state is dependent upon the participation of all of its citizens. Please allow the *Guidebook* to assist as you work toward success at work, at school and at home.

Dana B. Badgerow  
Commissioner  
Department of Administration

## Features of the 1992-1995 *Guidebook*

Helping to provide improved access to state government services is the purpose of the *Minnesota Guidebook to State Agency Services*.

The *Guidebook* puts you in direct contact with nearly all of Minnesota's state agencies. It lists information about state agency services, telling what maps and guides, advisory and financial assistance are available, who to see, what forms are needed to obtain services and the time it takes to process them. The *Guidebook* 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 names of the offices. The largest type size lists the name of the agency. As the agency develops into more specific responsibilities, the size of the type becomes smaller. Generally, but not in all cases, to find who answers to whom, follow the type size of the office titles up to the next larger size.

The *Guidebook* also serves as a state agency telephone directory. 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 the the state's "Inter-Office Mail" system.

New in this seventh edition is a more comprehensive listing of multi-member agencies to which citizens may be appointed. Each is enclosed in a box, with a brief introduction, listing the agency and a description of its responsibilities, appointing authority, compensation, phone and address. See *sample* below:

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Abstracters**, 3200 Main Street, Suite 330, Anoka 55033. (612) 427-6831. *Minnesota Statutes 386.63*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board shall examine and license abstracters and handle complaints from the public. The board consists of seven members including four abstracters (no more than one from a county containing a city of the first class); one attorney; and two public members. Meetings once a year. Members must file with the Ethical Practices Board.

New agency listings in this edition are the Lottery, the Marriage and Family Therapy Board, the Mental Health and Mental Retardation Ombudsman, the Social Work Board, the Amateur Sports Commission and Minnesota Technology, Inc. (formerly known as the Greater Minnesota Corp.)

Renamed agencies from the last edition are: Arts Education Center, formerly the School and Resource Center for the Arts; Lawful Gambling Control Board, formerly the Charitable Gambling Control Board; Board of Medical Practice, formerly the Board of Medical Examiners; and Minnesota Planning, formerly the State Planning Agency.

In July, 1991, the Public Employment Relations Board was no longer funded. Its duties were temporarily reassigned to the Bureau of Mediation Services.

During the last five years, a second "state agency campus" was created on Lafayette Road, about a mile east of the state Capitol. More moves are anticipated, with a focus on the south side of the Mississippi River near Robert Street. The Judicial Center Building opened during 1990, and the Minnesota History Center will open in the fall of 1992, consolidating many of the offices of the Minnesota Historical Society while opening a new museum for its collections.

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

## Acknowledgments

We thank all the users of this book for their comments, suggestions and requests for updated editions. Your queries: "When is the *Guidebook* going to be published?" urged us to move quickly and encouraged us by knowing how much you use and appreciate the *Guidebook*.

All of us who use this book, and find it a valuable resource, owe a great and hearty thank you to Deborah Thayer and Jan Ransom from Print Communication's Copy Prep Services. Every letter was carefully keyed by them, every line measured, every page constructed into this *Guidebook*. Thanks also to Mary Michaels and her staff at Copy Prep, and to Berry Conway, Jan Prelgo, Jane Schmidley, Paul Hoffman, Megan Maloney, Debby Svoboda, Katherine Artishon, Debbie George, Mary Mikes and Steve Ordahl for their staff support, with a special high-fiver to Duane Faber for his round-the-clock availability and dedication at index time.

Special thanks to Abigail E. McKenzie, director of the Office of Information, Analysis and Evaluation of the Business Development and Analysis Division, Department of Trade and Economic Development for her contribution to the Minnesota Profile.

Other contributors to the "Minnesota Profile" section were: Paul Burns and Linda Wright, Agriculture Dept.; Mark Ladwig, Commerce Dept.; Buddy Ferguson, Health Dept.; Bob Anderson, Education Dept.; Philip Lewenstein, Higher Education Coordinating Board; Rick Dahlman, Natural Resources Dept.; Joe Mansky, Secretary of State's Office; Nancy Rooney, Finance Dept.; Diana Telschow, Minnesota Planning; Michael (Mickey) Morris and Michael Stirens, Transportation Dept.

Our appreciation to David Gonzales, whose photograph is on the front cover, Mitch Webster, photographer of the back cover, and Kent Barnard who wrote the cover descriptions – all from Mn/DOT (Transportation Dept.).

Our gratitude is extended to Grant Moos, House Information Office, for his assistance in preparing the section on the Minnesota Legislature; Rebecca Fanning and Laurie Buck, State Court Administrator's Office, for compiling the entry for the Minnesota Judicial System; and to George Beck, Office of Administrative Hearings and Maryanne Hruby, Legislative Commission to Review Administrative Rules, for their contributions to the Executive Branch's rulemaking process.

We give special recognition to: Mary Bakken, Abstracters Board; Zona Sharp-Burk, Academic Excellence Foundation; Pam Smith, Accountancy Board; Delores Askew, Paul Elskamp and Jody Johnson, Administration Dept.; Sandy Haven, Administrative Hearings Office; Ruth Halversen, Aging Board; Jerry Hammer, State Fair; Paul Burns, Agriculture Dept.; Dr. Tom Hagerty, Animal Health Board; Christy Hohman-Caine, Archaeologist's Office; Lowell E. Torseth, Architecture, Engineering, Land Surveying and Landscape Architecture Board; Marjorie Casey, Arts Board; Stephanie Wright, Arts Education Center; Dr. Albert V. deLeon, Asian-Pacific Minnesotans Council; Gerald Garski and Joan Heinen, Assessors Board; Mary Kay Milla and Pat Milan, Attorney General's Office; Sharon Hinde-Larson, Auditor's Office; Maureen Tibbetts, Barber Examiners' Board; Elvira Barnes-Wycough, Black Minnesotans Council; Jim Harrison, Minnesota-Wisconsin Boundary Commission; James O'Hara, Boxing Board; Mary Duroche, Capitol Area Architectural & Planning Board; Maureen Cannon, Children's Trust Fund; Lori Campbell, Chiropractic Examiners Board; Mark Ladwig, Commerce Dept.; Gerry Nelson, Community College System; Dan O'Brien and Mary Jo Reiter, Corrections Dept.; Melvyn Brown, Ombudsman for Corrections; Donna Anderson, Crime Victim and Witness Advisory Board; Teresa Grant, Crime Victims Ombudsman Office; Karen Ramsey, Dentistry Board; Carol Kendall, Disability Council; Bob Anderson, Education Dept.; Joanne Peterson, Electricity Board; Jan Anderson and Bonnie Watkins, Employee Relations Dept.; William Johnston, Environmental Conservation Library; Mike Sullivan, Environmental Quality Board; Mary Ann McCoy, Ethical Practices Board; Gordon Yurich and Nancy Rooney, Finance Dept.; Bernice Caruth and Nan Connor, Lawful Gambling Control Board; Patrick Sexton, Governor's Office; Jean Small-Johnson, Hazardous Substance Injury Compensation Board;

Liz Emerson and Buddy Ferguson, Health Dept.; Bruce H. Johnson, Health Facility Complaints; Philip Lewenstein, Higher Education Coordinating Board; Elaine Yungerberg, Higher Education Facilities Authority; Elizabeth Martin-Hinton, Kim Trapp, George Ryan, and Tim O'Donnell, Minnesota Historical Society; Dorothy Johnson, Horticultural Society; Heidi Whitney, Housing Finance Agency; Gary Belisle, Human Rights Dept.; Peter Bacig and Chris Ohmer, Humanities Commission; Katie Bauer, Human Services Dept.; Joan Stately, Indian Affairs Council; Jim Heidelberg, Investment Board; Marlene Pospeck, Iron Range Resources and Rehabilitation Board; Janice Huling and Beverly Kontola, Jobs & Training Dept.; Nancy Christensen, Labor & Industry Dept.; Laurie Wilson, Lt. Governor's Office; Martha Peterson, Minnesota Lottery; Robert Butler, Marriage and Family Therapy Board; Carol Clifford, Mediation Services Bureau; H. Leonard Boche, Medical Practices Board; Jean Koonce, Mental Health & Mental Retardation Ombudsman; Lynn Sorensen, Metropolitan Airports Commission; Jim Martin, Metropolitan Council; Jack Mauritz, Metropolitan Parks & Open Space Commission; Tamara Kyle Sharp, Metropolitan Sports Facilities Commission; Steve Beseke, Metropolitan Transit Commission; Jeff Syme, Metropolitan Waste Control Commission; Howard Berg, Military Affairs Dept.; Patricia Lundy and Terrence Merritt, Municipal Board; Scott Pengelly, Natural Resources Dept.; Joyce Schowalter, Nursing Board; Phil Newberg, Nursing Home Administrators Board of Examiners; Laurie Mickelson, Optometry Board; Jean Whitney, Pardons Board; Daniel Glass, Peace Officer Standards and Training Board; David Holmstrom, Pharmacy Board; John Hustad and George Boosey, Minnesota Planning Office; Lois Mizuno, Podiatry (Chiropody) and Psychology Boards; Carol Mockovak, Pollution Control Agency; Marie Ohman, Private Detective and Protective Agent Services Board; Sharon Beighley, Racing Commission; Mary Vanek, Public Employees Retirement Assn.; Douglas Mewhorter, State Retirement System; Ray Phillips, Revenue Dept.; Carol Buffton, Safety Council, Inc.; Stan Carlson, Public Safety Dept.; Mark Steiner and Karen Stradel, Public Service Dept.; Susan Kafka, Science Academy; Lynne Kujawa, Science Museum of Minnesota; Marsha Krivinchuk, Seaway Port Authority of Duluth; Greg Taylor, Secretary of State's Office; George Woytanowitz, Sibley House Assn.; Thomas McSteen, Social Work Board; Jennie Lilliedal, Amateur Sports Commission; Sue Thompson, Tax Court; Joyce Roman, Teachers Retirement Assn.; Kenneth Peatross, Teaching Board; Monica Hanson and Caroline Wisniewski, Technical Colleges Board; Joyce Johannson, Minnesota Technology, Inc.; Jennifer Engh, Trade & Economic Development Dept.; Becky Scuder, Regional Transit Board; Kent Barnard, Ken Bjork, Donnie Carr, Abby Grenfell, Michael Stirens, Rich Stromwell and Betsy Brown, Transportation Dept.; Tim Perry and Mary Swanson, Transportation Regulation Board; Jerry Engebretson and Carol Johnson, State Treasurer's Office; Pam La Vigne and Mary Lopez, University of Minnesota; Sharon Miller, State University System; Terry Logan, Veterans Affairs Dept.; Roland Olson, Veterinary Medicine Board; Leo Christenson, Vocational Technical Education Council; Karen Leach, Office on Volunteer Services; Jane Besch, Citizens' Council on Voyageur's National Park; Betsy Dick, Waste Management Office; Susan Tsakakis, Water & Soil Resources Board; Michael Sparby and Marilyn Gahm, World Trade Center Board; Sandra Lynott, Workers' Compensation Court of Appeals; and Julie Lee, Minnesota Zoological Garden.

Hundreds of other dedicated public service employees across the state from every agency listed in this book helped in its preparation. We thank them for their careful and thorough efforts.

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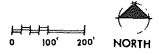
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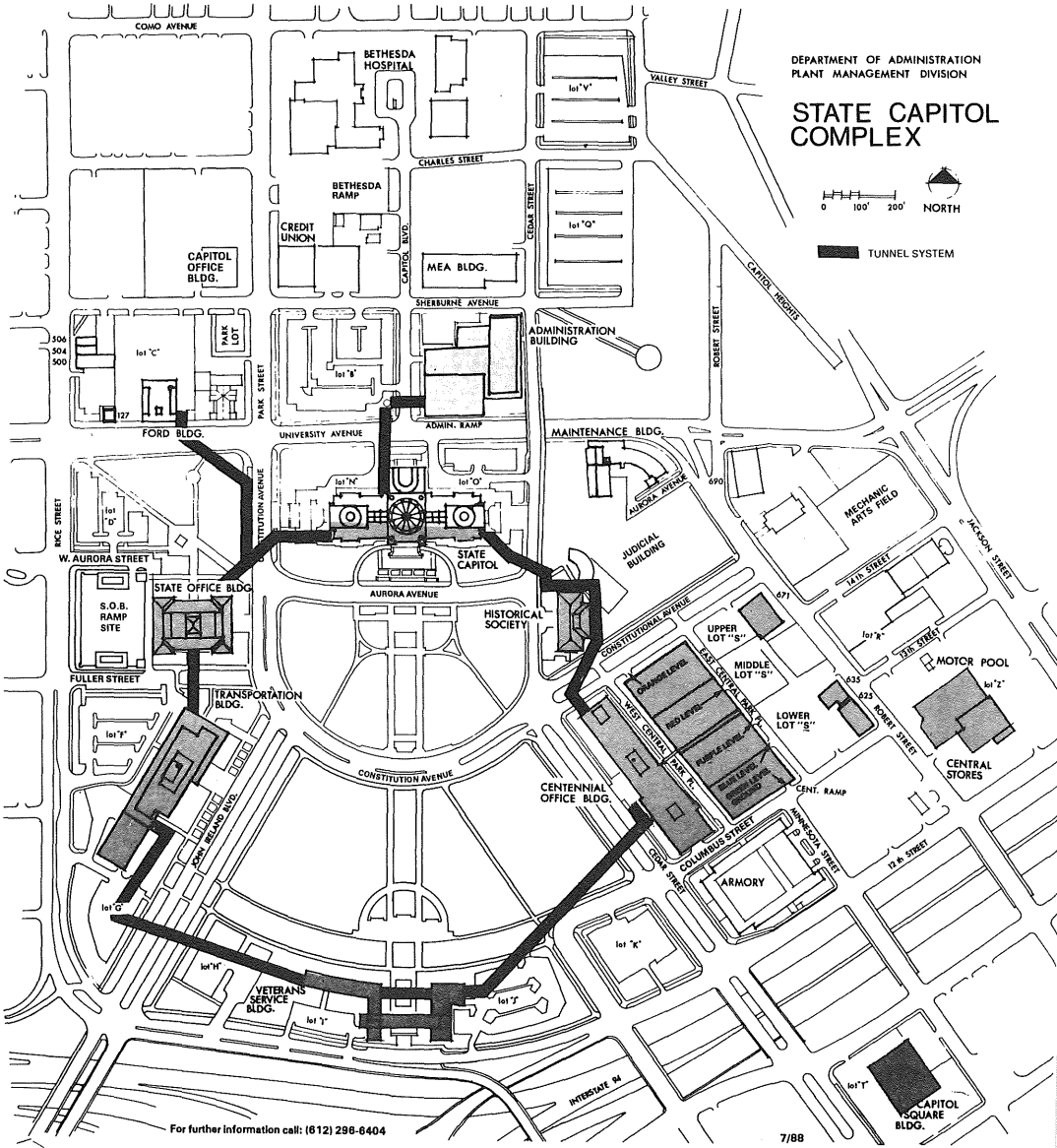
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DEPARTMENT OF ADMINISTRATION  
PLANT MANAGEMENT DIVISION

# STATE CAPITOL COMPLEX



TUNNEL SYSTEM



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# Minnesota 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 the people.

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

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

## Agencies of the Executive Branch

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

Numerous state boards, committees, commissions, councils, task forces, and similar multi-member agencies with statewide jurisdiction are located within the executive branch. The legislature has adopted a system of nomenclature to encourage uniformity in naming agencies and easier identification by the public. *Advisory task forces* are created to study a single topic and have a maximum two-year life or less. *Advisory councils and committees* created by statute (15.014 or 15.059) will expire according to the *sunset law* on June 30, 1993 unless they are extended by specific laws. *Authorities* are agencies whose primary purpose is to issue bonds for financing, ownership and development. *Boards* have rulemaking, license-granting, adjudicatory, or other administrative powers. *Commissions* are generally agencies composed of legislators, except for certain agencies such as those created by interstate compact. *Committees* are advisory agencies. *Councils* are advisory agencies with at least one-half of their members from specified occupations, political subdivisions, or other affected persons. *Governor’s agencies* are created by executive order to advise or assist on matters relating to state laws and they take on the prefix “Governor’s Task Force on...,” “Governor’s Council on...” or “Governor’s Committee on...”

## Terms, Salaries, Appointing Authority

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

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

The appointing authority for multi-member agencies is either the governor or the department head or state agency being advised by the council, committee or task force. The advice and consent of the senate is required for appointments to administrative boards with the exception of examining and licensing boards.

Minnesota's Open Appointments Act (*Minnesota Statutes*, Section 15.0597) requires the secretary of state to notify the public of vacancies occurring in multi-member state agencies and to accept applications from any member of the public wishing to apply for appointment to the position. One-page application forms are available from the Office of the Secretary of State and will be mailed out upon request. For more information see page 409.

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

Agencies are now concerned with areas such as agriculture, transportation, utility rates, pollution, health, welfare, natural resources, and professional licensing. Administrative decisions determine property rights of substantial value. For example, a state tax determination on the methods of fixing property values may add to the tax burden of every property owner in the state, and lead to the collection of millions of dollars in a single year. A decision by the public utilities commission approving a rate increase for an electric or telephone utility may have more importance in terms of dollars than all the decisions handed down by the state supreme court during the same year.

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

To make the actions of Minnesota administrative agencies conform to formal standards of fairness, due process, and public accountability, the legislature enacted the Administrative Procedure Act (APA) in *Laws of 1945*. (It has often been amended since that time.) The APA is designed to enhance public participation in the rulemaking process, while also requiring agencies to adhere to their statutory authority and to demonstrate the need and reasonableness of the proposed rules. The APA also guards individual rights and ensures due process when agencies attempt to apply laws and rules to regulate private and corporate activities in trial-type or contested case hearings. Minnesota's current Administrative Procedure Act is codified in *Minnesota Statutes*, Chapter 14.

## 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. There is a section (*Minnesota Statutes*, Section 14.06) in the APA that requires agencies to adopt certain rules.

In order to adopt a permanent rule an agency must make an affirmative presentation of facts establishing the need for, and reasonableness of the rule. The agency does this to reaffirm the legislative policy that rules should not be adopted at the whim of an agency without demonstrable need for the rule, and to develop a comprehensive record for consideration by the agency, and if necessary, the courts. This procedure also lightens the burden on opponents of a proposed rule who are trying to prove the rule's 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 petition'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. This specificity standard permits the agencies to decline consideration of petitions which are vague. The form for the petition is determined by the attorney general by rule.

## Seeking Outside Information and Opinion

An agency may seek information or opinions on contemplated rules from sources outside the agency. An official notice of intent to solicit an 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 its rulemaking proceedings.

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 rule 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. Permanent rules are effective five days after publication in the *State Register*.

## Noncontroversial Rules

An agency may propose to adopt, amend, suspend or repeal rules without first holding a public hearing, as long as the agency determines that the rules will be noncontroversial in nature. (*Minnesota Statutes*, Section 14.22) The agency must first publish a notice of intent to adopt rules without a public hearing, together with the proposed rules, in the *State Register*.

The notice of intent to adopt rules without a public hearing must advise the public: (1) that they have 30 days in which to submit comment on the proposed rules; (2) that no public hearing will be held unless 25 or more persons make a written request for a hearing within the 30 day comment period; (3) of the manner in which persons shall request a hearing on the proposed rules; and (4) that the rules may be modified if the modifications are supported by the data and views submitted.

Some agencies initiate "dual notice" rulemaking proceedings in which a hearing date is announced, but a hearing is held only if 25 persons request one.

If, during the 30-day comment period, 25 or more persons submit to the agency a written request for a hearing of the proposed rules, the agency must proceed under the usual provisions of the APA (*Minnesota Statutes*, Section 14.1-20) which state that if an agency decides to hold a public hearing, it must publish a notice of intent in the *State Register*.

## Rule Hearing Procedures

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

Hearings are conducted by administrative law judges in a manner which is fair to all persons involved. Administrative law judges are employed by the Office of Administrative Hearings and are neither employed by, nor affiliated with, the agency proposing the rules.

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

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

Anyone who wishes to submit written comments may do so at the hearing or within five working days of the close of the hearing. The administrative law judge may, during the hearing, extend the period for receiving comments up to 20 calendar days. Materials must be received before 4:30 P.M. on the date on which the submission period ends in order to be considered. Materials should be submitted to the administrative law judge at the Office of Administrative Hearings, 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.

## Administrative Law Judge's Report

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

After receiving the administrative law judge's report, and if there is an adverse finding, the chief administrative law judge's report, and the entire hearing record, the agency decides whether to adopt, withdraw or modify the proposed rule based upon a consideration of the comments made during the rule hearing proceeding. However the agency must wait at least five days after issuance of the administrative law judge's report, and the chief administrative law judge's report if applicable, before taking any action. The administrative law judge's report is available to the public for the cost of photocopying. Persons wishing to be notified when the report is available may write their name and address on one of the envelopes provided at the hearing registration desk or write to the administrative law judge.

Each agency must submit the rule as proposed for adoption to the chief administrative 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 in 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 another 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. Emergency rules are not subject to a hearing before an administrative law judge, nor is there a requirement to document need and reasonableness of the rule. However, the emergency rules process requires approval for form, legality and publication similar to the normal rules process.

The emergency rules themselves are published in the *State Register* 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 and to all persons who requested to be informed. The emergency rule takes effect five working days after approval by the attorney general. After the adoption, a notice of adoption (including any changes made since it was first proposed) is published in the *State Register* as soon as practicable.

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. If the grant of emergency rulemaking authority is not exercised within 180 days, the rule lapses (*Minnesota Statutes*, Section 14.29).

## ***State Register*, the LCRAR, and Minnesota Rules**

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 *State Register* provides weekly public notice of state agency rulemaking, rule hearings, the text of proposed rules, amendments to existing rules, and many other official announcements. (See page 28 for more information about *State Register*.)

The Legislative Commission to Review Administrative Rules (LCRAR) promotes 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. 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 569.

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 Documents Division, this 11-volume compendium lists the rules in force from the approximately 70 state agencies that have the authority to promulgate rules. Sets of *Minnesota Rules* and copies of the *State Register* can be viewed in designated libraries throughout Minnesota. A list is available from the editor of the *State Register*.



# Executive Branch Agencies

## Board of Abstracters

3200 Main Street, Suite 330, Coon Rapids, MN 55433

Mary Bakken, executive secretary (612) 427-6831

Minnesota Statutes, Section 386.63; *Minnesota Rules 1001-1009*

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Abstracters**, 3200 Main Street, Suite 330, Anoka 55033. (612) 427-6831. *Minnesota Statutes 386.63*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board shall examine and license abstracters and handle complaints from the public. The board consists of seven members including four abstracters (no more than one from a county containing a city of the first class); one attorney; and two public members. Meetings once a year. Members must file with the Ethical Practices Board.

The board examines and licenses people who make abstracts of title to real estate, issues initial applications, renews licenses, handles complaints against licensed abstractors, and has the power to suspend or revoke a license.

Examinations for licensing are administered each April. The exam fee is \$25.00 and license fees are \$50.00; renewal fees are \$40.00, and there is no fee for filing complaints. Applications 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

Mailing address: 133 East 7th Street, St. Paul, MN 55101

Office address: 85 East 7th Place, Suite 125, St. Paul, MN 55101

Pamela K. Smith, executive secretary, (612) 296-7937

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

The Minnesota State Board of Accountancy has been established to protect the public and ensure that persons engaged in public accounting meet and maintain the qualifications, standards, and professionalism required to competently practice public accounting in Minnesota. The board is mandated by statute to certify, license, and regulate Certified Public Accountant (CPA) and Licensed Public Accountant (LPA) individuals and firms in order to

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Accountancy**, 133 E. 7th St., 3rd Floor, St. Paul 55101. (612) 296-7937. *Minnesota Statutes 326.17*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem. The board examines, licenses and regulates certified public accountants and licensed public accountants. The board consists of seven to nine members including two public members, five licensed certified public accountants, and zero to two licensed public accountants, based on the number licensed in the state. Eight meetings a year plus emergency meetings as necessary. Members must file with the Ethical Practices Board.

provide the public with qualified professional personnel. The board's program for administering the law is comprised of administering the Uniform Certified Public Accountant Examination, issuing and renewing licenses to CPAs and renewing licenses to LPAs, and regulating the profession and enforcing the rules and law of the board. The board consists of nine members – made up of five CPAs, two LPAs, and two public members – and meets approximately 8 times a year.

The board reviews and processes applications for the Uniform Certified Public Accountant Examination; identifies applicants who meet the educational and experience requirements for

Qualifying Public Accounting Experience <sup>1</sup> Requirements for CPA Examination and Licensure			
Education	(to sit for exam)	Experience	(licensure)
Masters in Accounting <sup>2</sup>	- 0 -	+	1 year
Baccalaureate degree WITH Accounting Major (or equivalent <sup>3</sup> ) <sup>2</sup>	- 0 -	+	2 years
Baccalaureate degree WITHOUT Accounting Major <sup>2</sup>	1 year	+	2 years
2 years postsecondary education <sup>4</sup>	3 years	+	2 years
High School diploma	5 years	+	1 year

<sup>1</sup> Qualifying experience must be in the field of public accounting. Experience recognized by the Board will ordinarily be measured on the basis of calendar months and days worked by the applicant as a full time employee on the staff of a certified public accountant or licensed public accountant or certain government positions. Qualifying governmental accounting experience may be gained through employment as (a) an examiner or supervising examiner in the office of legislative auditor or state auditor of the state of Minnesota, (b) a field examiner or supervising examiner of federal or state agencies engaged in examining books and records for income tax purposes, or (c) an auditor or examiner with any other agency of government whose experience in the opinion of the Board is equally comprehensive and diversified. Experience may be gained in any combination of the foregoing capacities.

<sup>2</sup> Credits must be from a college or university that is fully accredited by the North Central Accrediting Association or its equivalent or whose credits are acceptable to the University of Minnesota for admission to graduate study.

<sup>3</sup> 24 semester credits or 36 quarter credits hours in accounting and business law *and* 24 semester credits or 36 quarter credit hours in business.

<sup>4</sup> Two or more years of study with a passing grade average or above from a college or university that is fully accredited by the North Central Accounting Association or its equivalent OR whose credits are acceptable to the University of Minnesota for admission to graduate study OR an area vocational technical school or a Minnesota licensed private vocational school which fulfills the requirements of *Minnesota Statutes* 141.21 to 141.36.

admission to the exam (see below); and administers the exam twice a year, in May and November. The exam currently consists of four parts (auditing, business law, accounting theory, and accounting practice) and takes 2-1/2 days to complete. (Beginning with the May 1994 exam, the exam will be restructured to 2 days.) Application deadline is sixty days prior to the date of the exam, or approximately March 1 for the May exam and September 1 for the November exam. The fee for taking all four parts of the exam is \$115; the re-examination fee is \$30 per part (accounting practice counts as two parts) up to a maximum of \$115. Candidates who pass the CPA exam and Minnesota Ethics Exam are issued certificates indicating passage of the exam.

The board evaluates and processes applications for licensure of CPAs. Certificate holders who complete the required public accounting experience are eligible for licensure. Individuals are required to apply for licensure immediately upon being eligible to do so. Application fee for initial CPA license is \$50. The board issues reciprocal licenses to qualified holders of certificates and licenses of other states. Application fee for reciprocal license is \$100. All licensees must renew their license on an annual calendar-year basis. Licensees who intend to practice public accounting must maintain an active license and submit 120 hours of continuing professional education (CPE) every three years. The annual license renewal fee is \$30 for active and \$10 for inactive CPAs and LPAs. Partnerships and corporations practicing in Minnesota must maintain an annual license. Professional corporations must comply with the Minnesota Professional Corporations Act. Application fee for partnerships is \$35; for corporations, \$100. Annual licensing fee for partnerships and corporations is \$35.

The board reviews, amends, adopts, and enforces Minnesota Statutes and board rules. The board investigates all complaints received against licensed CPAs, licensed LPAs, certificate holders, and exam candidates. The investigations are conducted in conjunction with the Office of the Attorney General and in compliance with *Minnesota Statutes*.

Please call the board office to request examination and license applications and for information on how to file complaints.

All fees are subject to change.

## Department of Administration

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

Dana B. Badgerow, commissioner (612) 296-3862

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

The Department of Administration (Admin) manages the internal operations of the executive branch of state government. It is a client-oriented organization that also services the operational needs of all of state government, as well as many local units of government in Minnesota. It serves the governor and legislature by providing oversight and review of state agency management and administrative practices. Admin also administers and enforces the state building code and the department commissioner serves as secretary of the Executive Council.

Admin provides state agencies and other units of government with quality, cost-effective administrative services and leadership in the areas of management and information systems technology. Its goals are to help reduce the costs of government, improve the quality of services and better meet citizen needs. It offers professional, centralized services, as well as leadership on effective, efficient, and innovative management techniques.

The Commission on Reform and Efficiency (CORE) has been created to lead a comprehensive public/private effort to reorganize state government, streamline its management, and identify ways to reduce costs. A joint effort of business, labor, education, and government, CORE will produce the best thinking of all stakeholders in the redesign of state government. CORE will review the executive branch and recommend a restructuring to streamline service delivery, reduce costs, and improve quality and accountability. It will also consider investment in new systems and technology to improve management and operations and produce long-term savings.

### Background

The department was created in 1939 as a result of a reorganization to bring agencies' functions into a more orderly arrangement. As the state grew, the administrative functions of the executive branch became more complex. Specialized agencies were created to take care of new duties, but gradually, as they overlapped, reorganizations took place. Major reorganizations occurred in 1925, 1939, and the late 1950s and 1973. The latter reorganization removed the budgetary and personnel responsibilities for all state agencies from the Department of Administration. It created the new departments of finance and personnel, with the Department of Personnel being changed to the Department of Employee Relations in 1980 when the legislature assigned all state employees in the executive branch, except upper level management, to bargaining units.

During fiscal year 1992 the department had about 900 employees and an operating budget of approximately \$160 million. Many of the department's divisions do not receive annual general fund appropriations from the legislature for their operations, but charge for the services they provide, and operate on revolving fund budgets.

### Management Analysis Division (612) 296-4086

Terry L. Bock, assistant commissioner (612) 296-8034

Frederick O. Grimm, director. The Management Analysis Division (MAD) is state government's in-house management consulting group.

The division works to improve the productivity, quality, and cost-effectiveness of government services. The division provides management consultation to the governor, legislature, commissioner of administration, state agencies, and local units of government.

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

The division provides objective information to the legislature on management and public policy issues confronting the state; advises and acts for the governor and his cabinet on

issues related to the overall management of state government; and develops, pilots, and disseminates innovative ways to improve government productivity and quality. It also provides consultation and technical assistance on department operations to the commissioner of administration and provides affordable, quality management consulting services on productivity and quality improvement to state agencies and local units of government.

## **Administrative Services Bureau (612) 296-5857**

**Karen L. Carpenter, director.** Administrative Services assists the department's operating units and executive team members by providing budget and fiscal services, personnel services, grant administration, systems and automation coordination, and other administrative support services.

## **Governor's Planning Council on Developmental Disabilities (612) 296-4018 (Voice only); or (612) 296-9962 (TDD only)**

**Colleen Wieck, executive director.** This office promotes public policy that will enhance community acceptance of people with developmental disabilities and their families; so that such persons receive the services, supports, and other assistance and opportunities necessary to live, work, recreate, and contribute to their fullest in their communities. People with developmental disabilities are those with substantial lifelong disabilities manifested before age 22. The council's activities are guided and funded by the Developmental Disabilities Assistance and Bill of Rights Act of 1990 (Public Law 101-496). Council members are appointed by the governor and are responsible for selecting priorities for the state, as well as the submission of a three-year state plan. Numerous publications are available to policymakers, professionals, family members, and to the general public:

### **Briefing Books for Minnesota Policymakers:**

- *1990 Report: The Heart of Community is Inclusion, 1990*
- *A New Way of Thinking, 1987*
- *Minnesota's State Hospitals, 1985*
- *Toward a Developmental Disabilities Policy Agenda: Assuring Futures of Quality, 1984*
- *Developmental Disabilities and Public Policy: A Review for Policymakers, 1983*

### **Policy Analysis Series:**

- *Policy Analysis Series: Issues Related to the Welsch Consent Decree; Numbers 1 through 30*
- *Policy Analysis Series: Issues Related to Minnesota's State Hospitals, Numbers 1-8, 1985*

### **Individual Planning:**

- *It's Never too Early, It's Never too Late, A Booklet about Personal Futures Planning, 1989*
- *Read My Lips: It's My Choice, 1989*

### **Monthly Newsletter:**

- *Futurity*

### **Videotape Productions: (Available on loan basis)**

- *A New Way of Thinking, 1988*
- *Tools for Life: How Technology Helps People with Disabilities, 1988*

## **Fiscal Services Division (612) 296-6271**

**Donald R. Klein, director.** The division establishes and maintains a centralized and integrated accounting system for both general fund and revolving funds for the Department of Administration. It also provides these services for the Capitol Area Architectural and Planning Board, Citizens Committee on Voyageurs National Park, Spanish Speaking Affairs Council, Council on Black Minnesotans, and Council on Asian/Pacific 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. General Fund Accounting Section (612) 297-3142, Lawrence R. Dowdle, accounting supervisor. Revolving Fund Accounting Section (612) 296-3355, Larry Freund, accounting supervisor.

## **Employee Assistance Program (612) 296-0765**

**Keith Tvedten, director.** The objectives of the State Employee Assistance Program are these:

- To internally serve state government agencies, their employees and their families by providing a comprehensive system from which employees can obtain assistance addressing personal problems which may affect their work performance.
- To serve as a resource for consulting with management and labor unions when intervening with employees whose personal problems affect their job performance.
- To provide health education and training services which positively impacts the health of individual employees and the work organization's overall productivity.

This statewide professional counseling resource is offered cost-free to all state employees. The program is to be used voluntarily and all contact with the EAP is confidential. As an assessment and short-term counseling resource, the EAP works with a wide range of concerns: family, financial, alcohol and other drug abuse, marital/relationship, emotional psychological, as well as career and work environment concerns. If ongoing counseling is necessary beyond EAP's two-session limit, the counselor will discuss affordable options and refer the individual to the appropriate resource.

Employee Assistance Program resources are accessible in 25 different cities throughout Minnesota. A joint labor-management committee on employee assistance provides feedback and direction for program services. The EAP offers a comprehensive training course for supervisors and bargaining unit representatives on the proper utilization of the EAP, entitled "Dealing with Troubled Employees." For more information about the Employee Assistance Program, contact the division at 205 Aurora Avenue, St. Paul, MN 55103.

## **Personnel Services Division (612) 296-7035**

**Karen Hanson, director.** The division provides personnel services to all department employees. It also provides advice and consultation to management on personnel practices and provides training and information on the state's personnel system. It administers labor agreements and plans covering department employees. It ensures equal employment opportunity and maintains the department's affirmative action plan. The division administers a safety program for department employees and provides services necessary for the recruitment, selection and placement of employees in properly classified positions. It administers payroll, employee benefits services and maintains personnel records.

## **STAR Program (A System of Technology to Achieve Results) (612) 296-2771 (Voice only); or (612) 296-9962 (TDD only)**

**Rachel Wobschall, executive director.** This office provides information and referral, educational opportunities, policy analysis and advocacy related to assistive technology for people with disabilities and older Americans throughout the state of Minnesota. It is a program of the Minnesota Governor's Advisory Council on Technology for People with Disabilities and is funded by the National Institute on Disability Research and Rehabilitation under Public Law 100-407, the Technology-Related Assistance for Individuals with Disabilities Act. The office also provides training opportunities for individuals, family

members, professionals, and service providers and administers a grants program for community-based Minnesota agencies. For further information, please contact the office.

**Brochures:**

- *The STAR Program: A System of Technology to Achieve Results*
- *Barriers to the Effective Use of Technology as Identified by People with Disabilities – A Hearings Report*
- *Self-Advocacy and Assistive Technology*
- *Assistive Technology and Home Modification for Individuals with Disabilities*
- *Consumer Products and Individuals with Disabilities*
- *Assistive Technology and the Workplace*
- *Education and Assistive Technology*
- *Funding and Assistive Technology*
- *Assistive Technology Information Network*

**Policy Papers and Reports:**

- *Research and Development Forum (proceedings)*
- *Manufacturing and Distribution Forum (proceedings)*
- *Access to Assistive Technology through Vocational Rehabilitation, Supported Employment, and Independent Living: Policy Analysis and Recommendations*
- *Transition to Post-Secondary Opportunities and Assistive Technology: Policy Overview and Recommendations*
- *Seniors and Assistive Technology: The Minnesota Alternative Care Grant Program – Policy Analysis with Recommendations*
- *Access to Assistive Technology through the IEP and IFSP*
- *Funding and Assistive Technology – A STAR Program Workshop*
- *Directory of Funding Resources for Assistive Technology in Minnesota*
- *Private Reimbursement of Assistive Technology: People with Disabilities and the Private Insurance System*

## **InterTechnologies Group (612) 296-8888**

**Bernard Conlin, assistant commissioner** (612) 297-5610. The InterTechnologies Group (InterTech) provides service in managing and operating information technology resources to help improve the quality and productivity of Minnesota government. InterTech is committed to ensuring contemporary competencies that include managing and operating centralized and distributed computer systems. It also provides consultation, development and operations of telecommunications (voice, data and video) systems. InterTech is located on several floors of the Centennial Bldg., 658 Cedar Street, St. Paul, MN 55155.

## **Business Technologies Division (612) 297-4071**

**Kathleen Lynch, director**, This division works with state agencies and affiliated public sector organizations to provide telecommunications products and services that meet present and future needs. It is responsible for planning, designing, coordinating and approving telecommunications systems, services and wiring for state agencies. Consulting and design support are also provided for data communications networks and hardware. Telecommunications regulatory activities at the state and local levels are monitored by the division and intervention activities initiated as needed. Business Technologies operates and manages the state's long distance voice network and coordinates "800" services, telephone credit cards and state public payphones. The division has the lead for the state's 9-1-1 emergency telephone service and provides consulting expertise to local government units for implementing and enhancing 9-1-1 services.

The Business Technologies Communications Center operates a statewide information and referral service, publishes the State Telephone Directory and provides teleconferencing services. The Customer Response Unit processes phone change requests and repairs, provides telephone feature and etiquette training and manages the telecommunications coordinators' program.

Other technology tools available through the division are voice mail, electronic mail and text management access to specific state-held public information databases.

For more information on the following services, use the phone number and name provided. **Telecommunications consulting:** Jack Ries at 296-7515; **Regulatory:** Roger Nelson at 296-6544; **9-1-1 assistance:** Jim Beutelspacher at 296-7104; **Long distance networks:** Bonnie Plummer at 296-4399; **State information and referral:** 296-6013; **Voice mail, electronic mail, and text management:** Leo Konz at 296-6363.

### **Customer Outreach Division (612) 297-4785**

**Beth Bengtson, acting director.** This division provides financial, administrative support, inventory, contract management and publications services for InterTech operations. It also serves as the initial point of contact with customer agencies for information system needs assessment, problem identification and general consultation. The division manages a help desk that gives customers a single point of contact for computer-related problems. A training center provides technical training in various information system subjects. A technical library in the division makes technical information available for state use.

For more information on the following services, use the phone number provided. **Training Center:** 297-1446; **Technical library services:** 296-4621; **Help Desk:** 297-1111.

### **Processing Services Division (612) 296-6351**

**Richard Kelly, director.** This division is a group of professionals expert in developing and managing the state's electronic information infrastructure.

Acting as the central data center for the state, the division provides data storage and large scale processing services for the 7,740 terminals on the Administrative Network and the 1,230 terminals on the Criminal Justice Information System network.

The division provides processing and printing services for various state department computer applications, such as income tax, statewide accounting warrants, drivers license and medicaid payments to state caregivers.

For more information on the following services, use the phone number and name provided. **Data storage:** Tom Scanlan at 296-5109; **Printing services:** Janice Ostrem at 297-4230; **Computer output to microfilm services:** Dan Sunder at 296-2573.

### **Products and Services Division (612) 296-7503**

**Pat Lozier, director.** This division provides state agencies with technology and tools to enhance their ability to provide effective and efficient service to state citizens. This division also investigates and recommends the use of evolving technologies. The services and products provided by the division are data base support, software support, data network management of the Administrative and Criminal Justice Information System networks, data entry, data security, analysis and programming for personal computers, administration of the statewide programming and analysis contract for overload services, development of knowledge-based systems, LAN installation, microfilming and records storage.

For more information on the following services, use the phone number and name provided. **Data base services:** Susan Rose at 296-6391; **Data networks:** Ken Vannelli at 296-8791; **Data entry:** Juanita Peuse at 296-3351; **Data security:** Howard Tri at 296-6350; **Personal computer analysis and support (ACT):** Paul Stembler at 296-0498; **Knowledge-based systems:** Mary Leonard at 297-5686; **Micrographic services:** Rick Scheller at 296-9708; **Records storage:** Marlana Nierengarten at 296-8618; **Emerging Information Technologies (EIT):** Roger Sell at 297-2905.

### **STARS (Statewide Telecommunications Access and Routing System) Division (612) 29-STARs or 297-8277**

**Russell Cox, director.** This division is developing new telecommunications network facilities and services for the transmission of voice, data and video information. The STARS network will be leased and managed by the state and can serve all public sector groups and private colleges in Minnesota. A private sector vendor will own and operate the facilities. Implementation will begin in early 1992. When operational, public sector operations will



**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**STARS Advisory Council**, Centennial Bldg., 658 Cedar Street, St. Paul 55155. (612) 297-5576. *Minnesota Statutes 16B.465 as amended by Laws of 1989.*

**Appointing Authority:** Governor. **Compensation:** None. The council assists in and helps shape the development and operation of the statewide telecommunications access and routing system (STARS). The council consists of ten members, including one member appointed by the governor under the open appointments process to be a representative of a political subdivision. Meeting schedule varies, approximately bimonthly, located in St. Paul.

benefit by having high quality, competitively-priced transmission facilities available through a single point of contact. STARS will enable the public sector to improve internal operations and offer citizens easier access to state information. For more information on STARS, contact Mark Nelson at 297-7208.

### **Land Management Information Center (612) 296-1211**

**Jim Ramstrom, acting director.** The center was created in 1977 to provide environmental information to land managing agencies within the state, local, and federal units of government and to interested groups and individuals. Its information is in the form of computerized maps, statistics, and text data describing the state's natural resources and demographics. Services include the inventory and analysis of geographic information, consultation and training on the use of personal computer-based mapping, and access to DATANET – an on-line data base of state information. Fees are charged for products and services.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Governor's Council on Geographic Information**, 320 Centennial Bldg., 658 Cedar St., St. Paul 55155. (612) 296-5693. *Executive Order 91-19.*

**Appointing Authority:** Commissioner of Administration. **Compensation:** Travel expenses. The council recommends standards, policies, guidelines for developing and sharing geographic information; provides a forum for discussion, debate and decisions on issues related to geographic information; prioritizes and schedules the development of public-funded data programs; defines the roles and responsibilities for data stewardship; formulates policies for access, distribution and pricing of geographic data; initiates a geographic information clearinghouse; provides or makes recommendations for the provision of organizational structure, financial support and personnel direction for a statewide approach for developing and managing geographic information; provides education; training and support for users of geographic information toward their better management of public resources; completes an annual report for the governor (submitted through the commissioner of Administration) describing accomplishments from the previous year and plans and recommendations for the future. The council shall consist of not more than fifteen members; members must have knowledge of GIS and interest in the GIS field. Council membership must include at least one representative from each of the following: state government, higher education, local government, federal government and GIS users in the private sector. Quarterly meetings held in St. Paul; three hours plus travel time. Council members will be expected to serve on at least one subcommittee of the council. Subcommittee meetings schedule will vary depending on need.

### **Telecommunications Policy Planning (612) 296-8264**

**Randy Young.** This program is involved in three areas of telecommunications policy planning: telecommunications regulation, telecommunications as an economic development tool, and the promotion of projects which would enhance the state's ability to provide services to Minnesotans through advanced telecommunications technologies.

## Information Policy Office (612)296-5320

**Stephen L. Gammon, assistant commissioner.** The office is responsible for assuring that all major state government information management activities are coordinated and well managed. IPO assists state agencies by developing an information architecture, and implementing management disciplines that allow agencies to be effective in using information resources to achieve their objectives. IPO has four divisions with a diverse range of responsibilities: Data Practices, Information Resource Management, Intergovernmental Information Systems Advisory Council (IISAC) and Planning.

### Data Practices (612) 297-5888

**Donald A. Gemberling, director.** This division promotes understanding of and compliance with the Minnesota Government Practices Act, *Minnesota Statutes*, Chapter 13. The division answers questions about state and federal freedom of information and "data privacy" laws; provides educational services; reviews compliance policies and procedures; consults on legal questions; and acts as a resource on legislation in data practices matters.

The above services are offered to the general public and to state and local government agencies and their attorneys. Inquiries should be directed to Brooke Manley (612) 297-5888 or Don Gemberling (612) 296-6733.

### Information Resources Management Division (612)296-5694

**Beverly Schuft, director.** This division reviews and approves funding requests and recommends investment priorities for information systems. It provides education, training, and consultation on strategic information planning and cost, benefit and risk analysis. It reviews and approves major information systems purchases, evaluates systems performance, develops and approves statewide contracts for information technology, and provides consultation on managing state government records.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes* Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Information Policy Advisory Task Force,** 309 Administration Bldg., 50 Sherburne Ave., St. Paul 55155. (612) 296-5643. *Minnesota Statutes, 16B.41.*

**Appointing Authority:** Commissioner of Administration. **Compensation:** Non-legislative members are reimbursed for expenses. The task force advises the commissioner on the progress, needs, and recommended direction of information management for the state. The task force consists of eighteen members of which two are members of the house from different political parties, appointed by the speaker of the house, and two are members of the senate, from different political parties, appointed by the senate committee on committees. The remaining fourteen members include representatives of the supreme court, executive branch, state agencies, local government, the higher education system, librarians, and private industry. Quarterly meetings.

## Intergovernmental Information Systems Advisory Council (IISAC) (612) 297-5530

**Jim Krautkremer, executive director.** IISAC was established to build state and local government information systems partnerships and to promote and encourage the efficient use and exchange of information among governmental entities. It is comprised of a 25-member advisory council appointed by the commissioner, representing cities, counties, school districts, regional development commissions, townships and seven state agencies. IISAC also provides grants to encourage innovative systems development and educational opportunities.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Intergovernmental Information Systems Advisory Council (IISAC)**, 320 Centennial Bldg., 658 Cedar St., St. Paul, 55155. (612) 297-5530. *Minnesota Statutes 16B.42.50*

**Appointing Authority:** Commissioner of Administration. **Compensation:** \$55 per diem plus expenses for public members. The council promotes the use and exchange of information between state and local governments through a grant program and also acts as a liaison in the area of information systems. Twenty-five members (fourteen elected or appointed government officials, seven representatives of state agencies and four public members) include two each from counties outside of the metro area, 2nd and 3rd class cities within and outside the metro area, and 4th class cities; one member each from Metropolitan Council, outstate regional body, counties within the metro area; 1st class cities, school districts within and outside metro area, state department officials, and four from the state community at large. Members are appointed for four year terms.

### **Planning Division (612) 296-5693**

**Sarah Kline-Stensvold, director.** This division is responsible for the development of a statewide information architecture and the standards and guidelines needed to implement the statewide architecture. The architecture is a strategic planning tool that will provide a framework to guide managers in making short- and long-range decisions about information management. The division works closely with agencies and local governments in developing the architecture. As part of the architecture implementation, the division is responsible for the local government records management program.

### **Property Management Bureau (612) 296-6852**

**Dennis J. Spalla, assistant commissioner.** The Property Management Bureau (PMB) provides for the management of the state's real property including land and physical plant. It provides services related to construction, maintenance and repair of approximately 30,000,000 square feet of state-owned building space. The bureau also coordinates statewide energy conservation efforts and administers the state building code.

### **Building Codes and Standards Division (612) 296-7037**

**Thomas R. Joachim, acting director.** The division administers the state building code which sets construction standards to assure the health, safety, comfort and security of building occupants. The division interprets 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 Section (612) 296-9991**

**Elroy Berdahl, section chief.** 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) 297-1658**

**Scott McLellan, acting section chief.** This section reviews and evaluates construction documents for conformance with requirements of the state building code for the state-owned buildings, buildings financed in whole or part by the state, public school, district buildings, and buildings which are licensed or approved by other state agencies such as nursing homes and other health-related buildings.

### **Manufactured Housing/Manufactured Building Section (612) 296-4628**

**Richard Hauck, section chief.** This section regulates manufactured housing (mobile homes)

and prefabricated buildings and answers consumer inquiries and complaints regarding manufactured housing. 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 Building, 7th and Robert Streets, St. Paul, MN 55101.

- **Dealers and manufacturers licenses for manufactured housing** – A biennial licensing fee of \$200 and a bond must be submitted with “Dealer/Manufacturer” application form. The application usually takes a minimum of two weeks to process. A \$50 fee is required for each additional subagency location.
- **Manufactured housing installers registration** – A yearly registration fee of \$20 must accompany the “Manufactured Housing Installer Registration” form, which usually takes one to two weeks to process.
- **Manufactured housing installation seals** – 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 each. Anchoring seals are \$4 each.
- **Prefabricated Building Seals** – Seals must be purchased for each prefabricated building sold, offered for sale or installed in Minnesota. The seals certify that the prefabricated buildings comply with the state building code. They are available to approved manufacturers only. The form needed is the “Seal Order” form. A \$30 fee must be submitted for each seal with each order. Mail orders usually take three days. Orders done in person are completed immediately.

### **Division of State Building Construction (612) 296-4640**

**Bruce E. Taber, director.** The division carries out the remodeling, rehabilitation and construction functions of state-owned buildings. The division’s activities and services include programming, design, hazardous substance removal, construction supervision, consultant project management and consultation with state agencies, professional and trade groups regarding building design and construction problems. It also acts as the owners’ agent on all projects.

After the Designer Selection Board or the commissioner of administration selects a consultant, the division initiates planning for the agency’s building program requirements for the project. Once the legislature approves the preliminary plans, the division or the consultant prepares final plans and specifications for public bidding. The advertisement for bids contains information about the nature and extent of the project, information about the bids themselves and the locations where plans and specifications may be obtained. All bids are then processed by the Materials Management Division.

On large scale projects, ten to eighteen months are required from the initial conference with the project consultant to the time that bids for construction are received.

### **State Designer Selection Board (612) 296-4656**

**George Iwan, executive secretary.** 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 and on architectural or engineering planning projects with estimated fees greater than \$35,000. The board has five members appointed by the commissioner of administration for four-year terms, three of whom are nominated by the Consulting Engineers Council, the State Arts Board, and the Minnesota Society of Architects. The board meets when there are projects requiring the selection of designers. All such meetings are open to the public. To obtain information concerning the board, the projects under review and the methods of selection, call (612) 296-4656.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**State Designer Selection Board,** G-10 Administration Bldg., 50 Sherburne Ave., St. Paul 55155. (612) 296-4656. *Minnesota Statutes 16B.33.*

**Appointing Authority:** Commissioner of Administration. **Compensation:** \$55 per diem. The board selects designers for state projects where construction costs exceed \$400,000 or professional fees exceed \$35,000. The commissioner appoints five members which include one member each nominated by Consulting Engineers Council, State Arts Board and Minnesota Society of Architects. Members must file with the Ethical Practices Board.

## Energy Conservation Division (612) 649-5409

**Donald T. Johnson, director.** The division's objective is to reduce the cost of energy used in state-owned buildings. Measures employed to accomplish this objective include:

- **Energy audits** to determine conservation measures with payback of less than ten years which can be presented to the legislature for funding. This includes calculating heating and cooling loads through walls, windows and roofs and determining the economic feasibility of new windows, roof and wall insulation, mechanical systems, lighting systems, motors, miscellaneous electrical systems and energy management systems.
- **Review energy usage reports** of state buildings and to survey the facilities to see where energy can be reduced by eliminating wasteful energy practices.
- **Energy projects** funded by the use of third party financing through shared savings. The companies will realize a return on their investment through a percentage of the state's energy savings.
- **Alternative energy projects** to give multifuel capability to state facilities permitting a choice between electricity, wood, peat, oil, gas, wind, solar and any others depending on current economic conditions for fuel costs.
- **An energy monitoring program** that maintains a computerized energy data base to generate energy usage history reports and graphs and to calculate cost avoidance due to energy conservation measures.
- **Review current fuel prices** and make suggestions to the institution as to which type of fuel should be used to further reduce operating costs.
- **Purchase of natural gas** on the spot market for large volume users when economical.
- **Review fuel oil contracts, water treatment contracts and fiber fuel contracts** for the Department of Administration's Materials Management Division and also recommend changes or revision of the specifications.
- **Set up informational programs** for state operating personnel on the operation and maintenance of energy management systems, steam traps, temperature control systems, lighting systems and heating and ventilation systems.
- **A computerized preventive maintenance program** to be used by the physical plant departments at each institution so as to improve maintenance and scheduling efficiency in state buildings.
- **A system to determine moisture content** in built-up roofs, the location of the leaks and the area of the roof to be repaired, by use of a computer program.

This office provides no services directly to the public.

## Plant Management Division (612) 296-9901

**James L. Ware, director.** The division maintains all state buildings in the Capitol complex, the Health Building near the University of Minnesota campus, 1246 University Avenue, the governor's residence, and the Government Service Center in Duluth. 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, supervising cafeterias in state buildings, providing flag protocol information to the public and providing permits for special use of state buildings.

**Special Use Permits** – Plant Management issues permits for public use (such as a rally or a march) of the buildings and grounds it maintains in the Capitol complex. No organization may proceed with an event, such as issuing invitations or announcements, until it has received signed approval that the permit is granted. To apply for a public use permit, call (612) 296-6404. The Permit Application Form PM-00090 should be submitted 14 days or more prior to the proposed event to Plant Management, 625 North Robert Street, St. Paul, MN 55101.

**Conference Room Scheduling** – A schedule for the use of conference rooms in the Capitol complex is maintained. Rooms are reserved on a first come, first serve basis. The following conference rooms are available:

- Administration Building Room 116A (30 seats); 116B (40 seats)
- Capitol Room B-22 (30 seats)

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- Centennial Building Room 49 (40 seats)
- Veterans Building Room D 5th floor (79 seats)

To reserve a conference room, call 296-6404. When scheduling conference room(s) for more than three days, submit a written request to Plant Management, 625 North Robert Street, St. Paul, MN 55101. 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:

- Capitol, 296-0866 or 296-4154 for Senate rooms and 296-5974 for House of Representative rooms
- Centennial Building, Cafeteria area, ground floor: 291-8608
- State Office Building: 296-5974
- Judicial Center: 297-7650
- Transportation Building: 296-7835
- MN History Center: 296-6126

**Central Delivery and Moving** – This section operates the Interoffice Mail System in the Capitol complex and St. Paul area and a Moving Service among all state buildings in the metropolitan area. The Interoffice Mail Systems pick up and deliver interoffice 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. To request this service, contact the division at 296-1812 or 296-6404. A list of state offices on the interoffice 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. To request this service, use the Work Request Form PM-00084 available through Central Stores, 139 E. 12th St., St. Paul, MN 55101. 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. Submit moving requests to the division, 625 North Robert Street, St. Paul, MN 55101. In some cases, it may be determined that a private mover be required. In those cases, the requesting agency will be referred to the Materials Management 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 296-2130 or 296-6404.

**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 296-6404.

**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. To report such things as a light out, a room too hot or cold, a broken window, a broken key in a lock, etc., call the Building Operations scheduler at 296-6800 during normal working hours (between 7:00 a.m. and 4:00 p.m. Monday through Friday, excluding holidays). If an emergency exists after these hours, call 296-2100 for assistance.

**Central Shop Services** – Requests for shop services such as carpenter, electrical, key, and plumber may be made by submitting the Work Request Form PM-00084 to Plant Management, 625 North Robert Street, St. Paul, MN 55101. An estimate of the cost of the service is furnished upon request. Estimates are valid for 30 days. For additional information, call 296-9900.

**Cafeterias** – There are five cafeterias operated by a private vendor in the Capitol complex which the public may use. Prices are moderate.

- Centennial Building, 658 Cedar Street, ground floor: 228-1274
- Judicial Building, 25 Constitution Avenue, first floor: 227-0760

- State Office Building, 100 Constitution Avenue, basement: 228-0137
- State Capitol, Aurora Avenue, basement: 228-9369
- Transportation Building, John Ireland Boulevard, ground floor: 228-0897

There are also five food service units operated by the Services for the Blind, Department of Jobs and Training. Four of these are located in the Capitol complex. Their locations are as follows:

- Administration Building, 50 Sherburne Avenue, 1st floor: no phone
- Capitol Square Building, 550 Cedar Street, lower level: no phone
- State Capitol (during legislative session), Aurora Avenue, 2nd floor: no phone
- Veterans Service Building, 20 W. 12th Street, 5th Floor: 225-2731
- Health Building, 717 Delaware Street SE (Minneapolis), 3rd floor: 331-1195

Send suggestions or complaints regarding these food services to the Plant Management Division, 625 North Robert Street, St. Paul, MN 55101, 296-6404.

**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 are admitted after regular business hours by inserting a card into the reader which operates the door. Keys for interior doors are issued when requested by a department head and where a need is clearly shown. There is a charge for each key issued. For security reasons, Plant Management screens all requests for keys for state-owned buildings.

**Parking** – Plant Management operates parking facilities at the Health Building near the University of Minnesota 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, 625 North Robert Street, St. Paul, MN 55101. The memo should contain the applicant's name, employing agency, telephone extension at work, 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, and 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 \$2 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.

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 while entering, leaving or parking in a state facility.

**Lost and Found or Abandoned Property** – Personal articles found on state property should be sent to Plant Management, 625 North Robert Street, St. Paul, MN 55101. Attach a note indicating the date and place where the item was found and the name of the person who found it.

A person who has lost an article should contact the division at 296-6404 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 by calling the Capitol Security Office at 296-6741 and also reported to the Legislative Auditor, 1st Floor South, Centennial Building, St. Paul, MN 55155.

## Real Estate Management Division (612) 296-6674

**Beverly H. Kroiss, director.** The division plans, allocates, leases and inventories office and storage space in state-owned buildings under the custodial control of the Department of Administration. The need for space in addition to that which the state owns also requires the division to lease space in nonstate-owned buildings. The division further provides for the short-term leasing of state-owned real property which is not needed for state use.

The division also acquires and disposes of real property. Acquisitions are made by direct purchase or condemnation. Dispositions are made by sale to other governmental bodies or on a bid basis to the general public. Services include recommending priorities for acquisition and disposition, obtaining and certifying real property appraisals and coordinating purchases.

The division is responsible for issuing permits to search upon state lands for lost or abandoned property, granting easements and transferring custodial control of real property between state agencies.

Information is available from the division, 309 Administration Building, 50 Sherburne Ave., St. Paul, MN 55155.

## Operations Management Bureau (612) 297-4261

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

## Materials Management Division (612) 296-1442

**John Haggerty, director.** The Materials Management Division manages the acquisition, inventory and disposal of fixed and consumable assets, and contracting for construction and professional services for the executive branch of state government. The following functions have been integrated into this division: resource recovery, direct acquisition and contract purchasing, cooperative purchasing program for political subdivisions, small business procurement, fixed and consumable asset management, distribution through central stores, state and federal surplus property, and professional and technical services contract management. MMD has responsibility for the acquisition of more than \$1.2 billion of goods and services annually.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Small Business Procurement Advisory Council,** 112 Administration Bldg., 50 Sherburne Ave., St. Paul 55155. (612) 297-4412. *Minnesota Statutes 16B.20.*

**Appointing Authority:** Commissioner of Administration. **Compensation:** \$55 per diem. The council advises on the small business procurement program, reviews complaints from vendors, and reviews compliance reports. The council consists of thirteen members.

## Contracts and Technical Services (612) 296-3776

**Donnalee Kutchera, manager.** This activity is responsible for the negotiating and oversight of contract activity in excess of \$1 billion annually. This includes supply contracts, volume purchases and professional/technical & consulting contracts, construction contracts and a cooperative purchasing program for political subdivisions.

The Cooperative Purchasing Venture (CPV) is a members-only purchasing program that enables participants to buy products and services using contracts that have been developed by



the staff of Contracts & Technical Services (CTS). Cities, counties, school districts, or any other political subdivision can become a member of the CPV program. The bid process for construction projects over \$10,000 is implemented by Contracts & Technical Services and awarded in cooperation with the Building Construction Division.

Administration of the professional/technical & consulting contracts is provided by CTS. These contracts are used primarily for services that are intellectual in character, that do not provide supplies or materials, of which the final result is the completion of a task or a report. This section also oversees grants, and income, receivables, or loan agreements. A major focus for CTS is the development and management of contracts for agencies statewide and volume purchase plans for medical assistance clients. Recent revisions in Chapter 16B gave this unit the flexibility needed to find new solutions for delivery of products and services including the option to multiple award contracts, use RFP's and negotiate contracts.

### **Customer and Vendor Services (612) 296-8489**

**Dorothy Lovejoy, manager.** The Customer and Vendor Services Activity serves as an interface between the Materials Management Division and its clients, both vendors and state agencies. Customer and Vendor Services is responsible for:

#### **HelpLine Message Center (612) 296-2600**

Customers of MMD may call for information on the status of Materials Requests (MR's), answers to questions regarding all division services and for help in resolving difficulties with services. The goal of the telephone HelpLine is to provide a fast response to inquiries either directly or by referring questions to the proper activities for quick resolution. The HelpLine also answer phones for all MMD staff located in the Administration Building.

**Customer Services and Marketing.** This section prepares information pieces on the division's services and publishes bulletins and newsletters regarding the division's activities. Promotional visits to state agencies and other clients are also part of the section's responsibilities, as is developing and implementing a program to provide information on customer satisfaction to all activities of the Materials Management Division.

**Vendor Management.** This section recruits and certifies targeted group, economically disadvantaged and other small businesses who are eligible for this program. In conjunction with the contracts, purchasing and operations activities, it monitors the achievement of purchasing goals. It also provides the central certification and monitoring for many government agencies.

### **Materials Services and Distribution (612) 296-0726**

**Jon Schaefer, manager.** The Materials Services and Distribution Activity provides: centralized services relating to the distribution and disposal of federal and state personal property to state agencies, local units of government, and eligible private, nonprofit agencies, and centralized sale of office supplies and products to state agencies.

These services are provided by three sections: Stores Operations, Surplus Operations, and Administrative Operations.

#### **Stores Operations (612) 296-2111**

**Ron Kovacich, supervisor.** Central Stores is the state's retail distribution center with an annual sales volume of \$5,000,000. It acquires, warehouses, sells and distributes approximately 800 office products and common-use forms to all state agencies. Customers have a catalog to help them prepare orders on a requisition form. They can pick up their orders or have them delivered. Phone orders are presently not accepted; however, electronic ordering will soon be available. The store operates through an enterprise revolving fund which requires bottomline profit, much like any marketplace activity. The store's goal is to provide its customers quality office products and service at a competitive price, while maintaining financial stability. Central Stores is located at 139 E. 12th Street, St. Paul, MN 55101.

### **Surplus Operations (612) 296-2853**

**Larry Reil, supervisor.** This section provides a variety of services to state agencies, local units of government, and private, nonprofit agencies that are eligible, under federal law, to receive surplus federal property. The section acquires, warehouses, sells, distributes, auctions, recycles and disposes of surplus personal property from the federal government, state agencies, and on occasion, local units of government.

The section consists of two primary units: State Surplus Property and Federal Surplus Property. The section operates through an enterprise revolving fund and charges for the services and products it provides. Their goal is to provide their customers the best service and leadership through teamwork and responsiveness to customer needs while maintaining financial stability. The State Distribution Center is located at 5420 Highway 8 (County Rd. I & 35W), Arden Hills, MN 55112. Services are provided in the following areas:

**State Surplus Property (612) 296-5177** assists state agencies in determining the most effective and efficient method of disposing of their surplus property and provides advice on setting a value on the property. The methods of disposal include: recycling, transfer to other state agencies, sale to local units of government or other organizations eligible to participate in the federal surplus property program, and public sale through sealed bids, negotiated sale or auction. Fees are charged for services such as transportation, warehousing, displaying or for charges by third parties. Surplus property and office products are on display and available for sale at the Arden Hills Distribution Center. In appropriate circumstances, the surplus property may remain with the agency until it is disposed of.

**Federal Surplus Property (612) 296-2853** works with customers to determine their needs, then seeks to meet their needs by obtaining federal surplus property for them. The program obtains and displays items such as office desks, file cabinets, clothing, generators, hardware, plumbing and electrical supplies, small motors, appliances, and a variety of vehicles such as autos, trucks, ambulances, caterpillars, etc. The property is for sale at a price well below market value. The price is based on the transportation and handling costs of acquisition, warehousing and distribution. The program also sells new office supplies including recycled paper to eligible customers. The property is on display and available for sale at the Arden Hills Distribution Center where authorized customers can shop and take the items they choose with them.

### **Operations Services (612) 296-5704**

**Sid Zochert, manager.** Operations Services, provides internal clerical and administrative support to the Materials Management Division, while also providing services to other state agencies in fixed asset inventory management, consumable inventory management, and automated purchasing system management.

### **Fixed Asset Inventory Management Section (612) 296-5942**

This section develops and maintains the Fixed Asset Network System (FANS) for the control and management of all state-owned fixed asset personal property. This property includes motor vehicles, furniture, machines of all types, and other equipment with a cost greater than \$500. The FANS uses a computer-based system for records control, with policies and procedures to direct the processes for accurate and timely accounting of the state's fixed asset inventory. Program guidance and assistance are provided to agency personnel via training sessions and user manuals.

### **Consumable Inventory Management (612) 296-5704**

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 agencies' inventory planning capabilities, perpetual inventory records and stock control systems, reporting procedures, and warehousing techniques. Inventory management guidance and assistance are provided to agency personnel via training sessions and user manuals.

### **Automated Purchasing System Management (612) 296-7098**

The Systems Section guides the development and maintains the operation of the Purchasing Automated Logistic System (PALS). PALS is the system agencies use to communicate purchase needs to the Purchasing Activity and which Purchasing uses for bid and purchase order generation. PALS' data summarization and report generation capabilities are valuable tools which can be used in many purchasing management decisions. Manuals and training are provided upon request.

### **Purchasing (612) 296-2360**

**Jim Kinzie, manager.** This unit purchases noncontract supplies, equipment, and services for state agencies. Their goal is to acquire products and services for the best possible price from responsible vendors within the required time frame. Agencies initiate their request with a requisition for purchase (materials request). Agencies' needs are met through the competitive bid process where requests for bid are sent to vendors who are registered with MMD. Specifically, the Purchasing activity is responsible for:

- preparing bids and requests for proposal, and negotiating state purchases for supplies, equipment, and services not on contract.
- developing methods and goals to meet the requirements of the small business program and encourage the purchase of recycled and recyclable products.
- delegating to state agencies the authority to make direct purchases, establishing the appropriate level and amount of local purchases. This is done to ensure maximum use of leverage of scale in purchasing while ensuring agencies the flexibility to accomplish their mission.
- developing and providing training, and monitoring agency purchases to ensure that all purchases are done in accordance with legislated, legal and ethical standards.

### **Resource Recovery (612) 296-9109**

**Carol Zazubek, administrator.** This section provides guidance, consultation and training to state agencies and other units of government on waste reduction, resource conservation and recycling, and promotes the use of recycled, recyclable, reusable and surplus products and equipment. It seeks to integrate the division's various materials management programs, from purchasing to discard, through resource recovery activities. It oversees programs to collect, recover and market a variety of materials including office paper, newspaper, glass, beverage cans, corrugated cardboard and oil. In order to strengthen markets for recovered materials, the section pursues and encourages partnerships with other public agencies, the private sector and nonprofit organizations.

### **Minnesota Office on Volunteer Services (MOVS) (612) 296-4731**

**Laura Lee M. Geraghty, director.** The Minnesota Office on Volunteer Services (MOVS) is the statewide leader and a primary service provider to the volunteer community. The mission of MOVS is to stimulate volunteerism and increase the impact of volunteer programs, citizen participation efforts and public/private partnerships in Minnesota. MOVS fulfills this mission through promotion, leadership and support of the volunteer community. MOVS works within the public, private and nonprofit sectors: to bring visibility and public recognition to the values and accomplishments of volunteerism; to identify and act on issues of policy and practice that affect volunteerism, and; to inform, coordinate and maximize the effectiveness of volunteer programs and initiatives in Minnesota. Volunteerism is a vital force, touching the lives of thousands of Minnesotans. MOVS works to ensure that volunteerism will continue to flourish and bring its reward to the people of Minnesota. For more information see page 538.

### **Office of Dispute Resolution (612) 296-2633**

**Roger S. Williams, manager.** This office was created in 1985 to assist state and local government agencies settle disputes out of court. The office sponsors training sessions that improve the negotiation skills of public employees; helps determine whether disputes are

suited to a negotiated settlement; provides or locates qualified mediation services; engages in educational activities and facilitates public meetings or processes related to rule-making and policy development.

### **Print Communications (PrintComm) Division (612) 297-3000**

**Stephen A. Ordahl, director.** The state printer, documents center and central mail unit merged in 1989 to form PrintComm. The new division provides services directly to the public through **Minnesota's Bookstore** where it sells books, directories, guides, laws, rules and other publications. It also sells a variety of maps, posters, subscription services and mailing lists. Other government agencies are served by the division's printing and copy prep facility, copy centers, and central mail distribution and processing center, and its electronic equipment unit.

A two-day seminar, "Print Communications Customer Training," is offered four times a year. This seminar is available to all state employees, but is especially helpful to customers using printing services.

The division's bookstore and main printing facility are located in the Ford Building at 117 University Avenue, St. Paul, MN 55155. Plans for moving the division are currently being discussed.

### **Minnesota's Bookstore (612)297-3000**

**117 University Avenue, St. Paul, MN 55155**

**Nationwide toll-free number: 1-800-657-3757**



**Mary K. Mikes, marketing/distribution/retail services manager.** *Minnesota Statutes Section 16B.51* delegates the responsibility of selling official reports, documents, publications and other products to the commissioner of administration. The Department of Administration's Print Communications Division provides these services through Minnesota's Bookstore located on the first floor of the Ford Building in St. Paul. The bookstore operates on a revolving fund, receiving no legislative appropriation, and is completely self-supporting.

The division also publishes the *State Register* magazine and the quadrennial *Minnesota Guidebook to State Agency Services*. The division offers several subscriptions of publications outlining activities, awards, decisions and special bulletins of various Minnesota state agencies. The division maintains a publishing and editorial office for these and other publishing and marketing activities at 504 Rice Street, St. Paul, MN 55155.

Several government agencies, especially state agencies, work with the bookstore's marketing staff to sell and distribute their publications, videos and other products. Agencies may determine that some of their publications and other materials are most appropriately distributed through Minnesota's Bookstore. Interested agencies at any level of government may request information, assistance and evaluation of the marketing potential of specific publications or products by calling the Bookstore's marketing team: **Megan Maloney (612) 296-9914** or **Paul Hoffman (612) 296-0929**.

**Melinda Svoboda, supervisor.** Through its book and map store, the bookstore sells laws, rules, decisions, studies, reports, forms, guides, directories, mailing lists, lake depth and other maps, state flags and decals, posters, prints, calendars and other publications and products with a Minnesota theme. The bookstore also administers the "Slip Service" law by providing photocopies of legislative acts, at cost, as soon as they become available.

Also sold at Minnesota's Bookstore are publications and products 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 publications and products from the private sector.

Minnesota's Bookstore Outdoors Catalog is available free of charge. It lists lake maps; bikeway and BWCA maps, county maps, and outdoor-related publications and products. The division's Mailing List Service Catalog and a catalog listing current law and rule extracts available for sale are also available at no charge. Subscription and "notice of

publication" services are offered upon request.

All orders must be pre-paid. Minnesota's Bookstore accepts VISA, MasterCard, American Express and Discover credit cards and is open to the public. Orders can be made by phone, FAX, mail or in person. Checks and money orders should be made payable to the State of Minnesota for the amount of purchase, plus the current sales tax (6 1/2 percent as of September 1991), plus \$2 for postage per order. State agencies may order using Adm. Form 5025A. To order, list the product's exact title and enclose your name, address, zip code and daytime telephone number. When ordering by mail, please allow 4-6 weeks for delivery. Telephone and FAX credit card orders are processed the next business day and shipped for delivery within 7-10 days. Customers may also shop at Minnesota's Bookstore, which is open from 8 a.m.-4:30 p.m. Monday-Friday.

Reproductions of architectural and survey tracings can be made at Minnesota's Bookstore. All drawings submitted for reproduction must be on tracing paper or vellum, any reasonable length, but not exceeding 36 inches in width. The finished reproduction 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 may be ordered on Adm. Form 5025A.

Minnesota's Bookstore also handles distribution of state agency publications to depository libraries pursuant to *Minnesota Statutes* Section 15.18. Thirty-six depositories are sent monthly copies of microfiche of all printed materials emanating from state agencies for public distribution. The depository libraries are located at all 19 state community colleges and 5 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, and the State Law Library in St. Paul, the main branch Public Libraries in Duluth, Minneapolis and St. Paul, and the Minnesota Historical Society Serials Library, and the Office of Library Development and Services affiliated with the Department of Education.

### State Depository Libraries

**Library Development Service**, Dept. of Education 550 Cedar St., Suite 440 Capitol Sqr. Bldg.,  
St. Paul, MN 55155

**State Law Library**, Minnesota Judicial Center, 25 Constitution Ave., St. Paul, MN 55155

**St. Paul Public Library**, Attn: Ros Jacobs 90 W 4th St., St. Paul, MN 55101

**Minneapolis Community College**, Library Documents, 1501 Hennepin Avenue, Mpls., MN 55403

**U of M Kiehle Library**, Librarian-Technical Institute, Crookston, MN 56716

**U of M Duluth Library**, Continuations Dept., Duluth, MN 55812

**U of M Morris Branch**, Library, Morris, MN 56267

**U of M Libraries**, Serials Acquisitions, 309 19th Ave S. 170 Wilson, Mpls., MN 55455

**Minnesota Historical Society**, Library Serials Unit, 690 Cedar St., St. Paul, MN 55155

**St. Cloud State University**, Learning Resources, Laurence Bussee, St. Cloud, MN 56301-4498

**U of M St. Paul Campus**, Library Marlys McGuire, 1984 Buford St., St. Paul, MN 55108

**Duluth Public Library**, Librarian, Duluth, MN 55801

**Minneapolis Public Library**, Norma West-Continuations, Serial Div-Order Dept., 300 Nicollet Ave,  
Mpls., MN 55401.

**Bemidji State University**, A. C. Clark Library, Government Publications, 1500 Birchmont Dr. NE  
Bemidji, MN 56601-2699

**Mankato State University**, Center on MN Studies, Memorial Library, Marilyn Lass, Mankato, MN  
56001

**Southwest State University**, Librarian, Marshall, MN 56258

**Moorhead State University**, Documents Dept Library, Librarian, Moorhead, MN 56560

**Winona State University**, Govt Document Librarian, Marwell Library, Winona, MN 55987

**Anoka-Ramsey Community College**, Librarian, 11200 Mississippi Blvd, Coon Rapids, MN 55433

**Austin Community College**, Librarian, 1600 NW 8th Ave, Austin, MN 55912

**Brainerd Community College**, Librarian, College Dr at SW 4th St, Brainerd, MN 56401

**Fergus Falls Community College**, Librarian, Fergus Falls, MN 56539

**Hibbing Community College**, Librarian, Hibbing, MN 55746

**Inver Hills Community College**, Learning Resources Center, 8445 College Trail, Inver Grove Heights, MN 55075

**Itasca Community College**, Librarian, Grand Rapids, MN 55744

**Lakewood Community College**, Library, 3401 Century Ave, White Bear Lake, MN 55110

**Mesabi Community College**, G.M. Staupe, Virginia, MN 55792

**Normandale Community College**, Librarian, 9700 France Ave, Bloomington, MN 55431

**North Hennepin Community College**, Librarian, 7411 85th Ave N, Brooklyn Park, MN 55428

**Northland Community College**, Librarian, Thief River Falls, MN 56701

**Rainy River Community College**, Nancy Hellelviel, Int'l Falls, MN 56649

**Rochester Community College**, Librarian, Rochester, MN 55901

**Vermillion Community College**, Librarian, 19 E Camp St, Ely, MN 55731

**Willmar Community College**, Librarian, Willmar, MN 56201

**Worthington Community College**, Librarian, Worthington, MN 56187

**Cambridge Community College**, Bonnie Boese, 151 SW County Rd 70, Cambridge, MN 55008

### **Mailing List Service (612) 296-0930**

**Debby Svoboda, program manager.** More than 100 mailing lists are available for purchase, listing names and addresses of licensed professionals and permit holders in the state of Minnesota. This information is extracted from Minnesota's most recent licensing files. The records are updated and managed by state government agencies required by law to maintain and regulate licensing files.

Lists can be ordered in several formats: computer printout, cheshire labels, pressure sensitive labels, 9-track magnetic tape and diskettes. Lists can be custom made to order using a variety of selections; such as: sectional center facilities, three-digit and five-digit zip codes, counties, lines, licensing dates, continuing education information and much more.

A free mailing list catalog is available by calling or writing to the Print Communications Division, Mailing List Service, 117 University Avenue, St. Paul, MN 55155.

### **Electronic Equipment Rental Unit (612) 296-6410**

**FAX: (612) 297-5538**

**Eugene D. Kilmer, program manager.** This unit provides office equipment purchasing and rental services to all state agencies. Currently available is a wide variety of electronic typewriter models, FAX machines, etc. Since the equipment inventories vary on a daily basis based on the volume of user demand, it is advisable to directly contact this unit prior to placing an order.

This unit has contracts with a wide variety of vendors and offers competitive pricing on equipment as well as free installation and training. State of Minnesota purchases are accepted in person or they can be FAXed; no bidding on equipment is necessary. This equipment service is available in the Twin Cities metro area as well as in Greater Minnesota. Delivery is 3 days in the metro area, 7 days in Greater Minnesota.

Reconditioned, used and new machines are available for sale through this unit to all state of Minnesota agencies and departments. Various models of electronic typewriters and FAX machines are on display at the unit's showroom, located at 127 University Avenue. Any agency interested in rental or purchase of office equipment should contact this unit for current equipment availability and specific rate information.

Upon request, this section is also available to provide consultation to help and assist department managers in analyzing and modernizing their specific office equipment needs.

### **State Register (612) 296-4273**

**Robin PanLener, editor.** Established by the legislature in 1976 through the Administrative Procedure Act (APA), (*Minnesota Statutes*, Chap. 14), the *State Register* was created to enhance public participation in the rulemaking process and assure that agencies adhere to their statutory responsibility to demonstrate the need and reasonableness of their proposed

rules. The APA and the *State Register* guard individual rights and ensure due process when agencies attempt to apply laws and rules to regulate private and corporate activities. The *State Register* also helps make the actions of Minnesota's administrative agencies conform to formal standards of fairness, due process, and public accountability. It is the source for tracking state agency rulemaking in its various stages: proposed, adopted, withdrawn, emergency and amended.

Material for publication in the *State Register* must be submitted in duplicate and accompanied by form SR-0000-04, or earlier forms. Proposed, adopted or temporary rules, with notice of hearing, or intent to adopt without a hearing, 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 per *State Register* page. A list, with deadline schedule, is available to help in preparing submissions. For information and assistance, call the editor.

Over \$1 billion per year in state contracts and advertised bids also appear in the *State Register*, averaging to over \$20 million per issue. It is the most complete listing of state and local government requests for business, professional, technical and consulting services.

Also published in the *State Register* are official notices, executive orders of the governor, commissioners' orders, revenue notices, a monthly calendar of cases to be heard before the supreme court, and selected announcements of state agencies.

In 1989 a mid-week contract supplement was begun, in addition to the regular Monday edition of the *State Register*. The *Contract Supplement* features awards of contracts, and additional commodity contracts and requisitions, and printing contracts that came in after the deadline for the Monday edition.

**Debbie George, circulation manager (612) 296-0931.** Annual subscriptions to the Monday *State Register* cost \$140.00 for the Monday edition, \$195.00 for the Monday and Thursday editions, and trial subscriptions for 13 weeks cost \$60.00. Binders for half of each volume's 52 issues, plus the annual index are available for \$6.50 plus tax. Prices subject to change.

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

**Robin PanLener, editor.** The *Minnesota Guidebook to State Agency Services* contains descriptions of all state agencies in the executive, judicial and legislative branches of government. The book tells how the public may obtain information and services, file complaints, make submissions or requests, and secure assistance. The guidebook is an easy-to-use desk encyclopedia about state government and provides vital information on obtaining state grants, licenses, publications, guides, maps, permits, information and services. It lists names, addresses, and phone numbers of people to contact and also contains information about the state of Minnesota, its formation and historical development. The guidebook offers useful data helpful to students, educators, speech writers, researchers and anyone with a question about Minnesota. Copies may be purchased at Minnesota's Bookstore. For more information contact the editor.

### **Printing Services (612) 296-3277**

**Jane Rosso, manager.** This division provides quality in-house copy preparation, design, typesetting, desktop publishing, printing and binding to agencies in all three branches of state government. It also assists clients in planning printing jobs and decides whether to produce jobs in-house or to purchase graphic arts services from private vendors.

Each agency is assigned a customer service representative (CSR) at Printing Services. The CSR coordinates printing orders for agency customers. For more information about services offered, call the above number and ask for your CSR.

### **Customer Service (612) 296-9886**

**Berry Conway, supervisor.** Customer Service provides consultation, assistance and printing estimates for state agency customers. A customer service representative (CSR) is assigned to each agency. When a state agency customer has decided to get something printed, the CSR will guide the order through the process, whether it is produced in PrintComm's facility or bid to a private vendor.

### **Prepress (612) 296-2403**

**Mary Michaels, supervisor.** Prepress provides graphic design, typesetting, desktop publishing and image assembly for preparation of printed products.

### **Press and Bindery, and Copy Centers (612) 296-8700**

**Monte Bowlin, supervisor.** PrintComm's in-house printing facility produces a wide range of products including books, brochures, posters, folders, letterhead and envelopes. The services provided include offset printing, xerographic printing, folding, collating, binding, cutting, drilling and padding.

Three copy centers are located at:

- 444 Lafayette Road, St. Paul (Human Services Bldg.) 296-2745
- Capitol Square, 550 Cedar Street, St. Paul (Education Bldg) 296-6793
- 500 Lafayette Road, St. Paul (DNR – Dept. of Natural Resources Bldg) 297-1986

### **Central Mail Unit (612) 296-6802**

**Mike Perry, manager.** The mail unit is located in G-19 of the Transportation Building and has a substation at 444 Lafayette Road, St. Paul (Human Services Building). This unit provides mailing, interoffice and postage services to all state agencies. The unit provides information and assistance on preparing mail and cost-effective programs such as first-class, presorting, zip+4, and bulk mailing procedures. Postage stamps and post cards are available for purchase by agencies. Stamps can only be used when metering is not possible. There are no charges for interoffice mail services. For more information, call Mike Proulx, mail handling supervisor, at 296-6801.

The **Addressing Section** provides addressing services to state agencies using the following methods:

- Computer labels generated at the agency or by the Department of Administration's InterTechnologies Group,
- Cheshire card system,
- Word processor.

This unit's charges are based on the first one thousand addressed pieces and each additional one hundred. A department purchase order (DPO) is necessary for using this unit's services. For more information, call Bill Petsch, addressing supervisor, at 296-9912.

The **Inserting Section** provides for the insertion of up to six inserts in a standard-sized, #10 envelope. The envelope is stuffed, sealed and postage is applied. For more information regarding this service, call Bob Stoehr, inserting supervisor, at 296-9913.

### **Risk Management Division (612) 296-1001**

**Frederick R. Johnson Jr., director.** This division is responsible for the development and operation of the state risk management program to minimize the exposure to financial loss and to provide the most economical funding alternatives. The division operates the state automobile liability self-insurance program and manages the state risk management information system. The division administers property-casualty insurance programs for the state and works closely with all units of state government as consultants to their risk management needs.

### **Travel Management Division (612) 296-2163**

**Bob McNeil, director.** The Travel Management Division rents motor vehicles to state agencies for state business on a daily, weekly and monthly basis, administers the state commuter van program, and contracts for other travel services on behalf of all state agencies. The division acquires, operates, regulates, maintains and disposes of the vehicles owned by the division. Used vehicles are disposed by public auction. The auctions are held by the Materials Management Division of the Department of Administration. The services provided by the Travel Management Division to the public are the disposition of used vehicles and processing complaints of possible misuse of state vehicles.



## Travel Coordination Center (612) 296-5658

The Travel Coordination Center coordinates all official vehicle 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 vehicles are assigned to ensure that an investigation will be made and a report filed. Complaints should be sent to the center at 610 N. Robert St., 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 who will call Travel Management to reserve the car. Form MP-00006-03, available from Central Stores, should then be completed by the person or agency requesting the vehicle and presented to the dispatcher when the car is picked up. To request a vehicle on a monthly basis, a memo must be sent to the Fleet Manager at the Travel Management Division stating the size vehicle needed, approximate monthly miles, and the area where the vehicle will be driven. Billing for all rental vehicles is sent to agencies on a monthly basis.

**Accidents** – Employees involved in a traffic accident should make no statements except to law officers, representatives of the state's insurance company, or the Travel Management Division. They should give their names and addresses. A full report on each accident must be made to the Travel Management Division as soon as possible. If there is an injury or property damage over \$500 in value, the "Minnesota Motor Vehicle Accident Report" (DPS 3200) must be completed and sent to the Travel Management Division. All accidents must be reported. If the accident is serious, call collect (612) 296-6781.

**Travel Management Shop** – The shop is responsible for routine maintenance of division vehicles in the Minneapolis-St. Paul metropolitan area.

**Servicing** – Gasoline and oil should be obtained from the service center at 610 N. Robert St., St. Paul, whenever possible. A state credit card is included with the keys in each vehicle and should be used at the division pumps. When fuel is purchased from outside vendors, drivers should use self service. If it is impossible to buy fuel from an authorized source using the state credit card, a field purchase order (ADM Form 559-SA) for gasoline, oil and repairs is in each car and should be used. Any purchase over \$35 must be approved by the Travel Management 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 addresses outside the metropolitan area, call (612) 296-8317.

**Routine Maintenance** – Oil changes and lubrication, minor tune-ups, and check-ups will be routinely performed by the Travel Management Division. However, if drivers keep their cars over long periods of time, it is their responsibility to see that necessary maintenance is scheduled and performed. Drivers should check the slips on the left door jamb to see if maintenance is required. Oil changes are performed every 5,000 miles or three months and minor tune-ups every 20,000 miles. To obtain servicing and routine maintenance, contact the Travel Management Division, 610 N. Robert St., St. Paul, MN 55101, (612) 296-8318.

**Training** – The Travel Management 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, and the importance of driver attitude for driver safety. Training is given through lectures, films, and booklets. The course is approximately three hours and a maximum of 24 people per session is recommended. For information, contact the Travel Management Division at (612) 296-6781.

**Commuter Van Program** – The Travel Management Division administers a van pool program for state employees interested in commuting to work with a group. Interested individuals should call the program administrator at (612) 296-6781.

**Travel Management Services** – The Travel Management Division contracts with a corporate credit card provider and a preferred travel agency on behalf of all state travelers in order to save money, generate revenue, and simplify travel arrangements. The division also monitors statewide travel patterns and expenditures for purposes of negotiating rates with vendors, e.g., hotels and rental car firms.

## Office of Administrative Hearings

310 4th Avenue South, Minneapolis, Minnesota 55415

William Brown, chief administrative law judge (612) 341-7600

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

The Minnesota Office of Administrative Hearings was created in 1975 to ensure a fair and impartial hearing process in state government. The Minnesota Administrative Procedure Act which created the office is designed to increase the fairness of state agencies in the conduct of administrative hearings and to encourage public participation in the formulation of state agency rules. The office is an independent state department. Judges from the office conduct trial-type administrative law hearings, workers' compensation trials, and contested rulemaking hearings. The office is also currently conducting child support enforcement hearings in 17 Minnesota counties.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Office of Administrative Hearings**, 5th Fl., Flour Exchange Bldg., 310 4th Ave., Mpls 55415. (612) 341-7640. *Minnesota Statutes 14.48.*

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$66,045 per year. The Office of Administrative Hearings shall conduct all hearings of state agencies as required by *Minnesota Statutes*, Chapter 14, and all compensation hearings as required by *Minnesota Statutes*, Chapter 176. The chief administrative law judge must be learned in the law and is appointed by the governor with the advice and consent of the senate. This is a full time position with a six-year term. The chief administrative law judge appoints other administrative law and compensation judges as necessary to fulfill the duties of the office.

There are 11 administrative law judges, 29 workers' compensation judges, 25 part-time administrative law judges and 32 support staff in the office. The central offices are located in Minneapolis. The office also has two hearing rooms on the first floor of 443 Lafayette Road, St. Paul and an office in the Government Services Center in Duluth with a full-time compensation judge and secretary. Hearings are also conducted throughout the state as required by the location of the parties to a case.

The office conducts hearings for nearly all state agencies in Minnesota, with the major exceptions being unemployment compensation, welfare eligibility, taxes and corrections. It is divided into two divisions, one devoted to administrative procedure act hearings and the other to workers' compensation hearings. The office also conducts hearings for Minnesota's political subdivisions when a subdivision requests that an administrative law judge preside.

Hearings conducted by administrative law judges are typically in the areas of human rights, employee discipline, public utilities, professional licensure, securities regulation, transportation regulation and environmental quality. There are approximately 700 such hearings each year. Administrative law judges also conduct 4,000 child support enforcement hearings per year.

Workers' compensation judges handle approximately 6,000 workers' compensation cases per year which are referred to the office for trial if the parties cannot settle the case at the Department of Labor and Industry. For matters referred to the office for trial, workers' compensation judges are required to conduct pretrial hearings, conduct all trials, issue final decisions, and approve any settlement agreements between the parties. Decisions of the judges may be appealed to the Workers' Compensation Court of Appeals.

# Minnesota Board on Aging **Minnesota Board on Aging**

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



Elva D. Walker, chair, Gerald A. Bloedow, executive secretary, (612) 296-277

*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 our state's 700,000 older citizens. The 25 board members are appointed by the Governor with representation throughout the state. Board meetings are open to the public. Meetings are usually held the third Friday of the month except January, May, August and November.

Professional staff assist the board in 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 ensure the design of responsive, representative programs. This office does not provide direct service to the public, with the exception of information and referral and assistance with nursing home, acute care or home care complaints through the Ombudsman Program. The toll-free statewide AGING INFORMATION LINE is 1-800-652-9747.

The Minnesota Board on Aging administers nearly \$20 million in federal and state grants yearly and has implemented more than 500 programs for older Minnesotans.

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.

Fourteen Area Agencies on Aging are located throughout Minnesota, most are located within regional development commissions to maximize their planning capabilities. These agencies, listed on page 234, 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/chore services, and legal assistance.

Through Area Agencies on Aging, the board administers a statewide nutrition program for older Minnesotans that provides over 3,600,000 meals a year to approximately 90,000 people from 440 congregate dining facilities throughout the state. The program offers older persons, particularly those with low incomes, low cost, nutritionally balanced meals served in strategically located centers such as schools, churches, community centers, and senior citizen centers where they can receive other social and rehabilitative services. Besides promoting better health through improved nutrition, the program is aimed at reducing the isolation of the aging process. The program encourages congregate dining to facilitate social interaction. Home delivered meals are provided for those unable to partake in the congregate dining program.

The board has established long term care, acute care, and home care ombudsman services. The ombudsmen work with consumers, concerned citizens, nursing homes, hospitals, home care agencies, and public agencies to enhance the quality of care of older individuals receiving health care or other supportive services. The ombudsman staff also provide coordination, back-up, technical assistance, and training to the regional programs. The Ombudsman Information and Complaint Line is 1-800-657-3591 or 612-296-0382.

The board administers three major programs providing volunteer services to older Minnesotans as well as to children. The Board awarded almost \$1,500,000 in state funds directly to the Retired Senior Volunteer Program (RSVP), the Senior Companion Program, and the Foster Grandparent Program. RSVP enables older persons to provide services in a variety of ways, including working in schools, libraries, museums, reading to the blind,

distributing home delivered meals, preparing tax returns for the elderly, etc. The board provides grants to 21 RSVP projects with over 4,500 volunteers serving 670 agencies and organizations. The Senior-Companion Program provides an opportunity for low income senior citizens to volunteer their time to serve people in need of close, meaningful relationships in their homes or in health care facilities. Approximately 110 volunteers serve more than 550 older clients. The Foster Grandparent Program allows low income older people to develop ongoing one-to-one relationships with mentally retarded, emotionally disturbed, learning disabled or other children having special needs. The program involves almost 200 volunteers who serve approximately 400 children.

The board publishes the *Senior Spotlight*, an 8-page bimonthly newsletter containing information about board programs and activities and developments in aging programs at the local, state, and national levels. To obtain a free subscription contact the Board on Aging at 296-2770. Other publications include the Annual Report, *Planning for Incapacity*, and a variety of brochures, all free by calling the above number.

Other activities of the board include the development of legal services for older persons Outstanding Senior Citizens Program, the Sixth Grade Essay Contest, 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,  
1265 N. Snelling Ave.,  
St. Paul, Minnesota 55108  
Mike Heffron,  
executive vice president  
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 310-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. During 1991, fairgrounds facilities were used by a record 2.6 million people.

### Background

The society came into being as a territorial organization in 1885. It was legally organized as a public corporation in 1860 and became an arm of state government in 1903. In 1885, the Ramsey County Board of Commissioners donated the old Ramsey County Poor Farm to the society. 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. During the past decade, attendance at the annual exposition has averaged well over 1.5 million each year. The fair is primarily agricultural in nature and features big-name entertainment, livestock judging, horse shows and rodeos, auto races, tractor pulls, fine arts and home craft 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. 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 these monies were used between 1885 and 1920 to provide partial capital funding for the permanent site of the fairgrounds in Ramsey County. Appropriations have never been used by the fair for operations.

In 1991, the year-around operations of the fair resulted in a total economic impact of \$75 million to the Twin Cities area. In addition, fair operations resulted in total local employment of 4,800 people, accounted for \$3.5 million in wages and benefits and generated over \$2 million in taxes paid to the state.

**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 County and most of Hennepin County. Board terms are staggered and members are elected on a two-year or three-year basis. Traditionally, the president serves a maximum of two years, then leaves the board, assuring at least one new member every other year.

Formal business of the society is conducted during a three-day annual meeting held each January. Three delegates representing each county or county fair in the state, along with about 100 delegates representing state-wide associations such as implement dealers, forestry associations, livestock breed associations and the like, meet on a district basis and nominate individuals to serve on the State Fair board. Elections are then conducted on the floor by the convention as a whole.

Upon completion of the elective process, the newly-organized board meets and elects an executive vice president for a one-year term. The executive vice president is chief operating officer of the fair and is responsible for the day-to-day business of the exposition. The society retains a full-time staff of 48 employees who work under the supervision of the executive vice president.

Facilities for disabled people 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 Jobs and Training, located on the north side of the 4-H Building on the fairgrounds.

The office opens in late June and begins accepting applications for fair-period employment at that time. Many State Fair departments rehire 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.

### **Competitive Exhibits Division (612) 642-2217**

**Steve Pooch, director.** The competitive exhibits division manages displays and competitive exhibits open to public participation in the following areas: bee culture, cattle, Christmas trees, creative activities, crops, dairy, education, fine arts, flowers, 4-H, fruit, FFA, goats, horses, llamas, meats, poultry, rodeo, sheep, swine and vegetables.

Premium lists showing categories for competition and prizes available, judging schedules, rules, entry fees and entry deadlines vary with each department. For further information, contact the division.

**Entertainment Division**

**(612) 642-2223**

**Karen Leach, director.** The entertainment division administers all general entertainment features scheduled for the State Fair. They include Grandstand entertainment and production, free entertainment and special attractions. Grandstand functions include all affairs relating to the scheduling and presentation of Grandstand concerts and motorsport events. Free entertainment and special attractions include various professional and amateur music and variety shows held at locations around the grounds including the Bandshell, Bazaar, Heritage Square, Baldwin Park, Amphitheater and Children's Theater.

The entertainment division also produces the State Fair Amateur Talent Contest, a featured attraction at the annual exposition. For talent contest entry information, call (612) 642-2218.

**Finance Division (612)642-2216**

**Richard Frenette, director.** The finance division is responsible for all State Fair fiscal matters. Specific functions include payroll and payables, accounting, receipts management, box office and tickets, banking services and ticket audit. Also included in the finance division is the business management group, which handles procurement and inventory, office management, storeroom, risk management and record storage. In addition, the division serves as the State Fair's principal contact with the office of the legislative auditor.

**Media & Public Relations Division (612)642-2252**

**Jerry Hammer, director.** The media & public relations division manages all State Fair advertising and public relations programs, providing information on fair events and activities through news releases, paid advertising, direct mail and special promotions. The division also manages the State Fair's sponsorship program, publishes State Fair reports and manuals, maintains State Fair archives, manages special awards programs and handles all photography and mailing services. The fair's heritage exhibits department is also part of the division.

The division maintains a variety of mailing lists, used to distribute information to the public and the news media. To be added to the fair's media or public mailing lists, contact the division.

**Operations Division (612) 642-2206**

**Ken Wenzel, director.** The operations division includes management of the fair's physical plant, administrative services and special services. The plant management group handles plant services and security, construction and maintenance, mechanical services and greenhouse. The administrative services group consists of staff and guest services, along with personnel records management. The special services group includes the following fair-time functions: admissions, forage, parking, sanitation, youth camp and public safety. The latter consists of police and fire services plus medical aid.

<b>Outside Gate Admission</b>	
Adults	\$4.00
Children 5-12	\$2.50
Seniors 65 & over	\$2.50
Kids under 5	free
Seniors Citizens Day (65 & over)	free
Kids Day (12 & under)	free
<b>Parking</b>	
Carload parking (4 or more per car)	free
Park & Ride parking	free
Park & Ride bus fare	free
<b>Campground Charges</b>	
(per night)	\$8.00
<b>Grandstand Stage Shows and track events</b>	
	Prices vary
For information call (612) 642-2262	
<b>Coliseum Events</b>	
	Prices vary
<b>(All prices subject to change)</b>	

Employment opportunities for the State Fair's full-time and seasonal staff are managed through the division's administrative services group. For complete information on employment opportunities at the State Fair, call (612) 642-2215.

### **Planning & External Affairs Division (612) 642-2463**

**James Frost, director.** Planning and external affairs division is responsible for long-range planning, including defining the State Fair's goals and objectives and articulating the strategies through which they will be achieved. Also, the division maintains relationships with groups outside the fair structure such as neighborhoods, county fairs, state government and the University of Minnesota.

### **Rental Services Division (612) 642-2256**

**V. James Sinclair, director.** The rental services division administers all fair-time concessions and commercial exhibits, themed concession areas and supervision of amusement ticket takers. Rental fees for fair-time food and beverage concessions are based upon a percentage of gross sales. Rental fees for other types of concessions and commercial exhibits generally are based on front footage. For space rental applications, or more information on commercial exhibit space at the State Fair, contact the division.

The rental services division also manages off-season rental of fairgrounds facilities. From Sept. 15 through July 15, fairgrounds facilities are used for a variety of special events, including horse and livestock shows, retail sales, antique and collector shows, auto exhibitions and athletic events. Individuals, businesses and organizations may contract for use of these facilities along with event support services. For specifics on off-season facility rental, call (612) 642-2214.

From mid-October through April, individual storage for automobiles and recreational vehicles is available, based on the length of the unit. For more information on individual vehicle storage, call (612) 642-2214.

## **Department of Agriculture**

90 W. Plato Blvd., St. Paul, Minnesota 55107  
(612) 297-2200

**Elton Redalen, commissioner**

**Newell R. Searle, deputy commissioner**

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

The Minnesota Department of Agriculture (MDA) is the only state agency that speaks for and promotes the development of Minnesota agriculture and its agriculturally related industries. It is the lead state agency in programs designed to protect agricultural land.

The department enforces laws designed to protect the public health and enhance the environment for all of society. It adopts and enforces rules to clarify laws and to prevent fraud and deception in the manufacture and distribution of foods, animal feeds, fertilizers, pesticides, plants and seeds.

### **Background**

The Minnesota State Dairy Commission, a forerunner of the Agriculture Department was created in 1885 for the limited purpose of prohibiting the sale of ole margarine and adulterated milk. It began with one department head, one assistant, and a clerk who doubled as a chemist. It had a budget of just \$6,000.

In 1889, the commission's name was changed to the State Dairy and Food Commission and was given authority to regulate all food products. This was the first attempt at more general food regulation. In 1896, the name was again changed to the Minnesota Dairy and Food Department. Food standards and labeling rules were adopted in 1907 and the department began its first educational program with the theme, "National Decay Begins in the Individual's Stomach."



In 1919, the Minnesota Department of Agriculture was created. The department's main concern was to promote all Minnesota agriculture, including dairy products. However, during this time, the Dairy and Food Department also continued to exist and promote the dairy industry. In 1923, the Agriculture Department and the Dairy and Food Department were merged to become the Department of Agriculture, Dairy and Food. The Legislature permitted the governor to appoint one commissioner over the two departments. However, consolidation was not complete until 1929. Two commissioners served until that time.

It was not until 1961 that the name of the consolidated department was changed to the Department of Agriculture. Today the department works to promote Minnesota food product, protect consumers, provide information and assistance to the state's farmers, and protect our natural environment.

### **Office of the Commissioner (612) 296-2857**

The department is organized into several program areas. The Agricultural Services and Promotion Councils Program promotes Minnesota agricultural products, has developed agricultural markets, and administers the Family Farm Security Program.

The Administration and Financial Aids Program provides services and assistance to the entire department through accounting and licensing, personnel and office management, planning, laboratory support for inspection programs, and development of statistics about Minnesota agriculture.

The Agricultural Protection Program area assures foodstuffs are free from adulteration, properly labeled, and handled to protect their edible quality, and to provide protection to producers and consumers against unfair economic practices.

#### **New in 1991**

The Minnesota Legislature expanded the responsibilities of the department by enacting several new programs during the 1991 legislative session. As this guidebook goes to publication, detailed information for these new programs is not available. They are, however, listed below, and more information is available by calling the department at (612) 297-2200.

- **Agricultural Development Bond Program**

To assist beginning farmers, through the sale of tax exempt bonds, and by helping them obtain low interest loans.

- **Aquaculture**

To promote aquaculture and expedite the permitting process.

- **Genetic Engineering Permits**

To establish permits for the release of genetically engineered plants, pesticides, fertilizers, and plant and soil amendments.

- **Rural Finance Authority**

To transfer this existing program from the State Department of Finance to MDA. RFA provides financial aid to beginning farmers and to those who want to return to farming.



### **Agricultural Promotion Service (612) 296-2880**

**Herb Halvorson, assistant commissioner.** To protect and assist development of national and international markets for Minnesota agricultural products through cooperation with commodity research and promotion councils.

The program also helps maintain the stability of the family farm system in Minnesota. The Family Farm Security Program assists eligible applicants purchase farm real estate through loan guarantees and interest adjustments with deferred reimbursement.

### **Agricultural Marketing Division (612) 296-4648**

**Ralph Groschen, director.** The Marketing Division works to develop and diversify Minnesota's agricultural industries, markets and products through market research, market information, education and technical assistance. Division programs focus on developing domestic markets/opportunities for Minnesota producers and marketers. Works closely with the Minnesota Department of Trade and Economic Development (DTED) to develop foreign markets.



**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Rural Finance Authority**, Dept. of Agriculture, 90 W. Plato Blvd., St., St. Paul 55107. (612) 296-5900. *Minnesota Statutes 41B.025*

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem. The authority's purpose is to develop the state's agricultural resources by extending credit on real estate security. The authority carries out this purpose by purchasing participation interests in loans made by agricultural lenders to farmers for the purchase of farm real estate. The board consists of the commissioners of the Depts. of Agriculture, Commerce, Finance and the state auditor and three public members. No public member may reside within the metropolitan area. Members must file with the Ethical Practices Board.

**Aquaculture Program:** MDA leads development of Minnesota's aquaculture industry. Activities include fostering communication, development and negotiation of appropriate state and federal rules regarding operation of aquacultural facilities and technical assistance. Contact Ying Ji, (612) 296-5081

"Aquaculture News" is a quarterly newsletter for present and potential fish farmers, as well as policy makers; it is free.

**Ethanol Program:** Ethanol production constitutes a major market for feed grains such as corn and other agricultural processing by-products. Activities focus on consumer and industry education and promotion of ethanol production and use. Contact Kay Kruse, (612) 297-4654.

**Market Opportunity Research:** This program supports all other Division programs by providing accurate market analysis for Minnesota agricultural commodities based on primary and secondary data sources. Examples include market price analysis for exporting Minnesota products to other markets, identification of seasonal niches for fresh vegetables and analysis of feedstock availability for industry. Contact Su Ye, (612) 296-6384.

**Minnesota Grown Program:** Minnesota Grown is the umbrella program which unites the marketing efforts of several commodity/market groups. It promotes Minnesota products within the state and in other domestic markets. Efforts include developing promotional/advertising programs for producer groups, licensing users of the Minnesota Grown logo and introducing several new marketing tools. Contact Kevin Edberg, (612) 296-6382.

**Processed Food Program:** Through trade shows (such as the Minnesota Food Expo) and information referral services, this program assists food companies introduce and market products. Contact Debra Vorderbruggen, (612) 296-1414.

**Business Assistance Efforts:** Assists small and mid-size agricultural or food oriented companies. Contact Ralph Groschen, (612) 296-4648.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Area One Potato Research and Promotion Council**, Rural Route 3, Box 305A, Bagely 56621. (218) 657-2664. *Minnesota Statutes 17.54, subdivision 9.*

**Appointing Authority:** Governor. **Compensation:** \$48 per diem. The council promotes Minnesota grown Irish potatoes through research and advertising. The council consists of seven members including one potato processor, one potato wash plant representative and five elected members representing potato growers. Meetings as necessary.

### **Agricultural Commodity Research and Promotion Councils Section (612) 296-6962**

**Margaret Savard, administrator.** Assists research and promotion council activity and advises agricultural commodity groups on the establishment of new councils. Conducts and supervises council elections, processes refunds to producers who choose not to participate in

the check off programs, and monitors the activities of councils to assure each conducts business in 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 eleven commodities: beef, dairy, corn, barley, area one and two potato, dry edible beans, soybeans, paddy wild rice, wheat and turkey. For more information, contact the Agricultural Commodity Research and Promotion Councils Section, 90 W. Plato Blvd., St. Paul, MN 55107.

### **Family Farm Services Division (612) 296-8435**

**Wayne W. Marzolf, director.** Administers two activities designed to protect or promote the family farm system in Minnesota. The **Farm Security Program** provides financial assistance to beginning farmers who meet certain eligibility requirements. The **Alien and Corporate Farm Acts** restrict farm ownership or leasing by non-farm corporations as well as non-resident aliens.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Family Farm Advisory Council,** Dept. of Agriculture, 90 W. Plato Blvd., St. Paul 55107. (612) 296-8435. *Minnesota Statutes 41.54.*

**Appointing Authority:** Commissioner of Agriculture. **Compensation:** \$55 per diem plus expenses. The council assists farmers in obtaining credit to purchase farm real estate by guaranteeing loans and deferring interest payments. The council consists of seven members, with two members appointed each of three years and one member being appointed in the fourth year; but all members serving four year terms. Meetings as needed.

### **Farm Security Program**

The Farm Security Program, created by the 1976 Minnesota Legislature (*Minnesota Statutes*, Sections 41.51-41.61), helps qualified individuals obtain credit so they may purchase real estate through loan guarantees and receive payment adjustments on approved farm security loans. The program provides a 90 percent state guaranty on loans and may provide a four percent payment adjustment on the outstanding principal balance of the loan. No new applications have been accepted to this program since December 1985.

### **Alien and Corporate Farm Acts**

Enforces the Corporate and Alien Farm Acts. The 1973 Corporate Farm Registration Act (*Minnesota Statutes*, Chapter 500.24) was enacted 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. This entitles corporations to farm, own or lease farmland. All corporations involved in farming, owning and leasing agricultural land must register with the division. Limited partnerships were included under these restrictions in 1988. Corporation and limited partnership filings and annual reports must be made on department forms. No fee is charged for this certification or report. Failure to make annual reports to the department is subject to a \$500 civil penalty. Corporations are certified as applications are received.

**The Alien Farm Registration Act** (*Minnesota Statutes*, Chapter 500.221) restricts all non-U.S. citizens, except permanent resident aliens, from owning Minnesota agricultural land. This 1977 law requires all aliens owning land prior to June 1, 1981, to file an annual report with the commissioner before January 31. The filing fee for the annual report is \$50. If the person or entity filing owns more than one quarter section of land, the fee is increased \$10 for each additional quarter section of land owned. For more information, contact Family Farm Services staff at 90 W. Plato Blvd., St. Paul, MN 55107.

### **Farm Advocates**

The Minnesota Farm Advocate Program is also administered by this division. Advocates are a statewide network of farmers who help financially troubled farmers obtain credit, develop

long-term financial plans and learn about their legal rights and borrowing options.

### **Agricultural Protection Service (612) 296-4435**

**Newell Searle, deputy commissioner.** The Agricultural Protection Service provides: regulation of the sale, storage, use and disposal of pesticides and fertilizers; enforcement of seed, weed and animal feed laws; inspection, sampling and certification of Grade A and Grade B dairies; inspection of food, meats, beverage, poultry and poultry products and enforcement of standards relating to quality, condition, labeling, advertising and sanitation; grain sampling, grading, weighing and protein analysis; livestock licensing, weighing, bonding and fair trade practice regulations; grading of fresh fruits and vegetables; survey, detection and control of certain agronomic and municipal economic pests; nursery inspection, phytosanitary certification and laboratory testing of seeds for export; certification of seed potatoes; tree inspector certification and public information programs relating to urban tree care.

Under the 1989 Minnesota Comprehensive Groundwater Protection Act, the department is developing and implementing educational and regulatory programs to protect public health and the environment from possible harmful effects of agricultural chemicals.

### **Agronomy Services Division (612) 296-6121**

**William O. Bulger, director.** Agronomy Services Division programs encompass several consumer, trade, public health and environmental protection laws in these six areas of regulatory activity: Pesticide, Fertilizer, Feed, Noxious Weed, Seed, Groundwater Protection and Environmental Quality. Various permits and individual, facility or product licensing, registration and certification are involved. The division conducts statewide surveillance, inspection and investigations.

New programs provide services for handling responses to agricultural chemical emergencies, clean-up of contaminated sites, waste pesticide collections, pesticide container collection and recycling, monitoring of surface and groundwater, as well as pesticide and fertilizer management practices. Program and unit supervisors identified below are also available for assistance. For more information on any of the programs, contact the Agronomy Services Division, 90 W. Plato Blvd., St. Paul, MN 55107.

### **Environmental Regulatory Section (612) 296-8547**

**Michael K. Fresvik, chief.** The Environmental Regulatory Section works with pesticide product registration, dealer licensing, applicator licensing, facility inspections, pesticide and container collections and best management practices relating to pesticide and fertilizer use. These activities are designated into the following work units:

#### **Pesticide Registration Unit (612) 297-2530**

**Calvin Blanchard, unit supervisor.** Pesticide products offered for sale or use in Minnesota are required to comply with registration requirements on an annual basis. Applications, fees and other information must be submitted prior to completion of these requirements. Contact this unit for information relating to the State and Federal pesticide product registration process.

#### **Agricultural Chemical Information and Certification Unit (612) 297-2746**

**Richard Hansen, unit supervisor.** Individuals applying pesticides commercially or persons applying for "restricted use" pesticides within Minnesota must meet licensing/certification. Requirements include completion of appropriate applications, fee submission, passage of examinations and attendance at approved training sessions. Contact this unit for application forms and training information.

In addition, this unit distributes information relating to pesticide and fertilizer best management practices, and works with local government and water planning organizations.

#### **Facilities Permit/Inspection Unit (612) 297-2514**

**John Peckham, unit supervisor.** This unit licenses and inspects pesticide and fertilizer locations within Minnesota. Permits are required for fertilizer and pesticide storage in large single volume tanks prior to modification or construction of the facility. Fees are collected.

Pesticides or fertilizers used through irrigation systems requires permitting of the well and application safeguards. Information and fees are collected prior to agricultural chemical injection permit issuance.

**Waste Pesticide/Container Disposal Unit (612) 297-7082**

**Larry Palmer, unit supervisor.** Manages a new program to collect and dispose waste pesticides, and a pilot program to collect and recycle empty pesticide containers. The unit develops strategies for proper disposal of waste pesticides/containers, and to reduce human exposure to these problems.

**Compliance and Enforcement Section (612) 297-4870**

**Paul Liemandt, section supervisor.** MDA is responsible for enforcing state pesticide and fertilizer (agricultural chemical) control laws, and the federal pesticide regulations delegated to the state under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA). The department investigates complaints alleging pesticide regulatory violations and misuse, including: pesticide drift damage to non-target areas; use and distribution of unregistered pesticides; improper licensing and record-keeping; and, pesticide use, handling, storage and disposal practices which may adversely effect the environment. Case file information is compiled on misuse or on other violations. These files are evaluated and appropriate administrative, civil or criminal enforcement action is taken when the violations are substantiated.

To report a pesticide or fertilizer regulatory violation, call and ask for a "Request for Inspection;" this request will initiate a department investigation.

The department also provides emergency response support for agricultural chemical incidents. Spills, transportation accidents, fires and other events which result, or threaten to result, in releases of pesticides and fertilizers into the environment must be immediately reported, contained and cleaned up under department oversight and approval.

**Report pesticide and fertilizer incidents to the state's  
24 hour emergency response numbers:**

Metro (612) 649-5451

Non-Metro 1-800-422-0798

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Agricultural Chemical Response Compensation Board (ACRRA Board)**, MN Dept. of Agriculture, 90 W. Plato Blvd., St. Paul 55107. (612) 297-4870. *Minnesota Statutes 18E.05.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board accepts applications for reimbursement from the Agricultural Chemical Response Compensation Account, determines eligibility and amount of reimbursement due and notifies the Commissioner of Commerce and three private industry members consisting of one representative of agricultural chemical manufacturers and wholesalers, one representative of farmers, and one representative of agricultural chemical manufacturers and wholesalers, one representative of farmers, and one representative of dealers who sell the agricultural chemicals at retail. Meetings at the Department of Agriculture on the third Wednesday of every month at 8:30 a.m. unless notified otherwise. Members must file with the Ethical Practices Board.

The department's new incident response program addresses sites that have been contaminated by agricultural chemicals over long periods of time and are likely not the result of one acute incident. The department will identify the site and responsible party(s), investigate the scope and extent of contamination, and request, or in some cases, perform remediation.

The **Agricultural Chemical Response and Reimbursement Program (ACRRA)** is an agricultural industry-financed fund that is now available to reimburse persons for costs

incurred in cleaning up agricultural chemical incidents. ACRRA monies are managed by the Agricultural Chemical Response Compensation Board, which meets at least six times a year. Staff to the Board is provided by the department. Persons wishing to obtain more information, including application forms and instructions, should call (612) 297-3490.

### **Fertilizer Control Section (612) 296-8379**

**Gregg Regimbal, supervisor.** The Fertilizer Control Section licenses individuals or firms manufacturing, blending, mixing or otherwise manipulating, or custom applying fertilizer, and those storing or distributing bulk fertilizer for resale. All fixed locations, mobile mechanical units, firms within a site, non-Minnesota locations which do business in Minnesota, shipments into the state for sale, and agricultural liming material producers and distributors must be licensed. Also registers fertilizer labeled as specialty fertilizer and soil and plant amendments, and approves the installation of anhydrous ammonia fertilizer storage facilities.

Contact Fertilizer Control for more information or application forms. The forms used to obtain above mentioned licenses are: “**Application for Agricultural Fertilizer License,**” “**Application for Lawn Service Fertilizer License**” or “**Application for Agricultural Liming Materials.**”

The forms used for registrations are either, the “**Application for Specialty Fertilizer Registration**” or the “**Application for Soil/Plant Registration.**”

The form used for obtaining approval of a anhydrous ammonia storage facility is, the “**Application for Installation of Anhydrous Ammonia Storage.**”

All registrations, licenses and permits are issued following submission of application and remittance of corresponding fee (fees vary depending on the application). Renewal applications are sent 30 to 60 days prior to the renewal date. All renewals must be made annually, prior to Jan. 1.

### **Technical Support Section (612) 296-5639**

**Greg Buzicky.** Provides additional scientific and technical assistance. Conducts special projects to support the agricultural chemical regulatory programs. Staff conducts data and project evaluation, and field work on nonpoint source and spill sites.

The Technical Review Unit assesses and reviews soil and hydrological sites for agricultural incidents and related issues. The Monitoring and Survey Unit evaluates pesticide and fertilizer imports on water resources. Manages special projects, such as the Nitrogen Fertilizer Management Plan and short term technical projects.

### **Feed Control Section (612) 296-6124**

**Program Administrator.** Administers the commercial feed law enforcement program. Product labels must be registered, but there is no registration fee for products sold in packages of over 10 pounds net weight. This is a permanent registration. A \$50 a year fee must be paid for products sold only in packages of 10 pounds or less net weight. All distributors must report twice yearly the amount of product sold in the state. A fee of 16 cents per ton must be paid on permanently registered products. Forms are provided on request.

Inspections of manufacturing establishments and sampling and analyzing of products are routine enforcement activities. Service samples are not accepted. For more information, application forms, or to file complaints, contact Feed Control.

### **Weed and Seed Control Section (612) 296-6123**

**Charles Dale, supervisor.** Administers and enforces the State Agricultural Weed Law, Seed Law and Screenings Act. District inspectors provide training, technical support and direction to municipal and township weed inspectors, and to county agricultural inspectors about the noxious weed and seed law enforcement.

Information and assistance regarding the state noxious weed control program is available by contacting Weed and Seed Control or the county agricultural inspector. There is no fee for this service.

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. Fees are based on the kind of seed and amount sold. All labelers of seed with permits must report sales semi-annually on forms provided by this section.

All hybrid seed corn varieties sold in Minnesota must be registered to ensure compliance with the law requiring correct labeling of the maturity dating. Use the form "Originator's and Owner's Registration of Hybrid Seed Corn Variety." Varieties must be registered by February 1. Fees are charged.

Permits are issued to buyers of weed seed-infested grain screenings as required by the State Screenings Act. Grain screenings for livestock feed may not be sold to animal producers if they contain more weed seeds than legally allowed. A seller not equipped to devitalize or remove weed seeds may only sell to those with necessary devitalization facilities. Animal producers wishing to purchase these screenings must be permitted and must devitalize or remove weed seeds in the screenings. There is no fee for this permit, but it must be renewed annually before Dec. 31.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Advisory Seed Potato Certification Task Force**, 90 W. Plato Blvd. St. Paul 55107-2094. (612) 296-7509. *Minnesota Statutes* 21.112.

**Appointing Authority:** Commissioner of Agriculture. **Compensation:** Reimbursed for expenses. The task force reviews quality control, research and market development in the certified seed potato industry. The task force consists of nine members; growers in Minnesota of certified seed potatoes. Meetings twice annually, in the spring and fall.

## **Plant Industry Division (612) 296-8328**

**Art Mason, director.** Serves industries, municipalities, and the general public through inspection, certification, survey and plant pest control programs. Certifies grain shipments to foreign countries and other states as pest free, certifies seed potatoes, inspects and certifies nurseries and nursery stock, honey bee colonies, and provides inspection service for fresh fruit and vegetables. Also approves municipal mosquito and other pest control programs, certifies tree inspectors, monitors shade tree and other urban pests and promotes community tree care practices.

## **Apiary Inspection Activity (612) 296-0591**

**Blane White.** Works with apiarists to detect and control diseases and pests of honey bees, and with pesticide sprayers to reduce bee losses and provides interstate inspection. Registers and inspects honey bee colonies to prevent serious disease losses and inspects honeyhouses for sanitary conditions. Beekeepers can request technical assistance. For information, obtain applications or bee colony registration, contact Room 226, 90 W. Plato Blvd., St. Paul, MN 55107.

Fees are \$7.50 plus 17 cents per colony for persons operating 11 or more. Fees are based on annual colony count. Certification and inspection is provided for bees and equipment moved out of the state of 40 cents per colony fee. Registration takes 30 days. Renewals must be made prior to July 1.

## **Plant Pest Control Services Program (612) 296-3349**

**Dwight Robinson, supervisor.** Oversees insect pests, plant disease and destructive or nuisance animal control by Minnesota counties or cities. Emphasizes self-protection and self-promotion of pest control practices. Activities include control of Dutch elm disease and oak wilt, replanting and tree protection, particularly in urban areas. Trains and certifies community tree inspectors.

To date, all gypsy moth infestations have been eradicated through cooperative federal/state and municipal spray projects. On-going, year-round surveillance, move-in surveys and inspections and trapping programs are sponsored during the summer. Coordinates surveillance of disease-transmitting mosquitoes throughout the state. Reviews program personnel applications from municipalities for seeking authority to control mosquitoes or other pest

species, provides technical guidance and approves municipal mosquito control efforts statewide. Applications for municipal mosquito control programs are available.

### **Plant Pest Regulatory Services Program (612) 296-8507**

**Mark Schreiber, supervisor.** Provides inspection and certification to allow the introduction and establishment of new plant material into the state; of the growth, movement and sale of nursery stock, and for export of unprocessed agricultural products. Responsible, in part, for monitoring incoming ships, planes, soil, plant pests and pathogens to prevent unwanted organisms from being introduced into the state. Regulatory Services is divided into three main activities: Nursery Inspection, Phytosanitary Certification and Port of Duluth.

### **Nursery Inspection Activity (612) 296-8619**

**Steven Shimek.** Inspects, registers and certifies all nurseries, wholesalers and retailers of nursery stock and certifies the stock, provided it is disease and insect free. Inspects and certifies all plants destined for foreign countries. Greenhouses which are not handling nursery stock may voluntarily request inspection and certification for injurious plant pests. Nursery stock growers and dealers must be certified. Foreign export inspections meet regulations of the importing country. Commercial and privately owned plants need certification. Assists and provides advice on the proper care of nursery stock.

For information, applications, or to request an inspection, contact Nursery Inspection, Room 226, 90 W. Plato Blvd., St. Paul, MN 55107. Inspection for plants exported to foreign countries does not require an application form.

The Nursery grower certification fee ranges from \$40 to half acre or less, to \$725 for more than 50 acres of growing stock. The nursery dealer certification fee ranges from \$40 to \$400 per location, depending on the business volume. The voluntary greenhouse fee is \$50. Renewals must be received by Jan. 1, following the year of certificate expiration. Inspection fees for plants or plant parts being exported to foreign countries is \$20 plus expenses. A phytosanitary certificate must accompany most overseas plant shipments. A \$15 administrative fee is charged per certificate.

Inspection requests are handled within two weeks. Nurseries are inspected at least once a summer. Storage facilities are inspected in the winter. Foreign plant shipments are usually inspected within two days to two weeks.

Harvesting, collecting, selling or distributing of the state flower or any orchid species, gentian, arbutus or any lily species are permitted. For information or to request a permit, contact Nursery Inspection. A nursery or dealer certificate is required for plants which will be sold.

### **Phytosanitary Certification (612) 296-8558**

**Gary Miller.** Certifies agricultural commodities or foreign and interstate shipments. Certifications made according to the particular state's or country's plant health regulations, licensing, certification and plant quarantines. Inspects and certifies domestic corn and small grain shipments as insect pest free. Shippers may be issued phytosanitary certified for western state produce entry upon completion of a signed compliance agreement and an inspection of screening facilities. Certificates are issued after inspection of shipments for foreign markets. State and federal foreign phytosanitary certificates are available, depending on shippers' needs to certify that the shipment is healthy and pest free. A \$15 administrative fee is charged per certificate.

For information, or to request an inspection or phytosanitary certificate, contact Phytosanitary Certification, Room 226, 90 W. Plato Blvd., St. Paul, MN 55107. Application forms are not required for certification of the absence of cereal leaf beetles. Issues European corn borer certificates in pads of 25, since each shipment must have a certificate. Fees are \$25 per pad and \$60 for inspection and certification of corn processing facilities. Grain elevator inspection fee is paid yearly. Depending upon location and time of year, inspections and certifications take two to five days. Small lot inspections are \$20 a site, plus expenses, plus \$6 per acre and expenses.

### **Duluth Port Inspection (218) 723-4691**

**Gary Kuyava.** Inspects foreign ships arriving in Duluth, in cooperation with the USDA, Animal and Plant Health Inspection Service, Plant Protection and Quarantine. This prevents introduction of unwanted plant pests into this country from ship refuse, dunnage and cargo. Aircraft (charter) which arrive from foreign countries, except for Canada, are also inspected in Duluth. Phytosanitary certificates are also issued from this office.

For information, or to request inspection and certification, contact the Duluth office, Government Service Center, 320 W. Second Street, Room 603, Duluth, MN 55802.

### **Plant Pest Survey and Detection Program/Biological Control (612) 296-8387**

**Dharma Sreenivasam, supervisor.**

- **Plant Pest Survey** – Minnesota cropland is surveyed during the growing season for pests, insects, plant diseases and weeds to assess potential and/or actual damage. Pest information/alerts are disseminated during the growing season on a weekly basis to growers, county extension agents, local government and other agricultural interests.

- **Plant Pest Detection** – MDA and USDA detect new pests, to prevent pest introductions and/or establishment in the state in a cooperative effort. This satisfies the phytosanitary certification needs of other states and other countries.

- **Biological Pest Control** – Under the Legislative Commission on Minnesota Resources is developing non-chemical strategies for controlling pests. MDA and the University of Minnesota Departments of Entomology, Agronomy and Plant Genetics, and Plant Pathology is developing biological control agents to manage pests of plants and animals.

There are no fees for this service. For more information contact Plant Pest Survey and Detection/Biological Control, Room 226, 90 W. Plato Blvd., St. Paul, MN 55107.

### **Seed Potato Certification Program (612) 296-7509**

**Richard Zink, supervisor.** Certifies seed potatoes to meet prescribed standards relating to disease and variety. Each growing season, seed acres are inspected for disease, varietal purity and chemical and insect damage. Applicants must enter the entire potato acreage. It is advisable to contact Seed Potato Certification prior to planting, if the applicant is unfamiliar with program requirements. The certification program is voluntary. For information, or assistance, contact Seed Potato Certification, 90 W. Plato Blvd., St. Paul, MN 55107. The inspection/certification fee is \$14 per acre, and applications must be received by June 15.

### **Fruit and Vegetable Inspection Program (612) 296-8557**

**Alan Peterson, Dan Nichols, supervisors (218) 773-0711, (218) 773-0903.** Provides voluntary shipping point and terminal inspection and grading to assure proper grade and condition of fresh fruit and vegetables. For information or to request an inspection, contact Fruit and Vegetable Inspection Program, Room 224, 90 W. Plato Blvd., St. Paul, MN 55107.

No forms are necessary. Shipping point inspection fees are 7 to 10 cents per hundredweight, with a minimum of \$10 per inspection. An additional \$1 is charged for necessary inspection in any shipment. There is a charge of \$15 to \$25 an hour for inspection by hourly contract. If inspection is requested for anytime other than regular office hours (Monday-Friday, 8 a.m. to 5 p.m.), there is an overtime fee of \$7.50 an hour. Requests are usually answered in 24 hours.

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

### **Wholesale Produce Dealers Activity (612) 296-8620**

**John Malmberg.** The Wholesale Produce Dealers Act helps protect farmers and dealers by requiring licensing of wholesale produce dealers who purchase fresh fruits and vegetables, fresh poultry, nest run eggs, or raw milk for sale or for use in a processing plant. The licensing procedure includes completion of an application, and execution of the requested



surety bond. The license fee ranges from \$50 to \$1,500, depending on the volume of produce purchased, and are renewed yearly in June.

Producers and dealers may contact Wholesale Produce Dealers Activity, Room 226, 90 W. Plato Blvd., St. Paul, MN 55107, regarding possible claims against a Wholesale Produce Dealer Bond. Claims must be filed within 50 days of the earliest transaction due date, or within 40 days past the contract due date.

## Grain Inspection Division (612) 341-7190

**Dale Heimermann, director.** 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 USDA, and Federal Grain Inspection Service. Performs official grain weighing for outbound shipments of grain at the export terminals in Duluth. Provides official weighing of grain loaded from inland or country elevators when going directly into export markets. Official weighing services are provided to any interested person upon request when an official weight certificate is required on specified lots or containers of grain.

Inspects and grades grain samples according to federal standards or standards established by the Minnesota Board of Grain Standards. Obtains official samples for inspections. An official sample represents the entire lot from which it was taken. The sample may represent cargo, barge, hopper car, box car, truck lots or bins. Performs official protein analysis, sedimentation tests and oven dried moisture analysis. Analyses are performed under supervision of qualified cereal chemists. The samples are usually graded the same day as received, and official certificates are issued.

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

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

Fees are charged according to the division's fee schedule, which are available upon request.

## Grain Licensing & Auditing Division (612) 341-7537

**Felix McGovern, director.** Licenses, bonds and audits grain buyers, grain warehouse operators and public warehouses storing household goods.

Issues four kinds of licenses :

- **License to Buy Grain:** Required to buy grain from producers (any corporation, partnership, firm or individual ) who grows grain. The license fee ranges from \$100 to \$300, depending on the applicant's annual dollar grain purchase. An additional \$50 is required for each additional licensed location. A grain buyer's bond ranging from \$10,000 to \$50,000 must be provided by the applicant. The bond is based on the annual dollar grain purchases. New license applicants pay a \$100 license fee and must obtain a \$20,000 grain buyer's bond. Before issuing the license, the division reviews the applicant's financial statement. The license may not be issued if the applicant is in poor financial condition.
- **License to Store Grain:** Issued to persons operating grain warehouses (elevators) to store grain for the public. The license fee is \$40 for each licensed location. The exam fee is based on the bushel capacity of the elevator and ranges from \$275 to \$1,155. Grain elevators must provide a storage bond. The bond provides reimbursement to depositors experiencing damage or other grain loss while in elevator storage. The storage bond, which ranges from \$20,000 to \$500,000, is based on 50 percent of the dollar value of the elevator's grain storage obligations Issued to persons operating a warehouse which receives and stores grain to be processed into livestock feed. The license fee is \$30 for each licensed location. Elevators which have a storage bond do not have to provide a grain bank bond; however, other elevators must. This bond ranges from \$1,500 to \$150,000 and is based on 50 percent of the dollar value of the elevator's grain bank obligations.

- **General Merchandise Storage License:** Issued to persons not storing grain but who operate a warehouse to store other property, such as household goods, for the public. The license fee ranges from \$80 to \$470 depending on the square foot storage capacity of the warehouse. A \$10,000 general merchandise storage bond is also required. The bond would be a corresponding multiple of \$10,000, for those operating public warehouses at two or more locations. The division's warehouse examiners perform on-site compliance examinations on a regular basis. The licensee's books and records are audited and a physical inventory is taken at grain storage elevators to ensure sufficient inventory is on hand to cover obligations to depositors. The examiners also verify the quality of the grain maintained in storage. Those with complaints against a licensee should contact the division. The division investigates and reviews all claims against the bond. If a claim is valid, the division requests the insurance company to reimburse the claimant. Typical examples of claims are bad checks, deteriorated grain quality, grain shortages and household goods damaged. Claims must be filed with the division within 180 days of the date the bond is breached. The division is located at 316 Grain Exchange Building, 400 S. 4th Street, Minneapolis, MN 55415.

## **Food Inspection Division (612) 296-2627**

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

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. Producer-packer grading stations inspections are made quarterly.

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

Before construction, major remodeling or conversion of a retail food store, its plans and specifications must be submitted to the Food Standards Compliance Officer. The plan review application form and the appropriate fee must be submitted along with plans and specifications. Once received and reviewed, a letter, which states either the deficiencies or the approval, is sent to the firm, followed by an on-site construction inspection of the facility.

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

For information, or to request a license or plan review application form, contact Food Inspection, Room 211, 90 W. Plato Blvd., St. Paul, MN. 55107.

License fees are:

- **Retail Food Handler License or State/County Fair Food Concession**

Based on gross food sales for the immediate previous license or fiscal year, the fee is \$55 for gross sales less than \$15,000, the fee is \$40,000, gross sales under \$15,000, including food preparation, or gross sales of \$15,000 to \$50,000 for the immediately previous license or fiscal year. The fee is \$105 for gross sales of \$50,000 to \$250,000. The fee is \$180 for gross sales of \$250,000 to \$1,000,000 for the immediate previous

license of fiscal year. The fee is \$500 for gross sales of \$1,000,000 to \$5,000,000 gross sales. The fee \$10,000,000.

- **Wholesale Food Handlers License** fee is based on the following:  
The fee is \$200 for gross food sales that are less than \$250,000. The fee is \$400 for gross sales of \$250,000 to \$1,000,000. The fee is \$500 for gross sales of \$1,000,000 to \$5,000,000. The fee is \$575 for those firms with more than \$500,000,000 in gross sales.
- **Food Broker** fee is \$100.
- **Wholesale Food Processor or Manufacturer.** This fee is based on gross sales of food items for the immediate previous license or fiscal year. The fee is \$275 for gross sales of less than \$250,000 for the immediately previous license or fiscal year. The fee is \$400 for gross sales of \$250,000 to \$1,000,000 for the immediately previous fiscal year license. The fee is \$500 for gross sales of more than \$1,000,000 to \$5,000,000 for the immediately previous license or fiscal year. The fee is \$575 for gross sales of more than \$5,000,000 for the immediately previous license of fiscal year.
- **Wholesale Food Processor of Manufacturer of Meat or Poultry Products Under Supervision of USDA.** This fee is based on gross sales of food items for the immediate previous license or fiscal year. The fee is \$150 for gross sales of less than \$250,000 for the immediately previous license or fiscal year. The fee is \$225 for gross sales of \$250 to \$1,000 for the immediately previous license or fiscal year. The fee is \$275 for gross sales of more than \$1,000,000 to \$5,000,000 for the immediately previous license or fiscal year. The fee is \$325 for gross sales of more than \$5,000,000 for the immediately previous license or fiscal year.
- **Wholesale Food Manufacturer** The name "Minnesota Farmstead Cheese" is used with the permission of the Commissioner, the fee is \$30.
- **Nonresident Frozen Dairy Manufacturer** the fee is \$200.  
Renewal applications are mailed about one month before the renewal date, which is July 1 for wholesalers and retailers, and Jan. 1 for manufacturers/processors and food brokers.
- **Plan Review Fee.** The plan review fee structure for retail food store's is based on the square footage of the structure being constructed, remodeled or converted. The fee is \$125 for structures less than 5,000 square feet. The fee is \$175 for 5,000 to 24,000 square feet. The fee is \$275 for 25,000 (square feet) or greater. Complaints or questions regarding food, meat, or poultry products and/or standards of quality or wholesomeness 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).

## Dairy and Livestock Division (612) 296-3647

**William W. Coleman, director.** Responsible for enforcing dairy laws and rules to protect public health and serve the dairy community. Licenses individuals to grade and inspect milk to determine the amount of producer payment. Administers the Dairy Industry Unfair Trade Practices Act and audits dairy plant records to prevent discriminatory pricing practices. Licenses and weighs livestock, and bonds and licenses livestock packing companies, their buyers, livestock dealers and their agents. Official state weighers are stationed at three packing companies to certify livestock weights.

### Licenses for Receiving Stations and Processors

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

For information or application forms, contact the Dairy and Livestock Division, 90 W. Plato Blvd., St. Paul, MN 55107.

**Fees are:**

- Milk and Cream Grading and Testing License. Initial fee is \$50, renewal fee is \$25, and the penalty fee is \$10.
- Farmstead Cheese License. The fee is \$30. The penalty fee is \$10.
- Food Manufacturers/Processor License. Based on gross sales of less than \$250,000, the fee is \$275, and the penalty fee is \$75 between \$250,000 to \$1,000,000 the fee is \$400, and the penalty fee is \$100; \$1,000,000 to \$5,000,000 the fee is \$500, with a penalty fee of \$125, and over \$5,000,000, the fee is \$575, with a penalty fee of \$150.

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

**Grade A and Manufactured Milk Inspection**

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

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

**Fees are:**

Grade "A" Inspection Service per plant per year is \$500; Grade "A" Dairy Farm per year is \$50 and Manufacturing Grade Dairy Farm per year is \$25, or 40 percent of the actual cost of inspection, whichever is less. There is also a re-inspection fee of \$25 per farm per visit. Processors of fluid milk products pay a fee of 5 cents per hundred weight of milk processed.

**Certification of Interstate Milk Shippers**

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

For information or application for certification, contact the Dairy and Livestock Division. Certification is based on application and completion of the required survey. Certification renewals are required at least every two years from the original application date. Qualified shippers, certified by the department, are identified in Sanitation Compliance and Enforcement Ratings of Interstate Milk Shippers, a publication of the federal Food and Drug Administration.

**Manufacturing and Labeling Standards**

Enforces manufacturing, composition and labeling standards established for milk, cheese, butter and other dairy products. Will investigate complaints concerning discrimination in the price paid for dairy products for manufacture or sale. The division has 24 area dairy sanitarians and two regional supervisors. For information or the name, address and telephone of your area dairy sanitarian or regional supervisor, contact the Dairy and Livestock Division. No forms or fees are necessary to make a complaint.

**Dairy Industry Unfair Trade and Pricing Practices**

Administers the Dairy Industry Unfair Trade Practices Act and audits dairy plant records for discriminatory pricing practices.

Enforcing the Dairy Industry Unfair Trade Practices Act includes work to prevent below cost sales, unlawful price discounts, discriminatory pricing policies, kickbacks, rebates or other hidden favors to retailers. Fees from dairy processors are paid monthly to support the

division and are based on the volume of milk, ice cream, ice milk, cottage cheese and other selected dairy products processed and sold by manufacturers.

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

For information or to file a complaint, contact the Dairy and Livestock Division, no forms or fees necessary. Written complaints are given priority over oral complaints.

Dairy plants may not discriminate in the prices paid to producers for dairy products. Dairy plants must submit monthly and annual dairy plant reports. Audits of the dairy plants are conducted when requested by producers and dairy plant operators. Audits require varying lengths of time depending on the size of the organizations being audited and no forms or fees are needed.

## **Livestock Licensing Section**

Issues licenses to livestock market agencies (auction markets and sale barns), to packing companies, their buyers, to livestock dealers, and their agents. For information, application forms, bond forms, financial statements, and annual reports, contact the Dairy and Livestock Division, 90 W. Plato Blvd., St. Paul, MN 55107.

Firms or individuals engaging in business as a livestock market agency or dealer must show financial responsibility and conduct fair trade practices. Surety bonds, financial statements and annual reports must be filed with the division prior to license issuance. Bond amounts are based on the annual volume of business. Market agencies, packing companies and dealers, when dealing in interstate commerce, must register with the Packers and Stockyards, USDA, and file a federal-type bond. Minnesota accepts such bonds when the department is named trustee.

For information and forms concerning federal registration and bonding requirements, contact the USDA, Packers and Stockyards Administration, 208 Post Office Building, South St. Paul, MN 55075, (612) 725-7876.

### **License Fees are:**

Livestock Market Agency \$300; Livestock Dealer \$100; Packing Company \$100; Livestock Dealer and Packing Company Agent \$50.

Livestock fees are not prorated and licenses are not transferable. Livestock market agency licenses are granted for one calendar year. Other licenses expire June 30. One week is usually required to process a license request.

## **State Weighing Section**

Administers a state weighing program. Official Certificates of State Weight are issued on state-tested livestock scales. Marketing facility locations 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. Fees are collected from the owner or seller of livestock by the selling agency, packing company or stockyard owner and remitted to the division. Currently, state weighing is provided at three packing companies located at Albert Lea, Luverne, and Worthington.

For information, application and agreement forms or specific fee information, contact 90 W. Plato Blvd., St. Paul, MN 55107.

## **Laboratory Services Division (612) 296-3273**

**William Krueger, director.** Supports inspection and regulatory activities of the other divisions by providing comprehensive laboratory services. The division is separated into four sections: Microbiology/Food Chemistry Analysis, Agronomy Analysis, Information/Support Services, and Environmental Analysis.

### **Microbiology/Food Chemistry Analysis Section**

Composed of two work groups which provide primary analytical support to the Food Inspection and Dairy and Livestock Regulatory divisions of the department. Has cooperative agreements with the FDA and USDA and provides services to the private sector as directed through regulatory divisions or the Commissioner.

### **Microbiology Analysis Unit (612) 296-1576**

**Herbert E. Struss, Ph.D., supervisor.** Provides chemical analyses of samples provided by consumers and departmental inspectors and expert technical information to ensure that foods are healthful and comply with legal requirements for storage, packaging, weights and truth of labeling.

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 departmental inspectors from stores warehouses, and processors, and foods sold in stores or used for further processing.

### **Agronomy Analysis Section (612) 297-8052**

**Dave Syverson, section supervisor.** Composed of three work groups providing analytical support for the regulatory division of the department and a variety of services to individuals and companies.

### **Feed, Fertilizer and Lime Analysis Unit (612) 296-1575**

**Dave Syverson, supervisor.** Provides analytical support for the purposes of truth in labeling regulation for these commodities. Types of analyses provided include essential nutritional testing of animal and pet food, vitamin, drug and antibiotics, microscopic assays and elemental analysis. Fertilizer analysis includes nitrogen, phosphorus, potash, sulfur and trace element determinations. Lime testing is in support of the new lime regulatory program and includes neutralizing value, particle size and moisture analysis.

### **Seed Analysis Unit (612) 296-2310**

**Michael Muggli, supervisor.** Provides both regulatory support for the department's seed regulatory activities and seed service testing available to individuals and companies. Fees relate to the type of analysis and number of tests requested. Services provided include purity, germination and noxious weed tests rapid chemical viability tests and stress tests. Identification of seeds and plants is provided at no cost to individuals, law enforcement personnel, industry and other organizations.

### **Plant Pathology/Entomology Unit (612) 296-1575**

**Milton Marinos, technical support.** Performs a number of service analyses for the general public and industry. Seed pathogen testing includes barley smut, seed wash, verticillium on alfalfa, diaporthe on soybeans and other tests as requested. Shade tree disease operations include Dutch elm, oak wilt and nursery stock pathogen testing. Entomology services are available for identification of insects as well as disease and tracheal mite testing on bees.

### **Information/Support Services Section (612) 296-3273**

Coordinates samples and associated information throughout the laboratory and provides technical backup support to analytical processes.

### **Information Services Unit (612) 297-3668**

**Mark Schultz, supervisor.** Provides projected sample flow schedules, centralized accounting of information pertaining to the samples, keeps proper sample disposal records and processes necessary billings. Responsible for developing new and improved laboratory information management systems. Provides laboratory computer hardware and software support.

### **Support Services Unit (612) 296-6250**

**Edward Chromey, Jr., supervisor.** Provides support to analysts, chemists, and bacteriologists with chemist aides and agricultural technicians. Responsible for the proper preparation of samples for analysis, glassware preparation/cleaning, inventory control, routine utility maintenance, proper disposal of hazardous waste and safety assurance, throughout the Laboratory Services Division.

### **Environmental Analysis Section**

Responsible for the analysis of pesticide residues in food, water, soil and other miscellaneous items. Ensures the integrity of formulated pesticide products.

### **Pesticide Formulation Soils, Food Units (612) 297-3093**

**Edward Balcer, supervisor.** Pesticide Formulation analyzes pesticide products to verify the label claim and ensure the contents are not adulterated. Annually about five percent of the products analyzed are in violation with Federal EPA regulations.

The Soils Unit identifies and quantitates pesticides in soil or other miscellaneous materials such as plant and animal tissues.

Food commodities are routinely tested for pesticide residues by the Food Unit, using Federal FDA methodologies. Typical analyses are chemicals in animals, fruit and vegetables and their products and the screening of organically grown produce for pesticides.

### **Water Unit (612) 296-1535**

**Gary Horvath, supervisor.** Detects pesticide residues that may reach water resources. Analyzes pesticide residues in ground-water and surface water, down to the part per trillion level.

### **Administration and Financial Aids Service (612) 297-1551**

**Merlyn Valan, assistant commissioner.** Provides administrative support through the divisions of Accounting and Licensing, Program and Management Support, Personnel and Office Management, Laboratory Services, Information Services, and the Agricultural Statistics Service.

Assists with the rules, legislation, and budget preparation; provides support for hiring, union negotiations, affirmative action, and other personnel functions; offers office management services; conducts financial activities such as payroll accounting, travel reimbursement, licensing and expenditure review; analyzes and researches management and policy issues; offers laboratory services to support and augment inspection and regulatory activities of divisions in other program areas; provides Information Service's including computer programming and word processing, and compiles agricultural production and marketing statistics.

### **Program and Management Support (612) 296-7686**

**Gerald F. Heil, director.** Provides planning, analysis and administrative support services to the department. Assists with long-range planning, program development, adoption of administrative rules and the development of work programs, budgets and legislation. Acts as a resource regarding agricultural policy development and participates in related natural resource planning efforts. Provides administrative staff support in areas such as water resources, agricultural land preservation, and energy use. Responsibilities include representing the department on task forces and committees, such as the Environmental Quality Board Technical Committee, and the Board of Water and Soil Resources, assisting with department data gathering and statistical compilation; and performing other administrative tasks, such as editing department testimony. Special projects are also addressed by the division, including agricultural issue identification and analyses.

With the passage of the Agricultural Land Preservation and Conservation Policy Act of 1982, the division is responsible for reviewing proposed state agency actions or administrative rules which would adversely impact agricultural land parcels larger than 10 acres. The review is coordinated with the general environmental review activities of the division. The 1984 Agricultural Land Preservation Policy Act gave the department responsibility to provide financial and technical assistance to counties for the preparation of plans and ordinances to protect agricultural land from being converted to other uses.

The Farmers' Market WIC Coupon Program, provides access to fresh fruits and vegetables from local farmers' markets to low income women and children.

Licenses weather modification activities conducted within Minnesota. Individuals or firms interested in conducting weather modification activities must apply annually for a license from the commissioner. Permits must be obtained for each project, such as cloud seeding, before beginning the activity. 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 license or permit application.

For more information, contact the Program and Management Support Division, Room 322, 90 W. Plato Blvd., St. Paul, MN. 55107.

### **Personnel and Office Management Division (612) 296-2323**

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

### **Office Management Services (612) 296-2636**

**Claudia Furlong, office manager.** Works closely with division directors to resolve clerical or office management problems. Provides services in mail distribution, central supplies, messenger services, department receptionist, clerical overload, space allocation and utilization, inventory control, OSHA reporting, and records retention.

### **Safety and Health Section (612) 296-4940**

**William Olson, supervisor.** Responsible for the department's employee Safety and Health, Wellness, and Radiological Emergency Preparedness programs. Develops and implements OSHA compliance programs, safety training and on-site audits to ensure employee safety and OSHA compliance. The Radiological Emergency Preparedness Program (REP) is a offsite nuclear emergency planning and preparedness of effort developed and implemented jointly by the Minnesota Departments of Agriculture, Public Safety, Health, Natural Resources, and others to respond to an accidental release of radiation from one of two power company reactors in the state.

### **Accounting Division (612) 296-6187**

**Joseph G. Komro, Jr., director.** Responsible for budgeting, accounting, payments and licensing. Provides financial and accounting data to control revenues and expenditures, presents recommendations on financial activities, provides cash flow and revenue projections for fee supported activities and assists in preparing division budgets and annual spending plans.

Administers the Livestock Compensation Program (M.S. Sec. 3.737). Under this program, livestock owners may be compensated for livestock destroyed or crippled by an endangered species, upon determination by a Department of Natural Resources conservation officer and the county extension agent on how the livestock was destroyed. The owner can be compensated 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 more information or submission of a claim, contact the area DNR conservation officer or the county extension agent. Claim requests are not accepted directly by the Accounting Division.

### **Accounting and Budgeting Section (612) 296-6187**

**Orrin J. Bakke, assistant director.** Provides necessary budgeting and accounting support to activity managers, program directors and the Commissioner. Provides budget and accounting information to enable activity managers to meet objectives within existing budgets. Accounting officers are assigned to work in department program areas to assist with budget planning. 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**

**Kathy Voigt, licensing supervisor.** The Licensing 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 25,000 licenses are processed annually through an automated statewide licensing computer system.

The initial license is issued after being approved by the division with regulatory responsibility. Renewals are issued upon the receipt and/or approval of renewal applications. In both instances, the 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 Licensing Section, Room 335, 90 W. Plato Blvd., St. Paul, MN 55107.

### **External Audits (612) 296-1686**

**Alan Dupay, assistant director for audits.** 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 their financial accounting system. Audits are also completed to determine compliance with statutes, laws, rules and regulations under department jurisdiction.

The Accounting Division is located in Room 335, 90 W. Plato Blvd., St. Paul, MN 55107.

### **Information Services Division (612) 296-4659**

**Karen Nelson, director.** Provides computer, communication, copying and word processing services. Computer services include: user support, network administration, classroom training, software systems analysis, system specification documents, customized programming, technical installation, hardware support and cabling and consultation. Communication Services include: publication planning, graphic design, desktop publishing, news releases and special event coordination. Copy Services include: duplication, folding, binding and lamination. Word Processing services include: original documents, labeling and addressing, letter merging, document conversion, list processing data bases, flow charts, forms design, lettering, scanning, and slide making. Telephone dictation services is available 24 hours a day from any location. Material is transcribed daily. For further information, contact Information Services Division, Room 215, 90 W. Plato Blvd., St. Paul, MN 55107.

### **Agriculture in the Classroom (612) 296-6688**

**Al Withers, coordinator.** Minnesota Agriculture in the Classroom is an education partnership providing classroom resources and technical support to K-12 students and teachers to help them understand and appreciate the importance of agriculture.

### **Minnesota Agricultural Statistics Service (612) 296-2230**

**Carroll Rock, state agricultural statistician.** The Minnesota Agricultural Statistics service is a cooperative effort of the USDA and the department. Provides timely and accurate statistics on Minnesota agriculture. As such, it 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 and other farm-related items. This information is based on surveys of farmer and agricultural industries through Minnesota.

Call the number listed above to receive a subscription form listing the reports available or to obtain the information you need by telephone. Correspondence may be addressed to the Minnesota Agricultural Statistics Service, P. O. Box 7068, St. Paul, MN. 55107.

## **Board of Animal Health**

90 W Plato Blvd, St. Paul, MN 55107

Dr. T. J. Hagerty, executive secretary (612)296-2942

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

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

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

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Animal Health**, Agriculture Bldg., 90 W. Plato Blvd., St. Paul 55107. (612) 296-2942. *Minnesota Statutes 35.02*.

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem plus expenses. The board carries out disease control programs for livestock and poultry. The board consists of five members including three livestock producers and two licensed veterinarians. Quarterly meetings at the Dept. of Agriculture Bldg. Members must file with the Ethical Practices Board.

### **State Pseudorabies Coordinator:**

Dr. J. C. Landman (612) 636-0794, 3415 Glenarden Rd, St. Paul, MN 55112 (**Nicollet and Sibley counties**)

### **State Field Veterinarians and Counties Served:**

Dr. G. H. Adkins (218) 587-4196, Rt. 77, Pine River, MN 56474 (**Aitkin, Carlton, Cass, Cook, Crow Wing, Hubbard, Itasca, Koochiching, Lake, St. Louis and Wadena**)

Dr. Donald B. Hicks, (507) 629-3022, RR 1, Box 58, Tracy, MN 56175 (**Lac Qui Parle, Lincoln, Lyon, Pipestone, Redwood and Yellow Medicine**)

Dr. D. P. Jacobs (612) 454-3193, 4576 Maple Leaf Circle, Eagan, MN 55123 (**Dakota, Goodhue, LeSueur, Rice, Scott and Wabasha**)

Dr. Dale T. Neirby, (507) 455-3989, 206 1st Ave. N E, Medford, MN 55049 (**Dodge, Freeborn, Steele and Waseca**)

Dr. H. J. Ruebke, (218) 784-4203, Box 127, Ada, MN 56510 (**Becker, Beltrami, Clay, Clearwater, Douglas, Grant, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Ottertail, Pennington, Polk, Red Lake, Roseau, Traverse and Wilkin**)

Dr. L. Kern Schwartz (507) 376-6675, 2675 Fox Farm Road, Worthington, MN 56187 (**Jackson, Murray, Nobles and Rock**)

Dr. G. R. Suskovic, (507) 642-8043, 208 2nd St N E, Madelia, MN 56062 (**Brown, Cottonwood and Watonwan**)

Dr. Leo A. Zehrer, (612) 346-2380, P. O. Box 326, Brooten, MN 56316 (**Big Stone, Chippewa, Kandiyohi, Meeker, Pope, Renville, Stearns, Stevens and 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. D. E. Herriott, (507) 281-5670, 1214 Cascade St., Rochester, MN 55901 (**Fillmore, Houston, Mower, Olmsted and Winona**)

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

Dr. L. A. Payne, (507) 526-2588, 528 North Main, Blue Earth, MN 56013 (**Blue Earth, Fairbault and Martin**)

Dr. John Piehl, (612) 259-0491, 1215 9th Ave. No., Sauk Rapids, MN 56379 (**Benton, Kanabec, Mille Lacs, Morrison, Pine and Todd**)

## **Brucellosis and Tuberculosis Division (612) 296-4138**

**W. L. Hartmann, D.V.M., division head.** The division administers the bovine brucellosis eradication program, the bovine paratuberculosis control program, the bovine tuberculosis

eradication program, the swine brucellosis eradication program, the goat brucellosis control program, the goat tuberculosis control program, the public exhibition of livestock and poultry state rule, and the slaughter cattle and slaughter swine identification state rule. Livestock owners, veterinarians, and the public may call, write to, or stop at the board's office for information, requests, or with complaints which are responded to promptly.

### • **Bovine Brucellosis Eradication**

Bovine brucellosis was eradicated from the state as of October 1, 1984. Surveillance programs are required to locate any case of bovine brucellosis that might be reintroduced into the state. One surveillance program for dairy herds is the brucella ring test. The ring test consists of testing milk samples obtained at creameries by the ring test method. When a milk sample is suspicious to the test, the herd of origin is investigated and a final diagnosis is made.

A second surveillance test for both beef and dairy cattle is the market cattle identification test. The market test consists of testing blood collected at time of slaughter from all breeding cattle two years of age and over. When a market test blood sample is suspicious to the test, the herd of origin is investigated and a final diagnosis made. Private brucellosis tests are made for diagnosis, intrastate shipment, interstate shipment, international shipment, and to establish an individual certified herd. A herd is individually certified after the owner signs an agreement and the herd has passed the required number of tests.

There is no charge to livestock owners for any activity connected with the brucellosis eradication program. For private tests, the owner must pay his veterinarian for collection of the blood samples. There is no laboratory charge for private tests. The bovine brucellosis eradication program is responsible for healthier, more productive herds which means more meat, milk, and animal products for the public. Public health is protected as human beings can contract brucellosis from brucellosis infected cattle.

### • **Bovine Paratuberculosis Control**

The rule for paratuberculosis control became effective in March, 1986. The official tests for paratuberculosis are the cervical intradermal johnin test, the caudal fold intradermal johnin test, the intravenous johnin test, the agid test, and the fecal culture test. No quarantines are issued under the paratuberculosis rule. All tests for paratuberculosis must be made by a veterinarian.

The rule provides that each herd located in the state shall be classified paratuberculosis-free or herd in process of becoming paratuberculosis-free or paratuberculosis-positive program herd or paratuberculosis-positive herd or paratuberculosis-unknown status herd. The status of an individual herd is provided upon request. The use of Mycobacterium paratuberculosis bacterin is regulated by the rule. Permits may be issued to a veterinarian for use of the bacterin in a specified herd. The veterinarian must submit to the board a report of vaccination within 14 days after the vaccine is administered. Tests and vaccinations made under the paratuberculosis rule are at owner's expense. This board has no charges for the administration of the rule.

### • **Bovine Tuberculosis Eradication**

The United States Department of Agriculture designated Minnesota accredited tuberculosis-free on March 1, 1976. A surveillance program is carried out to locate any case of tuberculosis that may have been reintroduced into the state. The surveillance program includes checking cattle at time of slaughter for tuberculosis lesions, sending lesions to a laboratory for examination, and investigating the herd of origin for a final diagnosis. Private tuberculosis tests are made for interstate shipments, international shipments, and for the establishment of individual accredited tuberculosis-free herds. A herd can be individually accredited after the owner signs an agreement and the herd passes the required number of tests. There is no charge to livestock owners for any surveillance test connected with the tuberculosis eradication program. Private tests are made at owner's expense. Public health is protected as human beings can contract tuberculosis from tuberculosis infected cattle.

### • **Swine Brucellosis Eradication**

The United States Department of Agriculture designated Minnesota a validated brucellosis-free state on May 1, 1975. A surveillance program is required to locate any case of

brucellosis that could be reintroduced into the state. The surveillance program consists of testing all sows and boars for brucellosis at the time of slaughter. When tests are suspicious, the herd of origin is investigated and a final diagnosis made. Private tests are made for exhibition, interstate shipments, international shipments, and for the establishment of individual validated herds. A herd may be validated after the owner signs an agreement and the herd has passed the required number of tests. There is no charge to the swine owner for any activities made in connection with the surveillance program. Private tests are at owner's expense.

### •Goat Brucellosis Control

The rule was adopted to permit the establishment of certified brucellosis-free herds and to carry out a control program when tests disclose suspects or reactors. A herd may be certified brucellosis-free after the owner signs an agreement and the herd has passed the required number of tests. There is no charge to the owner for any required tests following the disclosure of suspects or reactors. Other tests are at owner's expense.

### •Tuberculosis Control

The rule was adopted to permit the establishment of accredited tuberculosis-free herds and to carry out a control program when tests disclose suspects or reactors. A herd may be accredited tuberculosis-free after the owner signs an agreement and the herd passes the required number of tests. There is no charge to the owner for the required tests following the disclosure of suspects and reactors. Other tests are at owner's expense.

### •Public Exhibition of Livestock and Poultry

A new rule became effective in March of 1986. The purpose of the rule is to prevent the spread of disease among livestock and poultry assembled at a public exhibition. The new rule offers better protection by including licensed race tracks, by requiring poultry from other states to meet importation requirements in addition to public exhibition requirements, and by outlining the swine pseudorabies requirements. Each public exhibition must employ an official veterinarian. The official veterinarian is a veterinarian selected by the management of the exhibition and authorized by this board. The official veterinarian must enforce the exhibition rule. This department makes no charge for administering the rule. The official veterinarian's fee is paid by the exhibition management. Cost of the required tests are at the livestock owner's expense.

### •Slaughter Cattle and Slaughter Swine Identification

The rule requires slaughter cattle to be identified by backtag and slaughter sows and boars to be identified by tattoo so diseased animals can be traced from the packing plant to the farm of origin. This department has no charge for administering the program. There is no fee to truckers, commission companies, buying stations, or packing plants who apply the back tags and tattoos.

## **Minnesota Brucellosis Laboratory (612) 624-9250**

**Dr. William L. Hartmann, veterinary supervisor; Robert Tiller immediate supervisor.** The laboratory which is located in room 110 E, 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.

The St. Paul laboratory is the official state-federal laboratory and conducts all of the blood and milk tests required by the State of Minnesota brucellosis eradication programs and also tests the blood submitted by veterinarians for private tests. Private tests are made for diagnosis, intra and interstate shipments, and international shipments. The tests include cattle, bison, swine, goats, and miscellaneous species. Results of the tests are normally reported the same day or the day following the receipt of blood or milk samples.

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

## **Veterinary Diagnostic Laboratory (612) 625-8787**

**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., 1943 Carter Avenue, 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 \$30. Time for completion of examinations and tests depends upon their complexity, ranging from four days for a preliminary exam to six months for complex cases. The laboratory is a cooperative project of the board and the College of Veterinary Medicine, University of Minnesota.

## **State Poultry Testing Laboratory (612) 231-5170**

**Dr. Dale Lauer, director.** This laboratory is maintained as a cooperative venture of the board and the Diagnostic Laboratory, College of Veterinary Medicine, University of Minnesota. This laboratory tests blood samples and fecal swabs collected from flocks participating in poultry disease control programs including Salmonellaes, Mycoplasmas and Avian Influenza, 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 2323 So. 1st Street, 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.

## **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 this division. There is no fee for this information.

For information about shipment of animals to other countries, contact Veterinary Services, Animal and Plant Health Inspection Services, USDA, 251 Starkey St., Suite 229, St. Paul, MN 55107 (612) 290-3691. 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 fees are charged to the livestock owner. 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 1995 is \$10. The fee for transferring a brand to another owner is \$10. Brand books are available from the Board of Animal Health, Agriculture Building, 90 W. Plato Blvd., St. Paul, MN 55107 (612) 296-3593. Brand certificates are issued within 5 working days after receipt of applications.

## **Imports and Markets Division (612) 296-4138**

**Dr. William L. Hartmann, acting 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.

- **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 certificate of veterinary inspection, 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 certificate of veterinary inspection, the number of cattle, the name and address of herd of origin and the name and address of the recipient.
- **Cattle moving before the result of the anaplasmosis test is known** need the name and address of the veterinarian requesting the permit and signing the certificate of veterinary inspection, the number of cattle, the name and address of 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 certificate of veterinary inspection, 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 certificate of veterinary inspection, 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, Agriculture Building, 90 W. Plato Boulevard, St. Paul, MN 55107 (612) 296-2967 (days), 296-2942 (nights, weekends and holidays). There is no charge for permits. Permits are mailed on the day requested. A certificate of veterinary inspection issued by an accredited veterinarian of the state of origin must accompany each shipment.

The division issues permits to operate livestock auction markets, state-federal approved markets and single consignment sales. There is no fee to applicants. Applications will be mailed the same day 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 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) 296-3428**

**Dr. Keith Friendshuh, division head.** The division directs poultry diseases and eradication programs and conducts investigations of a miscellaneous group of diseases, establishing quarantines when indicated. It licenses and inspects dog and cat kennels and dealers which confine stray and unwanted animals and 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 Salmonellosis, Mycoplasmas, and Avian Influenza. The division authorizes persons to conduct the official pullorum whole blood plate tests after they have completed a one day training course and field instructions. The course is offered annually at no cost to the applicant. Annual permits are issued to hatcheries after an inspection and 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, 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 (EIA 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 tests 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 and cat kennels and dealers which pick up and confine stray, unwanted, abandoned or lost animals. Exempt from the license requirement are boarding kennels, breeding kennels and municipal pounds. The annual kennel license fee is \$15 for kennels and \$100 for dealers. There is no cost for materials which 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 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 inspecting 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 inspection 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.

## **Office of the State Archaeologist**

**204 Research Laboratory Building, University of Minnesota Duluth,  
10 University Drive, Duluth, MN 55812  
Christy A. Hohman-Caine, state archaeologist (218) 726-7154**

**Minnesota Statutes, Sections 138.31-.42 and 307.08**

Established in 1963, this office licenses archaeological work on state and state subdivision lands, reviews state projects for effects on archaeological and cemetery sites, and 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; disseminating archaeological facts through the publication of reports and articles; and authenticating and protecting human burial sites.

Authentication of burial sites and identification of human remains is done in cooperation with the Indian Affairs Council. All human burials older than 50 years and placed in unplatted cemeteries on either public or private lands are to be dealt with according to the policies and procedures developed by the state archaeologist and Indian Affairs.

License applications for archaeological work on state lands, as well as proposed projects of state and other government agencies are to be submitted for review to the office if burials or archaeological sites may be involved. They are reviewed for possible effects and management recommendations are given. 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 at the address above. Applications should be submitted in duplicate and include a resume. Review time is forty days. There is no fee.

The state archaeologist maintains the official file of Minnesota archaeological sites and authenticated cemetery sites and their locations. For assistance with site file information, contact Elizabeth Dahl, Program Coordinator, at the above address and telephone.

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

**133 7th Street East, 3rd Floor, St. Paul, 55101-2333  
Lowell E. Torseth, executive secretary (612) 296-2388**

**Minnesota Statutes 326.02-326.15, 326.53,609.03; Minnesota Rules 1800.0200 to 1805.1600**

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 full board meets four or five times annually; normally the third Monday of January, April, July and October Board meetings are open to the public and are usually held in a large conference room at 133 7th Street East in downtown St. Paul. Most board work is done by board committees. The **Law Revision Committee**, comprised of one architect, one professional engineer, one land surveyor and one landscape architect and three public members, is responsible for preparing proposed revisions to board rules. The **Complaint Committee**,



**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Architecture, Engineering, Land Surveying & Landscape Architecture**, 133 7th St., E. St. Paul 55101. (612) 296-2388. *Minnesota Statutes 326.04*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board licenses and regulates architects, engineers, land surveyors and landscape architects. The board consists of seventeen members including three licensed architects, five licensed engineers, one licensed landscape architect, two licensed land surveyors and six public members. Not more than one member may be from the same branch of the engineering profession. Each professional member must have ten years experience in their profession and have been in responsible charge of work for at least five years. Meetings four times a year. Members must file with the Ethical Practices Board.

comprised of one architect, one professional engineer (structural), one land surveyor and one public member, is responsible for processing and resolving all complaints received by the board. The **Budget Committee**, comprised of one architect, one land surveyor and two public members, is responsible for developing budget recommendations. Ad hoc committees are established as needed. The full board must ratify all actions taken by board committees.

The board administers the 33<sup>1</sup>/<sub>2</sub>-hour, four day, nine part **Architect Registration Examination** annually during the third week of June. Two graphic divisions of the examination are also given during the second week of December each year. To gain admission to the examination an applicant must hold a professional degree from an approved architectural program and have three years of combined architectural education and experience as of the date of the desired examination. 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 for the June examination. Requests for admission to the December examination must be received by September 1 and formal applications by October 1. The examination fee varies according to the number of parts an applicant wishes to take up to a maximum examination fee of \$480.00.

The board administers engineering and land surveying licensing examinations 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 upon approval of the preliminary request, application materials are sent to the applicant. Formal applications must be submitted to the board office ninety (90) days prior to the scheduled examination date with a fee of \$70.00

The eight-hour **Fundamentals of Land Surveying Examination** is given to those applicants who hold a bachelor of science degree to include sixteen (16) quarter credits of surveying coursework. 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 \$32.50. 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 qualifications requirements include a bachelor of science degree and three or four years of qualifying land surveying experience depending upon

the degree earned. Applicants must document combined qualifying education and experience. Applicants must document their experience in twelve areas of land surveying activity. Formal applications must be filed in the board office sixty (60) days prior to the scheduled examinations. The fee for the Principles and Practice of Land Surveying Examinations is \$100.00.

The sixteen-hour **Landscape Architectural Registration Examination** is given the third Monday and Tuesday of June each year. An applicant must hold a Bachelor of Landscape Architecture degree from an approved landscape architectural program and document three years of experience. An applicant holding a four-year bachelor of science degree in landscape architecture must document four years of experience. A non-graduate must document eight years of combined education and experience. Preliminary requests for admission to the Uniform National Examination must be filed in the board office by February 1 and formal application submitted by April 1. The examination fee is \$345.00 but will increase to \$395.00 effective January 1, 1992 and \$425.00 effective January 1, 1993.

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 in the same day they are received. The comity application fee is \$100.00. Comity applications are reviewed upon receipt of compliance with board requirements. Architect, engineer and landscape architect comity applicants tentatively approved for licensure are notified that they may practice their profession in Minnesota pending final board approval and licensure issuance. Prospective comity land surveyor applicants must pass a four 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 now \$58.00 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. Complaint resolution time requirements vary from 30 days to 18 months depending on the complexity of the complaint.

## Minnesota State Arts Board

432 Summit Avenue, Saint Paul, MN 55102

Dr. Sam W. Grabarski, executive director

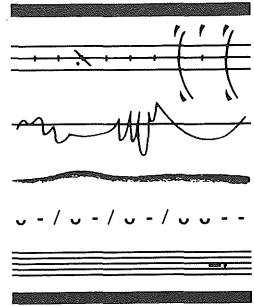
James Nardone, board chair

(612) 297-2603 or

toll-free in Minnesota (800) 652-9747

Minnesota Statutes, Chapter 129D;

Minnesota Rules 1900



As an agency dedicated to enriching the cultural life of Minnesota, the Minnesota State Arts Board serves the state by increasing arts awareness, access, and participation. The board nurtures and supports excellence in the arts, encourages new forms of artistic expression, and works to preserve the state's artistic heritage. Minnesota is recognized as an innovative and spirited cultural center in the Upper Midwest, and the board plays a key role in maintaining a climate in which the arts are fostered, and their contribution to society is recognized and valued.

The board was first established as the State Arts Society by the Minnesota Legislature in 1903. In 1965, the year the National Endowment for the Arts was formed, the legislature dissolved the State Arts Society and created the Minnesota State Arts Council in its place. In 1976, the enabling statute of the Arts Council was amended significantly and the agency was officially renamed the Minnesota State Arts Board.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota State Arts Board**, 432 Summit Ave., St. Paul 55102, (612) 297-2603. *Minnesota Statutes 129D*

**Appointing Authority:** Governor. Senate confirmation. **Compensation.** \$35 per diem plus expenses. The board is dedicated to making the arts available to all citizens of Minnesota. The development of the arts is featured through a series of grants, programs, and services which are administered by a professional staff. The board consists of eleven members including one member from each congressional district and three at-large members; only four members may serve on boards of other arts organizations. Ten meetings per year. Members must file with the Ethical Practices Board.

The board, appointed by the Governor and approved by the senate to serve four-year terms, establishes policy and programs, and make final decisions for grants assistance. Funds administered by the agency are obtained primarily from the state legislature, the National Endowment for the Arts, and the private sector. The board makes its programs, grants, and services available to all Minnesotans without regard to race, national origin, color, sex, age, religion, or handicap.

The board provides aid for a variety of arts activities in the performing, visual, and literary arts, and also offers consultant services, mailing lists, workshops, conferences, and publications to individuals, organizations, and schools throughout the state.

### Major programs currently offered:

- **Artist Assistance Program** – The *Fellowship Program* provides direct support for time, materials, and living expenses to visual, performing, and literary artists in various stages of their careers. All fellowship grants are \$6,000. *Career Opportunity Grants* enable professional artists to take advantage of unique short-term opportunities that will significantly advance their careers. Awards varying from \$100 to \$1,000 are made at four deadlines each year. The *Headlands Residency Project* provides travel allowance, living stipend, and studio space for 3-5 months at the Headlands Center for the Arts near San Francisco.

- **Artists in Education Program** – Offers *School Support* grants to fund independent artist residencies of at least one week in length at K-12 public or private nonparochial schools or

educational organizations. Matching grants in variable amounts up to one-half of the total residency cost are awarded. **Organizational Support** grants are available for arts organizations that produce K-12 school residency programs of at least one week in length. Grants must be matched dollar for dollar. The **Roster of Artists** is a list of juried artists demonstrating high artistic quality and teaching experience. It serves as a resource guide for schools interested in hiring professional artists for residency work. The roster includes up to 70 artists working in all disciplines, and is used by schools around Minnesota. The program has a biennial deadline. The **Arts Curriculum Expertise** program offers limited funds for developing and implementing arts curriculum in primary and secondary schools. Participating school districts receive curriculum writing assistance and site visits from arts curriculum advisors and artists.

- **Folk Arts Program** – This program focuses on preserving and perpetuating Minnesota’s living folk arts traditions through financial assistance to folk artists and folk arts organizations in the state. The **Folk Arts Apprenticeship** program fosters the transmission of folk arts skills by traditional means from a master artist to an apprentice. **Folk Arts Sponsorship Grants** provide annual matching grants for research and presentation of Minnesota folk arts events like exhibitions, concerts, workshops, or festivals by nonprofit, tax-exempt organizations such as community groups, museums, or government agencies. The **Folk Artists Directory** is a juried listing of nearly 80 individual folk artists and groups in Minnesota interested in public performance opportunities.

- **Minnesota Percent for Art in Public Places** – According to Minnesota’s “percent for art” legislation, state buildings with construction or renovation budgets of \$500,000 or more may designate up to one percent of their total construction budget for the purchase or commission of original artwork for the site. The Arts Board maintains a slide registry that is used as a resource file for selecting artists and artwork when new sites are identified for the program. This program is managed by the Arts Board in partnership with the Department of Administration.

- **Minnesota Touring Arts Program** – This program, funded with assistance from the Northwest Area Foundation, is intended to increase touring by Minnesota professional performing arts within the state at least 60 or more miles from their home base. Nonprofit, tax-exempt performing arts groups apply for touring support and a listing in the juried **Minnesota Touring Arts Register**, which is distributed annually.

- **Operating Support** – This program provides unrestricted operating support to nonprofit, tax-exempt arts organizations that produce or exhibit works of art, or offer a broad range of services to artists. Rather than emphasizing new initiatives or specific projects, this funding permits established arts organizations to support their artistic goals and management objectives, as well as maintain ongoing programs, services, and facilities. There are three categories, based on budget size.

- **Series Presenters** – This program provides an opportunity for the people of a community to experience new, diverse, and outstanding live artistic performances, exhibitions, and screenings in the visual, performing, and literary arts through annual grants to Minnesota presenters. A presenter can be any nonprofit, tax-exempt organization, college, university, school, or governmental unit which engages touring artists or exhibitions.

The following publications are available free of charge from the Arts Board:

- **Arts Board News, the agency’s quarterly newsletter**
- **The Minnesota State Arts Board Annual Report**
- **A Basic Guide to Grants for Minnesota Artists**
- **Guide to Gallery and Exhibition Spaces in Minnesota**
- **Artists in Education Roster of Artists**
- **Minnesota Folk Artists Directory**
- **Minnesota Touring Arts Register**
- **Program Information** – detailed explanation of Arts Board grant programs, application forms, and instructions.

- A variety of additional brochures and pamphlets about the Arts Board and its programs are also available.
- Reference copies of program guides from the National Endowment for the Arts are available at the Arts Board office.

The Arts Board is one of nine member states that form Arts Midwest, a private nonprofit corporation that nurtures arts development in the Upper Midwest. Arts Midwest's programs include a regional performing arts touring program which provides grants for arts presenters, visual arts fellowships, a jazz program, and a Minority Arts Administration Fellowship program. The participating states include Illinois, Indiana, Iowa, Michigan, Minnesota, North Dakota, Ohio, South Dakota, and Wisconsin.

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** (218) 681-2637

525 Brooks Avenue South, Thief River Falls, MN 56701

**Region Two Arts Council** (218) 751-5447

Bemidji Community Arts Center, 426 Bemidji Avenue, Bemidji, MN 56601

**Arrowhead Regional Arts Council** (218) 722-0952

Carnegie Building, 101 West Second Street, Suite 107, Duluth, MN 55802

**Lake Region Arts Council** (218) 739-5780

PO Box 661, City Hall, 112 West Washington Avenue, Fergus Falls, MN 56537

**Region Five Regional Development Commission** (218) 894-3233

611 Iowa Avenue, Staples, MN 56479

**Southwest Minnesota Arts & Humanities Council (SMAHC)** (507) 537-1471

toll-free (800) 622-5284

PO Box 1193, Marshall, MN 56258

**East Central Regional Development Commission** (612) 679-4065

100 South Park Street, Mora, MN 55051

**Central Minnesota Arts Board** (612) 253-9517

PO Box 1442, Saint Cloud, MN 56302

**Region Nine Regional Development Commission** (507) 387-5643 toll-free (800) 450-5643

410 South 5th Street, Box 3367, Mankato, MN 56001

**Southeastern Minnesota Arts Council** (507) 281-4848

1610 14th Street NW, Suite 306, Rochester, MN 55901

**Metropolitan Regional Arts Council** (612) 292-8010

413 Wacouta Street, Suite 300, Saint Paul, MN 55101

Many magazines, newspapers, and radio and television stations in Minnesota offer calendar information about local arts events. Check your local media for more information. The Minnesota Office of Tourism publishes the *Minnesota Explorer*, a quarterly newspaper featuring news articles about special activities throughout the state, as well as calendars of festivals and arts events.

## Minnesota Center for Arts Education

6125 Olson Memorial Highway,  
Golden Valley, Minnesota 55422  
James F. Undercofler, executive director  
(612) 591-4700, toll-free 1-800-657-3515  
FAX: (612) 591-4747



Minnesota Statutes, sections 129C.10 and 129C.15; Minnesota Rules, Chapter 3600

The Minnesota Center for Arts Education is a statewide public high school and resource center created by the 1985 Minnesota State Legislature to enhance educational opportunities in the arts: dance, literary arts, media arts, music, theater, visual arts, interdisciplinary studies for K-12 students and educators. The Center provides diverse services without financial barriers.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of the Minnesota Center for Arts Education**, 6125 Olson Memorial Hwy., Golden Valley 55422. (612) 591-4700. *Minnesota Statutes 129C.10*.

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem plus expenses. The board shall have the powers necessary for the care, management, and control of the Minnesota Center for Arts Education. The board consists of fifteen members, including at least one member from each congressional district. A member may not serve more than two consecutive terms. Members must file with the Ethical Practices Board.

**Resource Programs Advisory Task Force**, 6125 Olson Memorial Hwy., Golden Valley 55422. (612) 591-4700. *Minnesota Statutes 15.059, subd. 6, and 15.014*.

**Appointing Authority:** Board of the MN Center for Arts Education. **Compensation:** Expenses. The task force provides broad-based input to the Resource Programs Director on the development and implementation of initiatives to meet arts education needs statewide, advance arts education at school district and local levels, and promote innovative practices. The task force consists of fifteen members, at least one from each congressional district; collectively, members represent diverse backgrounds in arts and education and include those knowledgeable in literary arts, media arts, music, visual arts, theater and dance as well as one person from each of the following organizations: MN Department of Education, MN State Arts Board, and an Education Cooperative Services Unit. Meetings are held at the MN Center for Arts Education, 4-6 meetings a year, three hours in length.

The Arts High School offers a comprehensive arts and academic two-year program for up to 300 artistically talented 11th and 12th grade students. Students apply for admission as a 11th grader in the fall of their 10th grade year and as a 12th grader in the fall of their 11th grade year. Space is very limited for incoming 12th graders. Application forms are available in the fall of each year for enrollment the following academic year. The deadline for applications is February 1.

Students must review for admission into the tuition-free program and are identified on the basis of their motivation, creativity, and ability to acquire skills rapidly. The school admits students who have demonstrated ability in the arts and those who exhibit great potential for growth in an art area but may lack knowledge or technical proficiency. By law, students are admitted on an equal basis from each of Minnesota's eight congressional districts and represent a diverse cross-section of the state's population. Students who are not able to commute reside in an on-campus dormitory. While there currently are no charges for room costs, food fees are imposed.

The innovative Arts High School program models the following characteristics:

- A learner-outcome based curriculum
- Emphasis on both the arts and general studies
- Interdisciplinary approaches that integrate the arts and general studies
- Assessment of student progress and achievement based on observational indicators as well as written work and conventional testing
- Innovative instructional strategies
- An individual learner focus
- A climate that promotes creativity, communication, cooperation, and self-discipline
- Expanded teachers' roles as professional educators, including a strong advisor-advisee relationship with students

Graduation requirements for the Arts High School meet or exceed those of the Minnesota State Board of Education. A majority of graduates have gone on to further study at a variety of colleges, universities, and conservatories. Other students have elected to pursue careers in the arts immediately upon graduation.

The high school also serves as a resource to professional educators and artists and involves outside educators and artists in its programs as instructional resources.

In addition to the Arts High School, the Center conducts extensive arts education outreach and resource programming to meet the needs of students and teachers (K-12) statewide. The scope of Resource Program activities includes:

- **opportunities for continuing education** and support for K-12 educators and artists;
- **opportunities for students, K-12**, to enhance their awareness of and interest in the arts and develop their artistic abilities;
- **developing effective arts education leadership** strategies for arts educators;
- **developing and implementing innovative model programs** in partnership with school districts, education agencies and arts organizations to enhance arts education statewide;
- **sharing aspects of the Arts High School curriculum** through outreach venues such as the Arts Magnet Program; and
- **enhancing awareness and understanding** of the importance of arts education among educators, artists and the general public through statewide dissemination of information such as conferences, seminars, and other venues.

Ongoing Resource Programs include:

- **Minnesota Arts eXperience (MAX)**, an annual series of summer arts workshops designed to provide students and teachers (K-12) statewide access to innovative, high quality learning experiences in dance, literary arts, media arts, music, theater, and visual arts – as well as opportunities for cultural and interdisciplinary learning in the arts.
- **Professional Opportunity Program (POP)**, grants of up to \$1200 which are available for individual teachers and artists, K-12, to further their effectiveness in teaching the art. Applicants develop a professional development plan to meet their own needs and interests.
- **The Dance Education Initiative**, a pilot effort to develop and implement a sequential dance curriculum in the public schools. Selected sites vary in their stage of implementation. Curriculum materials will be available in late 1992.
- **Mentor Program**, identifies artistically talented high school students (grades 9-12) in targeted geographic regions of the state and pairs them with appropriate mentors. Participating students receive educational support that is similar to that modeled by the Arts High School program. This program is run collaboratively with selected regional arts councils.
- **Magnet Programs**, the Center has identified schools in each of the state's congressional districts that will offer the curriculum developed by the Arts High School adapted to meet local needs. These programs are to be implemented in the fall, 1992.

- **Conferences and Seminars** on arts education topics that are underrepresented in the traditional curriculum. Conference participants develop curriculum and/or learn new ways to link the arts experience to their own classroom instruction. Conference topics focus on media arts, cultural diversity, outcome-based education, instructional assessment, and interdisciplinary learning and teaching in the arts.
- **Publications:** the Center publishes an agency newsletter, "Artefacts" four times a year which reports on high school and resource program activity. Copies may be obtained by calling or writing the Center. Other information is disseminated through publications such as the "Arts in Minnesota Guide", an annual compendium of statewide summer arts education workshops and resources for students and teachers.

## Council on Asian-Pacific Minnesotans

Meridian Bank Building, 205 Aurora Avenue, Suite 100, St. Paul, MN 55103  
Albert V. de Leon, Ph.D., executive director (612) 296-0538

### Minnesota Statutes, Section 3.9226

The council was created by the 1985 Minnesota legislature to ensure that Asians in Minnesota are more fully incorporated into the governmental and policy-making process; that they have better access to state government services; that the talents and resources of the Asian-Pacific community be used and promoted where appropriate, and to assist others in their contact with the Asians.

In 1990 the Asian-Pacific population increased nationally by 107.8%; in Minnesota by 193.5% with a population of 77,886 as the second largest ethnic minority in the state.

The council has 15 members. Council membership applications are made by the Minnesota Open Appointments Process. No member can serve more than two terms. The council annually elects from its membership a chairperson and other officers it deems necessary.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Council on Asian-Pacific Minnesotans**, 205 Aurora Ave., Suite 100., St. Paul 55103. (612) 296-0538. *Minnesota Statutes 3.9226* as amended by *Laws of 1989*, Chapter 343.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The council advises the governor and legislature on issues confronting Asian-Pacific people in this state. The governor appoints eleven members who represent the Asian-Pacific community of this state. The legislature appoints two senators and two representatives who are non-voting members.

**Asian/Pacific Learner Task Force**, 649 Capitol Sq. Bldg., 550 Cedar St., St. Paul 55101. (612) 297-7156. *Minnesota Statutes 15.059*.

**Appointing Authority:** State Board of Education. **Compensation:** None. The task force will gather information and provide the MN State Board of Education with a set of recommendations to improve the educational, social and cultural experiences of Asian/Pacific learners in Minnesota. The task force consists of fifteen members: diverse state-wide membership inclusive of several Asian/Pacific ethnic groups, both genders, parents, and general community members as well as educational representatives.

Presently, the Council has its principal office in St. Paul with extension offices in Duluth, Moorhead, Mankato and Rochester.

The council rotates its meetings, which are open to the public, between St. Paul and Minneapolis. Interested individuals are requested to call the council for specific meeting times, dates and places.

The council advises the governor and the legislature on issues confronting the Asian-Pacific people in this state, including the unique problems of non-English speaking



immigrants and refugees; of administrative and legislative changes necessary to ensure Asian-Pacific people access to benefits and services provided to people in this state; any revisions in the state's Affirmative Action Program and other steps that are necessary to eliminate underutilization of Asian-Pacific people in the state's work force.

In 1990 the Council created the Asian-American Chamber of Commerce of Minnesota "to promote international trade between Asia-Pacific Rim Countries and Minnesota, USA and support new and emerging Asian Pacific small business in Minnesota."

The council serves as a conduit to state government for organizations of Asian-Pacific people in the state; referral agency to assist Asian-Pacific people in securing access to state agencies and programs; as a liaison with the federal government, local government units, and private organizations on matters relating to the Asian-Pacific people of this state, and recommends to the governor and the legislature legislation designed to improve the economic and social condition of Asian-Pacific people in this state.

In 1991 the Council established the Asian-Pacific Cultural Center to advocate the preservation appreciation and understanding of the cultures of Asia and the Pacific Rim Countries.

In addition, the council performs or contracts for the performance of studies designed to suggest solutions to the problems of Asian-Pacific people in the areas of education, employment, human rights, health, housing, social welfare and other related areas; implements programs designed to solve the problems of Asian-Pacific people; publicizes the accomplishments of Asian-Pacific people and their contribution to this state; works with other state and federal agencies and organizations to develop small business opportunities and promote economic development for Asian-Pacific Minnesotans; supervises the development of an Asian-Pacific trade primer, outlining Asian and Pacific customs, cultural traditions, and business practices, including language usage, for use by the Minnesota's export community; and cooperates with other state and federal agencies and organizations to develop improved state trade relations with Asian and Pacific countries.

As provided by statute, the council's significant role is to provide comment and recommendations on any application for federal funds submitted by state departments and agencies relative to programs that will have its primary effect on Asian-Pacific Minnesotans.

The council serves the following Asian-Pacific communities – Afghanistan, Australia, Bangladesh, Belau, Bhutan, Brunei, Burma, Cambodia, China, Gilbert Islands, Guam, Hmong, Hong Kong, India, Indonesia, Japan, Khmer, Korea, Laos, Malaysia, Maldive Islands, Maoris, Marianas, Melanesia, Mongolia, Nepal, New Guinea, New Zealand, Okinawa, Pakistan, Philippines, Polynesia, Russia, Samoa, Singapore, Sri Lanka, Taiwan, Thailand, Tibet, Tonga, Vanuatu, Vietnam and other ethnic groups.

## **Board of Assessors**

**Department of Revenue, Board of Assessors,  
Mail Station 3340, St. Paul, MN 55146-3340  
Gerald D. Garski, secretary-treasurer (612) 296-0209**

**Minnesota Statutes 270.41-270.53**

The board establishes levels of licensure and issues licenses to those who meet the education and experience requirements. A free brochure which describes the education and licensing procedures is available and can be obtained by either writing or calling the board's office.

The recently adopted Board of Assessors' Rules regulate the licensure, education and conduct of assessors. Copies of the rules are available, at no charge, from the board. Complaints regarding an assessor not fulfilling the requirements of the office may be filed by writing the board. All complaints are investigated immediately and are usually resolved within a matter of weeks.

The board meets approximately every six (6) weeks at various locations throughout the State. The meetings are open to the public. Places and times of the meetings can be obtained by calling Joan Heinen at (612) 296-0209.

All persons engaged in valuing or classifying property must be licensed within three years of being employed. There are four licensing levels for assessors: certified assessor, certified assessor specialist, accredited assessor and senior accredited assessor. All applications for these designation levels must be approved by the board at one of their regular meetings. Various taxing jurisdictions throughout the state require different levels of licensure with the more complex assessment areas requiring a higher licensing level. All licenses must be renewed annually on July 1st.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Assessors,** Dept. of Revenue, Mail Station 3340, St. Paul 55146-3340. (612) 296-0209. *Minnesota Statutes 270.41.*

**Appointing Authority:** Commissioner of Revenue. **Compensation:** None. The board licenses assessors and provides continuing education for assessors. The board consists of nine members including two public members, one designated appraiser, two county assessors, two local assessors (one township assessor) and two employees of the Department of Revenue. Monthly meetings. Members must file with the Ethical Practices Board.

The **certified assessor** license requires one year of experience either working in an assessor's office or alternate experience such as: employment in the appraisal field of another governmental agency, fee appraisal experience, or condemnation appraisal experience. Real estate sales experience will not be considered as qualifying experience. In addition, an individual must complete three week-long courses and pass the exam given at the conclusion of the classes. It is recommended that applicants complete the three courses and the one year experience requirement prior to making application for certification.

**Certified assessor specialists** must attend two additional weeks of training courses, receive a passing grade on a written form report, and work one additional year in the assessor's office.

**Accredited assessors** must attend five weeks of courses and work three years in the office as a trainee or a certified assessor. In addition, an individual must write and receive a passing grade on a demonstration narrative appraisal which demonstrates the applicant's knowledge of the appraisal process.

**Senior accredited assessors** are required to have five years of experience and must submit a second narrative appraisal report or obtain sufficient points to achieve the designation via the Contract Alternative Point System.

**License fees are:** certified assessor, \$30.00, certified assessor specialist, \$40.00, accredited assessor, \$50.00 and senior accredited assessor, \$75.00. License applications are mailed annually about May 15th to all who are currently licensed. Additional applications can be obtained by writing to the board.

All assessors must earn continuing educational units (C.E.U.'s) in the four year period beginning July 1, 1984 and ending June 30, 1988 and every succeeding four year period thereafter. Certified assessors and certified assessor specialists must earn four C.E.U.'s; accredited assessors and senior accredited assessors must earn five C.E.U.'s.

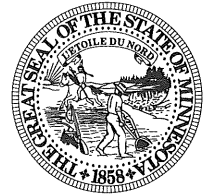
Training courses are offered by the University of Minnesota's Department of Professional Development and Conference Services. The courses are offered at various times and at various locations throughout the state. Interested persons can be put on the mailing list by writing to: University of Minnesota, Department of Professional Development and Conference Services, 338 Nolte Center, 315 Pillsbury Drive S.E., 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 2000-2009**

The attorney general is the chief legal officer for the state and is the legal advisor to the governor and all the constitutional officers. His duties arise from the Constitution, state statutes and common law. Every board, commission, and agency of the state receives its legal advice from the attorney general.

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 Pardon and Land Exchange Boards.

Substantial legal assistance is regularly provided to local officials, such as county attorneys and sheriffs, in their efforts to enforce laws. The attorney general has developed special divisions to provide direct assistance to the public in the areas of consumer protection, environmental protection, and drug education.

The attorney general has been pro-active in initiating and developing legislative proposals to protect Minnesotans and enhance our way of life. To protect our environment, the attorney general initiated legislation creating comprehensive criminal and civil penalties for polluting the land, air, and water. To enforce these laws, the office established an Environmental Crimes Team (E-Team) to aggressively investigate and prosecute polluters. Each legislative session the attorney general initiates proposals to strengthen and improve Minnesota's criminal justice system. In recent years, these included comprehensive sexual violence legislation to toughen penalties for rapists and expand the rights of sexual assault victims, tougher penalties for drug dealers and drug users, an anti-racketeering law to seize drug gang cars and assets, and Drug Free School, Park and Public Housing Zones to protect our children. In addition to aggressively pursuing consumer fraud actions through litigation, the attorney general also initiates new laws to protect consumers from rip-offs. An example is Minnesota's new and used car lemon laws, which are considered some of the most effective in the nation.

Publications which originate from the Office of the Attorney General include *Biennial Report*, which highlights the activities of the office; *Alliance Update*, a quarterly newsletter updating activities of the Attorney General's Alliance for a Drug Free Minnesota, a program designed to help student leaders promote drug-free activities and lifestyles among their peers; *A.G. ADVOCATE*, a quarterly newsletter on important legal and policy developments, public safety issues, consumer alerts, and proposed legislative initiatives of the attorney general. *The Attorney General's Annual Report on Professional Fundraisers*, a comparative report for consumers detailing the performance of professionally-run charitable campaigns; *Report on Charitable Gaming*, a one-time report issued in 1990; *Report on Indian Gaming in Minnesota*, a semi-annual report to the legislature on the Indian Gaming industry, including a critical look at performance and recommendations to improve gambling on Indian lands in the state.

Task forces formed by the attorney general have issued reports on *The Prevention of Sexual Violence Against Women*, *The Hmong Community's Access to Government Services*, and *Food Safety Task Force*. Additionally, a handbook is available outlining *Seniors' Legal Rights*, and *The Attorney General's Environmental Agenda for the 1990's*.

The attorney general's staff is headed by Chief Deputy Attorney General **John R. Tunheim**, Executive Assistant **Eric A. Johnson**, Solicitor General **Catharine F. Haukedahl**; four deputy attorneys general, **Linda F. Close**, **Beverly Jones Heydinger**,

**Thomas F. Pursell** and **Charles I. Wikelius**; Administrative Manager **Joseph M. Reid**; and, Communications Director **Patrick J. Milan**. Other staff include attorneys, legal assistants and support staff in the following divisions:

### **Agriculture Division (612) 297-1075**

**Scott R. Strand**, assistant attorney general, division manager. This division represents the state Department of Agriculture, the state Board of Water and Soil Resources, the state Board of Animal Health, and other related agencies. Information and assistance is also provided to farmers, lenders, lawyers and farm advocates regarding state and federal agricultural law questions.

### **Antitrust Division (612) 297-4613**

**Paul R. Kempainen**, assistant attorney general, division manager. This division enforces the state's antitrust laws. It prosecutes violations such as price-fixing, bid-rigging and group-boycotting operations. This division, which generally seeks damages and penalties, brings actions based on complaints by consumers.

### **Charities Division (612) 297-4613**

**Sheila S. Fishman**, assistant attorney general, division manager. This division represents the public interest in charitable organizations and trusts.

Attorneys investigate and take legal action against fraudulent solicitation campaigns, improper administration or use of charitable funds and assets, and breaches of fiduciary duty by directors and trustees. The division receives notice of all litigation involving charitable organizations and trusts, including probate court litigation, and may intervene in these actions if necessary to protect the public interest. The division also supervises the dissolution of non-profit corporations that have charitable assets. The division is the registry for approximately 2,500 publicly-supported charitable organizations, 1,150 charitable trusts/foundations, and 115 professional (paid) fund raisers.

### **Civil Litigation Division (612) 297-6473**

**Richard S. Slowes**, assistant solicitor general, division manager. Attorneys in this division defend lawsuits challenging the validity of state statutes and actions of state officials on constitutional grounds, represent judges and other members of the state judiciary, and assist other divisions of the Attorney General's Office in litigation matters. In addition, the Assistant Solicitor General, who is the division manager, coordinates civil litigation throughout the office and, with the assistance of senior division attorneys, reviews all significant pleadings and appellate briefs for the Attorney General's Office before they are filed.

### **Commerce Division (612) 296-9412**

**Alan I. Gilbert**, assistant attorney general, division manager. This division represents the Minnesota Department of Commerce. It initiates lawsuits to enforce state laws in the areas of banking, insurance, securities, real estate, franchises, and subdivided land. This division also enforces Minnesota's corporate takeover laws and provides legal services to several professional licensing boards.

### **Construction Litigation Division (612) 296-8954**

**William R. Sierks**, special assistant attorney general, division manager. The attorneys in this division provide legal advice and representation in litigation to state agencies on all construction related matters, including construction contract drafting and negotiation, construction disputes and claim litigation. The attorneys also advise and represent state agencies on environmental regulation matters such as hazardous waste management and storage issues, acquisition and remediation of contaminated properties and Minnesota Pollution Control Agency permitting issues.

### **Consumer Division**

Attorneys in this division work on behalf of Minnesota consumers to ensure that state trade regulation and consumer laws are enforced. The division investigates and prosecutes a

broad range of consumer-related cases including bait and switch practices, violations of motor vehicle repair laws, pyramid schemes, landlord-tenant disputes; home repair fraud, health care fraud, and many other deceptive trade practices. The division has become nationally known for important actions against inaccurate health claims on food products, false environmental claims on products, and initiating new protections for consumers.

The Consumer Division also has a consumer "hot-line" that is, in a very real sense, the Attorney General's ear to the concerns of Minnesota consumers. While Attorney General staff cannot represent private citizens in legal actions, trained mediators are available to negotiate between a consumer and a company when there is a problem. If mediation does not result in a satisfactory resolution, Attorney General staff can often refer consumers to the best source for assistance or explain what options a consumer may have for pursuing their claim.

The Consumer Division publishes a wide variety of brochures available to consumers free of charge. Titles include:

- *Buying A New Car*
- *Constructive Complaining*
- *Fast Food Facts*
- *Health Clubs: Do It Right*
- *Minnesota's Lemon Law*
- *Pyramid Schemes*
- *Utility Shutoffs*
- *Collection Agencies*
- *A Debtor's Guide to Garnishment*
- *Hassle-Free Home Building and Remodeling*
- *Home Solicitation Sales*
- *Minnesota's Used Car Warranty Law*
- *Conciliation Court*
- *The "Environmentally Friendly" Consumer*
- *Landlords and Tenants: Rights and Responsibilities*
- *The Line on Credit Cards*
- *Manufactured Home Parks*
- *The Truth-In-Repairs Act*

To request copies of these free consumer publications, or for assistance with consumer related matters, contact the Consumer Division: 117 University Avenue, Room 124, St. Paul, MN 55155; 612-296-3353 or, 1-800-652-9747.

## **Corrections Division (612)297-8929**

**M. Jacqueline Regis, special assistant attorney general, division manager.** The division represents the Minnesota Department of Corrections. Attorneys work primarily in federal court defending corrections officials named in civil rights actions and state habeas corpus actions.

## **Criminal Division (612) 296-7681**

**William F. Klumpp, Jr., assistant attorney general, division manager.** This division handles the majority of criminal appeals before the Minnesota Supreme Court and the Minnesota Court of Appeals for 80 of Minnesota's 87 counties. It assists with difficult or complex criminal cases at the request of local prosecutors. It also initiates investigations and prosecutes organized and white collar crime. Increased emphasis has been placed on the prosecution of hazardous waste violators and charitable gambling law violators.

## **Education Division (612)296-9870**

**Charles T. Mottl, assistant attorney general, division manager.** This division represents all state education boards and more than 25 state universities, colleges, and schools. It also represents the Department of Jobs and Training, the Minnesota State Retirement System, the Teachers Retirement Association, the Department of Veterans Affairs and the Veterans Home Board.

## **Employment Law Division (612) 297-2040**

**Steven M. Gunn, assistant attorney general, division manager.** This division represents the Minnesota Department of Employee Relations. Attorneys are also responsible for defending employment-related lawsuits brought against the State of Minnesota, its state agencies and State University System.

### **Environmental Investigations Division (E-Team) (612) 296-7200**

**Alan R. Mitchell, special assistant attorney general, division manager.** This division was established by Attorney General Humphrey in 1990 to investigate criminal and civil violations of the environmental enforcement act. The division attorneys join with expert investigators and staff from the Pollution Control Agency, Department of Transportation, Agriculture, and Natural Resources to prosecute environmental crimes. The division regularly assists county attorneys in the investigation and prosecution of crimes against the environment.

### **Environmental Protection (612) 296-7721**

**Eldon G. Kaul, assistant attorney general, division manager.** Attorneys in this division enforce statutes and regulations protecting the water, air, and land from pollution, noise abatement, and in the area of resource recovery. The division primarily represents the Minnesota Pollution Control Agency in federal and state rulemaking, contested case hearings, and all judicial proceedings. The division also represents the Office of Waste Management, and the Harmful Substance Compensation Board.

### **Gambling Division (612) 296-9412**

**Mary B. Magnuson, special assistant attorney general, division manager.** Attorneys in this division provide legal advice and representation to the Minnesota State Lottery, the Lawful Gambling Control Board, the Minnesota Racing Commission, and the Division of Gambling Enforcement in the Department of Public Safety. The attorneys handle a wide variety of legal matters, including defending client agencies in state and federal court and prosecuting disciplinary cases against the clients' many licensees. The division also advises the State of Minnesota on all aspects of Indian gambling and represent the state in federal court in all matters brought under the Federal Indian Gaming Regulatory Act.

### **Health Division(612) 297-2040**

**Richard A. Wexler, assistant attorney general, division manager.** This division represents the Department of Health, which is responsible for the enforcement of all state health laws. Responsibilities include regulation of health care facilities, asbestos contractors, health maintenance organizations (HMO's), and restaurants; handling public health aspects of diseases such as acquired immune deficiency syndrome; and dealing with environmental issues such as protection of drinking water.

### **Human Rights Division (612) 296-9417**

**Richard L. Varco, Jr., assistant attorney general, division manager.** This division represents the Department of Human Rights. It initiates and maintains legal actions to enforce the Minnesota Human Rights Act, which protects individuals against discrimination in housing, employment, public accommodations, public services, and education. The Minnesota Human Rights Act prohibits discrimination based on race, sex, age, religion, disability, national origin, marital, and family status with regard to public assistance.

### **Human Services Division (612) 297-1076**

**Gail M. Olson, assistant attorney general, division manager.** This division represents legal services for more than 30 divisions and nine regional treatment centers administered by the Department of Human Services. Subject areas include mental health, public assistance, social service programs for adults and children, rate setting for long-term care, and licensing standards for day and residential programs.

### **Labor Law Division (612) 297-1075**

**Scott R. Strand, assistant attorney general, division manager.** This division represents the Department of Labor and Industry. Attorneys are responsible for enforcement and litigation regarding workers' compensation. The Minnesota Occupational Safety and Health Act, state minimum wage and overtime provisions, the state prevailing wage law, and various code enforcement and licensing programs.

### **Licensing Division (612) 297-8025**

**John A. Breviu, assistant attorney general, division manager.** This division investigates complaints against health care professionals such as doctors, dentists, and nurses. These professionals are licensed by 13 boards. The division represents the boards in disciplinary proceedings against licensees and in contested cases before the Office of Administrative Hearings. Attorneys also seek injunctive relief on behalf of the boards against individuals who practice without a license.

### **Medicaid Fraud Division (612) 296-7575**

**Janet A. Newberg, assistant attorney general, division manager.** This division brings criminal and civil suits against medical service providers who submit fraudulent claims for reimbursement to the state, including doctors, dentists, pharmacists, nursing homes, clinics, and ambulance services. Responsibilities include investigating and prosecuting patient neglect and abuse allegations at Medicaid-funded facilities and investigating and prosecuting the misuse of patient trust accounts at facilities which receive Medicaid funds.

### **Natural Resources Division (612) 297-1076**

**James M. Schoessler, assistant attorney general, division manager.** This division performs a full range of legal services and representation to the Minnesota Department of Natural Resources. The goals of this division are to assist the preservation of our state's natural heritage, to make sure resource use and development take place in a legally correct manner, and to enable the Department of Natural Resources to function effectively, efficiently, and within Minnesota statutes and the Constitution. The division also represents and advises the Indian Affairs Council, State Arts Boards, Bicentennial Commission, Land Exchange Board, and the State Archaeologist. Division attorneys frequently serve as general consultants to local government on Indian law and jurisdiction questions.

### **Opinions Division (612) 296-6480**

**Kenneth E. Raschke, Jr., assistant attorney general, division manager.** This 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 may render opinions only at the request of state officials and attorneys for local governments (counties, schools, and municipalities), but *not* to private citizens.

### **Public Finance Division (612) 296-9421**

**Christie B. Eller, assistant attorney general, division manager.** This division represents the Departments of Finance and Administration which serve as the accountants, purchasing agents, and landlords for state agencies. The division also represents numerous other state boards, agencies, and departments which deal with financial matters including the State Board of Investment which manages billions of dollars in state pension funds, the Department of Trade and Economic Development, Housing Finance Agency, Iron Range Resources and Rehabilitation Board, Public Facilities Authority, Agricultural and Economic Development Board, and Rural Finance Authority. In addition, the Division also represents numerous other state boards such as the Ethical Practices Board, and Client Security Board.

### **Public Safety Division (612) 297-2040**

**Nancy J. Bode, assistant attorney general, division manager.** This division represents the Department of Public Safety. Staff attorneys prosecute drivers' license revocation cases under Minnesota's Implied Consent Law throughout the state.

### **Public Utilities Division (612) 297-6030**

**Margie E. Hendriksen, special assistant attorney general, division manager.** Attorneys in this division represent the Public Utilities Commission and the Transportation Regulation Board. The division advises these regulatory agencies and handles their cases before the Minnesota Court of Appeals.

## **Residential Utilities Division (612) 296-6504**

**Joan C. Peterson, Public Utilities Division (612) 297-2040.** This division acts as a spokesperson for residential and small business customers of utility services and products. Division attorneys initiate and participate in both state and federal proceedings related to the regulation of natural gas, electricity, and telephones.

## **Tax Litigation Division (612) 296-3421**

**Gregory P. Huwe, assistant attorney general, division manager.** This division handles all litigation for the Department of Revenue. Staff attorneys provide legal aid in the administration and collection of state taxes, including income, sales, inheritance, gift, occupation, gross earnings, deed, petroleum, and tobacco taxes.

## **Telecommunications and Energy Division (612) 296-3701**

**Dennis D. Ahlers, special assistant attorney general, division manager.** This division represents all Minnesota consumers before the Public Utilities Commission, federal regulatory agencies, and before state and federal courts, often opposing large utility companies. The division represents the Department of Public Service in litigation involving telecommunications and energy law involving utility companies. Attorneys also represent the Weights and Measures Division of the Department and are involved in wide range of assistance involving public policy, legislation, and rulemaking.

## **Tort Claims Division (612) 297-1050**

**P. Kenneth Kohnstamm, assistant attorney general, division manager.** This division defends state agencies and state employees against all claims for personal injury, property damage, and wrongful death. The division is primarily involved in litigation involving highway crash cases, persons injured in state correctional facilities and regional treatment centers, and accidents occurring in state parks.

## **Transportation Division (612) 297-2040**

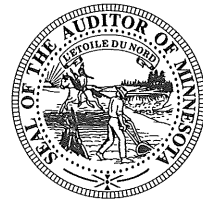
**Donald J. Mueting, assistant attorney general, division manager.** This division represents the Department of Transportation and the Minnesota Zoological Board. It is involved in litigation of eminent domain and transportation regulation matters involving the state.

## **Office of the State Auditor**

**Suite 400, 525 Park Street, St. Paul, MN 55103**

**Mark B. Dayton, state auditor (612) 296-2551**

**Minnesota Statutes, Chapter 6**



Integrity, accountability and cost-effectiveness in government – they are the missions of the Office of the State Auditor.

The primary purpose of the Office of the State Auditor is to assure the highest level of integrity in government throughout Minnesota. The office serves the citizens of Minnesota as a “watch dog” over 4,300 other units of government throughout the state. By inspecting the finances and programs of cities, counties, townships, and school districts, the office helps to assure Minnesotans that their high standards of government are actually being met.

The office performs approximately 320 audits per year. It currently audits directly 86 of the 87 counties, the three cities of the first class, and selected other cities, school districts, economic development organizations, regional development commissions, soil and water conservation districts, and other entities. In addition, it reviews the private audits which are performed annually by private CPA firms of the other cities with a population greater than 2,500. The audits attest to the accuracy of these governments’ financial statements according to generally accepted accounting principles and to their compliance with the laws and regulations of the state of Minnesota.



The second mission of the office is to provide accurate, up-to-date information on the financial conditions of Minnesota's cities, counties, townships, and school districts. The Office collects an enormous amount of financial information about Minnesota's local units of government through its audits. One of its goals is to develop the capability to update and analyze this information for better use by its decision makers. Ultimately, the state should have up-to-date and accurate information on the approximately \$10 billion that is spent annually by Minnesota's state and local governments.

The third mission of the office is to work actively with local government officials to find more efficient and cost-effective ways to spend tax dollars. The Office should serve as a resource to cities and counties who wish to improve their financial operations and thereby direct more of their available tax resources to essential services. In an era in which local governments are going to be forced to develop more efficient and cost-effective service delivery systems, the office of the State Auditor has a vital role to play in assisting these efforts.

The Office of the State Auditor consists of the following divisions:

**Constitutional Office** – manages the operating divisions of the office, its finances, its administrative affairs, and performs the constitutionally and legislatively mandated responsibilities of the Office.

**Audit Practice Division** – performs financial and legal compliance post-audits of various local governments in Minnesota in accordance with government audit standards. The components are divided into county audits, all other municipal audits, standards and procedures, review of single audits, and audit administration.

**Special Investigations Division** – investigates reports by staff auditors, local prosecutorial agencies, and the citizens of Minnesota of wrongdoing, improprieties and illegal acts. They include allegations of theft, fraud, unauthorized or abusive use of public funds or assets, and conversion of public property.

**Research and Information Division** – responsible for research and analysis of local government financial data. This research and analysis provides local officials with a better understanding of their fiscal situation relative to other local governments around the state and also provides Minnesota policymakers with the information necessary to make sound public policy decisions.

**Governmental Information Division (GID)** – prescribes state financial reporting requirements for the 855 cities and 1,802 towns in Minnesota. The GID collects financial information for cities, towns, counties, and special districts. Data from individual and local governments is compiled in a statewide database and published. The GID is also responsible for the oversight of the financial reports and accounting systems of 700 Police and Fire Relief Associations.

Citizens may petition for an audit of the financial affairs of a city, township or school district. If the audit request concerns a city, 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. Town voters may request an audit at the annual or a special town meeting.

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

## Board of Barber Examiners

Iris Park Place Bldg., 1885 University Ave. West, Suite #335,  
St. Paul, MN 55104-3403

Maureen Tibbetts, executive director, (612) 642-0489

Minnesota Statutes, Chapter 154; Minnesota Rules 2100

The board was created in 1897 to protect the public's health and welfare while maintaining a high quality of barbering services to the public.

The board accomplishes this goal by regulating the examination, practice and registration of all licensed apprentices, registered barbers, instructors, barber shops and barber schools as well as inspection of all shops and schools.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Barber Examiners**, 1885 University Ave. W., Ste. 335, St. Paul 55104. (612) 642-0489. *Minnesota Statutes 154.22.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem. The board examines, registers and licenses barbers; enforces statutes regulating barbers, barber instructors, barber schools and shops. The board consists of four members including three barbers with at least five years experience, and one public member. Meetings as necessary. Members must file with the Ethical Practices Board.

The board normally meets once a month and the meetings are open to the public.

The board gives three different types of examinations to qualified applicants; registered barber, registered apprentices and instructors. The examinations are given four times each year, in February, May, August and November. Applications can be requested by contacting the board office, and are usually sent the same day. Applications for examination must be received in the office 20 days prior to the examination date. Examination fees must accompany the application and includes the license fee. Upon successful completion of the examination, the board will issue a license, normally within two working days of the examination.

The Board issues five different types of licenses. Initial licenses for registered apprentices, registered barbers and instructors are issued upon successfully passing the examination. These three types of licenses must be renewed on an annual basis during the month of December. School licenses are issued upon approval of the application and are renewed in December of each year. Barber shop licenses are issued upon receipt and approval of the application and floor plan. These licenses must be renewed annually during the month of June.

Continued education is required for renewal of the instructor license only.

Questions, information and applications can be obtained by contacting the board office.

The board receives and investigates all complaints under its jurisdiction which are received from the public. The board has the authority to suspend or revoke the licenses of professionals, shops or schools found to be in violation of the law. For information regarding filing a complaint or to receive a complaint form, contact the board office. There is no fee for filing a complaint and complaints are handled as quickly as possible.

**Fees are as follows:**

Temporary apprentice permit	\$ 25.00		
Student Permit	\$ 10.00	Initial school registration	\$1,000.00
Examination and certificate registered apprentice	\$ 50.00	Renewal – shop registration	\$ 35.00
Examination and certificate registered barber	\$ 55.00	Renewal – school registration	\$ 200.00
Examination – instructor	\$ 150.00		
License – instructor	\$ 35.00	Restoration of registered apprentice license	\$ 45.00

Renewal of license – registered apprentice	\$ 20.00	Restoration of shop registration	\$ 60.00
Renewal of license registered barber	\$ 25.00	Restoration of registered barber license	\$ 50.00
Renewal of license – instructor	\$ 35.00	Change of ownership or location of barber shop	\$ 25.00
Initial shop registration	\$ 50.00	Duplicate license	\$ 10.00
Apprentice Home Study Course	\$ 75.00		

## Council on Black Minnesotans

Wright Building, Suite 426, 2233 University Avenue, St. Paul, MN 55114

Lester R. Collins, executive director, (612) 642-0811

Minnesota Statutes, Section 3.9225

The purpose of the Council on Black Minnesotans [CBM] is to ensure that the needs of all Minnesotans of African descent are clear to the policy makers who impact their well-being by providing equal protection of the law and guaranteeing that this community receives and has access to state services and programs.

The Council on Black Minnesotans was created in 1980 to address issues impacting persons of African descent in Minnesota. Through public policy research and planning, the council is able to identify and address ongoing existing unmet issues in this state and new issues as they occur. This research enables the council to advise the governor, legislative body and other policy makers on the nature of issues confronting persons of African descent and recommend legislation to improve the economic and social condition of persons of African heritage.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Council on Black Minnesotans**, 2233 University Avenue., Suite 426, St. Paul 55114. (612) 642-0811. *Minnesota Statutes* 3.9225.

**Appointing Authority:** Governor. **Compensation:** Per diem for public members. The council makes recommendations to the governor and legislature on improving the economic and social conditions of Black Minnesotans. The governor appoints seven public members who will represent the Black community and must include at least three males and females. The legislature appoints two senators and two representatives who serve as ex-officio, non-voting members.

Thus far, in 1991 CBM participated with approximately seventy [70] different ongoing committees to examine many issues such as: The out-of-home placement of children of African descent, teen pregnancy, hunger, homelessness, education, drugs, violence, HIV/AIDS, Black-on-Black crime, the status of African American Males, employment, unique concerns of the native African community, police community relations and poverty.

Although identification of all the issues and the achievements cannot be accomplished in this writing, an overview of two of the above, out-of-home placement of children of African descent and HIV/AIDS in the community are outlined below:

Approximately one-half of all children in out-of-home placement in 1989 were of African descent. The Council on Black Minnesota has a responsibility to monitor the out-of-home placement of children of African descent. Legislation was initiated and effected through the efforts of this agency entitled "The Minority Heritage Child Protection Act of 1983 and 1988." The Council on Black Minnesotans and the African American community were dissatisfied with discrepancies identified when African American children were placed outside their homes. In 1990, the dissatisfaction continued. Though legislation was passed earlier, placement efforts remained the same. A task force appointed by the Hennepin County

Board of Commissioners met regularly, following meetings with the community stating there is a need to examine the placement of African American and native African children. On August 22, 1991, a report presented to the Hennepin County Board of Commissioners verified that placement of children of African descent had not followed the legal mandates.

The population of African Americans in Minnesota has increased, to approximately 2.2 percent of the population. That represents a 78 percent increase, according to the U.S. Census, since 1980. Unfortunately, fourteen percent (14) of all individuals who have been identified as being HIV infected or have the AIDS virus in Minnesota are African Americans. In order to address this concern, the Council on Black Minnesotans produced a culturally sensitive AIDS video. This is the first video produced by persons of African descent for persons of African descent in the state of Minnesota. The participants are individuals who are either HIV infected or have AIDS. CBM is seeking funding to make this information available to at-risk individuals in the African American and native African community without cost.

In addition to gathering statistics related to the issues previously listed, making recommendations, conducting and participating in task forces/committees and making recommendations, the council is a designated U.S. Census Bureau Data Center Affiliate. The council works in conjunction with the State Demographer's Office and has direct access to extensive demographic information.

The Council on Black Minnesotans is funded by the State of Minnesota.

## 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

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 1.33 and 1.36. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota-Wisconsin Boundary Area Commission**, 619 2nd St., Hudson, WI 54016. (612) 436-7131. *Minnesota Statutes 1.31.*

**Appointing Authority:** Governor. **Compensation:** Reimbursed for expenses. The commission studies, makes recommendations, and coordinates intergovernmental activities on the use, development and protection of the St. Croix and Mississippi rivers that form the interstate border of Minnesota and Wisconsin. The commission consists of five commissioners from each state, each Minnesota member has a four year term. Terms are staggered. Bi-monthly Commission meetings; more frequent committee.

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 is discussing possible changes in this program arrangement.

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 more 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.

## Board of Boxing

**Office Address:** 85 E. 7th St., Suite 170 Hemar Bldg., St. Paul, MN 55101

**Mailing Address:** 133 E. 7th. & Robert Streets, St. Paul, MN 55101

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

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

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Boxing**, 85 E. 7th St., Suite 170 Hemar Bldg, St. Paul, 55101. (612) 296-2501. *Minnesota Statutes 341.01.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board licenses boxers, seconds, managers, franchise holders and makes rules governing sparring and boxing exhibitions. The board consists of seven members including two public members. Meetings at the call of the chair for time and place. Members must file with the Ethical Practices Board.

The Board of Boxing provides uniformity in the regulation of boxing and kick boxing through the preparation, amendment and adoption of rules and regulations governing the conduct of boxing, and assists at professional bouts with weigh-ins, and dressing room surveillance, to insure safety of the participants and provide properly staged shows for the fans.

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

The board renews licenses each year. The board processes applications for professional and amateur franchises in Minnesota. Any franchise holder is considered a promoter.

### License and renewal fees are:

Boxing	Professional	Amateur
Referees	\$25.00	\$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 cities with populations 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 more information or to register a complaint, contact the board. Complaints are handled as soon as possible.

## Capitol Area Architectural and Planning Board

204 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155  
Gary Grefenberg, executive secretary (612) 296-7138

Minnesota Statutes 15.50; Minnesota Rules 2400

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

Prior consent must also be obtained before any public building, monument or other construction can be built on public land within the Capitol area, and before any substantial alteration or improvement can be made to public lands or buildings. In addition the board is responsible for selecting the preliminary design for new public buildings and landscaping projects within the Capitol area. To achieve these designs the board usually conducts architectural competitions; since 1985, the board has conducted five such competitions: the judicial building, history center, capitol mall landscaping, state office building parking ramp, and Minnesota Vietnam Veterans Memorial.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Capitol Area Architectural and Planning Board**, 204 Administration Bldg., 50 Sherburne Avenue, St. Paul 55155. (612) 296-7138. *Minnesota Statutes 15.50*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem. The board is responsible for architecture and comprehensive land-use planning in the capitol area of St. Paul, exercises zoning and designs control authority, and controls redevelopment of the north capitol area. The governor appoints four members. The mayor of St. Paul appoints three members with confirmation of the city council. The legislature appoints one senator and one representative. The lieutenant governor serves as chair. Meetings at the call of the chair. Members must file with the Ethical Practices Board.

In addition to these planning and design roles, the board coordinates the implementation of major public projects in the Capitol area, such as light rail transit and the new I-94 freeway overpasses linking the Capitol area with downtown St. Paul.

For the Capitol Building the board shares responsibility with the department of administration to prepare standards and policies governing the repair, alteration, furnishing, appearance and cleanliness of its public and ceremonial areas. The board must also approve the design, structural composition, and location of all monuments, memorials or artwork in the Capitol's public and ceremonial areas.

The board also advises the governor and legislature on the appropriate development of the Capitol area; in the case of new state development proposals, the board provides a statement of the proposal's capitol area impact and compatibility with its comprehensive plan.

# The Children's Trust Fund CHILDREN'S<sup>®</sup> TRUST FUND

444 Lafayette Road, St. Paul, MN  
55155-3839

Maureen Cannon, executive director, (612) 296-5436

Minnesota Statutes, Section 257.80-.807

The Children's Trust Fund (CTF) was created by the legislature in 1986 to financially support community programs aimed at preventing child abuse and neglect. These are programs that encourage positive family functioning, healthy child development, build the self-esteem of parents and children, and improve the caretaking skills of parents and other adults who care for children.

Vacancies on the CTF Advisory Council are published in the *State Register* as they occur. The individual and collective commitment of members is made visible through the leadership and counsel they provide. The vision, ideals, value systems and priorities articulated by this group are extended and reflected in the programs receiving grant awards, and in the customized prevention plans being implemented in communities throughout the state by local prevention councils.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Children's Trust Fund Advisory Council,** 444 Lafayette Road, St. Paul, MN 55155-3839. (612) 296-5437. *Minnesota Statutes 257.803.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The council recommends strategies to promote education, programs and services that support parents and families and thereby prevent child abuse and neglect; and makes recommendations regarding grants to be awarded to fund child maltreatment prevention programs. The governor appoints ten members who have a demonstrated knowledge in the area of child abuse and represent the demographic and geographic composition of the state, local government, parents, racial and ethnic minority communities, religious community, professionals and volunteers. The commissioners of Human Services, Health, Education and Corrections each appoint one member. The legislature appoints two senators and two representatives, each with one member from both caucuses. Three hour meetings bi-monthly and sub-committee meetings as needed.

Beginning in 1989, the CTF converted to a biennial cycle for the awarding of program grants on a competitive basis. Members of the Advisory Council recommended this change because they recognize that an effective prevention program is a long-term proposition. Also, by adopting a biennial funding schedule, grantees have more time to plan, execute and measure the effectiveness of their programs. The notice of availability of grant funds/request for proposals (RFP) is published in the *State Register* and distributed via the CTF mailing list during the month of December of even-numbered years.

Funding for the Children's Trust Fund is derived from a \$3 dollar surcharge on each birth certificate issued, and from gifts, donations, grants and bequests received. Forty percent of the surcharge monies collected annually are retained in a trust account and are invested under the management of the commissioner of finance on behalf of the CTF. The remaining sixty percent of revenues generated from the birth certificate surcharge are available each year for disbursement as grants to public and private nonprofit agencies to support primary and secondary prevention programs. Tertiary prevention programs are not eligible to receive grant funds. One-hundred percent of all interest earnings, gifts, donations and bequests may be distributed annually in grants.

Additionally, as a means of increasing the revenue available for grants, the Children's Trust Fund sells a personalized birth certificate. This unique program makes available to persons born in Minnesota, a keepsake birth certificate, individually handwritten in calligraphy on heirloom quality parchment paper, embossed with official state seal, and signe

by the governor. Personalized birth certificates may be purchased for \$25.00 each; \$15.00 of this fee is tax deductible. Gift certificates are also available. Brochures depicting the personalized birth certificate program contain an order form and are available in maternity hospitals, and in the patient waiting rooms of OB/GYN, family practice physicians and pediatricians throughout the state. Order forms can also be obtained by calling (612) 296-KIDS.

A prevention newsletter, "*The Children's Fire*," is published quarterly. Individuals wanting to receive the newsletter may have their name added to the CTF mailing list by calling (612) 296-KIDS. There is no subscription charge for the newsletter.

In establishing the Children's Trust Fund, the legislature not only responded to the objections of citizens throughout the state regarding the maltreatment of children, but also recognized the expertise existing within local communities by assigning them critical roles. Counties are encouraged to organize a child maltreatment prevention council and to develop a plan for meeting the prevention needs of their geographic area. Each county is expected to base their plan on a survey of existing programs and services, and an assessment of the need for additional programs. Once this process is completed, a council may be authorized to review grant applications from their area. The community-based nature of the Children's Trust Fund enables each county to determine and design their own comprehensive approach for supporting and strengthening families, and thereby preventing child maltreatment. To be eligible to receive a CTF grant, an agency must have its application reviewed by an authorized prevention council from the geographic area they serve. Applicants offering statewide prevention programs submit their proposals directly to the CTF Advisory Council.

The CTF publishes and submits "*A Report to the Legislature and to the Governor*" biennially. A copy of this report may be obtained by writing the CTF office or calling (612) 296-KIDS.

## Board of Chiropractic Examiners

2700 University Avenue West, Suite 20

St. Paul, Minnesota 55114-1089

Joel B. Wulff, D.C., executive director, (612) 642-0591

Minnesota Statutes, Sections 148.01-148.17; Minnesota Rules 2500-2599

The Minnesota Board of Chiropractic Examiners (MBCE) exists to protect the public's interest through the regulation of Chiropractic. Regulation is accomplished through licensure of chiropractors and investigations of complaints against them.

The seven-member board appointed by the governor meets a minimum of twice a year. Meetings are open to the public. Information regarding upcoming meetings can be obtained by contacting the MBCE office.

Licensure applicants must meet pre-licensure requirements and pass the state examination. License examinations are scheduled to be conducted on the following dates:

January 10 & 11, 1992      June 12 & 13, 1992

January 8 & 9, 1993      June 11 & 12, 1993

January 14 & 15, 1994      June 10 & 11, 1994

Further information about the chiropractic state licensing examination may be obtained by contacting the MBCE office.

A chiropractor must have a minimum of 20 hours of board approved clinical workshops, seminars, etc., annually for license renewal. Further information about continuing education may be obtained by contacting the MBCE office.

The board will investigate all complaints received, written or oral, which allege violations of the Minnesota Chiropractic Practice Act or rules of the board. The board has the power to suspend or revoke licenses and registrations. Complaints may be registered by contacting the MBCE office for appropriate forms. Complaints are processed as they are received.





The board registers chiropractic corporations. The corporation must submit a copy of 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. Further information about corporation procedures may be obtained by contacting the MBCE office.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409 .

**State Board of Chiropractic Examiners**, 2700 University Ave. W., Suite 20, St. Paul 55114-1089. (612) 642-0591. *Minnesota Statutes 148.02*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board examines licenses, and regulates chiropractors; handles complaints; reviews and approves continuing education programs; and registers professional corporations. The board consists of seven members including five chiropractors with at least three years experience, and two public members. Meetings as necessary. Members must file with the Ethical Practices Board.

**Minnesota Board of Chiropractic Examiners Peer Review Committee**, 2700 University Ave. W., Suite 20, St. Paul 55114-1089. (612) 642-0591. *Minnesota Statutes 148.01-148.106*.

**Appointing Authority:** Executive Director, State Board of Chiropractic Examiners. **Compensation:** \$55 per diem plus expenses. The committee makes determinations of whether or not certain chiropractors properly utilized services, rendered or ordered appropriate treatment or service, and if the cost of treatment was unconscionable. The committee consists of seven members, including five chiropractors and two public members. Terms are varied.

A seven-member **Peer Review Committee** appointed by the executive director exists to review cases for determination of whether or not:

- the chiropractor properly utilized services;
- the chiropractor rendered or ordered appropriate treatment; and
- the cost of the treatment was unconscionable. Anyone interested in having cases reviewed may obtain appropriate forms by contacting the MBCE office. The Peer Review Committee meets monthly. Meetings are not open to the public.

The MBCE publishes a quarterly newsletter for all licensed chiropractors in the state. Individuals interested in receiving the newsletter should contact the MBCE office.

**Fees:**

License (Examination) Application	\$150.00	Peer Review	\$100.00
Annual License Renewal	\$150.00	Corporation Registration	\$100.00
Independent Examination Registration	\$150.00	Corporation Renewal	\$ 25.00
Independent Examination Renewal	\$100.00	MN Chiropractic Act	
Acupuncture Registration	\$100.00	and Related Statutes and Rules	\$ 10.00
Acupuncture Renewal	\$ 50.00	Orders and Stipulations	\$ 10.00
		Copying charge (per page)	\$ .25

## Department of Commerce

133 E. Seventh St., St. Paul, MN 55101

Bert J. McKasy, commissioner (612) 296-6694

Minnesota Statutes, Chapters 45 (department); 45-56, 59A, 168.66, 332 (banking); 45, 60-79 (insurance); 45, 80, 306, 332, 501 (securities); 82-83 (real estate); 345 (unclaimed property); *Minnesota Rules* 2600-2899.

The Department of Commerce regulates Minnesota's financial institutions. That includes the industries of banking, insurance, securities and real estate. The principal mission of the Commerce Department is to protect the rights and investments of consumers, to regulate the financial industry by administering statutes and rules, and to provide guidance to the industry to encourage its growth and stability.

### History and Background

The Minnesota Legislature established the Department of Commerce in 1983. The Banking Department, Insurance Department, and Securities and Real Estate Department were reorganized into a single agency in order to better coordinate regulatory functions.

The department is self-funding. Its costs are recouped by charging fees for licenses, charters and registrations, and by billing companies for regulatory activities.

In 1991, Commissioner McKasy split the department's Financial Examinations Division into separate insurance and banking divisions. The separation of insurance into its own examinations division reflects the emergence of major long-term issues such as the solvency of private insurance companies.

In addition to the two divisions of Financial Examinations/Insurance and Financial Examinations/Banking, the department also has an Enforcement and Licensing Division and a Registration and Policy Form Analysis Division. The department has a staff of about 250.

Publications available include guides comparing insurance companies' premiums for Medigap insurance, long-term care insurance, homeowner's insurance, and automobile insurance. Other publications are "Toy Buying Guide," "Real Estate Buying Tips," "Franchising," and "Consumer Guide to Financial Planning."

### Division of Enforcement and Licensing (612) 296-2488

**Gary A. LaVasseur, deputy commissioner.** This division fields calls from the public, investigates complaints, and licenses the sellers of financial products.

Each year, the Enforcement Section responds to nearly 60,000 inquiries and complaints. Division staff resolve some complaints within a short time. Other complaints, typically about 8,000 a year, are referred to the department's enforcement personnel for formal investigation. The commissioner may take enforcement actions, such as issuing a cease and desist order or revoking a license, in cases where regulations or rules have been violated. Investigations typically recover more than \$5 million each year for consumers, including recoveries for insurance complaints and real estate fraud. Public complaints about agents and businesses in the areas of insurance, securities, real estate, banking or any other industry regulated by the department may be filed by calling or writing.

The Licensing Section processes nearly 200,000 licenses. Each year it also responds to about 150,000 telephone calls from people seeking licensing information. It licenses insurance adjusters, agents and agencies; real estate appraisers, salespersons, brokers and companies; campground salespersons; notaries; cosmetology operators, manicurists, estheticians, salons, schools and instructors; residential building contractors; debt collectors and agencies; check-cashing firms; industrial loan and thrifts; insurance premium finance companies; motor vehicle sales finance companies, and regulated lenders. In most cases, certain standards of education and professional conduct must be achieved to receive and maintain a license. For licensing information, call (612) 296-6319.

**Insurance:** Number of active licenses issued to individuals and agencies was 39,158 as of July 1991. Annual renewal is in May, changing to October in 1993. For a life/health or property/casualty license, the applicant must complete 45 hours of education, pass a test,

and be sponsored by an insurance company. Renewal requires 15 hours of continuing education per year.

Initial and renewal fees are, for agents: life/health \$25; property/casualty \$25; variable annuity \$25 (must also have life/health and securities licenses); farm property and life \$25; travel baggage \$25; bail bonds \$25; surplus lines \$150. For agencies: corporation \$50; partnership \$50; individual proprietorship, no fee.

**Real Estate:** Number of active real estate licenses issued to companies and individuals was 26,340 as of July 1991. Annual renewal is in June. Initial applicants must complete 90 hours of education for a sales license, or 120 hours for a broker's license, and pass a test. Renewal requires 15 hours of continuing education per year for both salespersons and brokers.

Initial fees and renewal fees, respectively, are \$65 and \$15 for salespersons; \$90 and \$30 for brokers; \$90 and \$30 for limited brokers; \$90 and \$30 for corporations or partnerships; \$10 and \$10 for a subdivided land license.

**Residential Building Contractors and Remodelers:** Legislation passed in 1991 requires contractors of dwellings with less than four living units and remodelers who perform two or more special skills to be licensed beginning Jan. 1, 1992. Licenses are for two years. Biennial renewal is in March. Initial and renewal fees are \$75 for each year of the two-year license. The continuing education requirement is 15 hours per biennium beginning with licenses up for renewal in 1993.

**Notaries:** Number of active notary licenses was 77,755 as of July 1991. Licenses are for six years. Initial and renewal fees are \$10. Renewal occurs on each individual's six-year anniversary date.

**Cosmetology:** Number of active cosmetology licenses to firms and individuals was 29,912 as of July 1991. Licenses are for three years. Renewal is in December. Initial applicants must pass a written test and a skills test and complete 1,550 hours of education for a cosmetologist license, 350 hours for a manicurist license, and 600 hours for an esthetician license. Initial applicants for a salon manager license must perform 2,700 hours of work experience and pass a written test.

Initial fees and renewal fees, respectively, are \$45 and \$30 for cosmetologists; \$45 and \$30 for manicurists; \$45 and \$30 for estheticians; \$60 and \$45 for managers; \$65 and \$50 for salons; \$60 and \$45 for instructors.

The Commerce Department's Licensing Section inspects the salons and cosmetology schools in Minnesota. It also receives and investigates complaints from the public.

## **Division of Financial Examinations – Banking (612) 296-2135**

**James G. Miller, deputy commissioner.** This division examines state-chartered banks, credit unions and other financial institutions. Each institution's financial books and operations records are reviewed on-site by teams of examiners stationed throughout Minnesota. Additional staff analysis provides the commissioner with up-to-date evaluations on the financial condition of each institution and guidance in taking regulatory action to protect consumers. The division is accredited as a bank supervisory agency by the National Conference of State Bank Supervisors.

Public complaints about banks or other institutions listed below may be registered by calling the division. Financial statements submitted to the department by banks and other financial institutions are available to the public. Original documents are available at the Commerce Department's St. Paul headquarters; copies are available for a fee.

The division also charters and licenses more than 1,000 financial institutions and financial business operations regulated under Minnesota statutes. The statutes specify the requirements for organizing, operating and regulating financial institutions. The division issues charters or licenses for commercial state banks, detached banking facilities, state credit unions, electronic financial terminals, electronic funds transfer companies, deposit-taking industrial loan and thrifts, trust companies, trust service offices, investment certificate companies, state savings and loans, savings banks, debt prorate companies, and safe deposit companies. For information, call or write to the division. The following statistics are as of July 1991.

**Commercial banks:** 461 commercial banks hold state charters (the 155 national banks in Minnesota are federally chartered). Additionally, these state banks operate 242 detached facilities. They hold assets totalling \$16.7 billion. Total deposits is \$14.8 billion. Total loans is \$9 billion. Commercial banks operate under *Minnesota Statutes, Chapters 46-48*.

**Credit unions:** 179 credit unions hold state charters (another 63 credit unions are federally chartered). Credit unions are cooperative associations that provide financial services to shareholding members who have a common bond of employment, association or residence in a community or rural district. They operate under Chapter 52 of *Minnesota Statutes*.

**Electronic financial terminals:** 107 electronic financial terminals established by state-chartered institutions are currently licensed in Minnesota. EFTs, normally located off the premises of the bank, enable customers using bank cards to make cash withdrawals, deposits or transfers. Customers may use debit cards to process purchases at retail stores. EFTs operate under Chapter 47 of *Minnesota Statutes*.

**Trust companies:** 5 trust companies hold state charters and 12 state-chartered banks are authorized to perform trust services. Trust companies help customers manage and invest their assets, typically for individual retirement accounts, estates, and employee benefit plans. Trust companies operate under Chapters 46, 48, 501 and 520 of *Minnesota Statutes*.

**Trust service offices:** 27 trust service offices are currently licensed. A trust company may provide trust services at another location through an office set up at the request of a bank wishing to host the service. They operate under Chapter 48 of *Minnesota Statutes*.

There are no state-chartered savings and loans or savings banks.

## **Division of Financial Examinations – Insurance (612) 296-2135**

**Rochelle L. Bergin, assistant commissioner.** This division examines the financial condition of companies licensed to sell life policies, health policies, homeowner's policies, auto policies, annuities, pension investment contracts, retirement accounts and other insurance products in Minnesota. Field examiners visit insurance companies to conduct on-site reviews of financial and operations records. Analysts study the data to evaluate the financial status of the companies. When appropriate, the commissioner may authorize additional investigations or take administrative action to protect policyholders.

The division also licenses insurance companies to conduct business in Minnesota. As of July 1991, 1,523 insurance companies were licensed. Minnesota is the primary regulator for 218 insurance companies holding assets totalling \$53.6 billion: 59 property/casualty companies, 26 life/health companies, 115 township mutuals, 8 fraternal, 2 reciprocals, and 8 others including nonprofits, hail/windstorm companies and life/health assessable mutuals. The division also monitors the remaining 1,305 companies domiciled in other states: 581 property/casualty companies, 523 life/health companies, 150 surplus lines companies, 38 fraternal, and 13 reciprocals/exchanges.

Financial statements submitted each year by insurance companies are available to the public. Original documents may be reviewed at the Commerce Department in St. Paul; copies are available for a fee.

## **Division of Registration, Policy Analysis and Unclaimed Property (612) 296-6325**

**Patrick L. Nelson, deputy commissioner.** This division approves the policy forms used by insurance companies and the rates they charge. The division also registers securities and other business activities. In addition, it notifies owners or heirs of abandoned personal properties. It administers the state's petroleum tank clean-up fund. And it reviews applications to be a self-insurer or third-party administrator.

### **Unclaimed Property Section (612) 296-2568**

Thousands of Minnesotans who don't know they are the owners of unclaimed personal property are sought every year by the Minnesota Commerce Department. The largest departmental effort is an annual spring newspaper advertising campaign. In 1991, the

department tried to find more than 27,000 persons and businesses to claim abandoned property worth \$9.6 million. Properties include savings accounts, uncashed paychecks, travelers checks, stock, insurance, and uncashed tax refunds. Nearly \$30 million worth of property has been returned to Minnesota residents since the unclaimed property program began in 1969. As of 1991, \$29.8 million worth still remained unclaimed.

The department also houses a vault containing the contents of unclaimed safe deposit boxes. Every 10 years an auction is conducted to empty the vault. The next is scheduled for 1993.

For information or to obtain a claims form, write to the department or call (612) 296-2568.

#### **Policy Form Analysis Section (612) 296-3588**

This section approves the application forms and policy forms that insurance companies use in dealing with policyholders. New forms and changes in existing forms require approval. Forms must be understandable, must not be misleading, and must comply with Minnesota statutes. Adjustments in the rates charged by insurance companies also require approval. Approval is based on whether the proposed change is justified and actuarially sound.

This section also oversees the FAIR Plan for high-risk property owners, the Auto Assigned Claims Plan, the Minnesota Dram Shop Market Assistance Committee, the Minnesota Comprehensive Health Insurance Act, the Auto Insurance Plan, the Worker's Compensation Reinsurance Association, the Minnesota Joint Underwriting Association, and the Minnesota Worker's Compensation Assigned Risk Plan.

#### **Registration Section**

The Registration Section reviews registration applications for common stock, limited partnerships, investment company securities, preferred stock, bonds and other debt securities, corporate takeovers, subdivided land and camping memberships, franchises, and combined charitable state campaigns. Applications must meet disclosure requirements and "merit review" standards intended to protect consumers. Interpretive legal opinions may be requested. Call (612) 296-2284; legal fee is \$50.

All filings submitted for registration or exemption are available to the public, including applications, financial disclosures, and annual reports. Original documents may be reviewed at the Commerce Department in St. Paul. Before coming, call the information number listed here.

**Securities:** 30,000 securities agents, 950 broker/dealers and 400 investment advisers were actively licensed as of July 1991. Licenses are renewed annually. Initial and renewal fees are \$50 for agents, \$200 for broker/dealers, and \$100 for investment advisers.

3,053 securities were registered and 428 exemption filings were active as of July 1991. All securities offered or sold in Minnesota must either be registered or exempted from registration by statute. Securities filings or registrations under Chapter 80A of *Minnesota Statutes* must be made on Form U-1. Filings for private placement exemptions use the Statement of the Issuer format. Initial application fee for investment company securities is \$100 plus 1/20th of 1 percent of maximum aggregate offering price. Annual report fee is \$100. Initial application fee for all other securities is \$100 plus 1/10th of 1 percent of maximum aggregate offering price up to \$300. Annual report fee is \$100.

For the following registration and licensing information, call these numbers:

- Broker/dealers, investment advisers and agents, (612) 296-2283
- Debt securities, notifications, private placements, existing security holder and merger exemptions, (612) 296-4520.
- Limited partnerships and real estate investment trusts, (612) 296-6332.
- Common stock, annual reports and recissions, (612) 296-4523.
- Investment company securities, (612) 296-6324.

**Franchises:** 550 franchises were actively registered as of July 1991. Initial application fee is \$400. Annual report fee is \$200. For information, call (612) 296-6328.

**Subdivided lands and camping memberships:** Application fee for a subdivided lands registration is \$400 plus \$1 for each lot, unit, parcel or interest up to a cap of \$3,500. If more than 100 units are registered, a public offering state must also be filed. Annual report fee is

\$150. Fee to register by notification is \$150 for 100 units or less; annual report fee is \$75. (Persons engaged in subdivided land sales must have a real estate broker, salesperson, or limited broker license in addition to a subdivided lands registration.)

Application fee to register land sold for camping memberships is \$500; annual report fee is \$100. (Persons engaged in camping memberships sales must have a camping memberships sales license in addition to the registration.) For information on registering land to be subdivided or sold for camping memberships, call (612) 296-6332. For information on licenses to sell subdivided lands or camping memberships, call (612) 296-6319.

#### **Petrofund Section (612) 297-4815**

This section provides staff assistance to the Petroleum Tank Release Compensation Board. Reimbursements are made for the cost of cleaning up spills and leaks from tanks containing petroleum products. The Petrofund is funded by assessments on the petroleum industry. As of August 1991, a total of \$37.1 million for 1,011 leaks had been reimbursed since the Petrofund was created in 1987. For information, call (612) 297-4815.

#### **Self-Insurance and TPAs Section (612) 297-4815**

As of April 1991, 132 companies and 6 groups were certified to self-insure for workers' compensation coverage, and 31 were certified to self-insure for automobile liability. The fee for self-insurance certification is \$1,000. Group self-insurers must file annual certified financial statements. Individual companies file certified financial statements biennially.

Additionally, as of 1991, 132 companies were actively licensed as third-party administrators, which operate self-insurance or insurance plans. Licenses are for two years. Initial application fee and biennial renewal is \$100. TPAs file certified, biennial financial statements. For information, call (612) 297-4815.

### **Boards and Committees**

The Commissioner of Commerce is the appointing authority for a number of boards, committees and special task forces. Some groups are created by the State Legislature. Others are created by the commissioner. To maintain diversity, most groups require member positions to represent specified constituencies. For more information, call 297-4634.

#### **Not subject to Open Appointment Process.**

#### **Agent Termination Board of Review**

Conducts termination reviews. Consists of 10 agent and 10 insurer representatives. Meets as needed.

#### **Bank Advisory Committee**

Advises the commissioner on bank-related matters. Meets at the request of the commissioner. No formal terms.

#### **Credit Union Advisory Task Force**

Advises the commissioner on all matters relating to credit unions. Meets three to four times a year.

#### **Insurance Solvency Task Force**

Advises the commissioner on matters relating to the financial health of insurance companies writing business in Minnesota. Meets as needed. No formal terms.

#### **Minnesota Life & Health Insurance Guaranty Association**

Assesses members and pays claims of policyholders whose life/health insurers have become impaired or insolvent. Meets as needed.

#### **Securities Regulation Advisory Committee**

Advises the commissioner on updating state securities regulations. Meets as needed. No formal terms.

#### **Workers' Compensation Self-Insurers Advisory Committee**

Advises the commissioner on whether applicants for self insurance meet statutory requirements. Meets as needed.

## Workers' Compensation Self-Insurance Security Fund

Administers the Fund to continue work comp benefits delayed due to the failure of a private self-insured employer to meet its compensation obligations. Meets as needed.

### Subject to Open Appointment Process

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Builders State Advisory Council**, Department of Commerce, 133 E 7th Street, St. Paul, MN 55101. (612) 297-4634. *Minnesota Statutes 326.83-326.98*.

**Appointing Authority:** Commissioner of Commerce. **Compensation:** \$55 per diem plus expenses. The advisory council will make recommendations to the Commissioner on licensing of specialty contractors, bond and liability insurance limits, performance standards and education requirements. The board consists of seven members including one residential building contractor, one remodeler, one specialty contractor, one representative of the Commissioner, one local building official and one public member. At least three members of the council must reside in greater Minnesota. Meetings as needed.

**Cosmetology Advisory Council**, Dept. of Commerce, 133 E. 7th St., St. Paul 55101. (612) 297-3562. *Minnesota Statutes 155A.06*.

**Appointing Authority:** Commissioner of Commerce. **Compensation:** Reimbursed for expenses. The council advises the commissioner of Commerce on matters relating to cosmetology services and on licensing procedures for cosmetologists. The council consists of eleven members including three consumer representatives, four cosmetology or shop managers, one representative of manufacturers of cosmetology products and three cosmetology school representatives; at least one will represent the public and one will represent private cosmetology schools. Meetings at least once a year.

**Minnesota Automobile Assigned Claims Bureau**, G-M Building, Suite A, 6603 Queen Ave. S., Richfield 55423. (612) 866-2280. *Minnesota Statutes 65B.63*.

**Appointing Authority:** Governor. **Compensation:** None. The committee shall govern the operations of the Minnesota Auto Assigned Claims Plan in providing no-fault basic economic loss benefits to eligible recipients as provided under Minnesota Statutes 65B.64. The committee consists of seven members of which two are public members. Meetings scheduled bi-ennially in even-numbered years in the Twin Cities area.

**Minnesota Automobile Insurance Plan Governing Committee**, G-M Building, Suite A, 6603 Queen Ave. S., Richfield 55423. (612) 866-2280. *Minnesota Statutes 65B.03*.

**Appointing Authority:** Commissioner of Commerce. **Compensation:** None. The committee shall direct the operation of the Minnesota Automobile Insurance Plan which provides for the placement of insurance for drivers and vehicle owners who are unable to obtain coverage in the open market. The committee consists of nine individuals of whom five shall be elected by insurers and four public members. Meetings every other month in the Twin Cities area.

**Minnesota Comprehensive Health Association Board of Directors**, Dept. of Commerce, 133 E. 7th St., St. Paul 55101. (612) 296-4026. *Minnesota Statutes 62E.10*.

**Appointing Authority:** Commissioner of Commerce. **Compensation:** Reimbursed for expenses. The board will govern the activities of the Minnesota association which provides basic health insurance coverage to persons in Minnesota unable to obtain coverage through the open market. The board consists of nine members of which four are public members. Quarterly meetings in the Twin Cities area.

**Minnesota Insurance Guaranty Association**, Dept. of Commerce, 133 E. 7th St., St. Paul 55101. (612) 296-4026. *Minnesota Statutes 60C.08*, Subdivision 1.

**Appointing Authority:** Commissioner of Commerce. **Compensation:** Reimbursed for expenses. The association provides for the payment of covered claims to avoid financial loss to policyholders because of the liquidation of an insurer. The association board consists of nine members and two public members. Public members are appointed by the commissioner of the Dept. of Commerce for a period of two years. Meetings as needed.

**Minnesota Joint Underwriting Association-Liability Insurance**, Pioneer Post Office Box 1760, St. Paul 55101. (612) 222-0484. *Minnesota Statutes 62I.02.*

**Appointing Authority:** Commissioner of Commerce. **Compensation:** \$150 per diem plus mileage. The association provides liability insurance coverage for persons unable to obtain it through ordinary means where coverage is required by law or is necessary for the conduct of business and serves a public purpose. The association consists of three public members and three members of groups to whom coverage is currently extended; five additional members are elected from industry. Quarterly meetings, may meet more frequently when necessary.

**Market Assistance Program Committee**, Pioneer Post Office Box 1760, St. Paul 55101. (612) 222-0484. *Minnesota Statutes 62I.09.*

**Appointing Authority:** Commissioner of Commerce. **Compensation:** None. The committee reviews applicants of the Minnesota Joint Underwriting Association to ascertain if coverage is available in private insurance. The committee consists of twelve members including six representatives of insurers, two insurance agents, two public members, and two representatives of groups insured by the Minnesota Joint Underwriting Association. Meeting schedule varies, usually monthly or bimonthly.

**Medical Malpractice Joint Underwriting Association (MMJUA)**, Dept. of Commerce, 133 E. 7th St., St. Paul 55101. (612) 222-0484. *Minnesota Statutes 62F.*

**Appointing Authority:** Commissioner of Commerce/Governor. **Compensation:** A per diem plus expenses. The board provides medical malpractice insurance coverage to any licensed health care provider unable to obtain this insurance through ordinary methods. The board consists of eleven members including three public members appointed by the governor, three health care providers appointed by the commissioner of Commerce, and five members elected by members of the association. Every personal injury liability insurer in the state shall be a member as a condition for obtaining and retaining a license to write insurance in Minnesota.

**Petroleum Tank Release Compensation Board**, 133 E. Seventh St., St. Paul 55101. (612) 297-4017. *Minnesota Statutes 115C.07.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board administers compensation from the petroleum tank release clean-up fund for clean-up of leaks and spills from petroleum storage tanks. The board consists of three members including two representatives from the petroleum industry and one representative from the insurance industry. Members must file with the Ethical Practices Board.

**Minnesota Property Insurance Placement Facility**, Dept. of Commerce, 133 E. 7th St., St. Paul 55101. (612) 296-4026. *Minnesota Statutes 65A.35.*

**Appointing Authority:** Commissioner of Commerce. **Compensation:** \$35 per diem plus expenses. The board administers the Fair-Plan Act to make property or liability (including homeowners and commercial multiperil) insurance available statewide. The board consists of nine members including five elected insured members, and four additional members, including at least three public members. Three-four meetings per year.

**Real Estate Advisory Task Force**, Department of Commerce, 133 E. 7th Street, St. Paul, MN 55101. (612) 297-4634. *Minnesota Statutes 82.30*

**Appointing Authority:** Commissioner of Commerce. **Compensation:** Reimbursed for expenses. The task force advises the Commissioner on licensing real estate brokers and salespersons. Members include real estate brokers with at least five years experience in the State and public members. Meetings as needed.

**Real Estate Appraiser Advisory Board**, Dept. of Commerce, 133 E. 7th St., St. Paul 55101. (612) 296-4630. *Minnesota Statutes 82B.05.*

**Appointing Authority:** Commissioner of Commerce. **Compensation:** \$35 per diem plus expenses. The advisory board makes recommendations to the commissioner as to rules regarding pre-licensing and continuing education, license examination specifications, periodic review of standards for development and communication of real estate appraisals, and other matters necessary under statute. The board consists of fifteen members, including eight licensed real estate appraisers, two of whom are to be Level Two, four consumers of appraisal services, and three members from the public. Meetings will be held at least quarterly, location not established.



**Advisory Task Force on Uniform Conveyancing Blanks**, 133 E. 7th St., St. Paul 55101. (612) 296-9431. *Minnesota Statutes 507.09.*

**Appointing Authority:** Commissioner of Commerce. **Compensation:** None. The task force reviews uniform conveyancing blanks and recommends new or revised forms to the commissioner for adoption through the rulemaking process. The task force membership can vary from nine to fourteen members; no membership restrictions. Meetings every third Wednesday September through June at various locations.

**Minnesota Workers Compensation Assigned Risk Plan Review Board**, 133 E. 7th St., St. Paul 55101. (612) 297-4017. *Minnesota Statutes 79.251.*

**Appointing Authority:** Commissioner of Commerce. **Compensation:** None. The board will audit the reserves established for individual cases and the total book of business arising under workers compensation policies and contracts of coverage issued pursuant to Minnesota Statutes 79.25 and 79.252. The board consists of six members including three insured holding workers compensation policies issued by the assigned risk plan and two representatives of licensed workers compensation insurance companies. The sixth member is the commissioner of Commerce. Term of office is three years. Meetings held at variable times in St. Paul.

**Minnesota Workers Compensation Insurers Association (Rating Assn)**, 7760 France Ave. S., Suite 640, Mpls. 55435. (612) 897-1737. *Minnesota Statutes 79.61.*

**Appointing Authority:** Commissioner of Commerce. **Compensation:** Reimbursement for expenses. The association oversees the administration of the Minnesota Workers Compensation Insurers Association (Rating Association). The membership includes twelve members of whom two are employer representatives. Quarterly meetings.

## Minnesota Community College System

203 Capitol Square Bldg.

550 Cedar Street, St. Paul, MN 55101

Dr. Gerald W. Christenson, Chancellor (612) 296-3990



### Minnesota Statutes, Chapter 136

Minnesota's Community Colleges form a statewide system which brings the opportunity for quality education within reach of people in every area of the state.

Community colleges are a major entry point for those seeking four-year degrees. They also provide a wide variety of two-year career programs, including nursing, other health fields, law enforcement, legal assistant, accounting, business, computer technology and aviation.

The statewide, state-funded community college system was formed in 1963. It was built on locally operated junior colleges, which had begun as early as 1914. The statewide system of colleges were known first as state junior colleges but were renamed community colleges in 1973 to reflect their broadened mission.

Community colleges have three major roles: providing the basic freshman and sophomore courses needed for transfer to four-year colleges and universities; helping students prepare for careers after two years, and providing lifelong learning for students of all ages. Lifelong learning includes classes for workers seeking to upgrade skills or advance into new jobs, as well as opportunities in all fields for people who want to start or resume college at any age.

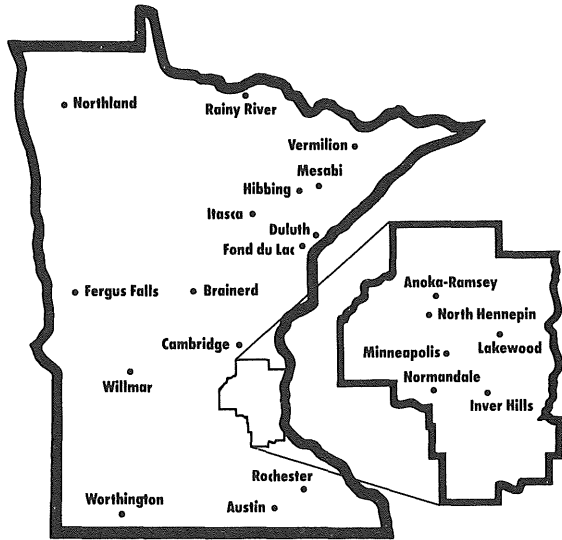
Students can plan freshman and sophomore courses which will transfer readily to the University of Minnesota, State Universities and private colleges.

Community college graduates include 18-year-olds who have completed their last two years of high school and their first two years of college simultaneously under the state's Post-Secondary Enrollment Options (PSEO) Program, and people in their 60s, 70s and 80s.

The philosophy of community colleges is to be an "open door," where any student is given a chance and the help needed to succeed. Remedial catch-up classes are available, and teachers devote their full time to the classroom and working with students. Each college maintains a learning lab and offers tutorial assistance.

Community college graduates go on to become doctors, nurses, engineers, teachers, lawyers, business leaders, scientists, writers and political leaders.

Flexible scheduling is another hallmark of community colleges, with classes available mornings, afternoons, evenings and weekends in many locations.



**Degrees**

Community colleges offer the Associate in Arts (A.A.) and Associate in Science (A.S.) degrees. Joint programs with state Technical Colleges lead to the Associate in Applied Science (A.A.S.) degree. The A.A. and A.S. degrees generally meet the freshman and sophomore requirements for a wide variety of majors at four-year colleges and universities.

**Accreditation**

All of Minnesota's Community Colleges are accredited by the North Central Association of Colleges and Secondary Schools.

**Activities**

Community colleges encourage student participation in music, theater, sports, publications, student government and many other activities. College campuses also serve as community resources for concerts, plays and special-interest programs.

**Organization**

There are 18 community colleges and three additional campuses, known as centers. Five colleges in northeastern Minnesota are organized into the Arrowhead Community College Region, under a single president. Three other colleges are similarly linked into the Clearwater Region.

There are six community colleges in the Twin Cities metropolitan area.

The Minnesota Community College System is governed by a nine-member board, appointed by the governor and confirmed by the state Senate. Eight members are chosen from congressional districts and the ninth must be a student or recent graduate of a community college. The board meets approximately monthly. Meetings are open.

The chief executive officer of the system is the chancellor, who is appointed by the board.

Community colleges are funded principally by legislative appropriations and student tuition. College foundations and corporations provide additional funds for scholarships and special projects.

Each college has a citizen's advisory committee.

**Costs**

Resident tuition and fees are approximately \$35 per credit. A student carrying what is regarded as a full-time load of 15 credits would pay about \$525 per quarter, plus books.

Financial aid, scholarships and grants are available. Students from adjacent states can attend at the resident rate.

### **Publications**

"The Correspondent" is a quarterly newsletter published for students, staff, alumni and friends of community colleges. To get on the mailing list, write: "The Correspondent," Minnesota Community College System, 550 Cedar St., Suite 203, St. Paul, MN 55101.

### **Where To Find More Information**

Potential students are encouraged to visit a nearby community college, or write for specific catalogs. Colleges also have videotapes describing community college experiences.

All community colleges offer basic liberal arts courses in languages, writing, computer usage, mathematics and sciences. These can form the foundation of the freshman and sophomore requirements at four-year colleges and universities.

In addition, a wide variety of career programs are available, but they vary among the colleges. Career programs are intended to prepare students for jobs after two years.

Community colleges offer many noncredit continuing education programs, to meet professional licensing or job requirements, or for lifelong enjoyment of learning. Information can be obtained directly from your nearest college.

Any inquiry can be addressed by mail or phone directly to these colleges:

### **Twin Cities Metropolitan Area**

#### **Anoka-Ramsey Community College**

11200 Mississippi Blvd., Coon Rapids, MN 55433  
(612) 427-2600 Dr. Patrick Johns, president

#### **Cambridge Community College Center**

West Hwy. 95, Cambridge, MN 55008  
(612) 689-1536 Dr. Thomas Levig, dean

#### **Inver Hills Community College**

8445 College Trail, Inver Grove Heights, MN 55076  
(612) 450-8500 Dr. Jerry Isaacs, acting president

#### **Lakewood Community College**

3401 Century Ave., White Bear Lake, MN 55110  
(612) 779-3200 Neil E. Christenson, president

#### **Minneapolis Community College**

1501 Hennepin Ave., Minneapolis, MN 55403  
(612) 341-7000 Dr. Jacquelyn Belcher, president

#### **Normandale Community College**

9700 France Ave. S., Bloomington, MN 55431  
(612) 832-6000 Dr. Thomas Horak, president

#### **North Hennepin Community College**

7411 85th Ave. N., Brooklyn Park, MN 55445  
(612) 424-0811 Dr. Frederick Capshaw, president

### **Southern and Western Minnesota**

#### **Austin Community College**

1600 8th Ave. N.W., Austin, MN 55912  
(507) 433-0505 Dr. Steve Wallace, president

#### **Rochester Community College**

Highway 14 East, Rochester, MN 55904  
(507) 285-7210 Dr. Geraldine Evans, president

#### **Willmar Community College**

P.O. Box 797, County Rd. 24, Willmar, MN 56201  
(612) 231-5102 Harold Conradi, president

#### **Worthington Community College**

1450 College Way, Worthington, MN 56187  
(507) 372-2107 Conrad Burchill, president

## Arrowhead Community College Region

### Arrowhead Region Office

1855 E. Hwy. 169, Grand Rapids, MN 55744  
(218) 327-4380 Dr. Philip J. Anderson, president

### Duluth Community College Center

1309 Rice Lake R., Duluth, MN 55802  
(218) 723-4776 Carolyn Kleiner, director

### Fond du Lac Community College Center

302 14th St., Cloquet, MN 55720  
(218) 879-0294 Jack Briggs, director

### Hibbing Community College

1515 E. 25th St., Hibbing, MN 55746  
(218) 262-6700 Dr. Anthony Kuznik, provost

### Itasca Community College

1851 E. Hwy. 169, Grand Rapids, MN 55744  
(218) 327-4460 Dr. Lawrence Dukes, provost

### Mesabi Community College

905 W. Chestnut St., Virginia, MN 55792  
(218) 749-7700 Richard Kohlhasse, provost

### Rainy River Community College

Hwy. 11-71 at 15th St., International Falls, MN 56649  
(218) 285-7722 Dr. Karen Nagle, provost

### Vermilion Community College

1900 E. Camp St., Ely, MN 55731  
(218) 365-7200 Jon Harris, provost

## Clearwater Community College Region

### Brainerd Community College

College Drive at S.W. 4th St., Brainerd, MN 56401  
(218) 828-2525 Sally Ihne, provost and acting region president

### Fergus Falls Community College

1414 College Way, Fergus Falls, MN 56537  
(218) 739-7500 Dan True, provost

### Northland Community College

Hwy. 1 East, Thief River Falls, MN 56701  
(218) 681-2181 James Haviland, acting provost

## General Information

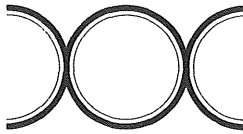
For information about community colleges in general, call the Minnesota Community College System office in St. Paul, (612) 296-3990.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**State Board for Community Colleges**, 203 Capitol Square Bldg. St. Paul 55101. (612) 296-3356. *Minnesota Statutes 136.61*.

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** None. The board sets rules and policies for management of the community college system. The board consists of nine members including one person who has been a full-time community college student within one year of appointment. At least one member shall be a resident of each congressional district. Bi-monthly meetings may alternate between St. Paul and various community college campuses. Members must file with the Ethical Practices Board

# Minnesota Department of Corrections



300 Bigelow Building,  
450 North Syndicate Street,  
St. Paul, Minnesota 55104

**Orville B. Pung, commissioner**  
(612) 642-0200, Fax (612) 642-0223

**Minnesota Statutes, Chapters 241-243 and 260; Minnesota Rules 2900-2999**

The department operates ten correctional facilities including seven for adults, two for juveniles and one that serves adults and juveniles. Adult prison populations total approximately 3,300 inmates and juvenile offenders number about 200. The department provides probation, supervised release and parole services to about 7,500 persons. Through the state Community Corrections Act the department also administers subsidy funds to units of local government for corrections programs. The department provides funding and technical assistance to public and private agencies for crime victim services. Programs serve battered women, victims of sexual assault, abused children and general crime victims.

## **Background**

Minnesota has a national reputation for operating secure, humane correctional institutions that have low levels of violence and are safe for inmates and staff. Although the adult inmate population in Minnesota has been increasing during the last decade and prisons are at capacity, state correctional institutions are not confronted with the serious prison crowding problem that is plaguing most states. Forty-one states not including Minnesota are under or facing federal court orders because of violations of the constitutional rights of prisoners due to conditions of confinement. Costs resulting from crowding and court orders can be massive when states are directed to build many new prisons or release inmates early. A number of states have concluded that they cannot build their way out of the problem and cannot afford the staggering costs amounting to hundreds of millions of dollars.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Advisory Council on Battered Women,** Dept. of Corrections, 300 Bigelow Bldg., 450 N. Syndicate Street, St. Paul 55104. (612) 642-0251. *Minnesota Statutes 611A.32.*

**Appointing Authority:** Commissioner of Corrections. **Compensation:** Reimbursed for expenses. The council advises the Department of Corrections on funding for emergency shelters and programs for battered women.

**Advisory Task Force on the Women Offender in Corrections,** Dept. of Corrections, 300 Bigelow Bldg., 450 N. Syndicate Street, St. Paul 55104. (612) 642-0212. *Minnesota Statutes 241.71.*

**Appointing Authority:** Commissioner of Corrections. **Compensation:** Reimbursed for expenses. The task force consults with the commissioner regarding choice of model programs to receive funding, reviews and make recommendations on matters affecting women offenders, identifies problem areas, and assists the commissioner when and where possible in seeking improved programming for women offenders. Members shall reflect a statewide geographical representation. Meetings held the first Wednesday of each month.

Minnesota inmate population projections indicate continued growth through 1995. However, adding beds at existing institutions combined with more use of alternatives to prison for nondangerous offenders are expected to address these population increases. There are no plans to build new prisons.

Minnesota is 49th in the nation in the number incarcerated in state prisons per 100,000 population. Ranking 37th in the country, Minnesota has had relatively low levels of violent crime for many years. Minnesota's low rate of incarceration is reflected in the correctional system's heavy reliance on local alternatives to prison for less serious offenders.

The state also ranks low in the cost to operate institutions. Forty-eighth nationally, Minnesota spends approximately \$20.50 per capita for its adult prisons.

The department's correctional institutions are accredited by the American Correctional Association. Accreditation means the facilities are in compliance with hundreds of standards relating to all aspects of institutional operation.

The rate at which inmates return to prison after release is relatively low in Minnesota. More than 80 percent of offenders released from state correctional facilities do not return to prison as the result of a conviction for a new crime. After two years 18 percent return because they were reconvicted. Another 11 percent are returned to prison because they violated their conditions of release, most frequently because they failed to report to their agent or for use of drugs or alcohol.

Inmates in state facilities have access to a variety of work, education and other program activities. Correctional industry operations provide positive activities for inmates while they are incarcerated and develop work skills they can use in productive employment after release. Educational programs range from basic literacy instruction to college-level courses. Programs are also provided for sex offenders and chemically dependent inmates.

## **Commissioner's Office (612) 642-0282**

**Jean Whitney, assistant to the commissioner,** (612) 642-0284. This office is responsible for providing staff services to the Claims Subcommittee of the Minnesota Legislature regarding claims made against the department. This assistant to the commissioner also is designated by the commissioner to serve as secretary to the Board of Pardons. Compliance with the state Data Practices Act is monitored through this office. Other duties include coordination of department litigation and legal advice and assisting staff with policy review.

**Daniel O'Brien, assistant to the commissioner,** (612) 642-0280. 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 that provides more in-depth information on corrections topics. Also published are brochures on each correctional institution and other programs and a biennial report. A series of informational backgrounders on a variety of topics is also produced. Additionally, this office is responsible for administrative duties assigned by the commissioner including research of issues, publication of policies and procedures, liaison with other agencies and review of all official department documents.

## **Affirmative Action (612) 642-0340**

**Janet Entzel, affirmative action director.** The department's affirmative action program is established to ensure that equal employment opportunities are provided in the department. The affirmative action director is responsible for monitoring activities of the program consistent with the department's affirmative action plan, including training in the area of discriminatory harassment and other key areas.

## **Office of Adult Release (612) 642-0270**

**Robert Harrell, executive officer.** There is no parole board in Minnesota. The commissioner of corrections has responsibility for parole and supervised release. With the exception of parole of inmates with life sentences, the commissioner delegates this responsibility to the Office of Adult Release. This office consists of the executive officer of adult release, two full-time deputy executive officers and staff assigned part-time to assist the executive officer. The office has the authority to grant parole and work release; revoke supervised release, parole and work release; discharge persons under indeterminate sentences; and approve conditions regulating offenders on release status. An advisory panel composed of departmental employees advises the commissioner regarding release consideration of inmates with life sentences. The executive office also has the authority to place offenders on intensive community supervision and intensive supervised release. This legislatively initiated program allows selected low-risk offenders to serve the imprisonment portion of their sentence under intensive supervision in the community. It is also for high-risk offenders who have served

their term of imprisonment who are placed in the program to serve supervised release under intensive surveillance. Parole and supervised release duties formerly were the responsibility of the Minnesota Corrections Board (parole board) which was legislatively abolished in 1982 after the adoption of sentencing guidelines in Minnesota.

#### **Office of Juvenile Release (612) 642-0274**

**Richard Quick, executive officer.** The commissioner of corrections delegates juvenile paroling authority to the executive officer of juvenile release who uses a system of established guidelines to determine how long a juvenile offender will remain in an institution. The guidelines rely on the juvenile's delinquency 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 composed of three staff members from the department's central office.

#### **Legal Services (612) 297-5929**

**Jacque Regis, special assistant attorney general.** Legal services to the department including legal representation are provided through the state attorney general's office. The office provides assistance with statutory construction, contract drafting and legal services which ensure that agency procedures comply with statutory and case law.

#### **Budget Services (612) 296-1700**

**Emmett Metzger, executive budget officer.** The officer, an employee of the state department of finance, advises the commissioner and the department's fiscal unit regarding budget matters affecting the department.

#### **Institution Services Division (612) 642-0290**

**Frank Wood, deputy commissioner.** This division includes the department's correctional institutions and support services such as inmate health care, education, work and other programs. The department operates ten institutions including seven for adults, two for juveniles and one that houses both adults and juveniles separately. Approximately 70 percent of the department's budget is spent on institution operations and about 90 percent of the employees work in these facilities. Questions concerning the operation of these institutions should be directed to this division. Following is a description of each facility.

#### **Minnesota Correctional Facility-Stillwater (612) 779-2700,**

**fax (612) 779-2711**

**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 adult male felons. Average population is 1,348 and staff size is 492. Prison industry operations include sheet metal, machine, wood and assembly shops and an engineering/designing division. The facility's metal products manufacturing industry has been in operation since its origination at the territorial prison in 1908. Other industries include a truck/auto body shop and a modular office furniture assembly shop. A wide variety of vocational and academic educational programs, a chemical dependency program, a sex offender program, recreational activities and a minimum security unit for selected offenders nearing release are available.

#### **Minnesota Correctional Facility-St. Cloud (612) 255-5000,**

**fax (612) 255-5054**

**LeRoy Siegel, 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. Average population is 743 and staff size is 353. The facility offers a number of programs including individual and group counseling, job counseling, chemical dependency and recreation. A variety of education opportunities is available and includes full-time high school, evening classes and college-level courses. Vocational training is emphasized with programs in auto mechanics and body work, baking, barbering, furniture finishing, graphic design, meat cutting, masonry, painting and decorating, printing, small engine repair, upholstery and welding. Industry offers inmates

job experience in furniture manufacturing, upholstery, metal working, printing and mattress manufacturing. Minnesota's auto and truck license plates and tabs are also produced.

**Minnesota Correctional Facility-Oak Park Heights (612) 779-1400,  
fax (612) 430-0840**

**Dennis Benson, warden.** The Minnesota Correctional Facility-Oak Park Heights, Box 10, Stillwater, MN 55082, opened in 1982, receives inmates transferred from the Stillwater and St. Cloud institutions who are high-risk, dangerous and disruptive. The institution has an average population of 377 and a staff of 301. The facility has eight self-contained complexes which can operate independently. One complex is a 42-bed medical/psychiatric unit. The other seven are designed to house up to 52 inmates each. Inmates participate in highly structured programming including industry, education and institutional maintenance. A unit for sex offenders and chemically dependent inmates is operated. Industries include manufacturing of office supplies and business accessories, printing, commercial sewing, microfilming and labor intensive subcontract work.

**Minnesota Correctional Facility-Lino Lakes (612) 780-6100,  
fax (612) 780-6105**

**Gothriel "Fred" LaFleur, superintendent.** The Minnesota Correctional Facility-Lino Lakes, 7525 Fourth Avenue, Lino Lakes, MN 55014, constructed in 1963, originally served as a juvenile facility. In 1978 the institution was remodeled and converted to a medium security facility for adult males transferred from the state's maximum security locations. Five medium security living units house inmates within a secure perimeter and two minimum security living units are located outside the perimeter. Average population is 297 with a staff of 176. Two new living units will be added in 1992, increasing capacity by approximately 150 beds. Prior to transfer to Lino Lakes inmates are screened for stable work and discipline records. Industry is the primary focus at Lino Lakes providing work experience in printing, furniture manufacturing, assembly and metal and wood fabrication. A program is provided for sex offenders and a therapeutic counseling program is available for inmates meeting specific criteria.

**Minnesota Correctional Facility-Faribault (507) 334-0700,  
fax (507) 334-0730**

**Fred Holbeck, superintendent.** The Minnesota Correctional Facility-Faribault, 1101 Linden Lane, Box 936, Faribault, MN 55021, is the department's newest institution. Opening of the facility was initially approved by the 1989 Minnesota Legislature when funds were authorized to convert portions of the Faribault Regional Center to a medium security correctional facility. Opening in phases, the institution has a population of approximately 240 and a staff of 156. An eventual capacity of 500 to 600 inmates is planned. Currently the facility includes three remodeled living units, an administration building and a newly constructed industry/activities building. As the phased opening process continues, other buildings are to be converted to correctional use. Inmates at the Faribault facility have been transferred from the department's maximum security institutions after meeting specific criteria. A variety of work, vocational/academic educational and other programs is offered. Industries include wood and metal furniture manufacturing, truck refurbishing, upholstery and refinishing work. Academic programs range from remedial to college-level courses. Vocational classes include building care, cabinet making, horticulture and upholstery. The facility's chemical dependency unit, which is being developed, will provide individual and group programs.

**Minnesota Correctional Facility-Shakopee (612) 496-4440,  
fax (612) 496-4476**

**D. Jacqueline Fleming, superintendent.** The Minnesota Correctional Facility-Shakopee, Box 7, 1010 West Sixth Avenue, Shakopee, MN 55379, opened in 1986, houses adult women offenders. With 112 staff, the facility has an average population of 147. Replacing an antiquated institution built in 1920, the facility has seven buildings including an



administration/activities building, three living units of which one is a high-security unit, a prerelease independent living unit and a fiber fuel burning mechanical plant. The high-security unit houses inmates who require more control and surveillance. Industry consists of data entry, word processing, key punch, assembly, sewing and telemarketing. Many inmates also work in institutional maintenance and food service areas. Through the facility's education unit inmates have access to a variety of academic, art and vocational educational opportunities. Parenting and chemical health programs are available. A full range of medical, dental, psychological and psychiatric services is provided. In order to address population increases at the facility, a minimum security unit for women has been opened at the Minnesota Correctional Facility-Willow River/Moose Lake.

**Minnesota Correctional Facility-Willow River/Moose Lake  
(218) 372-3101, fax (218) 372-3090**

**Connie Roehrich, superintendent.** The Minnesota Correctional Facility-Willow River/Moose Lake, Box 200, Willow River, MN 55795, is a minimum security institution for adult males and females. The facility has two main locations. One is at the institution's original camp site which opened in 1951 in Willow River. The other, added in 1988, is on the grounds of the Moose Lake Regional Treatment Center. In addition, in 1990 a unit for up to 50 women was opened at the Moose Lake location. The facility has a population of 150 and a staff of 75. Inmates are nearing their release dates and are transferred from other department institutions. Emphasis is on development of vocational and social skills. Training is offered in truck trailer repair, machine tool operation, truck driving and welding. Inmates also participate in a work program which includes assembly jobs, grounds maintenance and public park improvement projects. Education and other program opportunities are offered in the evenings. Women inmates work in an industry which contracts with a local company or attend a sales/marketing and business vocational program. GED and independent living skills classes are offered.

**Minnesota Correctional Facility-Sauk Centre (612) 352-2296,  
fax (612) 352-5276**

**Dale Ulrich, superintendent.** The Minnesota Correctional Facility-Sauk Centre, Box C, Sauk Centre, MN 56378, provides custody, evaluation and treatment for male juvenile offenders from 66 counties in the state and all juvenile female offenders committed by the courts to the commissioner of corrections. Predispositional evaluation and detention services are also available to the juvenile courts. Established in 1911 as a facility for delinquent girls, the institution was made coeducational in 1967. It is an open campus with two-story living units, each housing 20 to 25 residents. With an average population of approximately 85, the facility has a staff of 86. Curriculum includes basic education, vocational and work programs and creative elective programs. A range of recreational and community activities is offered. The department's regional training center, which offers pre and inservice training for staff, is located at the Sauk Centre institution.

**Minnesota Correctional Facility-Red Wing (612) 388-7154**

**Gerald O'Rourke, superintendent.** The Minnesota Correctional Facility-Red Wing, 1079 Highway 292, Red Wing, MN 55066, provides custody, evaluation and treatment for male juvenile offenders committed to the commissioner of corrections from 21 Minnesota counties. Detention and predispositional evaluation services are also available to the juvenile courts. The institution is also a minimum security facility for adult males nearing their release dates who prior to transfer from other facilities are carefully screened according to certain criteria. Adults are totally separated from the juvenile population. The facility's average adult population is 80, juveniles also number about 80 with a staff of 129. Constructed in 1889, the institution has an open campus with one and two-story living units. The adult unit offers vocational and work programs in land management, grounds maintenance and other institution job assignments. Continuing education classes and vocational instruction in printing and food service are available. Juvenile residents are offered vocational education in various trades including small engine repair, auto service

station work and industrial arts. The institution operates a complete academic education program which allows students to begin at appropriate academic levels and proceed at their own pace. In addition to basic courses, instruction is offered in remedial reading and mathematics, driver education, art and physical education.

### **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 males between 13 and 17 years old who experience difficulties in their home communities. Average population is 48 with a staff of 36. Opened in 1955, the camp is located in 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 court and social service agencies with an alternative residential program. Educational resources and vocational exploration are designed to meet needs of camp students. All residents continue their high school education at the camp and are involved in work skill programs at least 20 hours each week. Prevocational training includes construction, 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) 642-0247**

**James Zellmer, director.** Institution support services include education programs, health services, the Minnesota Jail Resource Center, coordination of inmate and release violator transportation, fugitive apprehension, interstate compact administration, facility accreditation and coordination of physical plant improvements. The education unit provides centralized planning, implementation and coordination of academic and vocational education services for the department's ten institutions. The health care unit supervises the department's secure inpatient medical facility at Ramsey Medical Center and coordinates medical, psychiatric and dental programs. Issuance of arrest warrants and return of fugitives to custody are duties of the fugitive unit. Through the accreditation activity each facility is reviewed for compliance with standards set by the American Correctional Association. The jail resource center provides technical assistance, training and information to jails and jail-related agencies. Interstate compact administration involves transfer of inmates to and from facilities in other states.

### **Industry, Safety and Worker Compensation Coordination (612) 642-0239**

**Donald Tomsche, coordinator.** This function provides overall coordination for the department's correctional industries operation. The unit develops plans, provides technical assistance, coordinates sales and assists in product development. Liaison with the private sector and monitoring compliance with state and federal legislation are key roles. The unit also coordinates a department wide effort to improve safety and to ensure that worker compensation programs are monitored.

### **Community Services Division (612) 642-0288**

**Bruce McManus, deputy commissioner.** This division is responsible for providing probation and supervised release/parole services and special community programs including community service and work release. Implementation of the Community Corrections Act, inspection of correctional facilities, administration of interstate compacts and contracts with community-based programs are responsibilities of this division.

### **Field Services (612) 255-3940**

**Duane Erickson, director,** Box 6097, St. Cloud, MN 56302. Although the 30 counties participating in the Minnesota Community Corrections Act (CCA) provide services to persons on probation, supervised release or parole, the department provides these services to adult offenders in the remaining 57 counties. Juvenile probation and parole services in non-CCA counties are provided by county probation agents or by state agents under contract to the counties. In either case the state pays up to 50 percent of the agent's salary. For specific

information about probation, supervised release or parole, contact the following community services supervisors:

**Linda Aaberg**, (612) 864-5361, Courthouse, Box 51, Glencoe, MN 55336  
**Bruce Besse**, (218) 846-0727, fax (218) 846-0740, Box 844, Detroit Lakes, MN 56502  
**Andrew Doom**, (612) 255-3900, fax (612) 255-3905, 810 West St. Germain, Box 1143, St. Cloud, MN 56302  
**Richard Crawford**, (218) 755-4033, Box 397, Bemidji, MN 56601  
**Tom Lehman**, (612) 231-5171, Box 493, Willmar, MN 56201  
**Leland Paulson**, (612) 779-2818, Box 55, Stillwater, MN 55082  
**Jeffrey Peterson**, (612) 445-7231, 1100 East Fourth Avenue, Suite 250, Shakopee, MN 55379  
**James Sop**, (507) 389-2023, 1716 Commerce Drive, Box 2022, North Mankato, MN 56002  
**William Weber**, (507) 377-3730, Box 627, Albert Lea, MN 56007

**Support Unit (612) 642-0350**

**Thomas Lawson**, director. The community services support unit is responsible for administration of the Community Corrections Act, the county probation officers subsidy program, contracts with residential and nonresidential corrections programs and interstate compacts. The unit also provides general administrative assistance to the division's deputy commissioner's office.

**Community Corrections Act (612) 642-0351**

**Jeffrey Martin**, administrator. The Minnesota Community Corrections Act (CCA) of 1973 authorizes the commissioner of corrections to award subsidy grants to a county or group of counties for the provision of local correctional services. The act is designed to encourage development of a local correctional system which includes sanctions for offenders and a variety of community programs. Thirty counties representing about 65 percent of the state's population participate in the CCA. Areas include:

**Anoka** -Richard Fritzsche, director, Anoka County Corrections, (612) 421-4760, fax (612) 422-7511, Courthouse, 325 East Main, Anoka, MN 55303  
**Blue Earth** -Gerald Haley, director, Blue Earth County Community Corrections, (507) 387-8784, fax (507) 387-4929, Law Enforcement Center, 710 South Front Street, Mankato, MN 56001  
**Crow Wing/Morrison** -Robert Ferrari, director, Crow Wing/Morrison Community Corrections, (218) 828-9631, County Service Building, Brainerd, MN 56401  
**Dakota** -Mark Carey, director, Dakota County Community Corrections, (612) 438-8288, fax (612) 437-7296, Judicial Center, 1560 West Highway 55, Hastings, MN 55033  
**Dodge/Fillmore/Olmsted** -Bob Boyd, acting director, Dodge/Fillmore/Olmsted Community Corrections, (507) 285-8164, fax (507) 285-8106, 515 Second Street Southwest, Rochester, MN 55902  
**Hennepin** -Michael Cunniff, chief, Hennepin County Bureau of Community Corrections, (612) 348-8981, fax (612) 348-6488, C-2353 Government Center, Minneapolis, MN 55487-0533  
**Kandiyohi** -Deborah West, director, Kandiyohi County Community Corrections, (612) 231-6222, fax (612) 231-6291, 321 West Fifth Street, Center Point Mall, Willmar, MN 56201  
**Ramsey** -Joan Fabian, director, Ramsey County Corrections Department, (612) 298-4434, 740 American Center Building, 150 East Kellogg Boulevard, St. Paul, MN 55101  
**Red Lake/Polk/Norman** -Susan Mills, administrator, Tri-County Community Corrections, (218) 281-6363, fax (218) 281-4437, Box 624, 600 Bruce Street, Crookston, MN 56716  
**Rice** - Jim Haas, director, Rice County Community Corrections, (507) 332-6106, fax (507) 332-6297, 128 Northwest Third Street, Suite B, Faribault, Minnesota 55021  
**Rock/Nobles** -Jay Klein, director, Rock/Nobles Community Corrections, (507) 372-8285, Box 547, Courthouse, Worthington, MN 56187  
**St. Louis/Aitkin/Carlton/Cook/Koochiching/Lake** -David Gustafson, director, Arrowhead Regional Corrections, (218) 726-2633, fax (218) 726-2638, 100 North Fifth Avenue West, 319 Courthouse, Duluth, MN 55802-1202  
**Swift/Lac qui Parle/Yellow Medicine/Chippewa** -Steven Ulmen, director, 6W Community Corrections, (612) 269-6513, 1215 Black Oak Avenue, Box 551, Montevideo, MN 56265  
**Todd/Wadena** -Mark Sizer, director, Todd/Wadena Community Corrections, (612) 732-6165, 239 Central Avenue, Long Prairie, MN 56347  
**Washington** -Russell Reetz, director, Washington County Court Services, (612) 430-6902, fax (612) 430-6941, 14900 61st Street North, Stillwater, MN 55082-0006

### **Contract Programs (612) 642-0351 or 0361**

**Jeffrey Martin, John Poupart, administrators.** This office administers department contracts with community residential and nonresidential programs to provide halfway house placements, job placements and other support services. The county probation officer subsidy program and community grants for sex offender, chemical dependency and intensive supervision programs are also administered by this unit. A current list of programs funded through this unit is available.

### **Interstate Compacts (612) 642-0311**

**John Elholm, deputy compact administrator.** This unit administers the department's various agreements or compacts which allow for the transfer of probationers, parolees or supervised releases to or from other states.

### **Special Programs (612) 642-0349**

**Denis Doege, director.** This unit administers special programs within the community services division that provide alternatives to incarceration in secure facilities. The unit includes community-based work release, Sentencing to Service and Anishinabe Longhouse. Following is a description of each of these programs.

#### **Anishinabe Longhouse (612) 341-7177**

**Sid Lewis, director.** Anishinabe Longhouse, operated by the department, is a residential halfway house for American Indian offenders. Longhouse provides specialized services for about 85 Indian offenders each year. It is located at 1016 Newton Avenue North, Minneapolis, MN 55411.

#### **Sentencing to Service (612) 642-0335**

**John McLagan, director.** Sentencing to Service (STS) is a sentencing alternative for courts which puts carefully selected, nonviolent property offenders to work on community improvement projects. Supervised STS crews work in parks and other public areas, frequently in combination with jail time. STS is operated by the Minnesota Departments of Corrections and Natural Resources, the courts and local governments.

#### **Work Release (612) 642-0348**

**William Guelker, director.** This program administers contracts with public and private agencies for residential work release services. Programs provide structured living and very close supervision/surveillance for newly released offenders.

#### **Facilities Inspections and Enforcement (612) 642-0332**

**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 activities of the unit. The unit acts as a clearinghouse for architectural and operational planning for new or remodeled state and local correctional facilities.

### **Management Division (612) 642-0275**

**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. Programs for crime victims including battered women, victims of sexual assault, abused children and general crime victims are in this division. Management division units include personnel, information and analysis, fiscal services, planning for women offenders, training, office management and hearings and appeals.

#### **Programs for Battered Women (612) 642-0251**

**Jeanne Barkey, director.** Services for battered women funded by the department include shelters and safe home networks which offer emergency housing, crisis intervention, referral and advocacy. Community advocacy programs also are funded to provide crisis

intervention, referral and advocacy. Other programs, such as intervention projects which help coordinate the criminal justice system's response to battering, and statewide education and coordination programs, such as the Minnesota Coalition for Battered Women, are also funded. Specialized programs to serve the needs of African American, Hispanic, American Indian and Southeast Asian communities are funded. All department efforts to assure services for battered women are guided by the legislatively created Advisory Council on Battered Women. A listing of shelters and programs funded by the department is available from this unit.

### **Programs for Victims of Sexual Assault (612) 642-0256**

**Denise Rowe, director.** The department awards funding to community-based sexual assault centers. These centers provide services which reflect the varying needs of sexual assault victims including crisis intervention, one-to-one counseling and support groups, systems advocacy, medical and legal information and referral to other programs for additional assistance. Centers provide training for professionals who work with victims of sexual assault including medical, legal, law enforcement and human services personnel, educators and members of the clergy. All centers also provide community education. Programs meeting specialized needs are also funded. For more specific information on local programs and resources contact this unit. A Sexual Assault Advisory Council advises the commissioner of corrections on matters of funding and grants administration in the area of sexual assault programs. A listing of sexual assault services provided by counties throughout Minnesota is available.

### **Programs for Victims of General Crimes/Abused Children (612) 642-0221**

**Yvette House, director.** The department provides funding to community organizations for the operation of crime victim centers located in Austin, Albert Lea, Minneapolis and Virginia. The centers offer direct crisis intervention, counseling, advocacy in the court process, emergency referral to community services, information regarding victim rights and transportation. Funds are also provided for victim/witness programs and for special projects that provide informational materials related to orders for protection, jurors in violent crime cases and orientation to the legal process for victims and witnesses. The department provides funds to the crime victim ombudsman's office in the state department of public safety. Federal funds are awarded in the area of child abuse to provide support groups, counseling, parenting groups, therapy and crisis lines for physically and sexually abused children and their families. An Abused Childrens Advisory Task Force and a general crime advisory council advises the Commissioner of corrections on matters of funding and grants administration in the areas of child abuse and general crime programs.

#### **Crime victim centers have been established in the following areas:**

- **Freeborn County Victims Crisis Center**, (507) 373-2223, P.O. Box 1246, Albert Lea, MN 56007, Marv Arvidson, contact person
- **Victim Crisis Center**, (507) 437-6680, 101 - 14th Street Northwest, Austin, MN 55912, Mary Bradshaw, contact person
- **Minnesota Citizens' Council on Crime and Justice**, (612) 340-5432, 822 South Third Street, Suite 100, Minneapolis, MN 55415, Russell Stricker, contact person
- **Arrowhead Victim Services**, (218) 749-7185, St. Louis County Courthouse, Room 222, Virginia, MN 55792, Janice Hodapp, contact person

### **Information and Analysis (612) 642-0300**

**Gene Larimore, director.** The information and analysis section provides automated data processing services, analytic support and records management services to department staff. Automated data processing services include system analysis, technical consultation and systems planning. Analytic support is provided in the form of evaluations and policy and statistical analysis. Records management includes maintenance and security of department records.

**Planning for Women Offenders (612) 642-0212**

**Mary Scully Whitaker, director.** Planning, programming and advocacy for female adult and juvenile offenders in Minnesota's correctional system are provided through this section. Information regarding adult and juvenile female offenders is gathered, analyzed and distributed to the legislature, the department and other agencies. The director serves as a liaison with local and state agencies concerning female offender issues. A legislatively created task force which advises the commissioner of corrections on female offender issues is staffed by the director of this unit.

**Personnel (612) 642-0228**

**Julie Angeles, director.** The personnel unit monitors department personnel transactions to ensure equity and consistency with policies and procedures. It provides consultation and direction concerning interpretation of personnel policies, grievance disputes, discipline matters, staffing patterns and labor relations including the formulation of union negotiation positions. Each of the larger correctional facilities has a personnel director who is a member of this unit and performs the functions outlined above.

**Training (612) 642-0229**

**Jerry Andersen, director.** Staff training includes preservice and inservice training programs for employees. The department's regional training center at Sauk Centre is the responsibility of this unit. The largest activity at the center is preservice training for correctional officers prior to their work in an institution. Called the training academy, this three-week intensive program covers areas relating to all aspects of officers' work. The center, which offers an environment fitting for conferences, retreats and meetings, is available for use by public and not-for-profit agencies. Contact the director for further information.

**Fiscal Services (612) 642-0309**

**Shirley Flekke, director.** The fiscal services section is responsible for all financial activities within the department. Services include budget development, payroll, internal auditing, purchasing, payments, cost accounting, billings, deposits, contract coordination, grant administration and financial reporting.

**Hearings and Appeals (612) 779-2817**

**Peter Bjurstorm, director.** The hearings and appeals unit conducts and coordinates hearings for inmates concerning whether disciplinary action is warranted and, if so, the specific discipline that should be imposed. The unit is organizationally assigned to the management division to ensure independence from the institution services division.

**Office Management (612) 642-0342**

**Connie Boet, office services supervisor.** This section provides support services for the central office and the community services division. Services include motor pool, copying, supplies, mail, office space, communications, equipment and inventory management.

## Ombudsman for Corrections

1885 University Avenue, Suite 395,  
St. Paul, Minnesota 55104  
Melvyn H. Brown, acting ombudsman  
(612) 643-3656

Minnesota Statutes, Sections 241.41-241.45



The Minnesota Ombudsman for Corrections was established in 1972 by an Executive Order issued by Governor Wendell R. Anderson. The Minnesota Ombudsman concept grew out of the governor's desire to provide a constructive means for examining and resolving inmate grievances. The hope was that with an ombudsman system, it would not be necessary for inmates to feel that the only options available for resolving their grievances involved violence. No one knew at the time what precise outcome to expect from the program because the use of an Ombudsman for Corrections was untried.

The Ombudsman has grown to be an integral component of the Minnesota corrections system. Both the Ombudsman and the Minnesota corrections officials work to maintain the independence of the Office of the Ombudsman within the corrections system. The Ombudsman investigates complaints from correctional inmates and staff of correctional institutions concerning actions taken by the Department of Corrections, regional corrections or detention facilities, and county corrections 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 is 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 by telephone or in writing, usually within six days after the complaint is received. Most complaints are resolved within one month.

An Annual Report is published and is available in the Legislative Reference Library, 100 Constitution Avenue, 645 State Office Building, St. Paul, Minnesota 55155, (612) 296-8338.

## Minnesota Crime Victim and Witness Advisory Council

N465 Griggs-Midway Building, 1821 University Ave., St. Paul, MN 55104  
Donna Anderson, executive director (612) 642-0396,  
Statewide toll free: 1-800-652-9747

Minnesota Statutes, Chapter 611A

The Minnesota Crime Victim and Witness Advisory Council, part of the Minnesota Department of Public Safety was established by the legislature to: review on a regular basis, the way victims are treated by the criminal justice system; advocate necessary changes and monitor victim-related legislation; provide information, training, and technical assistance to state and local victim witness services agencies; serve as a clearinghouse for information concerning victim and witness programs; develop guidelines for implementing victim/witness assistance programs and aid in the creation and development of programs; and coordinate the development and implementation of policies and guidelines for the treatment of victims and the delivery of services to them and related functions.

The 15-member council is composed of public officials, service providers, and those who have been victims of crime. The council takes an active interest in policy and funding issues related to victims and victim services, and welcomes input of Interested parties. Council meetings are held monthly, and are open to the public.

## **Office of Crime Victims Ombudsman**

**N465 Griggs-Midway Building, 1821 University Ave., St. Paul, MN 55104**  
**Statewide toll free: 1-800-247-0390, Metro: (612) 642-0397**

**Minnesota Statutes, Chapter 611A**

The Office of Crime Victims Ombudsman offers assistance to victims of crimes who believe their rights have been violated, or that they have been unfairly treated by the criminal justice system or by victim assistance programs.

An impartial investigator and liaison, the ombudsman serves as a source of assistance and information to both individual victims and to program staff.

The ombudsman is available through a toll-free telephone number and can provide information to those with questions concerning the treatment of victims and witnesses. The office also serves as a central source for referral to appropriate programs for crime victims assistance.

The Office of the Crime Victims Ombudsman provides the scope of a statewide office to assure high quality services and to monitor fair and proper administration of services and information. The office demonstrates a commitment to stringent compliance with the afforded crime victims under Minnesota law.

## **Minnesota Crime Victims Reparations Board**

**N465 Griggs-Midway Bldg., 1821 University Ave., St. Paul, MN 55104**  
**Donna Anderson, executive director (612) 642-0395**  
**Statewide toll free: 1-800-652-9747**

**Minnesota Statutes, Chapter 611A**

The Minnesota Crime Victims Reparations Board is a five-member board which provides financial assistance to those who have been injured as the direct result of a crime.

Victims may recover up to \$50,000.00 for therapy costs, medical costs, expenses for funeral of a homicide victim, and other related costs. There is no fee.

To qualify for reparations a person must be a victim of crime, 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.

To request information on filing forms, contact the board or your local law enforcement agency. Claim forms are available upon request from the board. These forms must be completed and returned to the board within 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 one half year after filing.



## Board of Dentistry

2700 University Avenue West, Suite 70, St. Paul, Minnesota 55114  
Executive director, (612)642-0579

Minnesota Statutes, Chapters 150A and 319A; *Minnesota Rules* 3100-3199

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Dentistry**, 2700 University Ave. W., Suite 70, St. Paul 55114. (612) 642-0579. *Minnesota Statutes* 150A.02.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board examines, licenses and registers dentists, dental hygienists, and dental assistants and enforces the Minnesota Dental Practices Act. The board consists of nine members, including five dentists, one dental hygienist, one registered dental assistant, and two public members. Bi-monthly meetings. Members must file with the Ethical Practices Board.

The Board of Dentistry licenses dentists and dental hygienists and registers dental assistants. Dentists and dental hygienists must pass the National Board Examination and the clinical examination offered through the Central Regional Dental Testing Service. Dental assistants must pass the Minnesota Registration examination. All applicants must pass the Minnesota jurisprudence examination. Contact the board office for details and for applications.

Dentists and dental hygienists licensed in another state or Canada may apply for licensure by credentials. Dentists applying for licensure by credentials must have been in active practice three of the four years preceding receipt of application, dental hygienists applying for licensure by credentials must have been in active practice one of the two years preceding receipt of application. Applications are available from the board office.

The Board of Dentistry registers professional dental corporations. Professional corporations submit copies of Articles of Incorporation, By-Laws and the Certificate of Incorporation along with a list of shareholders of the professional corporation. In turn, the board reviews these documents for compliance with the Professional Corporation Act and the Rules of the Board. Professional corporations must file an annual report with the board on report forms provided by the board. These forms are forwarded to all registered professional corporations at least 30 days prior to the January due date. Initial registration for a professional corporation is \$100. Each annual report filed thereafter is subject to a \$25 fee. Contact the board office for additional information relating to professional corporation registration procedures.

Dentists, dental hygienists and registered dental assistants renew their licenses and registrations annually. Renewal forms are forwarded to each licensee or registrant at least 30 days prior to the December 31 due date.

The Board of Dentistry investigates all complaints received which allege a violation of the Minnesota Dental Practice Act or Rules of the Board. The board has the power to suspend or revoke licenses or registrations for actions that violate the Act or related rules. Contact the board office to obtain forms and information to register a complaint.

The Board of Dentistry approves sponsors that offer continuing dental education to licensees and registrants. All continuing education credit requests are forwarded to the board office for recording.

The Board of Dentistry publishes an annual Newsletter containing current topics of concern and other pertinent, useful information. The Newsletter is provided to all licensees and registrants. A copy of the laws and rules, in pamphlet form, is published by the Board and available through Minnesota's Bookstore of the Department of Administration, 117 University Avenue, St Paul, Minnesota 55155, (612) 297-3000.

Information relating to accredited dental, dental hygiene and dental assisting school is maintained by the board and is available to the public. The board will assist the public in interpreting statutes and rules that apply to the practice of dentistry in Minnesota.

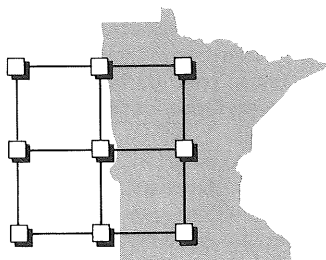
**Fees**

<b>Initial Licensure/Dentist</b>	<b>\$125</b>	<b>Annual Renewal/ Dental Hygienist</b>	<b>\$40</b>
<b>Initial Licensure/ Dental Hygienist</b>	<b>\$ 55</b>	<b>Annual Renewal/ Dental Assistant</b>	<b>\$26</b>
<b>Initial Registration/ Dental Assistant</b>	<b>\$ 30</b>	<b>Annual Renewal/ Professional Corporation</b>	<b>\$25</b>
<b>Licensure by Credentials/ Dentist</b>	<b>\$700</b>	<b>Renewal/Continuing Education Sponsor</b>	<b>\$75</b>
<b>Licensure by Credentials/ Dental Hygienist</b>	<b>\$150</b>	<b>Duplicate Annual Certificate</b>	<b>\$10</b>
<b>Initial Registration/ Professional Corporation</b>	<b>\$100</b>	<b>Duplicate License/ Dentist and Dental Hygienist</b>	<b>\$20</b>
<b>Initial Approval/ Continuing Education Sponsor</b>	<b>\$ 75</b>	<b>Affidavit of Licensure</b>	<b>\$10</b>
<b>Annual Renewal/Dentist</b>	<b>\$110</b>	<b>License Verification</b>	<b>\$ 5</b>

**State Council on Disability**

145 Metro Square Building, 121 E 7th Place,  
Suite 145, St. Paul, MN 55101  
Phone:(612) 296-6785 (Voice & TDD);  
1-800-652-9747 (toll-free) Fax 296-5935  
Clell L. Hemphill, executive director

Minnesota Statutes, Section 256.482



The council was created by the state legislature in 1973. Its purpose is to advise the governor, the legislature, the public and service providers about services, programs and legislation necessary for people with physical, mental, emotional or sensory disabilities. In carrying out its purpose, the council works cooperatively with many other organizations to encourage better inter-agency coordination and improvement of services.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Council on Disability,** Metro Square Bldg., Suite 145, St. Paul 55101. (612) 296-6785. Minnesota Statutes 256.481-256.482.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The council advises the governor, legislature, service-providing agencies, and the public on the needs and potentials of people with physical, mental, emotional or sensory disabilities. The council consists of twenty-one members representing the general public and organizations which provide services for persons with disabilities: at least one member from each development region, a majority of members are persons with disabilities or parents or guardians of persons with disabilities (service consumers). The commission of the Department of Education, Health, Human Services, Jobs and Training, Human Rights, and the directors of Vocational Rehabilitation and State Services for the Blind or their designees are ex-officio members. Bi-monthly meetings.

Among the specific activities the council undertakes to fulfill its mandate are:

- **Provision of an information and referral** service for persons with disabilities and the general public to assist in the resolution of problems encountered. Telephone or written requests for assistance are the most frequent, but in-person requests are also handled.
- **To inform, train, educate public and private sources** about the Americans with Disability Act and similar human rights legislation.

- **To assist the development of Accessibility in physical and program areas**, "Access 92," training and physical changes for 435 school districts, and training for city, county, and state employees on this important topic.
- **To advise the Departments of Labor & Industry, Jobs & Training**, on the administration and improvement of the Workers Compensation Law as it relates to program, facilities and personnel providing assistance to workers who are injured and disabled.
- **To oversee the Governor's Advisory Council on Technology for People with Disabilities**, which is housed with the Department of Administration.
- **To initiate or seek to intervene as a party in any administrative or judicial proceedings** that concerns programs or services provided by public and private agencies or organizations and which directly affect the legal rights of persons with a disability.
- **Publication of *Connector***, a quarterly newsletter about disability that is available without charge.

The council is composed of 21 members appointed by the governor for a staggered three-year term from the general public and from organizations working with people who are disabled. The majority of the council is comprised of disabled persons or the parents or guardians of people with disabilities. At least one member is from each state development region. In addition, there are non-voting ex-officio representatives from state departments and agencies dealing with issues of importance to people with disabilities.

The day-to-day work of the council is accomplished by a full-time staff, who work closely with council committees or task forces as the need arises.

The council generally meets every other month, though committees and task forces may meet more frequently as required.

## Department of Education

Capitol Square Bldg., 550 Cedar Street,  
St. Paul, MN 55101

Gene Mammenga, commissioner  
(612) 296-2358

Minnesota Statutes, chapters 120-129, 134;  
*Minnesota Rules 3500-3799*



## Background

The first law pertaining to education in Minnesota was enacted in 1849 by the territorial legislature. It stated that common schools were open to everyone and levied a general tax of 2½ mills supplemented by 15 percent of the funds collected from liquor licenses and fines for criminal offenses.

In 1862 the state adopted a district system. A high school board was established in 1872 to ensure that a level of education was provided between the common schools, intended for those who desired only the basics, and the university.

At the turn of the century there were about 8,000 districts in Minnesota built upon a "neighborhood plan." After almost 20 years of efforts to achieve unity of supervision for greater economy and equity, a State Board of Education and a Department of Education were formed in 1919.

There were continued efforts to consolidate school districts that peaked in the 1960s with the elimination of nearly 6,000 districts. Today Minnesota has 430 school districts.

Co-ops, district partnerships, and other arrangements have evolved to augment local programs, but there are still inequities in resources available to districts and learning opportunities for students.

Minnesota's constitution commits the state to providing a uniform quality education to all students. "Access to excellence for all" has been the driving force behind many of the education reforms of the past decade. The department will continue to provide the leadership, service to districts, and monitoring for accountability to ensure continued progress in the '90s and beyond.

## Office of the Commissioner (612) 296-2358

The commissioner of education, appointed by the governor, provides leadership for the public elementary and secondary education programs 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 educational 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 inservice education.

**James E. Sauter, deputy commissioner (612) 297-3115.** 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 fiscal services and employee relations.

## State Board of Education (612) 297-1925

714 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101

**Marsha Gronseth, executive director.** The board sets statewide policies and regulations 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, for four-year terms. The state board meets on a monthly basis for two days. These meetings are open to the public.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Advisory Council on the Minnesota Academy for the Deaf and the Blind,** P.O. Box 308, Faribault 55021. (507) 332-3363. *Minnesota Statutes 128A.03.*

**Appointing Authority:** Board of Education. **Compensation:** \$55 per diem. The council advises the Board of Education on policies pertaining to the control, management, and administration of these academies. The council consists of up to fifteen members: representative of the various geographic regions of the state and including parents or guardians of visually disabled or hearing impaired children, a staff representative of the applicable academy, and two representatives from groups representing the interests of visually disabled or hearing impaired individuals. All members shall have knowledge, experience and interest in the problems of visually disabled or hearing impaired children.

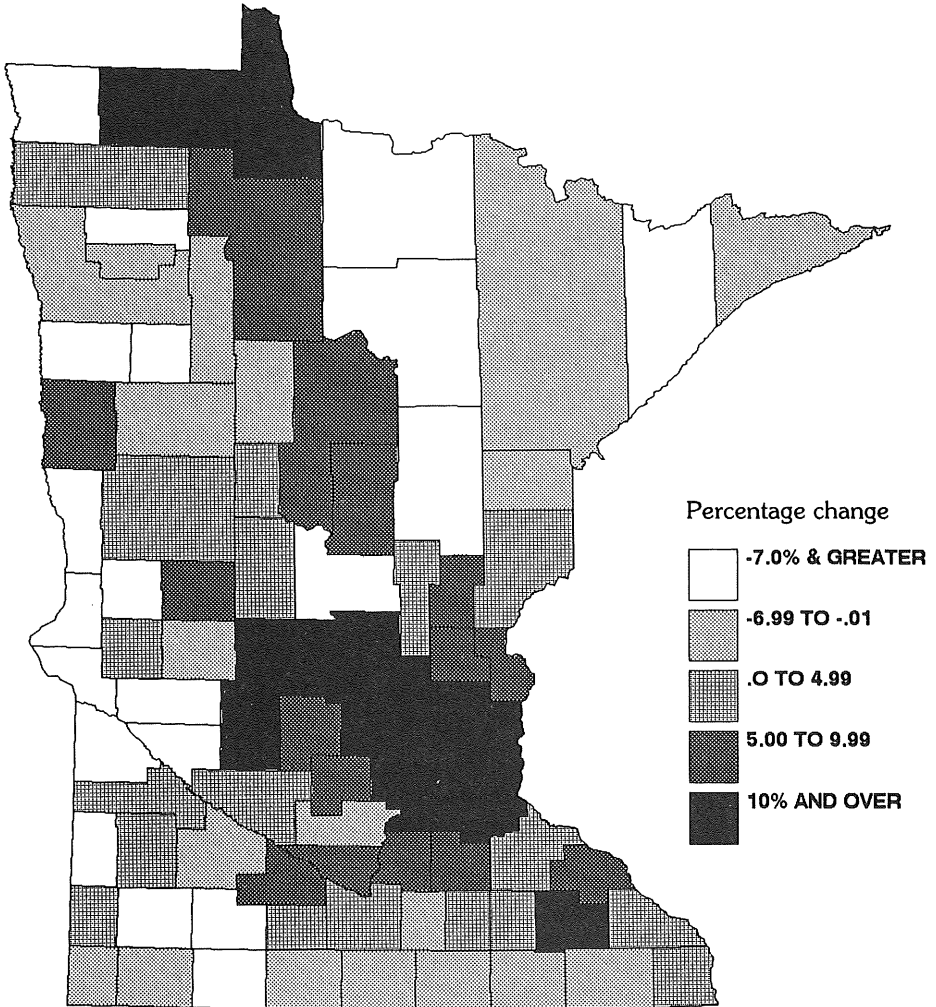
**State Board of Education,** 550 Cedar St., 714 Capitol Square Bldg., St. Paul 55101. (612) 297-1925. *Minnesota Statutes 121.02.*

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem plus expenses. The board sets statewide education policies for the Department of Education and elementary and secondary schools. The board consists of nine members, including one from each congressional district, one at-large member, and three who have previously served as school board members. Monthly meetings. Members must file with the Ethical Practices Board.

**State Curriculum Advisory Committee,** 647 Capitol Square Bldg., St. Paul 55101. (612) 297-2657. *Minnesota Statutes 126.67.*

**Appointing Authority:** Commissioner of Education. **Compensation:** None. The committee advises the State Board and Department of Education on the planning, evaluation, and reporting process. The committee consists of eleven members including nine members, one appointed from each educational cooperative service units, and two at-large members.

## Percentage Change in K-12 Enrollment 1988-89 to 1993-94



Minnesota's public schools are administered by 424 districts with locally elected boards. These districts are diverse in size, population density, resources, and the special needs of student populations. The role of the Minnesota State Board of Education, Department of Education, and the Legislature is to ensure that all students in these districts have equal access to high-quality programs. This includes facilities, course offerings, nutrition, transportation, the caliber of teaching staff, and the wide variety of programs, services, and personnel that comprise a quality system of public education.

**Elementary-Secondary-Vocational (ESV) Computer Council**, as amended by Laws of 1989. Board of Education, Capitol Square Bldg., 550 Cedar St., St. Paul 55101. (612) 297-3752. *Minnesota Statutes 121.934.*

**Appointing Authority:** Governor. **Compensation:** None. The council advises and assists the Board of Education in the development of plans and standards for ESV-IS (elementary, secondary, and vocational education) and SDE-IS (State Department of Education) information systems. Fourteen members include one administrator from a rural school district, one administrator from an urban school district, one school board member from an urban district, one school board member from a rural district, one teacher from a rural school district, one teacher from an urban school district; three private sector managers of whom at least two are data processing managers; three public sector managers of whom at least two are data processing managers; one person representing post-secondary vocational technical education, and one person from the Department of Education. Public and private sector managers shall not be employees or board members of school districts or the Department of Education. The Council should include at least one resident of each congressional district.

**Environmental Education Advisory Board.** Room 300, Centennial Bldg., 658 Cedar St., St. Paul 55155. (612) 296-2723. *Laws of 1990, Chpt. 595, Sec. 2.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem. The Board shall advise the director of the Environmental Education Office in initiating, developing, implementing, evaluating and marketing informal environmental education programs, promoting state government and private sector policy consistent with environmental education programs established in section 8; and may coordinate informal environmental education with the K-12 and post secondary environmental education programs developed by the department of Education and the state's post-secondary institutions. Seventeen members including the commissioners of the State Planning Agency, the Department of Natural Resources, the Pollution Control Agency, the Department of Agriculture, the Department of Education, the chair of the Board of Water and Soil Resources, the executive director of the Higher Education Coordinating Board, Board of Teaching, and the director of the extension service; and eight citizen members appointed by the governor, one from each congressional district. Two of the citizen members must be licensed teachers currently teaching in the K-12 system. Quarterly meetings.

**Governors Interagency Coordinating Council on Early Childhood Intervention**, as amended by Laws of 1989. 826 Capitol Square Bldg., 550 Cedar St., St. Paul 55101. (612) 296-7032. *Minnesota Statutes 120.17.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The council advises and assists the lead agency, the Minnesota Department of Education, and recommends policies to the governor, legislature, the State Agency Committee and the Minnesota Departments of Health and Human Services to provide interagency collaboration in the development of Minnesota's comprehensive, coordinated, multidisciplinary system of early intervention services for young children under age five with handicaps and their families. Fifteen members include at least three parents of children under age 7 with handicaps, three representatives of public or private providers of services for children under age 5 with handicaps, one representative of teacher preparation programs in early childhood-special education, at least one representative of a school district or school district cooperative, at least one representative of advocacy organizations for children with handicaps, one member of the senate, one member of the house, and other members knowledgeable about children under age 5 with handicaps. Representatives from the Minnesota Departments of Education, Health and Human Services serve in an ex-officio capacity. Meetings held at least four times annually.

**Minnesota State High School League**, 2100 Freeway Blvd., Brooklyn Center 55430. (612) 560-2262. *Minnesota Statutes 129.121.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem as determined by state statute. The league is empowered to exercise control, supervision, regulation of interscholastic athletics, and musical, dramatic and other contests between pupils of Minnesota high schools. The board consists of 21 members, 16 selected by the member schools and four public members who are parents appointed by the governor. At least one public member must be American Indian, Asian, Black, or Hispanic. The commissioner of Education or designee is an ex-officio non-voting member. Eight regular meetings per year plus special meetings. Meetings take place in the metro area.

**American Indian Education Committee**, 727 Capitol Square, 550 Cedar St., St. Paul 55101. (612) 296-6458. *Minnesota Statutes 126.531.*

**Appointing Authority:** State Board of Education. **Compensation:** Reimbursed for expenses. The committee advises the State Board of Education of its duties under the Indian Education Act of 1988, on SBE rules, the impact of educationally related initiatives, situations concerning education of American Indians. The committee consists of fifteen members, to include representatives of tribal bodies, community groups, American Indian administrators, teachers, and those who train teachers or are involved in American Indian Education programs, parents of children eligible to be served by the program, and persons knowledgeable in the field of American Indian education. Members shall be broadly representative of significant populations of American Indians in Minnesota. Meetings 6-10 times per year as needed at various statewide locations.

**Minnesota Indian Scholarship Committee**, 727 Capitol Square Bldg., St. Paul 55101. (612) 296-6458. *Minnesota Statutes 124.48.*

**Appointing Authority:** State Board of Education. **Compensation:** Reimbursed for expenses. The committee advises the State Board of Education on amounts and types of scholarships granted to American Indian post-secondary students, and in the state board's duties administering the Indian post-secondary programs; making recommendations on approval and funding of PSPP programs and the Indian Teacher Training program to Minnesota schools. Members include representatives of the Duluth, Minneapolis, and the Bemidji area, the Bureau of Indian Affairs higher education office, the Minnesota Chippewa and Sioux tribes, and the Red Lake education division.

**Minnesota Library for the Blind and Physically Handicapped Advisory Committee**, Faribault, MN 55021. (507) 332-3569. *Minnesota Laws of 1989, Ch. 329.*

**Appointing Authority:** Commissioner of Education. **Compensation:** \$55 per diem plus expenses. The committee advises the staff of the Minnesota Library for the Blind and Physically Handicapped on long-range plans and library services. The committee consists of five members: members shall be people who use the Minnesota Library for the Blind and Physically Handicapped. Quarterly meetings usually held in Faribault with occasional meetings in the Twin Cities.

**Nonpublic Education Council**, 710 Capitol Square Bldg., St. Paul 55101. (612) 296-3117. *Minnesota Statutes 123.935.*

**Appointing Authority:** Commissioner of Education. **Compensation:** \$55 per diem, reimbursed for expenses. The council advises the commissioner and the state board on nonpublic educational aids. When requested by the commissioner or the state board, the council may submit its advice about other nonpublic school matters. The council is also authorized to recognize educational accrediting agencies for purposes relating to Minnesota's Compulsory Instruction Law. The council consists of fifteen members to represent various areas of the state and methods of providing nonpublic education. Members shall be knowledgeable about nonpublic education.

**Special Education Advisory Council**, 800 Capitol Square Bldg., St. Paul 55101. (612) 297-4682. *Public Law 94-142*.

**Appointing Authority:** State Board of Education. **Compensation:** Reimbursed for expenses. The council assists the state board in developing plans and practices that will help assure effective and efficient implementation of special education programs for handicapped students in local school districts. The fifteen member council represents individuals involved in or concerned with the education of handicapped children, including handicapped persons, teachers, parents of handicapped children, state and local education officials and school administrators and residents of congressional districts. Members are appointed for three year terms. The council meets five times from September through June each year. Meetings are one and one-half days in length.

**Advisory Council on Uniform Financial Accounting and Reporting Standards**, Room 937, Capitol Square Bldg., St. Paul 55101. (612) 296-5906. *Minnesota Statutes 121.901*.

**Appointing Authority:** Board Education/Com. Education/Board Tech Coll./State Auditor. **Compensation:** None. The council provides uniform accounting and reporting standards for school districts and recommends rules, statute changes, modifications of financial accounting codes, manuals, procedures and reporting forms. The council consists of thirteen members including two employees of the Department of Education, one licensed certified public accountant, eight school district employees whose responsibilities include school financing and accounting; one employee appointed by the State Board of Technical College, and one member of the state auditor's office. Approximately six meetings per year.

## **Minnesota State Academies for the Blind and Deaf (507) 332-3226 and 332-5400**

**Wade M. Karli, superintendent.** The Academies for the Blind and Deaf are comprehensive and specialized public schools serving students with visual and hearing handicaps. Located in Faribault, these K-12 boarding and day programs provide a high quality comprehensive curriculum and learning environment for students who are visually handicapped or deaf, enabling each student the opportunity to achieve his or her maximum potential.

The academies provide additional program options for students within a full range of options made available by the student's resident district. Referral for enrollment is made by the resident district in compliance with PL 94-142, state statute, and state board of education rule. For more information, contact Minnesota State Academies for the Blind and Deaf, P.O. Box 68 and 308, respectively, Faribault, MN 55021.

## **Minnesota Resource Center: Hearing Impaired (507) 332-5490**

**Valerie Klanssek Kylo, director.** The resource center provides statewide technical assistance to special education administrators, teachers working with students who are hearing impaired, related and support service providers, and parents of students who are hearing impaired. Technical assistance is provided through inservice training, workshops, consultations, parent-child institutes, annual transition forums, informational mailings, and networking and referral activities. For assistance or information, contact the center at P.O. Box 308, Faribault, MN 55021.

## **Minnesota Resource Center: Blind/Visually Handicapped**

**(507) 332-3219**

**Jean Martin, director.** The resource center provides statewide technical assistance to special education administrators, teachers working with students who are visually handicapped, related and support service providers, and parents of students who are visually handicapped. Technical assistance is provided through inservice training, workshops, consultations, parent child institutes, annual transition forums, informational mailings, and networking and referral activities. For assistance or information, contact the center at P.O. Box 68, Faribault, MN 55021.

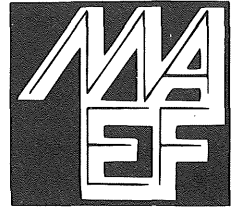


## Minnesota Academic Excellence Foundation

751 Capitol Square Building, 550 Cedar Street,  
St. Paul, MN 55101

Field Services Office: 3337 W. St. Germain Street,  
St. Cloud, MN 56301

Zona Sharp-Burk, executive director (612) 297-1875



Minnesota Statute, Section 121.612, Article 8, Section 4

The Minnesota Academic Excellence Foundation (MAEF) is a primary advocate for promoting and recognizing the importance of academic excellence in Minnesota's elementary and secondary students, by charter from the Minnesota legislature, and through private sector partnerships.

As a principal and academic development organization, MAEF articulates creative concepts and plans that inspire students to learn, by:

- creating a positive climate in Minnesota which visibly promotes the high value of learning and academic achievement, and
- managing the coordination of program design and delivery which promote improved educational delivery systems that advance individual self-esteem and encourage positive learning environments for students of all abilities
- developing increased government-business-education partnerships to provide financial support for MAEF activities,

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Academic Excellence Foundation**, 751 Capitol Square Bldg., St. Paul 55101. (612) 297-1875. *Minnesota Statutes 121.612.*

**Appointing Authority:** Governor. **Compensation:** None. The foundation promotes academic excellence in Minnesota schools through public-private partnerships. The board of directors consists of a member of the State Board of Education who shall serve as chair, the commissioner of the Dept. of Education, and twenty members including eight who represent various education and twelve who represent various business groups.

MAEF has a 22-member board of directors and numerous committees and task forces which meet bi-monthly. Members of the board are appointed by the Governor: twelve represent a variety of business groups and eight a variety of education groups.

MAEF was created in 1983 by the Minnesota Legislature, and in 1989, the Friends of MAEF, a separate, 501(C)(3) organization was formed to provide a private-arm to the public-private partnership. Both MAEF and Friends of MAEF function as non-profit organizations.

MAEF activities affect all students honor students who go beyond "A's," late bloomers, average students with strong special interests, students who have little interest in grades but a curiosity about the world and especially young people who are not accustomed to achieving and the educators, parents and others who encourage them to learn. MAEF activities include recognitions, academic challenges, enrichment opportunities and summer institutes and public events to encourage student learning and to raise the public consciousness. MAEF activities are described monthly in a special section of *Education Update* and bi-annually in its own publication, *Network*. (*Update* is circulated to 60,000+ educators, education organizations and friends of MAEF and of education. *Network* is circulated to 6,000 persons, primarily business and education leaders.) An annual publication for schools provides information on more than 50 activities coordinated through MAEF's academic league. Reports such as "Schools of Excellence" and "Academic Lettering" are also available upon request at no cost. MAEF provides assistance to public and non-public schools and to businesses who wish to form education partnerships.

### Office of Government Relations (612) 296-5279

**Sliv Carlson, director.** 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 is also responsible for coordinating the department's communications effort, including contacts with the media, publications, and *Education Update*, an education newsletter sent bimonthly to all staff in schools. For information, call (612) 296-6418.

The office will answer specific questions on available education programs.

### **Division of Learning and Instructional Services (612) 297-4806**

**Ceil Critchley, assistant commissioner.** Division staff have been organized around three major components of student learning: curriculum (what students should learn), instruction (design of learning experiences), and assessment (how well students have learned). A fourth component is programs for children and youth who have disabilities, which encompass all three of the above components. Three areas of special emphasis are education that is outcome-based, site-based decision making, and staff development.

#### **Curriculum Services Section (612) 296-1485**

**Norena A. Hale, manager.** The curriculum component of student learning, what students should learn, is the focus of this section's activities.

The section comprises a group of 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. Section staff assist schools in offering comprehensive, quality, outcome-based educational programs, preschool-grade 12 models, training, and technical assistance are provided to help districts determine what it is that students need to learn, how student progress will be determined, and multiple instructional strategies and assessments to meet the individual needs of students.

Services are available to every public school district in the state, including individual teachers, administrators and educational associations. Service areas are: health, international education, language arts/reading, mathematics, arts, nutrition, physical education, science, social studies, traffic safety, world languages, and an inclusive educational program.

These content areas are all on the Minnesota Department of Education curriculum review cycle and learner outcomes have been developed for each content area.

#### **Secondary Vocational-Technical Unit (612) 296-3306**

**Nick Waldoch, supervisor.** The unit manages vocational-technical education programs in school districts and cooperative centers. It supervises exploratory and pre-employment experiences, including cooperative education, to prepare high school students for living and working in a highly technological and information society. State and federal funds for secondary vocational education programs, services, and Tech Prep Education are available from this unit in the form of competitive or non-competitive grants and categorical aid. This unit also serves the education cooperative services units, professional associations, teacher education institutions, community-based groups and other state agencies by providing technical assistance in conceptualizing major issues in curriculum and instruction, developing and evaluating instructional strategies and identifying and disseminating instructional materials. Leadership for vocational student organizations at the local, state and national levels is an additional function of this unit.

#### **Instructional Design Section (612) 296-4067**

**Gil Valdez, manager.** This section provides leadership and program direction to teachers and educational administrators in the areas of technology, instructional design, professional development, educational effectiveness, mastery learning, thinking skills, prereferral

guidelines, media education, early childhood, gifted education, migrant education, Chapter 1, and Limited English Proficient (LEP). Staff develop and publish documents and other curriculum materials in these areas, and provide guidance via workshops, seminars, conferences and networking. Inservice also includes media dissemination to schools and other state agencies.

The section's main focus is on service to Minnesota schools to guide them in current teaching methodologies and instructional design, including research and site-based assistance in individualized and cooperative education and visual learning and in technological learning tools such as two-way interactive television, computerized classrooms, and on-line data bases.

### **Learning Resources and Strategies Unit (612) 296-1570**

**Joan Wallin, supervisor.** This unit provides school districts with inservice, consultation, and resources for promoting student learning through the effective use of a variety of learning resources and strategies. Programs focus on implementing comprehensive instructional programs for library media, technology, gifted and talented, and outcome-based education in rural schools. Curriculum leadership is provided through the Department's model learner outcome documents for library media, information technology, and gifted and talented. Free and reduced-price computer and video programs are available to K-12 schools. Presentation equipment and materials are provided to Department of Education staff.

### **Staff Development and Instructional Implementation (612) 296-4067**

**Gil Valdez, manager.** This unit administers the Minnesota Educational Effectiveness Program, providing educators appropriate inservice experiences to support the implementation of research-referenced characteristics related to effective organizations and instruction. The processes of planned change readiness, planning, designing appropriate activities, implementation and evaluation are used by this unit with schools. This unit also coordinates and provides assistance to educators to help improve their instruction in curriculum/instruction theory and design; elementary education; higher-order thinking; teacher mentorship; pre-referral guidelines and research and development.

This unit also helps manage and implement tasks related to the department's OBE efforts, including: modification of an instructional design process document; inservice and implementation of the professional development process; and coordination of OBE contract sites.

### **Special Programs Unit (612) 296-2181**

**Jessie Montano, supervisor.** The Special Program Unit comprises three programs: Limited English Proficient, Migrant Education, and Chapter 1.

### **Limited English Proficient Education (612) 296-0324**

**Jessie Montano, supervisor.** The unit ensures 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 unit. There are no fees. Forms used are: ED-01405-09 Application for Refugee/Entrant Grant, ED-00003-05 Financial Completion Report, ED-01307-09 Program Applications/Amendment/Final Report-Education for Limited English Proficient Students Act, EED-01333-03 Home Language Questionnaire-Primary Language by Grade School Level Tabulation of Home Language Questionnaire Forms ED-01336-02 through ED-01341-02, ED1-01581-5 LEP Program Report.

### **Migrant Education (612) 296-0324**

**Joyce Biagini, supervisor.** The unit provides an educational program 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 ensure their awareness of the presence of significant concentrations of migrant families. The unit encourages local educational agencies to host migrant education projects and provides technical assistance in developing applications for funds and in

implementing and evaluating local projects. Special training is provided by the unit to all project staff throughout the state.

Approximately 13 summer school projects operate in areas of the state where migrant workers settle. Educational and support services are provided to eligible migrant students 0-21 years old. In addition, unit staff assist 12 tutorial projects at school districts during the regular school year.

### **ECIA Chapter 1/Title 1 (612) 296-2181**

**Anne St. Pierre Cutler, supervisor.** The unit 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 unit provides assistance on developing program proposals. Chapter 1/Title 1 project applications are written in April and May by local school districts. For information on developing programs, local school districts may contact this unit or the Chapter 1/Title 1 area director, 1819 Bemidji Avenue, Bemidji, Minnesota 56601, (218) 755-2928. The unit provides application forms. There are no fees. Information can usually be provided immediately. Program approval requires one to three months.

### **Office of Assessment and Program Evaluation (612) 296-6002**

**William McMillan, manager.** This office is responsible for conducting and coordinating educational achievement testing and program evaluation activities in elementary and secondary schools. Major functions include the Statewide Assessment Program, the Local Assessment Program, the North Central Association, the PER Technical Assistance and the Item Bank Program. This office works closely with the Planning, Evaluating and Reporting legislation, and conducts a large number of workshops annually in the use of testing and evaluation information for the improvement of curriculum and instruction in local districts.

### **North Central Association of Colleges and Schools (612) 296-4056**

**Phil LeBeau, 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 and must complete a comprehensive program evaluation consisting of self-study, visiting team, and follow-up. The cost of accreditation is \$250.00-\$300.00 per year per school.

### **Special Education Section (612) 296-4163**

**Wayne Erickson, manager.** The focus of this section is the state-level leadership, management, coordination and consultant services to local school districts and the general public regarding appropriate services to students who are disabled. This section has 35 full/part-time professional staff to carry out the wide-ranging duties required by state and federal legislation.

### **Research Evaluation and Data Analysis Unit (612) 297-4681**

**Thomas Lombard, supervisor.** This unit has three full/part-time staff who carry out research and evaluation studies for legislative, department and local district purposes. Most studies are designed to have a one-year duration or distinct phases that are completed in one year. A special emphasis for these studies is the evaluation of experimental programs in local districts and resulting cost-benefits and improvements for staff, and in student outcomes.

### **Interagency Unit (612) 296-9298**

**Robert J. Wedl, assistant manager.** The functions of this unit address programs where individuals with disabilities are provided services not only from education but also from

other agencies. The major programs are: services for preschool-age children, in which education, health and human services are responsible for program delivery; services for children and youth with emotional or behavior problems, in which education and human services are responsible for the delivery of mental health programs; and services from education, vocational education, rehabilitation services, and others for youth and adults who are making the transition from education to work, post-secondary education, and independent living.

### **Special Education Programs Unit (612) 296-5174**

**Carolyn Elliott, supervisor.** This unit is responsible for: 1) policy development, training, and technical assistance on all special education instructional and related service programs; 2) coordination with general education movement into outcome-based education; 3) approval of all applications and project oversight for discretionary grants funded with federal programs; and 4) management of federally funded deaf-blind and staff development programs.

### **Special Education Aids and Data Unit (612) 296-4164**

**Robert Fischer, supervisor.** This unit is responsible for: 1) special education child count, applications, and end-of-year reports for all federally funded programs for students with disabilities; 2) all district program and budget applications for all state and federal funds for programs for students with disabilities; and 3) training and technical assistance on assistive technology, electronic data and communication systems, and computerized individualized education program (IEP) systems.

### **Indian Education Section (612) 296-6458**

**Will Antell, manager.** The section administers a scholarship program, and adult basic education program, the American Indian Language and Culture Education Program, the Indian Post-Secondary Preparation Program, an Indian social work aide training program, an Indian teacher training program, and all provisions of the Indian Education Act of 1988. It coordinates the work of the American Indian Education Committee and the Minnesota Indian Scholarship Committee, each of which is established by law and advises the Minnesota State Board of Education. The section assists school districts, tribal groups, local Indian education committees and community groups in developing Indian education programs and serves to assist schools, school districts and parents in resolving issues regarding the educational experiences of Indian youth.

The section provides post-secondary financial assistance and career counseling to persons who are one-quarter or more American 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 a state grant-in-aid, Pell grant, supplemental education opportunity grant, or tribal, Bureau of Indian Affairs or any private funds. For information or an application form, contact the Indian Education Scholarship Officer, Minnesota Department of Education, 1819 Bemidji Avenue, Bemidji, MN 56601, (218) 755-2926. There are no fees. Scholarship applicants are usually processed in April, May and June for the following school year, and the process is completed within one month of application. The following forms are used for scholarship application: ED 00287-19 Basic Application/School Year Indian Scholarship Assistance Program (ISAP), prepared jointly by the applicant and the post-secondary institution; ED 00284-03 Permission to Receive Grades, Blood Quantum Report and Transcripts, prepared by the applicant.

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. certificate. For information on adult basic education, contact the Indian Education Section, 726 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101 or the Duluth Field Office, 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 administers the grant process and provides assistance for participating schools and districts which provide American Indian language and culture education programs under the Indian Education Act of 1988. Contact the Indian Education Section, 726 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101 for information. There are no fees. Requests for proposals (RFP) are mailed statewide in mid-winter (announced in the *State Register*) if funds are allocated, for operation the following year, and proposals are accepted according to State Board of Education guidelines. The following forms are used, all prepared by the applicant: ED 01283-03 Full Application for Indian Education Programs; ED 01284-04 parts 1, 2, and 3 Indian Education Program Budget; ED 01369-02 Indian Education Program Progress Report. Anyone may obtain an RFP by calling the Indian Education section.

The section administers the grant process and provides assistance for participating school districts which provide programs under the Indian Post-Secondary Preparation Program. Contact the Indian Education Section, 726 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101, for information. There are no fees. Requests for proposals (RFP) are mailed statewide in mid-winter (announced in the *State Register*) if funds are allocated, for operation the following year, and proposals are accepted according to State Board of Education guidelines. The following forms are used, all prepared by the applicant: ED 01739-10 Full Application for Indian Education Program-Indian Post-Secondary Preparation Program. Anyone may obtain an RFP by calling the Indian Education Section.

The section administers the grant process for Indian Teacher Training Grants, which are appropriated to specific cooperative project sites in Minnesota as specified in legislation. The State Board of Education approves the grant applications including grant/loan award guidelines. The program was established to gain parity for American Indians with other groups of teachers and to provide a source of certified American Indian teachers to specific school districts with significant concentrations of American Indian students. The grantees provide financial assistance to Indian students who have a demonstrated financial need and have the potential to successfully complete teacher training programs. Money is primarily made available as a monthly stipend to full-time students with dependents in the form of a forgivable loan. These loans are forgiven if the student then is employed as a teacher in a Minnesota school or district. Some grants are provided to pay tuition, fees, books and other school-related costs. There are no fees. For information on how to apply, contact the Indian Education Section, 726 Capital Square Building, 550 Cedar Street, St. Paul, MN 55101.

### **Division of Operations and Support (612) 297-3115**

**James Sauter, deputy commissioner.** The Division of Operations and Support primarily provides internal support services to the department, especially in the areas of employee relations, data systems, and fiscal services.

### **Human Resources (612) 296-3377**

**William J. O'Neill, Director.** The office manages human resource functions for the department; the State Board of Education; the Minnesota Academic Excellence Foundation; the Minnesota Residential Academies and Resource Center; and the Board of Teaching. These functions include personnel services and labor relations. Personnel services provided include, but are not limited to, the administration of statutes, rules, policy and procedures for affirmative action recruiting, hiring and advancement of employees; job classification; salary administration; employee benefits; retirement; employee assistance; staff development; health and wellness; and other related activities as appropriate. The office serves as the liaison between the Department of Employee Relations and management of the department and other agencies serviced.

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 and grievance handling. The office ensures equal employment opportunity for all employees and implements 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 or work-related 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.

### **Education Data Systems Section (612) 296-2751**

**Charles Coskran, director.** The Education Data Systems Section provides data-processing services to the Department of Education, including development of new computer systems, technical support of existing systems, support of department office computer networks, report generation, and coordination of data acquisition services, including publication of a catalog of forms used by the Department to collect data from school districts. The section serves as a liaison for the state to the ESV Regional Management Information Centers, which provide data-processing services to Minnesota's school districts. The section also provides staff and logistical support to the ESV Computer Council, an advisory committee to the State Board of Education.

### **Fiscal Services Section (612) 296-6253**

**Ed Wilkins, director.** This section provides financial and operations support for programs and staff who serve local education agency clientele. The section manages all financial affairs of the department including processing all budget and fiscal documents, maintaining all accounting records for state and federal purposes, and disbursing all non-general fund payments for school districts, vendors and employees. It also handles the acquisitions of all supplies and equipment, contract and grant management and other management services such as quality control, compliance and verification for state and federal finance regulations; auditing school districts and local educational agencies; and development of internal operating procedures.

## **Division of School Management and Support Services (612) 296-2414**

**Joyce E. Krupey, assistant commissioner.** The Division of School Management and Support Services directs the department's legislative and budget initiatives relating to education finance; coordinates budget planning for education finance at department and state levels; supervises Education Finance and Analysis (aids and levies), Risk Reduction, Student Support and Health Issues, Community Education, District Support Services, Library Development and Services, AIDS Prevention and Drug Use Reduction, Enrollment Options, Equal Educational Opportunities, Special Education Monitoring and Compliance, Personnel Licensing and Placement, Child Nutrition, Education Development, Federal Programs, and Veterans Education.

### **Education Finance and Analysis Section (612) 296-8127**

**Gary P. Farland, manager.** This section serves as the central body for the financing of Minnesota school districts and education centers. Its main roles are to obtain for the school districts the resources necessary for effective operation, to distribute these aids and levy authorities according to laws, to gather information necessary for financial administration and other analysis, and to administer the school district accounting and financial reporting system. It is composed of three units.

#### **District Data Unit (612) 296-4432**

**Carol Hokenson, supervisor.** This unit gathers, approves, and analyzes data, provides regulation of student accounting, conducts research and analysis of district status and trends, conducts forecasting of district data, publishes and disseminates statistical and informational reports, and provides consultation to districts and the public. It publishes the following:

- Minnesota Educational Directory
- School District Profiles
- Information on Nonpublic Schools
- Information on Minnesota Public School Staff
- Information on Minnesota High School Graduates
- Minnesota Public School Membership
- Minnesota Education Overview
- Information on Minnesota School Dropouts

- Annual School Census
- Information on Public Secondary and Middle Schools Report
- Information on Minnesota Enrollment Choice Programs
- Pupil/Teacher and Teacher/Pupil Ratios

For information on these publications call the unit. Single copies of all publications except for the directory are free. The Minnesota Education Directory and multiple copies of School District Profiles may be purchased from the Minnesota Bookstore, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.

### **Education Funding Unit (612) 297-2194**

**Tom Melcher, supervisor.** This unit provides direct support to the policy development and legislative process with research, analysis, and law development. It computes aid and property tax levy authorities for approximately 60 programs totaling \$4 billion annually, and provides consultation and management assistance to school districts and lawmakers regarding the workings of the funding process. In conjunction with program sections, it provides administration of finance programs, including General Education Revenue, Transportation Revenue, Capital Expenditure Revenue, Community Education Revenue, and Abatement Revenue.

### **Education Budgeting and Payments Unit (612) 296-9614**

**Don Pfiffner, supervisor.** This unit constructs the biennial governor's education budget and provides fiscal analysis for the legislative process. It administers the metered aid payment and reporting system, and assists school districts with their budgeting and cash flow management. It administers the Uniform Financial and Reporting System (UFARS), which provides the district accounting and reporting system. It also administers the Federal Impact Aid program and the Post-Secondary Enrollment Options program.

### **Community Education and Learner Services Section (612) 296-5076**

**Gayle H. Anderson, manager.** This section includes three units, Family and Adult Education, Learning Alternatives and Prevention and Risk Reduction, as described below.

#### **Family and Adult Education Unit (612) 296-8414**

**Lois Engstrom, supervisor.**

#### **Adult Basic Education (612) 297-4869**

**Brian Kanesh and Barry Shaffer, specialists.** Adult Basic Education (ABE) staff administer the statewide ABE learning system that enables adults to master the basic literacy and survival skills needed to participate fully and effectively in society. Staff functions include conducting program development and instructional inservice activities, granting, monitoring compliance, evaluating effectiveness, and coordinating with other resources and services to enhance ABE's appropriateness and effectiveness.

More than 300 public school districts and 450 other community agencies and organizations cooperate to provide learning opportunities for more than 50,000 people per year who are 16 years of age and older, not enrolled in school and have educations below the high school completion level. Classroom, individual, community-based, and televised ABE programming includes: volunteer literacy tutoring; English as a Second Language for refugees and others; basic literacy, mathematics, job readiness and other survival skills; and preparation for General Educational Development (GED) testing or for an adult high school diploma. Approved ABE programs may qualify for partial reimbursement from federal and/or state funds for the costs of providing these learning opportunities. In addition, public school districts participating in approved ABE programs are eligible to certify and collect an ABE tax levy.

#### **Adult Refugee and Limited English Education (612) 296-7500**

**Diane Pecoraro, specialist.** Staff oversees English as a Second Language programs for adult refugees and immigrants through an interagency agreement with the Minnesota Department of Human Services. Responsibilities include training instructional staff and



developing, monitoring and evaluating programs for Limited English Proficient adults. The specialist works to coordinate ESL programs across literacy-provider systems and works with public school districts, community-based organizations and private non-profit groups. Funding may come from the Departments of Education and Human Services, technical colleges, and private funders.

**Adults with Disabilities (612) 297-4869**

**Ellen Sushak, specialist.** Adults with disabilities are encouraged and assisted to participate in all community activities, including community education programming. A limited number of matching grants enabled more than 75 school districts and other organizations to serve nearly 16,000 handicapped adults in 1990-91. Participating districts coordinate services with other local regional and state agencies and organizations to identify resources for integrated and stand-alone programming serving adults.

**Community Education (612) 297-4869**

**Ellen Sushak, specialist.** Staff assist public school districts in developing and operating comprehensive community education programs. Community education uses local public schools as catalysts enabling all community members to pursue life-long learning and improvement by identifying and bringing community resources to bear on resolving community problems.

To accomplish this goal, community education coordinates resources and provides activities and classes beyond the scope of regular (kindergarten through 12th grade) school offerings for people of all ages, as recommended by a local community advisory council and approved by the local board of education. Programming may include community forums, adult basic education, adult refugee education, early childhood family education, General Educational Development (GED) testing, programming for adults with disabilities, general interest adult education, recreational sports and social/cultural programming. Each school district operating a community education program in compliance with State Board of Education rules can certify a tax levy and may be eligible to receive state community education aid.

**Early Childhood Family Education (612) 296-8414**

**Lois Engstrom, supervisor; Betty Cooke, specialist.** Early Childhood Family Education (ECFE) provides program and staff development assistance, as well as funding, to public school districts throughout the state in planning for and implementing ECFE programming. ECFE strengthens families and enhances life-long learning by helping parents understand their children and provide for their learning and growth, and helping young children (from birth to kindergarten enrollment) develop mentally, emotionally, physically and socially.

More than 380 districts with community education certify an ECFE tax levy and receive state aid for ECFE in addition to their community education levy and aid to provide Early Childhood Family Education. More than 190,000 parents and children participated in ECFE in 1990-91.

**Family Literacy (612) 297-2441**

**Lois Engstrom, supervisor.** Staff assists communities in coordinating Adult Basic Education, Early Childhood Family Education, Health, Human Services and a variety of other resources to provide comprehensive programming for parents whose basic skills are below high school completion level and their young children. The goal is to simultaneously address the learning needs of adults and children, and help prepare parents for their various life roles.

**Interagency Adult Learning Council Grants (612) 297-7910**

**Barry Shaffer, specialist.** This program was established by the 1989 Legislature to promote interagency cooperation in the area of adult literacy. An advisory council provides guidance to the program, which was transferred to MDE from the State Planning Agency in July 1991. The grant program targets individuals who are in need of basic literacy and who may be unemployed, underemployed, on public assistance, incarcerated, functionally illiterate, or limited English speaking. In FY 1992, 16 grants were awarded which focus on themes such as cultural diversity, family literacy, interagency team building, and systems integration.

One contract will be awarded to provide workplace literacy technical assistance statewide. The FY 1992 appropriation for this program is \$300,000.

**Learning Readiness Program (612) 296-8414**

**Lois Engstrom, supervisor.** Staff assist communities in developing a continuum of services based upon the varying, identified needs of all four-year-old children. Coordination of existing resources requires the collaboration of health, human services, education and Head Start providers at all levels, including the state level. The goal is to ensure that all children in Minnesota enter school ready to learn, with families prepared to support and participate in their children's learning. Districts may receive aid upon approval of coordinated plan.

**Way To Grow (612) 296-8414**

**Betty Cooke, specialist.** This program for healthy prenatal and early childhood development is grant-funded to provide for collaboration and coordination of services from prebirth to age six; to build a continuum of services; to provide outreach and assist parents with information and connections to appropriate resources. Staff provides staff development and program assistance to grantees, staffs the advisory committee and administers the funding, evaluation and reporting functions. Funds were limited to five existing grantees in 1991-92.

**Learning Alternatives Unit (612) 296-4082**

**Joleen Durken, supervisor.**

**Elder Mentors (612) 296-1435**

**Mary Jo Richardson, specialist.** School and senior citizen organization are assisted to collaborate to meet common needs of children and older citizens. Workshops are available in 1991-92. An elder mentor guidebook will be available to persons who attend a workshop.

**Enrollment Options**

**Hot Line (612) 296-1261 and 1-(800) 652-9747**

**Barbara Zohn, specialist.** General information is provided and questions are answered about Minnesota's enrollment options programs. There are six enrollment options programs:

- **Postsecondary Enrollment Options** allows juniors and seniors enrolled in public high schools to take nonsectarian courses, full- or part-time, at a trade school, a liberal arts, community, or technical college, or at a university, for high school credit. Registration form required.
- **Open Enrollment** permits students kindergarten through 12th-grade to apply to attend a public school outside the district in which they live. There are application deadlines. Application procedures differ for students in Duluth, Minneapolis, and St. Paul. Application form.
- **High School Graduation Incentives** is designed for students who are not likely to complete high school or who have dropped out. These learners may choose from a variety of education options to complete the requirements needed to obtain a diploma. Transfer form.
- **Diploma Opportunities for Adults Aged 21 and Over** encourages qualifying learners to return to get their diplomas. Up to two years of free state aid is available for them to attend many of the same options as High School Graduation Incentives participants. Contact: Patrick Rupp, 296-2704.
- **Area Learning Centers** offer personalized education, year-round, days and evenings, to accommodate the needs of learners (age 12-adult) seeking diplomas. Courses are taught using alternative methods of instruction. Additional services are provided to ensure learner success. Contact Gene Johnson, (612) 296-7428.
- **Public or Private Alternative Programs** personalize education for learners at risk of not completing high school. Classes are taught using alternative methods and flexible scheduling. Available during the typical school day and year. Contact: Gene Johnson, (612) 296-7428. For information, call the Enrollment Options Hotline: (612) 296-1261 or (800) 652-9747.

- **Consumer Fact Sheets:** Descriptions and procedures of all option programs. Available in district offices and the Department of Education.
- **Pamphlet:** "How To Select a School for Your Child: A Family Guide" is available at the Department of Education.
- **Administrators Handbook:** "Minnesota Choice Programs" is a handbook that provides a guide for district administrators to implement the programs. It includes a brief history, description of programs, how to implement programs, fact sheets, laws, forms, financial procedures, and a sample press release. Cost \$5.
- **Report:** "Access to Opportunity," a report of a study of the use of second-chance programs and Postsecondary Enrollment Options by at-risk learners.

**(GED) General Educational Development and Learn To Read (612) 296-2704**  
**Patrick Rupp, administrator.** Coordinating the General Educational Development (GED) testing program in Minnesota involves maintaining testing records, issuing high school equivalency diplomas and transcripts of test scores, and coordinating administration of the local testing centers. Fifty-seven (57) GED testing centers throughout the state enable more 5,000 people per year who have not graduated from high school to demonstrate that they have achieved the knowledge and skills usually learned in completing high school.

The GED on TV program utilizes videotaped instruction for preparation for taking the test battery. Programming is broadcast on cable television throughout Minnesota and is also available at public libraries and adult education centers.

#### **Homeless Adults (612) 296-1436**

**Catharine Cuddeback, coordinator.** MDE staff administers federal adult education funding which is part of the federal McKinney Homeless Assistance Act. Staff has grant agreements with three agencies and one school district in Crookston, St. Paul and Minneapolis. The purpose of the agreements is to develop and implement innovative models of adult education and basic skills remediation programs for homeless adults and their families. The intent is to replicate these models.

#### **Minnesota Career Information System (MCIS) (612) 638-8761**

**Terry Hamm and Dorothy Wolf, program staff.** This program provides computerized and printed occupational and educational information. Many sites in Minnesota use MCIS materials, including secondary and postsecondary schools, employment and training agencies, vocational rehabilitation agencies and libraries. MCIS is self-supporting and charges fees for access to its services, information and materials. Member organizations are licensed to use the information files and other MCIS products with their clients and students. MCIS is operated by Technology and Information Educational Services (TIES) through a contract with MDE.

#### **School-Age Child Care/Extended Day (612) 296-1435 or 1436**

**Catharine Cuddeback, Mary Jo Richardson, coordinators.** Currently, 135 public school districts and approximately 80 nonpublic schools offer school-age child care (SACC) programs before or after school and during vacation time for over 17,000 children from kindergarten through the sixth grade. Most school-based SACC programs are either operated by community education or provided through a partnership with nonprofit agencies in the community. The partnership model has been growing rapidly and involves such groups as the YWCA, YMCA, Boys and Girls Clubs, city park and recreation and other private and nonprofit organizations.

Department staff, who are funded by the federal Dependent Care Grant, provide technical assistance for start-up and expansion of programs. State legislation now requires local school boards with SACC programs to adopt standards within a year of starting their programs.

#### **Youth Development and Youth Community Service (612) 296-1435**

**Mary Jo Richardson, coordinator.** Over 300 Minnesota school districts are implementing youth development plans which include youth community service programs. Youth are

involved in service programs which include such activities as peer tutoring, peer helpers, work with children in child care centers, work with elderly to enable them to stay in their homes, environmental and other community projects. Credit for youth service is determined by local school boards. Legislation requires that youth service be integrated into the curriculum.

A major focus of Youth Development is involving youth in decision making. There has been an increase in the number of youth participating on community education advisory councils, and on city, school and community boards. New legislation requires school districts to appoint a student to serve as an advisory member to the school board or establish a youth advisory council to meet with school board members. A second focus has been on collaboration among school districts and community agencies working with youth; for example, over 100 school districts are collaborating with 4-H Extension, park and recreation groups and local service clubs.

State and local funding to implement youth development plans and youth service programs has been combined. For FY 1992 the amount is 75 cents per capita, which increases to 85 cents per capita in subsequent years.

MDE will administer the school-age portion of the new National Community Service Act. Competitive grants will be available for programs serving children and youth age 5-17.

### **Prevention and Risk Reduction Unit (612) 296-5825 or (612) 296-4081**

**Barbara Yates, supervisor.** The unit provides consulting services to Minnesota schools in at-risk and school health services, AIDS education, and adolescent pregnancy prevention. The unit administers the Early Childhood Screening Program, Governor's Drug Program, Education of Homeless Children, and Co-location of Services Grant Program.

### **AIDS Prevention/Risk Reduction (612) 296-5825**

**Jan Bodnia, specialist (612) 296-5830, and Ruth Luehr, specialist (612) 296-5833.** HIV/AIDS prevention specialists provide technical assistance to schools regarding HIV policy, staff development, availability of HIV instructional resources, community education and collaboration in accordance with *Minnesota Statute 121.203*. Current program objectives for 1991-92 include: assisting with HIV/AIDS program development in alternative education centers and public schools, continued review and purchase of HIV/AIDS instructional resources, development of a unique program initiative to reach 11th- and 12th-grade students and promotion of teacher preservice training. Encouraging schools to provide experiences that will build skills for behavior change and integration of HIV education into comprehensive school health are major objectives of this federally funded program. Documents: HIV/AIDS Instructional Resource Catalog, Minnesota Student Survey (1989, 1991), AIDS Educator Newsletter, and AIDS Prevention-Implications of the Law.

### **Education of Homeless Children and Youth (612) 296-4322**

**Tom Gray, specialist.** The programs and services provided by MDE are in response to federal law regarding the homeless, entitled "The Stewart B. McKinney Act." A revision of the state residency requirements in the school compulsory attendance laws, a state plan, procedures for disputes regarding educational placement, an annual census count of homeless children and youth, annual workshops, and guidelines for distribution of funds have been developed. Staff are available for information and technical assistance.

### **Early Childhood Screening (612) 296-5833**

**Ruth Ellen Luehr, specialist.** The purpose of early childhood screening (ECS) is to assist parents and communities in improving the educational readiness and health of all young children in Minnesota through early detection of health and developmental barriers to learning, and to assist schools and their communities in planning educational and health programs for their children at-risk. All school districts, often in cooperation with community health services, provide the screening for children once before they enter school, usually at age 3<sup>1</sup>/<sub>2</sub>-4. Parents are now required to have their children screened at the school program or get a comparable screening by a private or public health provider. In ECS, educators and health professionals focus on a child's health and development. All families are linked to school and community programs that promote health and enhance a child's well-being.

Using a series of standardized screening instruments and procedures, screeners identify normal aspects while sorting out conditions and situations that require further assessment. Children are referred to a variety of school and community services and can now be linked to the new Learning Readiness Program. ECS program staff follow up to ensure access to appropriate services.

**Co-location of Services to Targeted Children and Youth (612) 296-9327**

**Tim Reardon, specialist (612) 296-9327, and Diane Miller, specialist (612) 296-5086.** During 1992, approximately 10 Co-location of Services to Targeted Children and Youth programs and approximately 10 communities will receive planning grants to devise a co-located service delivery system for their community. The co-location programs work to improve the link between social services and learners who most need them. Co-location is a method of improving access to services, expanding service delivery systems, and building better collaboration between schools and service providers.

**At-Risk Issues (612) 296-4081**

**Tom Gray, specialist (612) 296-4322, Diane Miller, specialist (612) 296-5086, and Tim Reardon, specialist (612) 296-9327.** Staff provide technical assistance and materials to school districts across the state concerning the issues of minor parents and pregnant minors; child abuse; stress, depression and suicide. These individuals develop policy and staff interagency committees. One project, undertaken every three years, is the Minnesota Student Survey. This survey is a comprehensive assessment of health and risk issues. It can be utilized as a needs assessment, program evaluation tool and as an education and training tool. Sixth, 9th- and 12th-graders are surveyed. The next statewide administration of the Minnesota Student Survey will be in February 1992. In addition, a survey of high-risk youth was conducted in 1991 and a report is available. Staff provide information and training on both surveys.

**Governor's Drug Program (612) 296-9327**

**Tim Reardon, specialist.** Twenty-one high-risk youth programs that are intended to prevent and decrease drug and alcohol abuse and related high-risk behaviors by youth will be funded through a grant to the Office of Drug Policy. In addition to the competitive grant process for awarding these grants, discretionary pilot projects were initiated in youth correctional facilities, in vocational programs and special programs for parenting. DARE education efforts are supported by 10 percent of the Governor's Drug Program funds. In addition, a number of training and technical assistance grants have been awarded to other state agencies to promote coordination around alcohol/drug prevention efforts and the schools.

**Office of Library Development and Services (612) 296-2821**

**William G. Asp, director.** This office works to strengthen library and information services for all Minnesotans, and provides library services directly to blind and physically handicapped persons and to six state government agencies. The office advises librarians, library trustees and government officials on the organization of libraries. Staff provide technical assistance on all aspects of library services, planning, management and finance. They administer state and federal grants for public library services, public library construction, and multicounty/multitype library cooperation. The office has a library of books, periodicals and audiovisual materials relating to library services.

**Minnesota Library for the Blind and Physically Handicapped (507) 332-3279**

**Myrna Wright, director.** 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 more than 40,000 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 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. The 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 transmissions, reference and retrieval services for employees in the Department of Education, the Community College Board, the Higher Education Coordinating Board, the State Board for Vocational Technical Education, and the State University Board. Service is also provided to the Division of Vocational Rehabilitation of the Department of Jobs & Training. The public may use library materials, but materials are not taken from the library.

### **Office of Monitoring and Compliance (612) 297-2843, and Equal Educational Opportunities Unit (612) 296-5020**

**Barbara L. Troolin, manager.** The Office of Monitoring and Compliance ensures that learners with disabilities have their individual needs met through monitoring and conflict resolution processes. A primary responsibility is to conduct compliance, fiscal, and follow-up monitoring of special education programs, including educational programs in state academies and correctional facilities. The office also investigates complaints received from parents, teachers, or other interested parties who allege that a public school is not complying with a mandatory special education law or rule. The office is responsible for expulsion hearings which are appealed to the commissioner. Complaint decisions are rendered within 60 days. Evaluation information and various publications are available upon request.

The Equal Educational Opportunities Unit 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.

### **School Personnel Licensing Section (612) 296-2046**

**George B. Droubie, manager.** This section licenses teachers and administrators at the preschool, elementary, and secondary levels. The office is also responsible for coordination of institutional and teacher preparation program approval activities. (See also State Board of Teaching, page 425).

License fees are: Original Application \$40, Renewed Application \$40, Limited Permit Application \$40, Endorsement Application \$40. 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.

### **Child Nutrition Section (612) 296-6986**

**Margaret T. Drey, director.** The section administers and monitors the federal School Lunch Program, School Breakfast Program, Special Milk Program, Food Distribution Program, Child and Adult Care Food Program, Summer Food Service Program, and the Minnesota Kindergarten Program. Technical assistance is provided to participants in all programs immediately upon request pre- and post-application. Any complaint about program operation, program accessibility, and civil rights can be directed to the section via written correspondence. Complaints are investigated and resolved immediately.

• **The School Lunch and School Breakfast Programs** provide financial assistance to public and nonprofit private schools for each lunch and breakfast served. The U.S. Secretary of Agriculture prescribes fiscal year meal reimbursement and 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 application information, contact the section. Forms include: ED-01234; ED-00103 or ED-02007. Applications are taken any time throughout the school year; there is no fee; processing time is two weeks. Child Nutrition staff publish a monthly

newsletter (10 issues) entitled "*The Newsletter*" that contains articles on program regulations and operation and is distributed to all participants at no charge.

- **The Special Milk Program** offers reimbursement for each half-pint of milk served to any school or nonprofit 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. For information on eligibility requirements and application, contact the section. Forms include: ED-01234 or ED-01460; ED-00103 or ED-01494 or ED-02007. Applications are taken at any time; there is no fee; processing takes two weeks.

- **The Food Distribution Program** provides donated foods to help school 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 and adult care food program, summer food service programs for children, summer camps operated by nonprofit organizations, and charitable institutions. An 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 and/or breakfast program(s) and sponsors of the Child and Adult Care Food Program. They are automatically included in the food distribution program. There are no fees; processing requires 30 days. Forms include: ED-00092 or ED-01460. Contact the section for information or application. The child nutrition staff publish a quarterly newsletter entitled "*The Newsletter*" that contains articles on program regulation and operation and is distributed at no charge.

- **The Child and Adult Care Food Program** offers grants-in-aid for food service programs in nonresidential child care and adult day care institutions. Eligible participants include private, nonprofit institutions or public institutions such as child day care centers, family day care homes, adult day care centers, settlement houses, or recreation centers. For information contact the section. Forms include: ED-01583; ED-01586; ED-01587; ED-01176; ED-00061; ED-01721; ED-01815; and ED-01998. The Child Nutrition staff publishes a monthly newsletter entitled *The Newsletter* that contains articles on program regulations and operation and is distributed to all participants at no charge.

- **The Summer Food Service Program** provides food service during school vacation that is similar to the food service offered in the schools during the school year. The program serves children 18 years of age or under in areas where poor economic conditions exist. At the local level, the summer programs are organized and operated by public or private nonprofit school food authorities; state, local, municipal, or county governments; and residential public or private nonprofit summer camps. They are set up to benefit children from areas in which at least 50 percent of the children are eligible under USDA family size and income standards for free or reduced-price school meals. The administering agency deals directly with the sponsors operating within its domain. Forms and information are available from the Child Nutrition Section. Forms include: ED-01838; ED-01840; ED-01244; ED-01858; ED-01985. Processing requires receipt of application no later than June 15; there is no fee. The Child Nutrition staff publish a quarterly newsletter entitled *The Newsletter* that contains articles on program regulations and operation and is distributed to all participants at no charge.

- **The Minnesota Kindergarten Milk Program** provides state reimbursement for a one-half pint of milk per day for kindergarten children. Forms used are: ED-01898 and ED-01902. Application can be made any time during the school year; there is no fee; processing takes one week. For information contact the section.

## Education Development Section (612) 296-5076

Gayle H. Anderson, manager. The section distributes federal funding to school districts to

improve educational practices in a number of need areas. The section manager also responds to inquiries concerning laws, rules and mandates as applied to education in the state.

Information and technical assistance concerning each of these programs are available from program staff. School district personnel are notified annually concerning these programs, including submission dates and application procedures. A Chapter 2/Block Grant brochure is published and distributed annually and articles concerning each program are included in a department publication made available to every teacher and school administrator in the state.

**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.

**Private Vocational School Unit (612) 296-7896**

**John Allen, supervisor.** The unit's primary function is to license private business, trade, and correspondence schools operating, advertising, and/or soliciting students in Minnesota.

**Chapter 2/Block Grant Unit (612) 296-5076**

**Gayle H. Anderson, coordinator.** The federal Chapter 2/Block Grant makes funds available to school districts for a broad array of educational programs and purposes. Annually, more than \$6 million is awarded to school districts through a formula allocation. The Chapter 2/Block Program is provided with direction by a governor-appointed advisory committee, which meets three times each year to establish policy.

**Title II, Education for Economic Security Act (612) 296-2703**

**Robert Crumpton, supervisor.** Federal Title II funds are made available to school districts on a formula basis for the purpose of teacher education in the areas of mathematics, science, foreign languages and computer learning. In addition, funds are awarded to school districts for demonstration projects after competitive review of submitted proposals. The Title II unit is also responsible for coordination of teacher education projects awarded to institutions of higher education after competitive review of submitted proposals.

**Drug Abuse Prevention Unit (612) 296-8023**

**Mary Lynne McAlonie, supervisor.** Federal funds under the Drug-Free Schools and Communities Act of 1986 are made available to school districts and consortia on a formula basis. The amounts made available to schools are for drug and alcohol abuse prevention and education programs. In 1991, approximately \$5.7 million was distributed to schools statewide. This unit administers the application process, grant awards and approval of payments, conducts required reviews of local programs, and provides assistance to schools in program development.

**District Organization Transportation, Facilities, and MDE Health & Safety (612) 296-4832**

**Len Nachman, supervisor.**

**School Facilities (612) 296-2288**

**Floyd Erickson, specialist.** The Department of Education is involved in all school construction projects estimated to cost over \$100,000. Plans may be required for approval. Additionally, projects over \$400,000 require review and comment by the commissioner of education, which is required to be published locally. There are no fees. Review and comment is provided to school districts within 60 days of receipt by the commissioner. Assistance is provided to districts upon request regarding planning and constructing facilities.

**Pupil Transportation (612) 296-9610**

**Robert Fischer.** Reports are edited to determine state aid eligibility. An inventory of



district-owned school buses is maintained for aid calculation. Transportation rules and laws are administered. School bus safety activities are developed and promoted. Safety training materials for school bus drivers and students are developed. These materials include a series of video tapes and written materials such as curriculum manuals.

#### **Fact-finding and Mediation for Compulsory Instruction (612) 296-9610**

**Robert Fischer.** Requests for fact-finding and mediation from school districts are received. Information is gathered from home school families and districts. Department staff review materials and mediate conflicts. If mediation is unsuccessful, a recommendation is made to turn the matter over to the county attorney for prosecution.

#### **Organizational Alternatives (612) 296-2899**

**Robert Buresh.** This section provides direct assistance to school districts or a single district in the area of organizational alternatives and cooperative school facilities. Organizational alternatives include academic pairing agreements, cooperation and combination, and consolidation.

#### **Health, Safety & Risk Management (612) 296-9786**

**Kerry Leider.** This section processes applications for health and safety capital expenditures, conducts physical inventories of all school buildings in concert with the State Fire Marshal, and coordinates facility-related health, safety and environmental programs.

## **Board of Electricity**

**S-173 Griggs Midway Bldg., 1821 University Ave., St. Paul, MN 55104**

**John Quinn, executive secretary (612) 642-0800**

**Minnesota Statutes, Sections 326.241-326.248; Minnesota Rules 3800-3899**

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Electricity,** Griggs Midway Bldg., Room S173, 1821 University Ave., St. Paul 55104. (612) 642-0800. *Minnesota Statutes 326.241.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board licenses electricians and inspects all new electrical installations in any construction, remodeling, replacement or repair. The board consists of eleven members including two representatives of rural electrical suppliers, two master electricians who are contractors, two journeyman electricians, one registered consulting electrical engineer, two licensed alarm and communication system contractors, and licensed alarm and communication system contractors, and two public members. Meetings once each month, St. Paul. Members must file with the Ethical Practices Board

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 nine classes of electrical licenses. Each class has specific pre-examination qualifications. Examinations are conducted once a month. To receive specific license qualifications, application forms or testing dates and locations, contact the board office.

License and examination fees are:

Class of License	Exam Fee	2 year license fee (Original and Renewal)
* Class A Master	\$35.00	\$80.00
* Master Elevator Constructor	\$35.00	\$80.00
Class A Journeyman	\$35.00	\$30.00
Elevator Constructor	\$35.00	\$30.00
Maintenance	\$35.00	\$30.00
Lineman	\$35.00	\$30.00
Installer A & B	\$35.00	\$30.00
Alarm & Communication	\$35.00	N/A

\*New licenses pro-rated quarterly if less than two years.  
Expiration date 3-1 of next odd numbered year.

Upon receiving a passing grade and paying for the license 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 \$5,000 electrical contractor's bond (performance bond), a certificate of insurance showing general 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 \$200.00 for a two year period. When forms are properly filed, a license may be issued effective the date 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.

Alarm and Communication Contractor's licenses are also issued by the board after the applicant has submitted the required application, \$5,000 alarm and communication contractor's bond (performance bond), certificate of insurance showing general liability and property damage insurance as specified by statutes, evidence that an employee of the firm has passed the Alarm and Communication examination, and a license fee of \$200.00. When forms are properly filed a license will be issued effective the date received and will expire July 1 of the next odd numbered year. The fee is pro-rated quarterly if license period is less than two years.

The board maintains a file of licensed electricians, electrical contractors, and alarm and communication 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 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.

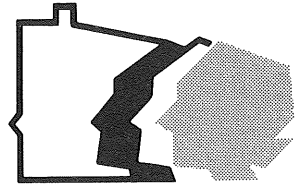
The person or firm performing the electrical work must file a request for inspection including the inspection fee on or before beginning installation. A rough-inspection is made before concealing any wiring, and a final inspection is made after all work is completed.

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 \$23.00 (tax included). Both are available from the board's office.

There are 56 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

200 Centennial Office Building,  
658 Cedar Street, St. Paul, MN 55155  
Linda Barton, commissioner, (612) 296-2616  
Minnesota Statutes, Chapters 43A, 179A and 471;  
Minnesota Rules 2900-3905



The department serves as the employer for the executive branch of Minnesota state government. It coordinates a comprehensive personnel management and labor relations program.

The department's mandate, stated in *Minnesota Statutes*, Section 43A.01, 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." A further mandate is stated in the Public Employment Labor Relations Act, *Minnesota Statutes*, Chapter 179A, empowering the department to act as the employer for all state employees for the purpose of collective bargaining. Chapter 179A makes note of special responsibilities to the public and a need for cooperation and employment protection which are different from those found in the private sector.

### Background

In 1939, the state of Minnesota became one of the first states to pass a civil service law. The system was first administered through the Civil Service Department.

During the late 1960s a Training Division was added and the Career Executive Service (CES) was established. The CES was to recognize outstanding professional and managerial employees and assist in their retention. In 1991, CES was merged with a Managers Advisory Council to create the Minnesota Council of Managers.

In 1971, the Public Employee Labor Relations Act (PELRA) was passed, authorizing public sector collective bargaining. During 1973, the legislature adopted changes designed to strengthen recruiting and hiring for supervisory and management positions, and renamed the department the Personnel Department. PELRA was also modified in 1973 to include impasse procedures and grant a limited right to strike.

In 1979, the legislature reviewed how civil service and collective bargaining were working together. At this time, negotiations were done by individual departments or sub-departments. The Legislative Commission on Employee Relations was created to provide a structural mechanism for legislative oversight of the collective bargaining process.

In 1980, the legislature merged the Department of Personnel and the Department of Labor Relations into a new department, the Department of Employee Relations (DOER). The concept of the state as one employer was statutorily established, employees were placed in statewide occupational bargaining units, and represented employees were given an expanded right to strike. The legislature removed much language from the civil service law that was contained in contractual agreements between the state and employee representatives.

The state civil service law was completely rewritten during 1981. It is codified as Chapter 43A. Topics which were excluded from collective bargaining were explicitly incorporated into the statute. The role of the Commissioner of the Department of Employee Relations was also strengthened.

There are two bureaus in the department, each headed by a deputy commissioner. The work of the Personnel Bureau involves placing jobs within a consistent class structure, filling those jobs through an open and objective process, and assuring equitable compensation. The Personnel Bureau also oversees a comprehensive safety and workers' compensation program for state employees. The Labor Relations Bureau negotiates and administers collective bargaining agreements covering terms and conditions of employment between the state

and exclusive representatives of 90% of the state's employees. In addition, the department ensures a representative workforce through its affirmative action program, administers the employee benefits program, and provides training and development opportunities for state workers.

### **Administrative Services Division (612) 296-7956**

**Richard Thorkee, manager.** This division provides internal support services to the department, including budgeting and accounting, personnel, office management, records management, centralized statewide personnel files, word processing, data entry, and mail delivery.

The division also administers the central personnel payroll system which is the joint responsibility of the Departments of Employee Relations and Finance. A transactions 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 compensation plans. In addition, this unit provides technical assistance to state agencies.

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 (such as highway crews, the state patrol, and employees at state hospitals and prisons) are required to work regardless of the weather. After the commissioner determines that state offices should close, the following media are notified: WCCO, KSTP, and KSJN radio stations, and the AP and UPI wire services. The governor's office and each of the cabinet members are also notified. The announcement specifies the time of the emergency and the geographic areas involved.

### **Management Information Services (612) 297-4709**

**Steve Jorgenson, manager.** This division provides information systems support for the department's 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.

The division responds to requests for personnel information. Complex requests should be made in writing, stating as precisely as possible the information requested. All requests should include a telephone number in case more information is needed.

Availability of information is limited by computer files, program retrieval capability and the Data Practices Act (*Minnesota Statutes*, Chapter 13). Charges for information may include the actual cost of computer time required, as well as costs for programmer/analyst services. The division will provide cost estimates on request. Information on hand will be reproduced free, subject only to the cost of making copies. A blank magnetic tape or 5 1/4" diskette must be provided if the information requested is to be supplied in machine-readable form.

### **Assistant to the Commissioner (612) 296-3095**

**Jan Wiessner.** 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 political activity should be directed to this office.

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.

## **Equal Opportunity Division (612) 296-4600**

**Chris Goodwill, acting director.** This division ensures that the state of Minnesota, as an employer, is in full compliance with federal and state equal 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 principal clients of this division are state agencies and their affirmative action officers. The division provides technical services to the agencies regarding: 1) their annual affirmative action plans, 2) establishment of goals and timetables for achieving equity, 3) assessment of adverse impact in any personnel policies or practices, 4) establishment of affirmative action committees and internal grievance procedures, 5) design of action steps and monitoring procedures for maintaining a representative and balanced workforce, 6) internal training of agency personnel with respect to EEO/AA. The division provides quarterly information to state agencies regarding their current workforce composition and approves and monitors their annual affirmative action plans.

The division annually reports on the state's progress in affirmative action to the governor and legislature.

## **Benefits Division (612) 296-2457**

**Robert Cooley, manager.** This division administers an insurance benefit program for state employees and their dependents, including the executive, legislative, and judicial branches, the University of Minnesota, semi-state agencies, and retirees. The division also offers and administers a statewide insurance plan for employees of school districts and local units of government. The division works with insurance carriers and health maintenance organizations to obtain life, medical, hospital, disability, and dental insurance coverage on a cost effective basis. Administration of the program includes enrollment, premium collection and payment, 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. This division also coordinates statewide health promotion for state employees.

## **Training and Development Division (612) 296-2380**

**Vera Vogelsang-Coombs, manager.** This division directs the state's central training and development function in order to build the productive capacity of state employees. Staff design and offer a comprehensive curriculum that is accessible to all agencies and consistent with state policies. The curriculum includes state-specific programs such as customer service, diversity, and the drug-free workplace, to ensure that all employees understand state policies in these areas.

In recent years, training has begun to extend far beyond the traditional classroom setting. The division uses video technology, conferences, fairs, recognition programs, grant programs, and a variety of other mechanisms for development purposes. In addition, the division now relies more heavily on train-the-trainer programs for courses designed to reach large numbers of state employees.

The division also establishes mandatory training requirements for managers and supervisors, and provides programs which fulfill those requirements. The division is responsible for coordinating management development activities and continuing education seminars. Finally, the division programs provide opportunities for retraining state employees so that the state can respond to changing staffing needs.

## **Personnel Bureau (612) 297-3859**

**Louis Clark, deputy commissioner.** The Personnel Bureau administers the merit (civil service) system for state government. It includes the Staffing Division, Compensation Division and Safety & Workers' Compensation Division. The personnel functions located within the bureau include recruitment, testing, selection, classification, compensation, and safety and workers' compensation. The bureau establishes policies and guidelines for these functions, but delegates much of the implementation to personnel offices within each

agency. In addition, this bureau works closely with the commissioner to create the Commissioner's and Manager's Plans which contain the terms and conditions of employment for non-represented state employees. Both plans must be approved by the Legislative Commission on Employee Relations and by the legislature as a whole.

### **Staffing Division (612) 296-2616**

**Julie Vikmanis, manager.** This division publishes and distributes listings of state 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.

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 distributed to recruiting and referral agencies. All classes currently open for application are also listed at each area Job Service office.

Job applicants may obtain employment application forms and one copy of the latest *Minnesota Career Opportunities* bulletin by calling the Job Information Line (JIL) number listed above or by writing the department. JIL also provides a 24-hour recorded message listing positions currently open for application. This service is free.

The department also offers a subscription service for the *Minnesota Career Opportunities* bulletins. Cost of the service is \$24.00 for six months, or \$30.00 for one year. To order, mail your request including name and address to Minnesota's Bookstore, 117 University Avenue, St. Paul, Minnesota 55155, and enclose a check or money order payable to the state of Minnesota.

When an agency has a job opening, it requests a list of candidates screened by the Department of Employee Relations through written tests or ratings of candidates' experience and training. If a list of qualified candidates already exists, the department refers the top candidates – the top 20 for exams open to the public, or the top 10 for exams limited to current employees of the hiring agency. If no list exists at the time of the opening, the department develops an exam, assists the hiring agency in advertising and recruitment, and administers the exam.

This division also 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, in order to provide a basis for setting salaries and establishing qualifications for positions.

### **Compensation Division (612) 296-2398**

**Jim Lee, manager.** This division administers a compensation program for state employees. The division collects data dealing with salary and salary administration practices and, in addition, provides compensation information which is used by the department in preparing compensation plans and in negotiating union contracts. It also writes fiscal notes on personnel-related legislation.

The Compensation Division also administers the local government pay equity program. State law requires cities, counties, and school districts to eliminate any sex-based wage inequities in compensation. Division staff assist local government employers in implementing this law. Beginning in 1992, the division will analyze reports from local governments to ensure that compliance is achieved and maintained.

### **Safety & Workers' Compensation Division (612) 296-6521**

**Michael Holmquist, manager.** This division manages the state's self-insurance program for workers' compensation and coordinates occupational health and safety programs for state agencies. Its purpose is to ensure that state employees work in a safe and healthy environment and that costs due to work-related injuries and illnesses are minimized. The program covers the University of Minnesota as well as executive branch agencies.

The program consists of two primary activities: workers' compensation claims management and safety services.

Division staff determine liability for claims submitted by state employees, pay bills related to valid claims, and represent the state in the defense of contested claims. Injured employees participate in rehabilitation and return-to-work programs designed by the division. A new computerized database provides claims information to assist agency management in making informed decisions on cost containment efforts.

Division staff also assist agencies in developing proactive safety programs. Staff can conduct site investigations and environmental analysis to identify and correct hazards.

## **Labor Relations Bureau (612) 296-2516**

Nancy McClure, 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 labor relations for state employees such as unit determination, policy development, and arbitration proceedings. The bureau also provides centralized liaison with the Governor and his staff, and with the Legislative Commission on Employee Relations on behalf of state management.

### **Employment in the 20 Largest Executive Branch Departments October 1991**

<u>Department</u>	<u>Classified</u>	<u>Unclassified</u>	<u>Total</u>
Human Services	6,861	284	7,145
State Universities	1,917	3,753	5,670
Transportation	5,080	146	5,226
Community Colleges	1,142	2,754	3,896
Natural Resources	2,534	87	2,621
Corrections	2,295	35	2,330
Jobs & Training	1,861	19	1,880
Public Safety	1,311	537	1,848
Revenue	1,061	25	1,086
Health	919	57	976
Administration	836	51	887
Pollution Control Agency	649	69	718
Veterans Affairs	610	16	626
Agriculture	501	25	526
Military Affairs	378	9	387
Education	354	16	370
Labor & Industry	338	32	370
Trade & Economic Development	216	38	254
Zoo	221	17	238
Commerce	218	13	231
All Others	1,962	953	2,915
<b>TOTAL</b>	<b>31,264</b>	<b>8,936*</b>	<b>40,200</b>

\*Includes 6,143 academic employees of community colleges and state universities.

**Employment by Bargaining Unit  
October 1991**

<u>Bargaining Unit</u>	<u>Unit #</u>	<u>Classified</u>	<u>Unclassified</u>	<u>Academic</u>	<u>Total</u>
Comm. Coll. Acad.	210	0	0	1,868	1,868
Confidential	217	681	142	0	823
Correctional Guards	208	1,019	0	0	1,019
Craft, Maint., Labor	202	2,523	0	0	2,523
General Professional	214	6,101	705	3	6,809
Health Care Non-Prof.	204	3,105	0	0	3,105
Health Care Prof.	205	789	5	0	794
Health Treatment Prof.	213	65	0	0	65
Law Enforcement	201	239	452	0	691
Managerial	220	624	615	151	1,390
Office-Clerical	206	6,118	109	0	6,227
Prof. Engineering	212	758	5	0	763
Prof. Res. Instruct.	215	193	36	0	229
Service	203	2,458	34	0	2,492
State Univ. Acad.	209	0	0	2,539	2,539
State Univ. Admin.	211	0	0	389	389
Supervisory	216	2,695	56	0	2,751
Technical	207	2,771	170	0	2,941
Severed & Excluded	219	1,124	465	1,193	2,782
<b>TOTAL</b>		<b>31,263</b>	<b>2,794</b>	<b>6,143</b>	<b>40,200</b>

## Environmental Conservation Library

Minneapolis Public Library and Information Center

300 Nicollet Mall, Minneapolis, MN 55401

William Johnston, 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 located in the Technology and Science Department on the first floor of the Minneapolis Public Library. ECOL supplies information on all aspects of the world's natural resources, environmental problems and ecological stress, with special emphasis on Minnesota and the Upper Midwest.

Environmental information is provided through loans of materials, research assistance, referrals to specialized information sources, computer-assisted bibliographic searching, and public photocopy machines.

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 twice a year, is free. Copies will be mailed on request.

Requests for information may be submitted in person, by telephone, or by mail. Book requests may be made in Hennepin County or Minneapolis Public Libraries, or by contacting a local library and instituting an inter-library loan.



## Environmental Quality Board

300 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155

Robert Dunn, chairman; Michael Sullivan, executive director (612)296-9027

Minnesota Statutes, Chapters 116C-D-G-I and 326; *Minnesota Rules* 4400-4499

The Environmental Quality Board (EQB) is the state's principal forum for discussing environment issues and provides an opportunity for the public to have direct input into the development of the state's environmental policy. The EQB is an independent decision making body and is staffed by the Office of Strategic and Long Range Planning.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**MN Environmental Quality Board**, Centennial Bldg., 3rd Floor, St. Paul 55155. (612) 296-2723. *Minnesota Statutes* 116C.03.

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem. The board insures coordination and cooperation among state agencies on environmental issues and advises the governor and legislature on environmental legislation and issues. The board consists of fifteen members including five public members appointed by the governor. A representative of the governor's office serves as chair. Other members include the commissioners of the Department of Agriculture, Department of Health, Department of Natural Resources, Department of Transportation, Pollution Control Agency, Department of Public Service, and the director of the Office of Strategic and Long Range Planning, the chair of the Board of Water and Soil Resources, and the director of the Office of Waste Management. EQB programs: environmental review, water resources management and planning, power plant siting, power transmission line routing, critical areas, radioactive waste management, pipeline routing. Monthly meetings. Members must file with the Ethical Practices Board.

**Advisory Committee on Genetically Engineered Organisms**, 300 Centennial Office Bldg., 658 Cedar St., St. Paul, 55155. (612) 296-2871. *Minnesota Statutes*, Section 116C.93.

**Appointing Authority:** MN Environmental Quality Board. **Compensation:** None. The committee provides advice at the request of the MN Environmental Quality Board on general issues involving genetic engineering and on issues relating to specific proposals, including the identification of research needed for adequate regulation of field trials. The committee consists of fifteen members. Meetings held in St. Paul.

During the 1990-91 biennium the EQB identified ten priority environmental issues, assumed a major coordinating role in water resources planning, cosponsored an "Environmental Education Congress," and published an *Environmental Directory* and continued to carry out the following programmatic responsibilities:

- **Environmental (EIS) Program** provides information to units of government and the public on the environmental impacts of a proposed project before government permits and approvals are given.
- **Power Plant Siting Programs** is responsible for locating large electric power facilities in an orderly manner compatible with environmental preservation and the efficient use of resources, and providing for the evaluation of the effects of such power facilities on land, water and air resources and on public health and welfare.
- **Timber Harvest Generic Impact Statement** is a project designed to identify the environmental and other impacts associated with timber harvesting activities in Minnesota. This effort, when completed, will provide state agencies and the Legislature with information that will provide the factual basis upon which resource management and regulatory decisions can be made.
- **Critical Areas Program** provides a process for the planning and management of geographic area of regional or statewide significance. The purpose of the program is to protect historical, cultural, scientific or natural resources while allowing compatible development.

- **EQB Monitor** is a biweekly publication, providing notice of activities of the EQB. The publication is free and can be obtained by calling the EQB 296-8253.
- **Pipeline Routing** program is responsible for selecting pipeline routes in a manner which reduces the environmental and human impacts of pipeline construction and operation. This is accomplished by locating pipelines in an orderly manner, providing information to governmental units and the public concerning the human and environmental impacts of the proposed pipeline, and by reducing delay, uncertainty, and duplication in the review process.
- **Water Planning** program is charged with coordinating and integrating water policy development and water planning in Minnesota. The Minnesota Water Plan adopted by the EQB provides the framework for carrying out this charge. The EQB Water Planning Committee is the working group which carries out the specific day-to-day water planning functions of the Board.
- **Genetically Engineered Organisms Regulation** program responsibilities of the Board are defined by *Minnesota Statutes* 116C.91 through 116C.96. This statute requires the EQB to adopt rules requiring a permit and environmental review for any release of genetically engineered organisms into the environment and to establish an advisory committee to advise the Board.
- **High-Level Radioactive** program monitors the federal high-level radioactive waste repository siting process and advises the Governor and the Legislature on policy issues relating to the program.

## Ethical Practices Board

1st Floor South, Centennial Bldg., 658 Cedar St.,  
St. Paul, MN 55155

Mary Ann McCoy, executive director, (612) 296-5148

*Minnesota Statutes, Chapter 10A; Minnesota Rules 4500-4525*



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 and local officials at the state and metropolitan level; public subsidy of candidates for legislative and constitutional offices who appear on the general election ballot and state committees of political parties; and financial incentive for congressional office candidates.

The board is a bipartisan 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 by the governor to staggered four-year terms and approved by three-fifths vote of the membership of each house of the legislature. The board annually elects its leadership, 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 25 cents per page for self service and \$1 per page for staff service prepaid; allow four to six weeks for staff service.

Copies of the Ethics in Government Act, the board's administrative rules, annual and summary reports, pamphlets describing each of the board's programs, advisory opinions, and findings, as well as notices, agendas, and minutes of board meetings are available without charge from the board.

### **Campaign Finance Disclosure (612) 296-1721**

The Ethics in Government Act requires every candidate, political committee, or political 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

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Ethical Practices Board**, 1st Floor South, Centennial Bldg., 658 Cedar St., St. Paul 55155. (612) 296-5148. *Minnesota Statutes 10A.02*.

**Appointing Authority:** Governor. House and Senate confirmation. **Compensation:** \$55 per diem plus expenses. The board administers campaign finance disclosure for state candidates, economic interest disclosure for state and metropolitan public officials, lobbyist registration, and public financing of state candidates. The board consists of six members, including one former state legislator from a major political party different from the governor, one former state legislator from the same political party as the governor, two members who have not been public officials and have not held party office within three years prior to appointment. No more than three members may support the same political party. No member may currently serve as a lobbyist. Monthly meetings. Members must file with the Ethical Practices Board.

representative, election judgeships (supreme court, court of appeals, and district 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 committees and funds file reports of receipts and expenditures once in a nonelection year and three times in an election year. Report forms are mailed to registered committees and funds automatically before each of the reporting dates.

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.

A list of registered committees and funds is available without charge from the board.

### **Public Subsidy (612) 296-1721**

The board administers the program of public subsidy to candidates from funds designated by Minnesota residents through the voluntary checkoff system on state income tax or property tax and renter refund forms. Public subsidy is available for candidates for governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator, and state representative. Candidates who wish to participate in this program must register a principal campaign committee with the board and must sign and file an agreement with the board by September 1 of each election year for the office sought. Additionally, to be eligible to receive a public subsidy, candidates must file an Affidavit of Contributions (matching funds). Agreement and affidavit forms are sent automatically to each candidate who files for office. There is no charge for filing these documents with the board.

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 subsidy that is available are provided to each candidate.

Candidates who have an effective public subsidy agreement and political parties may obtain from the board without charge official contribution receipt forms to enable their contributors to claim a refund of all or some of their contributions. A list of candidates with effective public subsidy agreements is available from the board. Contributors file refund claims with the Department of Revenue (see page 377, this guidebook).

### **Financial Incentive (612) 296-1721**

The board administers the program of financial incentive to candidates for United States senator and United States representative in congress. A candidate who wishes to participate in this program must supply a copy of the candidate's federal designation of a principal campaign committee when filing the candidate's financial incentive agreement with the board by September 1 of each election year for the office sought. Additionally, to be eligible to receive a financial incentive, a candidate must file an Affidavit of Contributions (matching

funds). Agreement and affidavit forms are sent automatically to each candidate who files for office. There is no charge for filing these documents with the board.

A candidate who signs a financial incentive agreement voluntarily agrees to certain conditions including limits on campaign expenditures. Information about the amount of financial incentive available is provided to each candidate.

Candidates who have an effective financial incentive agreement may obtain from the board without charge official contribution receipt forms to enable their contributors to claim a refund of all or some of their contributions. A list of candidates with effective financial incentive agreements is available from the board. Contributors file refund claims with the Department of Revenue (see page 377 of this guidebook).

### **Conflict of Interest Disclosure, (612) 296-1720**

The board administers provisions of law whereby certain public and local 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, the official must give oral or written notice to the official's immediate superior. If unable to abstain from the potential conflict of interest, a public official must file written notice with the board within seven days after the action; a local official must file written notice with the governing body in which the local official serves within seven days after the action. Forms are available from the board. There is no filing fee.

### **Lobbyist Registration and Reporting (612) 296-5615**

The board administers a system of permanent registration of lobbyists and reporting of lobbying disbursements by individuals, associations, or political subdivisions to influence legislative or administrative action or the official actions of metropolitan governmental units by communicating with or urging others to communicate with public or local officials. 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 powers; heads and deputies of certain state agencies; administrative law judges, attorneys in the office of the attorney general, certain legislative employees; members and chief administrative officers of metropolitan agencies. Public officials are listed on pages 148-151.

Any individual must register with the board within five days: who is paid or authorized to spend money who spends in excess of five hours in any month or more than \$250 in a calendar year for lobbying purposes; a nonelected local official or an employee of a political subdivision who spends more than 50 hours in any month attempting to influence legislative or administrative action or the official action of a metropolitan governmental unit, other than the political subdivision employing the official or employee, by communicating with or urging others to communicate with public or local officials, including time spent monitoring any of the forenamed actions and related research, analysis, and compilation and dissemination of information relating to legislative, administrative, or metropolitan governmental unit policies in Minnesota; or an individual who spends more than \$250 of the individual's own money for lobbying purposes. Registration forms and handbooks are provided by the board. There is no registration fee. Each year registered lobbyists must file three reports of lobbying disbursements. Report forms are provided automatically to registered lobbyists.

A list of registered lobbyists, individuals or associations represented, and subjects and kinds of action they seek to influence is maintained by the board for viewing in the board office.

### **Principal Disclosure, Lobbying Program (612) 296-1720**

Beginning January 1, 1991, the term "principal" became effective as part of the lobbying disclosure provisions administered by the board. Principal is an individual or association that spends more than \$500 in the aggregate in any calendar year to engage a lobbyist,

compensate a lobbyist, or authorize the expenditure of money by a lobbyist *or* is not included in the definition above and spends at least \$50,000 in any calendar year in efforts to influence legislative or administrative action or the official action of metropolitan governmental units. Each principal must report to the board by March 15 for the preceding calendar year the category that includes the total amount spent by the principal to influence legislative, administrative, and metropolitan governmental unit action in Minnesota. Report forms are provided to principals listed by registered lobbyists or otherwise identified by the board. There is no filing fee.

### **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 the participation within 14 days after the hearing. The public official must file the representation disclosure statement with the board using a statement form available from the board. There is no filing fee.

### **Hennepin County Disclosure Law (612) 296-1720**

Enacted in 1980, *Minnesota Statutes* §§ 383B.041-383B.058 require officials and candidates for elective office in Hennepin County and the cities of Minneapolis and Bloomington to disclose their personal economic interests and campaign contributions and expenditures. Statements, registrations, and reports are filed with the Hennepin County Auditor. Individuals and associations whose activities require disclosure under this law may request an advisory opinion from the board to guide their actions in compliance with this law.

### **Public Employee Retirement Association (PERA)**

#### **Candidate Contribution Disclosures (612) 296-5148**

A candidate for PERA trustee who receives or spends more than \$100 to bring about the candidate's election must file a report with the Ethical Practices Board within 30 days after results of the election are announced. The report must disclose the source and amount of all contributions received. The board prescribes and furnishes report forms to the candidates. Reports filed by PERA trustee candidates are available for public inspection in the board office.

### **Minnesota Technology, Inc. (MTI) (formerly Greater Minnesota Corporation) President and Directors' Contribution Disclosure (612) 296-5148**

Beginning in 1987 the president and board of directors of this corporation are required to file statements with the board under *Minnesota Statutes* §§ 1160.03 and 1160.04 disclosing the nature, amount, date, and recipient of any contribution made to a public official, political committee, political fund, or political party as defined in *Minnesota Statutes* ch. 10A that was subject to the reporting requirements of *Minnesota Statutes* ch. 10A. Conditions of the disclosure include for the first statement upon appointment to or employment with the MTI Board: contribution was made within the four years preceding the appointment or employment; statements must be updated annually throughout the individual's term in office. The board prescribes and furnishes statement forms to the individuals required to report. Statements filed by MTI officials are available for public inspection in the board office.

### **Advisory Opinions (612) 296-1720**

Individuals or associations whose activities require disclosure under the Ethics in Government Act may request an advisory opinion from the board regarding an interpretation of the Act or adopted rules of the board. 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 without 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) 297-7352**

The board administers a system of reporting personal economic interest by public and local officials and by candidates for governor, lieutenant governor, attorney general, secretary of state, state treasurer, state auditor, state senator, state representative, and candidates for elective office in metropolitan governmental units.

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 appointments become effective if their appointments are subject to senate confirmation. Other appointed public and local officials must file statements within 60 days of accepting appointment. Additionally supplementary statements must be filed on or before April 15 each year that the official remains in office. Individuals who have terminated service as public or local officials must file statements covering the period from the previous statement through the last day of service as public or local officials. Handbooks for public officials and for local officials are available from the board.

Candidates for state partisan offices and public officials file their statements with the board on forms supplied by the board. Candidates for elective office in metropolitan governmental units and local officials in those units file their statements with the governing body in which they serve on forms prescribed by the board and furnished by the respective governing body. See page 151 for a list of metropolitan governmental units whose local officials must file statements of economic interest.

There is no fee for filing statements of economic interest. Copies of statements by legislative candidates and legislators 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:**

**Abstractors 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 administrative law judges; 14 compensation judges.

**Aging Board**-members, chief and deputy administrative officers.

**Agricultural and Economic Development Board**-members, chief and deputy administrative officers.

**Agricultural Chemical Response Compensation Board**-members.

**Agricultural Society Board**-members, chief and deputy administrative officers.

**Agriculture Department**-commissioner, deputy and assistant commissioners.

**Amateur Sports Commission**-members, chief and deputy administrative officers.

**Animal Health Board**-members, chief and deputy administrative officers.

**Architecture, Engineering, land Surveying and landscape Architecture Board**-members, chief and deputy administrative officers.

**Arts Board**-members, chief and deputy administrative officers.  
**Assessors Board**-members, chief and deputy administrative officers.  
**Attorney General's Office**-attorney general, deputy attorney general, solicitor general, deputy solicitor general, special assistant attorneys general.  
**Barber Examiners Board**-members, chief and deputy administrative officers.  
**Boxing 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 Colleges, State Board for**-members, chancellor and vice chancellor.  
**Corrections Department**-commissioner, deputy and assistant commissioners.  
**Crime Victims Reparations Board**-members, executive and deputy director.  
**Dentistry Board**-members, chief and deputy administrative officers.  
**Designer Selection Board**-members, chief and deputy administrative officers.  
**Education Board**-members, chief and deputy administrative officers.  
**Education Department**-commissioner, assistant commissioners.  
**Electricity Board**-members, chief and deputy administrative officers.  
**Emergency Response Commission**-members, chief and deputy administrative officers.  
**Employee Relations Department**-commissioner, deputy and assistant commissioners.  
**Environmental Quality Board**-members, chief and deputy administrative officers.  
**Ethical Practices Board**-members, chief and deputy administrative officers.  
**Export Finance Authority**-members, chief and deputy administrative officers.  
**Finance Department**-commissioner, deputy and assistant commissioners.  
**Gambling Control Board**-members, chief and deputy administrative officers.  
**Gambling Enforcement Division, Dept. of Public Safety**-director.  
**Governor's Office**-governor, chief deputy.  
**Harmful Substance Compensation Board**-members.  
**Health Department**-commissioner, deputy and assistant commissioners.  
**Health Facilities Complaints, Office of**-director.  
**Higher Education Coordinating Board**-members, executive and deputy directors.  
**Higher Education Facilities Authority**-members, executive director.  
**Housing Finance Agency**-members, executive and deputy directors.  
**Human Rights Department**-commissioner, deputy commissioner.  
**Human Services Department**-commissioner, deputy and assistant commissioners.  
**Indian Affairs Intertribal Board**-executive director.  
**Investment Advisory Council**-members.  
**Iron Range Resources and Rehabilitation Board**-commissioner, deputy commissioner.  
**Jobs and Training Department**-commissioner, deputy and assistant commissioners, referees.  
**Labor and Industry Department**-commissioner, deputy and assistant commissioners.  
**Lake Superior Center Authority**-members.  
**Legislative Employees**-chief clerk of the House, legislative auditor, House researchers and attorneys, revisor of statutes, secretary of the Senate, Senate counsel attorneys, Senate research researchers.  
**Legislature**-state representatives and state senators.  
**Lieutenant Governor's Office**-lieutenant governor and chief deputy.  
**Lottery**-director and deputy director.  
**Marriage and Family Therapy, Board of**-members, director, and assistant director.  
**Mediation Services Bureau**-director, deputy director.  
**Medical Practice Board**-members, chief and deputy administrative officers.  
**Medical Services Review Board**-members.  
**Metropolitan Airports Commission**-members, chief administrative officer.  
**Metropolitan Council**-members, chief administrative 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.  
**Minnesota Center for Arts Education Board**-members, chief and administrative officers.  
**Minnesota Technology, Inc.** (formerly: Greater Minnesota Corporation)-president, directors.  
**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 Officers Standards and Training Board**-members, chief and deputy administrative officers.  
**Petroleum Tank Release Compensation Board**-members, chief and deputy administrative officers.  
**Pharmacy Board**-members, chief and deputy administrative officers.  
**Podiatry Board**-members, chief and deputy administrative officers.  
**Pollution Control Agency**-board members, commissioner and deputy commissioners.  
**Private Detective and Protective Agent Services Board**-members, chief and deputy administrative officers.  
**Psychology Board**-members, chief & deputy administrative officers.  
**Public Defense Board**-public members, chief and deputy administrative officers.  
**Public Employees Retirement Association (PERA) Board**-members and executive director.  
**Public Employment Relations Board**-members, chief and deputy administrative officers.  
**Public Facilities Authority**-members, chief and deputy administrative officers.  
**Public Safety Department**-commissioner, deputy and assistant commissioners; registrar of motor vehicles.  
**Public Service Department**-commissioner and deputy commissioners.  
**Public Utilities Commission**-members, executive director.  
**Racing Commission**-members, director, chief of security, medical officer, inspector of pari-mutuels, stewards.  
**Regional Transit Board**-members, chief and deputy administrative officers.  
**Rehabilitation Review Panel**-members.  
**Revenue Department**-commissioner, deputy & assistant commissioners.  
**Rural Development Board**-members, chief and deputy administrative officers.  
**Rural Finance Authority**-members.  
**Secretary of State's Office**-secretary of state, chief deputy.  
**Sentencing Guidelines Commission**-members, chief administrative officer.  
**Social Work Licensing Board**-members, chief and deputy administrative officers.  
**State Auditor's Office**-state auditor, chief deputy.  
**State Board of Technical Colleges**-members, chief administrative officer.  
**State Investment Board**-executive and assistant executive secretary.  
**State Retirement Board**-members, chief and deputy administrative officers.  
**State Treasurer's Office**-state treasurer, chief deputy.  
**State University Board**-members, chancellor and vice-chancellor.  
**Teaching Board**-members, chief and deputy administrative officers.  
**Teachers Retirement Association Board**-members, chief and deputy administrative officers.  
**Telecommunication Access for Communication Impaired Persons Board**-members, chief and deputy administrative officer.  
**Trade and Economic Development Department**-commissioner, deputy and assistant commissioners.  
**Transportation Department**-commissioner, deputy and assistant commissioners.  
**Transportation Regulation Board**-members.  
**Veterans Affairs Department**-commissioner, deputy and assistant commissioners.  
**Veterans Homes Board**-members, chief and deputy administrative officers.  
**Veterinary Medicine Board**-members, chief and deputy administrative officers.  
**Waste Management, Office of**-director.  
**Water and Soil Resources Board**-members, chief and deputy administrative officers.



**Water Supply and Wastewater Treatment Operators Certification Council**-members, chief and deputy administrative officers.

**Workers' Compensation Court of Appeals**-judges.

**World Trade Center Corporation, Minnesota**-members and president.

**Zoological Board**-director.

**Metropolitan Governmental Unit, as defined in *Minnesota Statutes* § 10A.01, subd. 26, includes:**

- the seven counties in the metropolitan area as defined in *Minnesota Statutes* § 473.121, subd. 2:
 

Anoka County	Dakota County	Ramsey County	Washington County
Carver County	Hennepin County	Scott County	<i>and</i>
  
- a regional railroad authority established by one or more of the counties listed above, including:
 

Anoka County Regional Railroad Authority	Ramsey County Regional Railroad Authority
Carver County Regional Railroad Authority	Scott County Regional Railroad Authority
Dakota County Regional Railroad Authority	Washington County Regional Railroad Authority
Hennepin County Regional Railroad Authority	<i>and</i>
  
- a city with a population of over 50,000 located in one of the counties listed above:
  - Anoka County-Coon Rapids
  - Dakota County-Burnsville
  - Hennepin County-Bloomington, Minneapolis, Plymouth
  - Ramsey County-St. Paul; *and*
  
- the Metropolitan Council; *and*
  
- a metropolitan agency as defined in *Minnesota Statutes* § 473.121, subd. 5a:
 

Metropolitan Parks and Open Space Commission	Metropolitan Airports Commission
Regional Transit Board	Metropolitan Sports Facilities Commission <i>and</i>
Metropolitan Transit Commission	the State High School League; <i>and</i>
Metropolitan Waste Control Commission	the Minnesota Technology, Inc.

**Executive Council**

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

**Dana B. Badgerow, 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 quarterly. In order for the Executive Council to consider an item, a request must be received by the executive secretary two weeks prior to the meeting date. An original and 11 copies of the request, including appropriate documentation, are needed.

## Department of Finance

400 Centennial Building, 658 Cedar Street, St. Paul, MN 55155

John Gunyou, commissioner, (612) 296-2438

David Doth, deputy commissioner, (612) 296-5904

Minnesota Statutes, Chapter 16A

### Background:

The Legislature created the Department of Finance in 1973, consolidating all statewide financial management duties and functions. The commissioner of finance is the state's chief financial officer, who is responsible for managing all financial affairs of the state.

The Department of Finance is an executive branch staff agency. Its mission is to facilitate continuous improvement in the performance of state government for the people of Minnesota through the provision of information, analysis and financial management services designed to assure the integrity of the state's finances, monitor and report performance of state activities, communicate priorities and values, and coordinate and facilitate policy development and implementation from a "whole state" perspective. The department serves the executive branch and, through the governor, the other branches and governing units of the state.

The department provides the following services: accounting, budgeting, cash management, debt management, economic analysis, financial consulting, financial reporting, payments, policy analysis. The department has five major divisions:

### Economic Analysis (612) 297-2799

**Dr. Thomas Stinson, state economist.** The section analyzes economic factors as they affect the state's financial affairs. The section projects revenues the state can expect to receive, giving decision makers essential information during the biennial budget process. It also provides information during state bond sales to ensure 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. This section provides no direct services to the public.

### Budget Services Division (612) 297-7881

**Laura King, assistant commissioner and state budget director.** The division develops the state biennial budget and monitors it through the biennium. Specialized teams monitor and analyze financial data in specific activities to ensure implementation of the state's budget. The division also manages statewide systems to control costs and report fees. The division reviews selected program policies, identifies alternative budget strategies and makes recommendations to the governor on funding priorities.

### Budget Planning and Operations (612) 296-4724

**Charlie Bieleck, director.** The section of the Budget Division manages the budget process and compiles information relating to historic, current, and projected revenues and expenditures used to prepare and monitor the state budget. The Budget Support Unit plans the biennial budget process, performs position control functions, develops and controls the statewide indirect cost plan, and reviews and approves fees. The Financial Analysis Unit operates the biennial budget system, develops financial planning information, including long range projections and identification of budget issues and alternatives. The unit also produces materials that summarize and provide information on the state budget. Finally, section staff respond to informational inquiries from the executive and legislative branches, the financial community and the general public.

**Budget Services Teams:** Four budget teams advise state managers, department of finance managers, the commissioner, the legislature and the governor on matters relating to fiscal control, program analysis, and proposed legislation. The teams work closely with the legislature in providing information regarding the governor's budget. Further, the team's executive budget officers provide independent evaluation, recommendations and program policy analysis to all levels of state government.

**Education and Taxes (612) 296-5618**

**Ron Hackett, team leader.** This team handles matters relating to the following: Higher Education Coordinating Board, Higher Education Facilities Authority, Mayo Medical School, State University System, University of Minnesota, Community College System, Education Department, Minnesota Education Computing Consortium, MSRS, PERA, School of Arts, State Council – Voc Ed, TRA, Vocational Technical Systems, Jobs Skills Partnership Board, Education Aids, and Tax Policy.

**General Government (612) 296-4846**

**Ted Spiess, team leader.** This team handles matters relating to the following departments and offices: Administration, Administrative Hearings, Capitol Area Architecture and Planning Board, Corrections, Employee Relations, Executive Council, Finance, Governor, Lt. Governor, Investment Board, State Planning, Attorney General, Public Defender, Public Defense Board, Revenue, Secretary of State, Tax Court, Handicapped Council, Judicial Branch, Military Affairs, Revisor of Statutes, Asian Pacific Minnesotans Council, Blacks Council, Indian Council, Spanish Council, Ombudsman for Corrections, Sentencing Guidelines Commission, Legislature, Mediation Services, Public Employment Relation Board, Public Defense Board, Public Safety, Veterans Affairs, Energy and Economic Development, IRRRB, Labor and Industry, State Auditor, State Treasurer, Supreme Court, Transportation, Workers Compensation Court, and World Trade Center.

**Human Resources (612) 296-5631**

**Anne Barry, team leader.** This team handles matters relating to the following: Policy Analysis, Health Care Policy Analysis, Health Department, Housing Finance Agency, Human Rights, Hazardous Substance Injury Compensation Board, Jobs and Training Department, Office of Full Productivity and Opportunity, Health Boards, Veterans Home Board, Nursing Homes, and Human Services.

**Transportation, Development and Environment (612) 296-1326**

**Dale Nelson, team leader.** This team handles matters relating to the following: Commerce Department, all Non-Health Boards, Historical Society, Natural Resources, Public Service Department, Public Utilities Commission, Science Museum, Uniform Laws Commission, Academy of Science, Agriculture Department, Disabled American Veterans, Horticultural Society, Humane Society, LCMR, Minnesota Safety Council, Veterans of Foreign Wars, Minnesota Wisconsin Boundary Area Commission, Racing Commission, Voyageurs National Park Council, Pollution Control Agency, Waste Management Board, Water Resource Board, and Minnesota Zoo.

**Accounting Services Division (612) 296-1699**

**Geri Benting, assistant commissioner.** This division provides accounting and payroll services and establishes appropriate policies and procedures for state agencies. The division also operates the statewide accounting system, the central payroll system, the financial reporting activity and provides systems support.

**Statewide Accounting (612) 296-5903**

**Roy Muscatello, director.** This section manages the state accounting system. The system is the operating and financial base for the state. The section identifies and records all legislative appropriations in the accounting system. It issues warrants (checks) for paying state vendors for providing services and products to state agencies. The section also issues replacements for lost and forged warrants. It records revenues and expenditures for all state agencies and provides fiscal information necessary for financial management. Information regarding lost or forged warrants can be directed to: Rose Dodd (296-2742).

**Central Payroll (612) 296-4061**

**Don Smith, director.** This section manages the state's payroll system. The system processes payroll data and issues payroll warrants for all employees in the executive and judicial branches of state government. The section also operates the U.S. Savings Bond program. This section provides no direct services to the public.

### **Financial Reporting (612) 297-2429**

**Rosalie Greeman, director.** The section publishes the state's annual financial report, providing financial information for all state funds. The report presents the state's financial position and the fiscal results of state operations in accordance with generally accepted accounting principles and includes a supplementary report comparing budgets to actual results for appropriated funds. The section also forecasts and monitors cash flow for the state and coordinates state agencies' activities related to the single audit of federal programs. This section provides no direct services to the public.

### **Financial Systems (612) 296-5600**

**James Stavsvick, director.** This section provides systems development, maintenance and support to the statewide accounting system and the central payroll system. This section provides no direct services to the public.

### **Cash and Debt Management (612) 296-8372**

**Peter Sausen, assistant commissioner.** The division manages the state's long and short term general obligation debt, including planning and timing of the sale of bonds, preparing the legal documentation, providing information on the sale and conducting the actual sale. Further, the division establishes the state's bank accounts located throughout the state. The division also provides support in capital budgeting and in the administration of school energy loans. This division provides no direct services to the public.

### **Administrative Services (612) 296-9473**

**Gordon Yurich, director.** This division provides all internal administrative services to the agency. Services include: accounting – (612) 296-7858, personnel/payroll – (612) 296-5907, budgeting, training, legislative liaison, procurement, office management, communications, copiers, receptionists, clerical and office equipment. This section provides no direct services to the public.

## **Governor's Council on Fire Prevention and Control**

**450 North Syndicate Street, #285, St. Paul, MN 55104 (612)643-3080**

**Thomas R. Brace, state fire marshal**

**Executive Order 88-10, Sept 21, 1988**

The council was formed in 1969 by statute and has operated under various titles until 1974 when it was appointed as a council by executive order. The council was established to encourage the development of the best possible fire education, protection and prevention services for the people of Minnesota.

The council consists of fifteen members, appointed by the governor, representing a variety of one service organization, the general public, the private sector and local government units. Additionally, five ex-officio, non-voting members were added from state agencies. The council meets on the third Wednesday of every other month beginning in January of each year. The council meets at various locations through out the Twin Cities. The meetings are open to the public. Persons wishing to be placed on the agenda or to make presentations should contact the council at the above address.

The mission of the council is to provide a focal point for the exchange of information, to develop fire education, protection and prevention services for the people of Minnesota and to coordinate the delivery of this information. The council also interacts at the federal, state and local level to improve current services and to develop new ones.

The Department of Public Safety, on behalf of the council, is to serve as Minnesota's principal liaison to the United States Fire Administration for the purpose of applying for and receiving of federal grants and facilitating communication with that agency.

The council operates without funding in the performance of its duties, however, receives assistance from member organizations and state agencies as appropriate.

The duties of the council are to disseminate information to the governor, the commissioner of public safety and to the legislature on fire and life safety issues pertinent to the fire service and the citizens of Minnesota. In addition, the council recommends policy relating to building and fire issues, and to encourage the best possible fire and life safety protection, education and prevention services.

## Lawful Gambling Control Board

1711 West County Road B., Suite 300 South, Roseville, Minnesota 55113

(612) 639-4000

Harry W. Baltzer, executive director

Minnesota Statutes, Chapter 349; *Minnesota Rules, Chapter 7860*

The Lawful Gambling Control Board (formerly Charitable Gambling Board), was created by the 1984 Legislature through the *Minnesota Statutes*, Chapter 349, effective March 1, 1985. The purpose of the board is to regulate lawful gambling, to prevent commercialization, to ensure integrity of operations, and to provide for the use of net profits only for lawful purposes.

### Lawful purpose expenditures include one or more of the following:

- A contribution to an organization which :
  - is classified as tax exempt under *United States Code*, title 26, section 501(c) (3);
  - spends at least 70 percent of its gross revenue on programs related to its primary purpose and 30 percent or less on administration and operation expenses;
  - does not exist primarily for the purpose of receiving and distributing gambling profits;
  - does not have more than 49 percent of its membership in common with the contributing organization; and
  - does not have an officer, director, or other person in a managerial position who is also an officer, director, or management person in the contributing organization.
- An expenditure by a licensed organization which is classified as tax exempt under *United States Code*, title 26, section 501(c) (3), if that expenditure is directly related to the primary purpose of the organization.
- A contribution to an individual or family to relieve the effects of poverty, homelessness, or physical or mental disability.
- A contribution to an individual for treatment of delayed post-traumatic stress syndrome if the individual has documentation that the individual has been diagnosed by a licensed medical doctor as suffering from post-traumatic stress syndrome.
- A contribution to a recognized program for the treatment of compulsive gambling on behalf of an individual who is a compulsive gambler. For purposes of this item, a recognized program is a program which has:
  - qualified health and addictions treatment personnel as recognized by a state or national licensing body; or
  - met the minimum standards set by the National Council on Problem Gambling Certification Board and the Minnesota Council on Compulsive Gambling.
  - a contribution to or an expenditure on a public or private nonprofit educational institution registered with or accredited in Minnesota or any other state.
- A contribution to a scholarship fund for defraying the cost of education to individuals, if:
  - the funds are awarded through an open and fair selection process that does not discriminate based on race or gender;
  - the scholarship is not limited to members of the organization or their immediate families;
  - the criteria for the selection process is communicated to all participants and to all members of the organization; and
  - the names of the individuals awarded scholarships are communicated to all members of the sponsoring organization.

- A contribution to an organization or governmental entity for the cost of activities recognizing humanitarian or military service to the United States, the state of Minnesota, or a community provided:
  - the contribution is not used by or intended for the personal benefit of any individual member of the organization; and
  - the contribution, if made to a unit of government, must be acknowledged on a form provided by the board showing the request from the unit of government to expend gambling funds and attached to the monthly schedule C report.
- A contribution for recreational, community, and athletic facilities and activities intended primarily for the use of persons under the age of 21, if the following conditions have been met:
  - the facilities and activities do not discriminate on the basis of gender and the opportunity to participate reflects each gender's demonstrated interest in the activity;
  - equal opportunity is provided for:
    - the provision of equipment and supplies;
    - the scheduling of activities, including games and practice times;
    - the supply and assignment of coaches or other adult supervisors;
    - the provision and availability of support facilities; and
    - demonstrated interest in the activity;
  - for purposes of this item, "primarily" must be demonstrated by written documentation that programs for persons under the age of 21 are given priority scheduling consideration;
  - educational institutions or other entities are exempted from the above requirements as identified in the Higher Education Act amendments of 1976, *United States Code*, title 20, section 1681; and
  - the board is notified 15 days prior to the expenditure of the gambling funds for the erection, acquisition, improvement, or expansion of real property or capital assets which will be used for recreational, community, or athletic facilities.
- Local gambling taxes paid to a statutory or home rule city or county, provided the tax does not exceed three percent of the gross receipts less prizes actually paid out by the organization at the permitted premises.
- Taxes imposed by the United States on receipts from lawful gambling, but not including the federal tax stamp required for gambling employees.
- Taxes imposed by *Minnesota Statutes*, Section 349.212, subdivisions 1 and 4.
- Taxes imposed on unrelated business income by *Minnesota Statutes*, Section 290.05, subdivision 3.
- Real estate taxes and assessments on permitted gambling premises wholly owned by the licensed organization, provided the expenditure does not exceed:
  - for organizations which conduct pull-tabs, tipboards, raffles, and/or paddlewheels, \$15,000 per year; or
  - for organizations which conduct bingo, \$200 for premises of not more than 6,000 square feet, \$300 for owned bingo premises of not more than 12,000 feet, and \$400 for premises of more than 12,000 square feet times the number of bingo occasions conducted in a calendar year, based on the space actually used for bingo.
- A contribution to the United States, the state of Minnesota or any of its political subdivisions, or any agency or instrumentality thereof, provided:
  - that for a contribution to a unit of government, the contribution is documented by a form prescribed by the board showing the request from a unit of government to expend gambling funds; and
  - that for expenditures involving environmental projects, the contribution is documented by a form prescribed by the board and attached to the monthly schedule C showing prior review by the Department of Natural Resources.
- A contribution to, or expenditure by, a nonprofit organization, church, or body of communicants gathered in common membership for mutual support and edification in piety, worship, or religious observances.

- Repair or maintenance of real property or capital assets when the property is or will be used extensively as a meeting place or event location by other nonprofit organizations or community or service groups and no rental fee is charged for the use, provided:
  - "extensively" must be demonstrated by written documentation that the facility has been used free of charge by at least one group as described in this subitem;
  - a board-prescribed form is completed; and
  - approval of the board is obtained before the expenditure.
- The erection or acquisition of a comparable building to replace a building owned by the organization which was destroyed or made uninhabitable by fire or natural disaster, provided the expenditure, mortgage payment, or other debt service payment is only for that part of the replacement cost not reimbursed by insurance and the building was insured at least at replacement cost value, and:
  - a board-prescribed form is completed;
  - board approval is obtained;
  - the replacement structure:
    - is used for the same or similar purposes as the original building;
    - has essentially the same square footage as the original building; and
  - the following may be included:
    - additional costs for building code requirements enacted by the local unit of government after the original building was built; and
    - additional costs for landscaping and parking lot code requirements enacted by the local unit of government after the original building was built.
- The erection or acquisition of a comparable building to replace a building owned by the organization taken by eminent domain or sold under the threat of eminent domain, provided the expenditure, mortgage payment, or other debt service payment is only for that part of the replacement cost that exceeds the compensation received by the organization for the building being replaced, and:
  - a board-prescribed form is completed;
  - approval of the board is obtained;
  - the replacement structure:
    - is used for the same purposes as the original building;
    - has the same square footage; and
    - cost is substantially the same as the value of the original building except for additional costs for building code requirements enacted by the local unit of government after the original building was built and additional costs for landscaping and parking lot code requirements enacted by the local unit of government after the original building was built.
  - Payment of one-half of the reasonable costs of an audit required in *Minnesota Statutes*, Section 349.19, subdivision 9.

**Powers of the board:** The board regulates lawful gambling and may take all necessary steps to ensure the integrity of and public confidence in lawful gambling. It issues licenses to organizations, distributors, bingo halls, manufacturer, and gambling managers. The Board collects license, permit and registration fees relating to the conduct of lawful gambling. The board may impose civil penalties of up to \$500 per violation of statute or rule on organizations, distributors, manufacturers, bingo halls and gambling managers.

As of July 1, 1991, the board consists of seven members as follows: (1) those members appointed by the governor before July 1, 1991, whose terms expire June 30, 1992, June 30, 1993, and June 30, 1994; (2) one member appointed by the governor for a term expiring on June 30, 1994; (3) one member appointed by the commissioner of public safety for a term expiring June 30, 1995; and (4) one member appointed by the attorney general for a term expiring June 30, 1995. After the initial terms, appointments are for four years. The board meets the third Monday of every month. Meetings are open to the public.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes* Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Gambling Control Board**, 1711 W. Co. Rd. B, Suite 300 South, Roseville 55113. (612) 639-4000. *Minnesota Statutes* 349.151.

**Appointing Authority:** Governor, with advice and consent of the senate. **Compensation:** \$55 per diem plus expenses. The board issues, suspends and revokes licenses of organizations, bingo halls, distributors and manufacturers of gambling equipment, collects license fees and inspects records, conducts hearings to insure integrity of operations and compliance with all applicable laws and rules. The board consists of seven members, no more than three members from the same political party. Meetings scheduled and location not determined.

### Types of applications and fees:

Lawful gambling activities are bingo, tipboards, pull-tabs, paddlewheels, and raffles.

**Lawful gambling licenses** are issued to organizations for a period of two years. There is no fee for the license.

**Premises Permits** are issued for a period of two years to correspond with the term of the organization license.

**Premises Permit** fees are as follows:

**Class A** - \$400 (Bingo, raffles, paddlewheels, tipboards, pull-tabs)

**Class B** - \$250 (Raffles, paddlewheels, tipboards, and pull-tabs)

**Class C** - \$200 (Bingo only)

**Class D** - \$150 (Raffles only)

To qualify for a lawful gambling license, an organization must be fraternal, veterans, religious, or other nonprofit. Organizations must have either a letter from the IRS stating they are income tax exempt for the most recent three years or a certificate of good standing from the Minnesota Secretary of State's office showing three years of nonprofit status. Organizations which are arms of government or receive funding from governmental bodies are not eligible to conduct charitable gambling. All organizations must have at least 15 members and be in existence as a nonprofit for at least three years. A \$10,000 fidelity bond for the gambling manager is required.

All applications submitted to the Board for premises permits and bingo hall licenses must include a resolution from the city council or county board approving the premises permit or the bingo hall license.

**Limit on bingo occasions:** Organizations may not conduct more than seven bingo occasions per week.

**Bingo Halls:** No person may lease a facility to more than one individual, corporation, partnership or organization to conduct bingo without a current and valid license. A license is issued for a period of one year. The license fee is \$2,500.

**Distributors of gambling equipment:** A distributor is a person who sells or furnishes gambling equipment to a licensed or exempted organization. The license fee for a distributor's license is \$2,500 annually from the time of licensure. Photo identification cards are required for all persons employed by distributors. Application forms and ID cards are available from the board office.

**Manufacturers of gambling equipment:** Manufacturers of gambling equipment may not sell to any person unless the manufacturer has been licensed by the Board. Licenses are issued for a period of one year. The license fee is \$2,500. A licensed manufacturer may only sell to a licensed distributor.

### Exclusions to lawful gambling:

**Bingo** – Organizations which conduct bingo four or fewer times a year or for not more than twelve days in conjunction with a county fair, state fair, or civic celebration may be excluded



from obtaining a license. The organization must meet the definition of an organization, register with the board at least 30 days prior to the bingo occasion(s), and comply with registration and restrictions contained in the rules.

A form is available from the board office upon request. There is no application fee. Gross receipts from bingo conducted under this exclusion are exempt from taxation.

**Bingo – Nursing Home, Senior Citizen Housing**

Bingo may be conducted without a license at a nursing home or senior citizen housing project or by a senior citizen organization if:

- the prizes for a single bingo game do not exceed \$10
- total prizes awarded at a single bingo occasion do not exceed \$200
- no more than two bingo occasions are held by the organization or at the facility each week
- only members of the organization or residents of the nursing home or project are allowed to play in a bingo game
- no compensation is paid for any persons who conduct the bingo
- a manager is appointed to supervise the bingo
- the manager registers with the board.

A registration form is available from the board. Gross receipts from bingo conducted under this exclusion are exempt from taxation. There is no application fee.

**Excluded Raffles** – Organizations may conduct raffles without obtaining a license if the value of all raffle prizes awarded by the organization in a calendar year does not exceed \$750. (Merchandise prizes must be valued at their fair market value.) Gross receipts from raffles conducted under this exclusion are exempt from taxation. A form is available from the board office upon request and there is no application fee.

**Lawful gambling exemption:** All organizations which conduct lawful gambling (pull-tabs, bingo, raffles, paddlewheels, and tipboards) five or fewer days in a calendar year and award less than \$50,000 in prizes in a calendar year qualify for an exemption from license requirements. (NOTE: Organizations currently licensed by the board cannot be granted exempted status; they must be either licensed or exempted. Contact the board office for further details.) The organization must meet the definition of an organization as previously outlined. The \$10,000 fidelity bond is not required. The organization must notify the board and the local unit of government 30 days before the lawful gambling occasion or 60 days for an occasion held in a city of the first class. Gross receipts from activity conducted under the lawful gambling exemption is exempt from taxation. However, a financial report is required within 30 days after the activity is concluded.

**Tax payment:**

A tax of two percent of the ideal gross from pull-tabs and tipboards is collected from the distributor at the time of sale to an organization. The ideal gross of a deal of pull-tabs or tipboards is the potential gross receipts from the retail sale of all pull-tabs or tipboards in a deal.

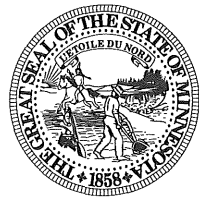
A tax on the combined gross receipts from all pull-tabs and tipboards is imposed on a graduated scale based on the combined receipts of the pull-tabs and/or tipboards sold by the organization:

<b>Annual Gross Receipts</b>	<b>Tax</b>
Not more than \$500,000	0
\$500,001-\$700,000	2 percent of amount over \$500,000
\$700,001-\$900,000	\$4,000 plus 4 percent of amount over \$900,000
over \$900,00	\$12,000 plus 6 percent of amount over \$900,000

A ten percent tax of gross profit (gross receipts minus prizes) is imposed on receipts from bingo, raffles and paddlewheels.

## Office of the Governor

130 State Capitol, St. Paul, Minnesota 55155  
Governor Arne H. Carlson, (612)-296-3391



### Minnesota Statutes, Chapter 4

The governor is elected by the people for a four-year term which begins on the first Monday in 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 also 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. 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.

### Appointments

The governor appoints more than 1500 citizens to positions on approximately 175 Minnesota boards and commissions during the four-year term. The terms of such appointments vary from two to six years. The 1978 Open Appointments Law established procedures that enable any citizen to apply for such a position through the secretary of state's office. The Governor's Advisory Committee on Open Appointments reviews the applications, interviews candidates and makes recommendations to the governor. As determined by statute, Senate confirmation is required for many of these appointments.

The governor fills vacancies which occur in district court, court of appeals and supreme court judgeships by appointments that do not require senate confirmation. The governor issues extradition papers, restores civil rights to felons and commissions notaries public (approximately 5,500 each year). As commander-in-chief of the military forces in Minnesota, the governor 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 is a member of the State Pardon Board, the Executive Council, the State Board of Investment and the Land Exchange Board. The governor is also presiding officer of the Legislative Advisory Commission.

### Proclamations and Certificates

The governor's office also issues Proclamations and Certificates of Commendation upon request. Proclamations are declared by the governor to designate a special day of celebration, remembrance, or attention to a given cause. A draft must be written stating the request for a proclamation, why it is requested (include a brief history of the day's significance or why it should be noteworthy), the date it is desired, and by whom it is requested. Certificates of Commendation can be requested for individuals, groups or organizations, schools, special projects, and public and private agencies which have made outstanding achievements in their

field. Requests must be made in writing with a brief history of the individual's or group's achievement, why the certificate is being requested, by whom it is being requested, and the date it is desired. All drafts for Proclamations and Certificates should be mailed to the Governor's Office, 130 State Capitol, St. Paul, Minnesota 55155.

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.

### **Interstate Cooperation Commission (612) 296-3391**

The commission represents Minnesota as a member of the Council of 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 Minnesota 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.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Commission on the Bicentennial of the United States Constitution**, Fourth Floor, Veterans Service Bldg., St. Paul 55155. (612) 297-4217. *Executive Order 86-2, 1986.*

**Appointing Authority:** Governor. **Compensation:** None. The commission will coordinate and establish bicentennial celebration activities in the state of Minnesota. The commission has honorary and active chairs and fifteen members appointed by the chief justice and fifteen members appointed by the governor.

**Governor's Council on the Martin Luther King Jr. Holiday**, c/o Bill Wilson, 719 City Hall, St. Paul 55102. (612) 298-4646. *Executive Order 86-11.*

**Appointing Authority:** Governor. **Compensation:** None. The council helps plan and coordinate observances of Dr. King's birthday at the state and local level. The council consists of fifteen members.

**Governor's Residence Council**, Administration Bldg., 50 Sherburne Ave., St. Paul 55155. (612) 296-2961. *Minnesota Statutes 16B.17.64.*

**Appointing Authority:** Governor. **Compensation:** None. The council develops an overall restoration plan for the governor's residence and surrounding grounds, solicits contributions to maintain and improve the public areas of the building. The council consists of fifteen members including seven appointed by the governor (one in the field of higher education), one member each from the American Institute of Architects, the American Society of Interior Designers, and the American Society of Landscape Architects; and a member, if available, of the family which donated the building, four public members, a member of the senate, a member of the house, the governor's spouse or designee, the executive director of the Arts Board and the director of the State Historical Society.

## Harmful Substance Compensation Board

2700 University Ave. W., #115, St. Paul, MN 55114

Jean Small-Johnson, executive director, (612) 612-0455

Minnesota Statutes, Sections 115B.25-.37

The Harmful Substance Compensation Board was created by the 1985 Legislature to administer funds to compensate persons who suffer certain kinds of injury or property damage due to exposure to harmful substances in Minnesota.

**Personal Injuries** – The board can compensate for the following personal injury losses: medical expenses not covered by other sources such as insurance or social security; lost wages to a limit of \$24,000 per year; lost household labor to a limit of \$24,000 per year; death benefits to survivors to a limit of \$2,000 per month.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Harmful Substance Compensation Board**, 2700 University Ave. W., Suite 115., St. Paul 55114. (612) 642-0455. *Minnesota Statutes 115B.27.*

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem plus expenses. The board investigates claims of property damages or injury caused by releases of harmful substances into the environment and compensates victims for verified losses resulting from the releases. The board consists of five members including one physician knowledgeable in toxicology; one member of the bar in Minnesota; one health professional knowledgeable in the area of harmful substance injuries; and two public members. Members must file with the Ethical Practices Board.

Injuries eligible for compensation from the board include: a chronic or progressive disease, illness, or disability such as cancer, organic nervous system disorders, reproductive disorders or physical deformities; an acute disease or condition that's obvious after limited exposure to the harmful substance, if the person responsible for the release of the harmful substance is unknown or unable to compensate the victim; death, including medical expenses and benefits to the surviving dependents.

**Property Damage** – The board can compensate for the following property damage losses: the actual cost of replacing or decontaminating a contaminated water supply to a maximum of \$25,000; losses for the sale of a home at less than appraised value if the sale was necessary due to hardship circumstances of the owner limited to 75% of the difference between the appraised market value and the selling price of a home, but not to exceed \$25,000; the cost to maintain two residences due to inability to sell a property under hardship circumstances, not to exceed \$25,000.

**Amount of Compensation** – No claimant may receive more than \$250,000, and in the case of a death, the total paid to all persons on behalf of a claimant may not exceed that amount.

**Restrictions** – No claim may be filed on losses already compensated from the person responsible for the release of the harmful substance. No court action may be started to recover damages while seeking an award from the board.

Injuries that result from workplace exposures and for which an award is made under workers' compensation are not eligible for an award by the board, nor are injuries caused by the use of consumer products.

**Time Frame for Filing a Claim** – Personal injury claim must be filed within two years after the injury and its connection to exposure to a harmful substance was or reasonably should have been discovered. A property damage claim must be filed within two years after the full amount of compensable losses can be determined. Claims that would otherwise be barred by these time limits may be filed no later than January 1, 1992.

**How to File a Claim** – For an information brochure and claim form, contact the board office. The board staff is available to answer questions and assist potential claimants in filling out the claim form. There is no charge for the board's service. Office hours are from 8:00 a.m. to 4:30 p.m., Monday through Friday.

## Department of Health (MDH)

717 Delaware St. S.E./Box 9441,  
Minneapolis 55440

**General Information: (612) 623-5000;**

**Commissioners Office: (612) 623-5460;**

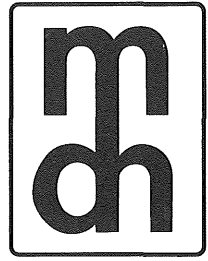
**General FAX: (612) 623-5043**

**Marlene E. Marschall, commissioner;**

**Mary Jo O'Brien, deputy commissioner**

**Minnesota Statutes 103H, 103I, 144, 144A, 145, 145A, 149, 157, 326 and 327;**

*Minnesota Rules 4600-4799.*



MDH is the state's official health agency. It is responsible for developing and maintaining "an organized system of programs and services for protecting, maintaining and improving the health of the citizens of Minnesota." MDH is headed by the commissioner of health, who is appointed by the governor.

**NOTE:** Statistical information, copies of public documents, and other informational materials are available to the public, upon request, from various programs and activities within MDH. A copying fee may be charged for some items.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Environmental Health Specialist/Sanitarian Advisory Task Force**, P.O. Box 9441, Mpls., 55440. (612) 623-5341. *Minnesota Statutes 214.13.*

**Appointing Authority:** Commissioner of Health. **Compensation:** None. The task force recommends applicants for registration as environmental health specialist/sanitarians, advises the commissioner on standards, rules and requirements for registration, and advises on a continuing education program for registration renewal. The task force consists of seven members including four registered environmental health specialist/sanitarians; one representative of a regulated industry or educator; and two public members. Two meetings; April and October. Additional meetings scheduled as needed.

**State Health Advisory Task Force**, 717 S.E. Delaware St., Mpls., 55414. (612) 623-5000. Liz Emerson (623-5759). *Minnesota Statutes 144.011.*

**Appointing Authority:** Commissioner of Health. **Compensation:** Expenses. The task force advises the commissioner of health on policy development issues within the jurisdiction of the State Department of Health. The task force consists of fifteen members; membership will be broadly representative of licensed health professions, government, and will include the public, business, and labor. Meeting schedule – no more than quarterly; locations undetermined at this time.

## Background

Minnesota became the fourth state to establish a state board of health in 1872, preceded by Massachusetts, California, and Virginia. Originally located in Red Wing at the office of the first secretary of the board of health, Dr. Hewitt, the labs were moved to the University of Minnesota campus in 1893. The following year the offices of the board were moved to the Pioneer Building in St. Paul.

In 1902 the legislature appropriated funds for a laboratory animal house and additional space was provided in 1907 in what is now the university's psychology building.

Albert J. Chesley, M.D. served the longest term as secretary and executive officer of the state board of health from May 13, 1921 until his death at the age of 78 on October 15, 1955. During his tenure the board had offices in the university's Westbrook and Eddy Halls from 1922-1938. The board's maternal and child health unit was housed on the university's St. Paul

campus, and from 1932-1969 the board also had offices in the State Capitol and the State Office Building where, among other health offices, birth and death records were kept.

The department's current building on the University of Minnesota-Minneapolis campus was dedicated on July 13, 1969. The state health department and the university have long been interlinked, with many health department employees holding faculty appointments at the U of M and working closely with the university.

A name change occurred in 1977 creating the Minnesota Department of Health (MDH) and abolishing the state board of health, with the powers and duties of the board being transferred to the commissioner of health. Today MDH is one of Minnesota's largest state agencies, headquartered in Minneapolis with district offices in seven locations around the state.

### **Public and Legislative Affairs (612) 623-5463**

**Christine D. Moore, director.** Has responsibility for media liaison and general coordination of communications and legislative activities for the department.

### **Bureau of Administration, (612) 623-5460**

**Thomas Maloy, assistant commissioner.** In addition to providing support services for the agency, the Bureau of Administration maintains birth and death records, provides statistical information and educational materials, maintains the state's public health library, and regulates funeral establishments and practitioners.

### **Division of Health Information and General Services**

#### **(612) 623-5241**

**Robert Hiller, acting division director.** Responsible for information and general support services within MDH.

#### **Vital Records Section (612) 623-5120**

**Frederick King, state registrar.** Maintains records of all births, deaths, and fetal deaths occurring in the state. Contact this section to request a birth or death certificate. Fees: \$11 for first copy of birth certificate, \$5 for each additional copy requested at same time. \$8 for first copy of death certificate, \$2 for each additional copy requested at same time. Two brochures – *Agency Services for Adopted Persons, Adoptive Parents and Birth Parents* and *Answers to Your Questions about Adoption* are available free from the Department of Human Services at (612) 296-3470.

#### **R.N. Barr Library (612) 623-5090**

**Diane Jordan, librarian.** Provides information and reference services to MDH employees, public health and school health professionals, and other state employees through their agency libraries. Students and members of the public are welcome to use library materials on site, but may not check them out. Photocopying service and fax service to other libraries are available. Hours: 8-4:30, M-F.

#### **Film and Video Library (612) 623-5478**

Lends health-related films or video cassettes to any interested group or organization within Minnesota.

#### **Literature Library (612) 623-5274**

Provides health-related pamphlets, brochures and information sheets to interested Minnesota residents. Non-resident health professionals can obtain single sample copies of items produced by MDH. Both services are free. Catalogs available.

#### **Minnesota Center for Health Statistics (612) 623-5353**

Develops and publishes statistical information on the health of Minnesota residents. Sources of data include records of events such as birth, death, abortion, marriage, divorce, and occupational illness or injury - and surveys dealing with health-related behaviors (smoking, drug and alcohol use, seat belt use, etc.). Available information includes leading causes of death, and relative health status of local communities in state.

Contact the Center to request specific statistical information. No forms or fees are usually required, but requester may be charged for data processing. Center publishes annual summary report on Minnesota health statistics, as well as statistical profiles of individual Minnesota counties. Center also produces special reports on a variety of subjects, and publishes a quarterly newsletter, *MCHS Report*.

**Information Systems and Technology Section (612) 623-5429**

**Donald Holst, section chief.** Responsible for the management and coordination of technological support at MDH, including both communications and data processing.

**Operations Support Services Section (612) 623-5025**

Responsible for purchasing, duplication services, graphics services, and other general support services at MDH.

**Financial Management (612) 623-5072**

**David Hovet, director.** Responsible for financial management activities at MDH.

**Personnel and Training (612) 623-5066**

**Terry Chism, director.** Responsible for human resource management activities, including recruitment and selection, training and development, labor relations, compensation and benefit administration, affirmative action, employee safety and employee training.

**Mortician, Funeral Director and Funeral Establishment Licensing (612) 623-5491**

Licenses all morticians, funeral directors and funeral establishments in the state. The state no longer licenses or registers cemeteries – for more information see *Minnesota Statutes*, Chapter 306-307, or call your local cemetery association.

A mortuary science license (which covers embalmers and funeral directors) is issued by the commissioner of health to persons who have met prescribed qualifications, upon the recommendation of the state Mortuary Science Advisory Council. A practitioner can be licensed by endorsement, if already licensed in another state with comparable licensing requirements.

**Fees:** Licensing exam – \$50; trainee registration – \$25; and endorsement exam – \$200. Renewal of practitioner license – \$50. Permit for funeral establishment – \$135. Penalty of \$15 for late renewal of any license or permit.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Mortuary Science Advisory Council.** 717 Delaware St. S.E., Mpls., 55440. (612) 623-5491. *Minnesota Statutes as amended by Laws of 1989. Chapter 282149.02.*

**Appointing Authority:** Commissioner of Health. **Compensation:** \$55 per diem plus expenses. The council licenses and regulates morticians and funeral directors; inspects and registers funeral facilities; advises the commissioner of health in the implementation of mortuary science law and rules of the commissioner, and sits as a panel on disciplinary matters. The council consists of five members, including two public members, two licensed morticians, and a full-time staff member of the Department of Mortuary Science at the University of Minnesota. Bi-monthly meetings at the Dept. of Health. The University of Minnesota staff member does not receive a per diem or expenses.

**Bureau of Health Protection (612) 623-5460**

**Beverly Krosgeng, assistant commissioner.** Programs within this bureau are responsible for activities which focus directly on controlling or preventing disease. Bureau includes MDH programs in the areas of epidemiology, health education/promotion, environmental health, and laboratory services.

## **Division of Disease Prevention and Control (612) 623-5363**

**Michael E. Moen, division director.** Responsible for the prevention, investigation and control of chronic and communicable disease. Identifies health problems within population groups through the use of surveys, case reports, and other data collection methods. Develops methods for preventing and controlling health problems, conducts disease control programs, and advises other health agencies and health professionals. Assists local agencies in the investigation of disease outbreaks, and the application of control measures. Conducts statistical research and other special studies in an effort to identify disease patterns – including unusual “clusters” of disease – so control measures can be developed.

Publishes the monthly *Disease Control Newsletter* for distribution free of charge to physicians, nurses, public health professionals, and other interested parties. Call to be placed on mailing list.

### **Acute Disease Epidemiology Section (612) 623-5414**

**Michael Osterholm, section chief and state epidemiologist.** Monitors the occurrence of acute disease in the state, in order to identify potential outbreaks. Investigates disease problems, determines the need for measures to prevent or control disease, and identifies appropriate prevention and control measures. Provides free consultation to local health agencies on disease control issues, and works with the **Epidemiological Field Services Section** (see below) in implementing control measures.

Monitors the spread of the human immunodeficiency virus (HIV) – the virus that causes AIDS. Also works with other agencies and organizations that are working to prevent the spread of HIV, providing information, support, assistance, and advice about HIV and AIDS. Along with the **AIDS/STD Prevention Services Section** (see below), the Section participates in a variety of AIDS-related education programs and activities.

Provides some statistical information to the public, but does not do research in response to requests.

### **AIDS/STD Prevention Services Section (612) 623-5698**

**Agnes Leitheiser, section chief.** Responsible for various programs and activities designed to prevent the spread of HIV (the AIDS virus) and other sexually transmitted diseases (STDs). Also monitors the occurrence of STDs in Minnesota.

Prevention strategies include community-based programs, and targeted programs for persons most at risk of infection. Section collects and distributes information and materials regarding HIV and STDs, collects data for use in planning prevention activities, and places targeted prevention messages in the mass media. Grants are provided to targeted, culturally sensitive, community-based prevention projects.

Section contracts with local agencies to provide counseling and testing services to persons at high risk of infection. Clients receive an explanation of test results, information about how to avoid spreading HIV or AIDS. Clients with positive test results are referred for appropriate medical care, and informed about available support services.

Section assists infected persons in understanding their disease, obtaining health care, and notifying sexual or needle-sharing partners. Also intervenes in cases where infected persons are unwilling or unable to notify their own partners. Works to determine needs of persons with HIV and others affected by HIV, and develops plans for meeting their health care and social service needs.

### **Acute Disease Programs Section (612) 623-5237**

**Diane Peterson, section chief.** Operates a number of ongoing programs for the control of specific acute diseases.

#### **Tuberculosis Unit (612/623-5206)**

Monitors the evaluation and treatment of people who are infected with tuberculosis or who have the disease. Coordinates the testing of persons exposed to tuberculosis, and provides anti-tuberculosis medications that prevent people from developing or spreading the disease. Unit also provides educational materials and recommendations for the screening of people who are at high risk for tuberculosis.



**Immunization Unit (612/623-5237)**

Works with Minnesota communities to ensure that people are immunized against vaccine-preventable diseases – including measles, mumps, rubella, diphtheria, tetanus, pertussis (whooping cough), polio, Haemophilus influenzae type b, and hepatitis B. Unit also monitors for compliance with Minnesota's school immunization law, monitors for outbreaks of vaccine preventable diseases, and works to bring outbreaks under control quickly. Unit provides educational services to the public, trains immunization clinic personnel and volunteers, and provides vaccines to public immunization clinics and some physicians.

**Refugee Health Unit (612/623-5237)**

Coordinates health screening services and related follow-up activities for refugees who have recently arrived in Minnesota. Unit maintains demographic information on all refugees who arrived after 1978, as well as health screening results for individual refugees and immunization records for most Southeast Asian refugees. Unit consults on recommended screening and follow-up procedures, and provides summary data on the results of health screenings.

**Chronic Disease and Environmental Epidemiology Section  
(612) 623-5216**

**Alan Bender, section chief.** Investigates specific chronic diseases (cancer, diabetes, and others), in an effort to describe patterns of occurrence, and develop appropriate methods for the monitoring and control of these diseases. Assists in developing programs for monitoring the occurrence of disease, and identifying factors that raise or lower a person's risk of developing a particular chronic disease. Operates statewide cancer surveillance system, to provide continuous monitoring of newly diagnosed cancer cases in Minnesota.

**Epidemiology Field Services Section (612) 623-5414**

**Jack Korth, section chief.** Responsible for the investigation of communicable disease problems and communicable disease outbreaks in greater Minnesota. Works closely with the Sections of Acute Disease Epidemiology, Acute Disease Programs, and AIDS/STD Prevention Services in conducting disease investigations and prevention programs. Also consults with local public health agencies regarding the development and operation of disease prevention and control programs, under formal agreements with the Division of Disease Prevention and Control. Consults with public health professionals and private health care providers regarding the control of communicable diseases, and provides information about communicable diseases to the general public.

Section staff includes district epidemiologists assigned to MDH field offices. The current district epidemiologists are:

**Bemidji** – Terry Ristinen, 1819 Bemidji Ave., Bemidji 56601, (218) 755-3820.

**Fergus Falls** – Joe Mariotti, Bldg. 4A East Dr., Fergus Falls 56537, (218) 739-7585.

**Mankato/Marshall** – Jan Forfang, 410 Jackson St./Suite 150, Mankato 56001, (507) 389-2501.

**Rochester** – 2116 Campus Dr. S.E., Rochester 55904, (507) 285-7289.

**St. Cloud** – John Clare, Suite 305, 3400 N. First St./Box 7006, St. Cloud 56302, (612) 255-4216.

**Environmental Health Division (612) 627-5033**

**Raymond W. Thron, division director.** Has responsibility for protecting the public from potential health hazards associated with drinking water, the workplace, food and beverage establishments, hotels and resorts, swimming pools and beaches, individual sewage treatment facilities, radiation, and other forms of environmental exposure to potentially hazardous physical or chemical agents. Responsible for licensing programs and regulatory activity relating to these areas. Performs examinations and inspections, for MDH and other

government agencies, to identify potential problems associated with chemical or physical agents, bacterial contamination, or exposure to radiation.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Advisory Council on Plumbing Code and Examinations**, 717 Delaware St. S.E., Mpls., 55440. (612) 627-5117. *Minnesota Statutes 326.41.*

**Appointing Authority:** Commissioner of Health. **Compensation:** \$55 per diem plus expenses. The council examines and licenses plumbers, recommends revisions to the plumbing code and licensing rules, and reviews new materials and methods. The council consists of seven members, including one journeyman plumber, one master plumber, and one representative of the commissioner of Health. Quarterly meetings.

**Water Supply and Wastewater Treatment Operators Certification Council**, Division of Environmental Health, 925 Delaware St. S.E., P.O. Box 59040, Mpls., 55454-0040. (612) 627-5133. *Minnesota Statutes 115.74.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The council makes rules necessary for the classification of water and wastewater facilities and the certification of water and wastewater operators. The council consists of six members including a certified water supply system operator, a representative of the League of Minnesota Cities, a certified wastewater treatment facility operator, a university or college faculty member whose major field is related to water supply or wastewater collection and treatment, a representative of the Health department's Division of Environmental Health, and the director of the Pollution Control Agency or designee. Members must file with the Ethical Practices Board. Quarterly meetings.

**Advisory Council on Wells and Borings**, 717 Delaware St. S.E., Mpls 55440. (612) 627-5154. *Minnesota Statutes 1031.105.*

**Appointing Authority:** Commissioner of Health. **Compensation:** \$55 per diem plus expense. The council advises the Department of Health on licensing water well contractors and explorers, registering, monitoring well engineers, and monitoring wells. Fifteen voting members include six water well contractors (state residents for at least three years, with at least five years experience in well drilling, no more than two from the seven county metro area); one member a licensed exploratory borer for minerals; two public members not connected with exploratory boring or water well contracting; one member a licensed elevator shaft contractor, one member must be a monitoring contractor; representatives of the Departments of Health, Natural Resources, and the Pollution Control Agency; and a representative of the Minnesota Geological Survey. Quarterly meetings.

### **Water Supply and General Engineering Section (612) 627-5133**

**Gary L. Englund, section chief.** Responsible for enforcing state and federal safe drinking water laws, including development and enforcement of standards for protecting the health of the public. Also responsible for enforcing health standards relating to plumbing, water conditioning equipment, soil absorption sewage systems, swimming pools and beaches, and well construction.

Publishes three newsletters: *Waterline*, for water utility operators; *The Catch Basin*, for licensed plumbers, and water conditioning installers or contractors; and *The Minnesota Groundwater Newsletter*, for people in the well drilling industry. These publications appear twice a year, and are available free of charge. To be placed on mailing list, call (612) 627-5127.

**Section is responsible for licensing or regulation in the following areas:**

**Water Supply Systems.** Jurisdiction includes community and non-community public water supply systems. A community systems is one that has 15 or more service connections, or that serves 25 or more people a day. Plans must be reviewed and approved by this section before a

new community system can be constructed, or before modifications or improvements can be made in an existing system, if water is for public use. The plans must be submitted by an engineer registered with the state. There is a fee for review of plans, and construction projects must be inspected upon completion. For information and forms, or to request an inspection, contact the **Public Water Supply Unit (612) 627-5180**.

Section also enforces health standards relating to the smaller, non-community systems.

**Water Well Contractors.** All well contractors in Minnesota must be licensed – either as full contractors or limited contractors. Full contractors may construct, repair and seal all types of wells and borings regulated by MDH, with the exception of exploratory borings. Limited contractor licenses are issued for five different categories of work: (1) pump installation and repair; (2) pitless unit and adapter/well screen installation and repair; (3) well sealing; (4) construction, sealing and repair of unconventional wells; and (5) construction, sealing and repair of dewatering wells. A license is also required to drill mineral exploration boreholes. Engineers, geologist and hydrogeologists must be registered with MDH before they can construct, repair or seal monitoring wells.

Applicants must successfully complete a written examination and provide evidence that they have met minimum experience requirements for all categories of licenses. Fees: License application – \$50. Full well contractor license – \$250. All other licenses or registration – \$50. Drill rig and pump hoist registration – \$50 per rig or hoist.

For licensing information or applications call the **Well Management Unit (612) 627-5147**.

**Public Water Supply Operators.** Operators of municipal or other community water supply systems must be certified by the state, and complete mandatory training offered through this section.

For information about certification, contact the **Water Operator Certification Council (612) 627-5128**. Fees: To take required certification test – \$15. Retest after failure of initial test – \$15. Issuance of certificate for three year period – \$15. Renewal of certificate – \$15. Duplicate of lost or destroyed certificate – \$5. Reinstatement of certification, or issuance of reciprocity certificate to operator certified by another state – \$20.

For information about training programs, contact the **Public Water Supply Unit (612) 627-5125**. Fees: Average charge is \$10 for 8-hour course, \$45 for 20-hour course.

**Plumbers.** Plumbers working in communities with a population of 5,000 or over must be licensed by the state. Applicants must have four years experience for a journeyman license or five years for a master plumber license, and take a written test – offered in March and September. Plumber's apprentices must register annually. All plumbing installations in public buildings must be inspected. For information or applications contact the **Plumbing Program (612) 627-5117**. Fees: To take test, journeyman or master – \$30. License (renewable annually) – \$45 for journeyman, \$80 for master plumber. Annual bond filing for master plumber – \$40. Apprentice registration fee – \$15.

**Water Conditioning Contractors and Installers.** Must be licensed if working in community with a population of 5,000 or more. Must complete written test, offered in March and September. For application forms or information contact the **Plumbing Program (612) 627-5117**. Fees: Contractor – \$30 for test, \$50 annually for license. Installer – \$30 for test, \$30 annually for license. Annual bond filing fee for contractor: \$40.

**Swimming pools.** Plans for construction or alteration of public swimming pools must be submitted for review and approval prior to construction, and all projects must be inspected upon completion. For more information contact the **Plumbing Unit (612) 627-5117**. Plan review fee must be submitted with plans: \$300 for first pool; \$200 for each additional pool at same site, on same set of plans; \$100 for alteration to existing pool.

**Individual Sewage Disposal Systems.** Plans for individual sewage disposal systems must be approved, if the system serves a facility used by the public. For more information contact the **Engineering Unit (612) 627-5121**.

**Wellhead Protection.** The Section is developing a program designed to protect public water supply wells from environmental contamination. The program will include a number of measures designed to protect the area around each well – above and below the surface – from contaminants that may have an adverse effect on human health. By protecting the area from which the well draws water, the program will help protect the water supply from possible contamination. For more information on the wellhead protection program, call the **Special Services Unit (612) 627-5167.**

### **Environmental Field Services Section (612) 627-5032**

**Charles Schneider, section chief.** Responsible for preventing food-related disease outbreaks, through the licensing and regulation of establishments that serve food and beverages – including hotels, resorts, restaurants, boarding and lodging establishments, mobile home parks, recreational facilities, children's camps and migrant labor camps. Has direct responsibility for licensing and regulation including – investigation of complaints – in areas where local agencies do not provide this service.

Operates **registration program** for environmental health specialist/sanitarians. Applicants for registration must have undergraduate degree in environmental health or related field, have one year of supervised work experience in related field, and take test. For more information contact Section. **Fee** is charged for two-year registration period.

Contact Section for license applications and information, including instructions governing construction of new food and beverage establishments.

Also contact Section to make a complaint about a regulated facility.

**Lodging establishments annual license fees :** \$67 for facility plus \$2.70 per room or unit.

**Food or beverage service annual license fees:** Fewer than 5 employees – \$70.35; 5-18 employees – \$120.60; 19-28 employees – \$180.90; 29-35 employees – \$251.25; 36 or more employees – \$301.50; limited or temporary service – \$50.25.

**Manufactured ("mobile") home parks & campgrounds license fees:** One-time initial fee – \$75 for every 10 sites or fraction thereof. Annual fee/facilities with fewer than 50 sites *and* no surface water supply or swimming pool – base fee of \$25 plus \$1.50 per site. Annual fee/facilities with 50 or more sites *and/or* a swimming pool or surface water supply – base fee of \$25 plus \$2.75 per site.

### **Community Environmental Services (612) 627-5016**

**M. Frederick Mitchell, section chief.** Provides support and assistance to local health agencies that provide environmental health services – including licensing and enforcement activities – by formal agreement with MDH. Provides information and responds to complaints regarding indoor air quality. Responsible for state standards regarding exposure to lead and lead abatement.

### **Local Program Development Unit (612) 627-5020**

Actively promotes the development and expansion of environmental health services offered by Community Health Services (CHS) Agencies, under provisions of the Local Public Health Act. Evaluates the quality of local environmental health programs. Works to ensure that local health agencies apply current standards regarding sanitation and other environmental health issues. Works to ensure that environmental health standards are interpreted and applied in a consistent fashion.

### **Indoor Air Quality Unit (612) 627-5014**

Provides information to the public about indoor air quality issues. Responds to inquiries and complaints about indoor air quality and enforces the Minnesota Clean Indoor Air Act, which regulates smoking in public places. Enforces air quality standards for enclosed sports arenas.

### **Lead Unit (612) 627-5017**

Develops rules governing state standards for lead – including human exposure to lead and lead abatement activities. Provides health education materials to lead abatement contractors, local health agencies and the general public. Administers grants and contracts for lead abatement demonstration projects.

### **Occupational Health Section (612) 627-5091**

**Darrell Anderson, section chief.** Responsible for identifying, evaluating and controlling occupational health and safety hazards. Most of these hazards involve exposure to toxic chemicals, or harmful agents like noise, heat and non-ionizing radiation. Section also evaluates the hazards of worker exposure to infectious agents.

### **OSHA Enforcement Unit (612) 627-5108**

Works with the Department of Labor and Industry to identify and control job-related health hazards, under Minnesota's Occupational Safety and Health Program. Conducts on-site investigations of worksites statewide, to determine if they are in compliance with applicable OSHA standards. Unit is responsible for enforcement activities, and responds to questions from the public.

### **Asbestos Abatement Unit (612) 627-5089**

Licenses contractors who perform asbestos-related work. Certifies asbestos workers upon completion of required training and examination. Must be notified and issue permit for asbestos-related projects. Inspects asbestos-related projects to ensure compliance with applicable standards. **License fee** of \$100 is charged to perform asbestos-related work. **Certification fee** of \$50 is charged for employees who work with asbestos. Permit is required for each asbestos-related project, with **permit fee** equal to 1% of project cost.

### **Infectious Waste Control Unit (612) 627-5112**

Oversees the segregation, handling, packaging, and labeling of infectious and pathological waste. Generators of infectious and pathological waste must submit waste management plans every two years. Plans must be accompanied by **fee** ranging from \$40 to \$600 – depending on the size and type of operation producing the waste.

Unit reviews all waste management plans submitted by generators, and conducts on-site inspections to ensure that generators are in compliance with waste management requirements. Also investigates complaints about improper disposal of infectious or pathological waste.

### **Radiation Control Section (612) 627-5071**

**Alice Dolezal Hennigan, section chief.** Registers and inspects all x-ray machines and other sources of ionizing radiation in the state. Approximately 10,000 registered radiation sources are currently in use statewide – at medical, dental, veterinary, industrial and educational facilities. Section also regulates the transportation of radioactive materials within Minnesota, and responds to accidents and emergencies involving radiation.

**Registration fees** for x-ray and radium sources cover fixed two-year period. Fees are due again at end of each registration period, even if equipment was registered after beginning of current period.

**Fees:** Dental x-ray – \$40 per tube. Medical, industrial or educational x-ray – \$64 per tube. Linear accelerator – \$80. Radium source – \$120 per facility. Inspection of x-ray or accelerator facility – \$80. Late registration penalty – \$15.

### **Health Risk Assessment Section (612) 627-5046**

**David Gray, section chief.** Provides expert consultation on the health impact of environmental exposure to physical or chemical agents – for MDH, other state agencies and the general public. Types of problems evaluated have ranged from chemical contamination of water supplies to potential health effects of high voltage power transmission lines. Publishes annual fish consumption advisory for Minnesota waters.

### **Public Health Laboratory Division, (612) 623-5210**

**Pauline Bouchard, division director.** Performs laboratory analyses of environmental samples for MDH and other government agencies. Performs clinical laboratory tests in support of MDH disease surveillance and control programs. Operates programs to maintain and enhance the general quality of laboratory services in the state.

### **Chemical Laboratory Section (612) 623-5300**

**Jean Kahilainen, section chief.** Performs physical, chemical, bacteriological and radiological examination of environmental samples – including air, water, waste water, sludge, sediment, soil, wildlife, vegetation and hazardous waste. Service is provided primarily in support of programs at MDH, the Minnesota Pollution Control Agency, the Minnesota Department of Transportation, and other government agencies. **Fee** is charged for all analyses.

Results of analyses conducted by the section are used to set standards and monitor compliance for state and federal environmental programs. Programs within MDH served by the section include occupational health, health risk assessment, community environmental services, water supply programs, radiation control dental health.

### **Clinical Laboratory Section (612) 623-5258**

**George Lavelle, section chief.** Provides medical laboratory support for MDH programs in the areas of bacteriology, parasitology, mycology, virology, serology, and neonatal metabolic testing. Provides testing services which extend and supplement the services provided by hospitals, clinics, and other laboratories, as well as local public health and community health agencies. These services include reference and confirmatory testing, using techniques not generally available in most clinical laboratories. Acts as referral center for specimens being sent for testing by the federal Centers for Disease Control, Atlanta.

A **fee** is charged for certain types of specimens.

### **Laboratory Services Section (612) 623-5680**

**Alan Tupy, section chief.** Provides support services for laboratory operations within MDH. Receives, records and reports results for all samples submitted for testing. Also certifies laboratories which do environmental testing under various federal and state programs. **Annual certification fee** includes base fee of \$250, plus fees ranging from \$50 to \$300 for each category of test for which the laboratory is certified. Fee for contract laboratories is 1½ times the regular certification fee.

Section publishes a quarterly list of certified environmental laboratories. A copy may be obtained by writing to **Laboratory Accreditation, Public Health Laboratory Division, MDH, 717 Delaware St. S.E. Box 9441, Minneapolis 55440** – or calling (612) 623-5200.

## **Bureau of Health Resources and Managed Care Services (612) 623-5460**

**Andrea Mitchell Walsh, assistant commissioner.** The Bureau of Health Resources and Managed Care Services is responsible for planning, regulation and quality assurance activities relating to Minnesota's health care system – including health care facilities, health care delivery systems, and various health-related occupations

### **Division of Managed Care Services (612) 623-5615**

**Nanette Schroeder, division director.** Regulates health maintenance organizations (HMOs) in the state, and addresses policy concerns relating to HMOs and other "alternative" health care delivery systems. Regulates hearing aid sellers, speech-language pathologists and audiologists. Advises the Commissioner of Health on policy issues, disciplinary actions, and training and practice standards related to the regulation of various health-related occupations. Addresses public policy concerns in the area of health economics – including the need to hold down health care costs, and to ensure that all Minnesotans have proper access to health care services.

### **Health Maintenance Organization Section (612) 623-5365**

**Kent E. Peterson, section chief.** Regulates all health maintenance organizations (HMOs) in Minnesota, and enforces the state HMO law. Reviews applications for "certificates of authority" to operate HMOs, contracts between HMOs and health care providers or management companies, and contracts for individuals or groups covered by HMOs. Responds to questions from the public, and conducts informational programs about HMOs. Receives and investigates public complaints about HMOs.

## Health Economics Section (612) 623-5520

Analyzes policy options for holding down the rising cost of health care, and ensuring that economic forces do not prevent Minnesotans from obtaining needed care. As part of cost containment effort, oversees Minnesota Health Care Cost Information System. Also provides information about hospital costs to insurers and the general public, on a regular basis, in cooperation with the Council of Hospital Corporations, the Minnesota Hospital Association, and the Metropolitan Council. Explores policy issues and options relating to "charity care," and access to health care for the uninsured or underinsured. Also examines the issue of geographic access to health care, and other rural health issues.

## Health Occupations Program (612) 623-5611

**Thomas Hiendlmayr, director.** Program is responsible for the regulation of various allied health occupations in Minnesota, including the registration of practitioners in certain occupations. Registration gives practitioners the exclusive right to use a specific occupational title. Program currently registers hearing instrument dispensers, audiologists and speech Language Pathologists, and is developing rules for the registration of respiratory care practitioners, and occupational therapy practitioners.

Program issues legally required permits to all hearing aid sellers. and also registers some sellers as hearing instrument dispensers. Also receives and investigates complaints against hearing aid sellers, and takes enforcement action against sellers engaged in illegal sales activities.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Hearing Instrument Dispenser Advisory Council,** 717 Delaware St. S.E., Mpls. 55440. (612) 623-5751. *Minnesota Statutes 214.13.*

**Appointing Authority:** Commissioner of Health. **Compensation:** \$55 per diem plus expenses. The council advises the Commissioner of the Department of Health on matters relating to registration and regulation of hearing instrument dispensers including: registration standards, enforcement of registration rules, and continuing education. The advisory council consists of seven members, including two public members as defined by *Minnesota Statutes 214.02*, one to be a hearing instrument user and one to be either a hearing instrument user or an advocate of a hearing instrument user; three hearing instrument dispensers who will be registered under *Minnesota Rules* by 12-1-90 and are currently, and have been for the five years preceding appointment, engaged in hearing instrument selling as defined by *Minnesota Statutes*, 153A.13, subd. 4; one audiologist engaged in hearing instrument selling as defined by *Minnesota Statutes* 153A.13, subd. 4, and who is registered under *Minnesota Rules* as an audiologist or, if no such rules exist at the time of appointment, holds a current Certificate of Clinical Competence from the American Speech-Language-Hearing Association; and one member to be either an audiologist, as defined above, or a Minnesota licensed physician specializing in treatment of diseases of the ear who is either board eligible or board certified by the American Board of Otolaryngology – if a physician is appointed to this position, the physician must not be a seller of hearing instruments and must not have a financial interest in the business of selling hearing instruments. Monthly four-hour meetings for the first six months after creation; quarterly thereafter. Meetings held at the Minnesota Department of Health.

**Speech-Language Pathologist and Audiologist Advisory Council,** 717 S.E. Delaware St., Minneapolis 55414. (612) 623-5000. *Minnesota Statutes 214.13.*

**Appointing Authority:** Commissioner of Health. **Compensation:** \$55 per diem plus expenses. The council advises the commissioner of Health on matters relating to the registration and regulation of speech-language pathologists and audiologists including: registration standards; enforcement of the registration rules; and continuing education. The council consists of seven members including: two public members (as defined by *Minnesota Statutes 214.02*) each who is either receiving the services of a speech-language pathologist or audiologist or

is a family member of or caregiver for such a person; two speech-language pathologists registered or eligible for registration under *Minnesota Rules* 4750.0010-4750.0700, both currently, and one who has been for five years immediately preceding appointment, engaged in the practice of speech-language pathology in Minnesota; one speech-language pathologist registered or eligible for registration who is currently and has been for the five years immediately preceding appointment employed by a Minnesota public school district or consortium authorized by *Minnesota Statutes* and is licensed in communication disorders by the Minnesota Board of Teaching; and two audiologists registered or eligible for registration under *Minnesota Rules* 4750.0010-4750.0700, both currently, and one who has been for the five years preceding appointment, engaged in the practice of audiology in Minnesota. Monthly four-hour meetings for the first six months after creation; quarterly thereafter. Meetings take place at the MN Department of Health.

Program includes an Office of Mental Health Practice, which investigates consumer complaints about mental health practitioners who are not otherwise regulated by the state. The Office accepts complaints about a broad range of unlicensed practitioners who provide mental health services for pay – including professional counselors, mental health counselors, chemical dependency counselors, “new age” therapists, hypnotherapists, and some pastoral counselors and clergy. People in those occupations were formerly under the jurisdiction of the Minnesota Board of Unlicensed Mental Health Practitioners.

The Office can discipline individual practitioners if they are found to violate a code of conduct set out in state law. The Office also acts as a clearinghouse for information on mental health services

The Office does *not* handle cases involving mental health professionals who are already licensed and regulated by the state, through one of the health-related practice boards. Those licensed professionals include psychiatrists, psychiatric nurses, social workers, marriage and family therapists, and psychologists.

To make a **make a complaint about an unlicensed mental health practitioner** or ask for information about mental health services call (612) 623-5658. (In greater Minnesota, call toll-free at 1-800-652-9747 and ask for the Mental Health Practice Line.)

To **make a complaint about a hearing aid seller** call 1-800-652-9747 and ask for the Health Department Hearing Aid Line.

To find out if a **hearing aid seller has a permit** call (612) 623- 5607.

To find out if a **hearing aid seller has a history of complaints** call (612) 623-5752.

To find out if a **health practitioner is registered** call (612) 623-5607.

**Fees:** Hearing aid seller permit \$176 per year. Registration as Hearing Instrument dispenser – \$128 per year. Registration as audiologist or speech language pathologist – \$101 per year. *These fees are subject to change.*

## **Health Resources Division (612) 643-2150**

**Linda Sutherland, division director.** Oversees the licensing and/or certification of hospitals, nursing homes, home care providers, hospice facilities and other health care providers in the state. Reviews plans for construction or remodeling of health care facilities. Ensures that providers meet quality control standards, and eligibility standards for participation government health insurance programs. Reviews the quality of care provided to residents in federally certified nursing homes. Classifies nursing home residents based on the amount of care they require, and uses that information to determine the level of reimbursement facility will receive under Medicaid – or the amount charged to a private payor for nursing home services. Develops long term care policy for the state, and works with other state agencies to implement that policy. Division publishes a quarterly newsletter, *The Resource*, for health care facilities.

## **Technical Consultation and Training Section (612) 643-2543**

**Marlene J. Deschler, section chief.** Provides technical information and education programs for health care providers, dealing with requirements for participation in federal programs. Areas covered include physical and occupational therapy, medical records, social services



activities, nutrition, infection control, patients' rights, planning for patient care, and review of patients' use of services.

### **Engineering Services Section (612) 643-2182**

**James P. Loveland, section chief.** Reviews and approves all contract plans and specifications for construction of new health care facilities and additions to – or remodeling of – existing facilities. Inspects completed projects, to ensure that the physical plant meets standards for state licensing and federal certification.

### **Survey and Compliance Section (612) 643-2138**

**Joan DeMarce, acting section chief.** Licenses and/or certifies all health care facilities in the state. Conducts all necessary inspections to determine if health care facilities are complying with applicable rules and statutes, state and federal, including requirements for participation in Medicare and Medicaid. Issues correction orders or notifies facility of certification deficiencies if facility fails to comply with applicable rules or statutes. Conducts follow-up inspections of facilities or providers that have had certification deficiencies or received correction orders. Issues fines or initiates other disciplinary action when legally appropriate.

Publishes an annual *Directory of Licensed and Certified Health Care Facilities* in Minnesota. Directory includes facility names, addresses, phone numbers, ownership information, names of current administrators, and the number of licensed or certified beds in each facility. Copies may be purchased from the Minnesota's Bookstore, Department of Administration, 117 University Ave., St. Paul 55155. Call (612) 297-3000 in the Twin Cities area, or toll-free at 1-800-657-3757.

**Licensing fees:** For hospital accredited by the Joint Commission on the Accreditation of Health Care Organizations – \$450. For unaccredited hospitals – \$468 plus \$29 per licensed bed or bassinets. Nursing homes, boarding care homes and supervised living facilities – \$68 plus \$16 per licensed bed. Freestanding outpatient surgical center – \$450. Nursing homes and boarding care homes pay an additional fee of \$2.75 per licensed bed to the Nursing Home Advisory Council. Licenses are renewed annually. Fees are revised periodically to reflect the actual costs of licensing activities.

### **Quality Assurance and Review Section (612) 643-2500**

**Connie Krmpotich, acting section chief.** Conducts annual inspections of long term care facilities that participate in the federal Medicaid program, to determine the quality of care received by residents of those facilities. The types of facilities for which these inspections are required include nursing facilities, intermediate care facilities for the mentally retarded, and institutions for mental disease.

The section also assigns each nursing facility resident to one of eleven "case mix" classifications, based on the amount of care required by the resident. The individual's case mix classification determines the amount they are charged for nursing home care. The case mix system applies to both private pay patients and Medical Assistance clients.

Questions about nursing home rates and Medicaid reimbursement should be directed to the Division of Long Term Care Management, Department of Human Services, at 297-3462.

### **Office of Health Facility Complaints (612) 643-2520**

**Bruce Johnson, director.** Investigates complaints about state-run, state-licensed and federally certified facilities in Minnesota. Determines whether those complaints involve violations of federal and state laws or rules. Also investigates reports of abuse or neglect involving "vulnerable adults" who reside in such facilities, and investigates possible violations of the Patients and Residents Bill of Rights Act, *Minnesota Statutes*, Section 144.651.

Facilities within the jurisdiction of the Office include hospital in-patient facilities, nursing homes, home health agencies, boarding care homes and supervised living facilities. Most outpatient care facilities and programs do not fall with the Office's jurisdiction.

Office personnel have the authority to enter a facility at any time to investigate a complaint, and they also have access to medical and other records that may relate to a complaint.

Upon completing an investigation, the Office can order corrective action by issuing state licensing orders or federal certification deficiencies. The Office can also communicate less formal recommendations to the facility by letter. When appropriate, the Office can identify alternative channels for resolving a complaint – or refer the person making a complaint to another state for federal agency.

To make a complaint, write to the Office or call 1-800-369-7994. Anonymous complaints are accepted, and there are no forms or fees. To the extent permitted by law, the identity of persons making complaints is kept confidential. It may take several weeks to resolve a complaint, particularly if it involves a complex situation. But complaints that may involve an imminent threat to the health or safety of a patient or resident are acted upon immediately.

Two free brochures are available from the Office. One describes the Office itself, and the other – “Looking for a Nursing Home” – offers advice about placing a patient in a nursing home. The Office also publishes an annual report of its activities for the Commissioner of Health and the State Legislature.

## **Bureau of Health Delivery Systems**

**Barbara Colombo-Nerness, assistant commissioner.** Responsible for providing liaison between MDH and local community health services agencies in the state. Oversees MDH health promotion and education, and maternal and child health programs.

## **Division of Health Promotion and Education (612) 623-5217**

**Richard Welch, division director.** Operates programs to prevent or lessen the impact of chronic diseases like cancer, heart disease, stroke, hypertension (high blood pressure), cirrhosis and diabetes. While some efforts focus on the proper diagnosis and treatment of existing disease, the major emphasis is on reducing an individual's risk of developing these diseases, through a variety of community-based programs and activities. The strategy is to focus on factors which serve to increase or decrease that risk, including personal health practices and behaviors.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Council on Health Promotion and Wellness,** (Commissioner's Task Force) Health Promotion & Ed., 717 SE Delaware St. P.O. Box 9441, Mpls., 55440. (612) 623-5715. *Minnesota Statutes 145.98.*

**Appointing Authority:** Commissioner of Health. **Compensation:** Expenses. The task force advises the commissioner of health on primary and secondary prevention of mortality, morbidity, and disability from noninfectious diseases and conditions which are attributable (in whole or in part) to health behaviors. The task force consists of fifteen members having experience or interest in health promotion and wellness, including one member from each congressional district, and five members representing community health service agencies. Meetings held quarterly at the MN Department of Health.

## **Section of Nonsmoking and Health (612) 623-5272**

**Kathleen C. Harty, section chief.** Conducts programs to prevent tobacco use in Minnesota, through public information and mass media messages, education, economic incentives, and other strategies. Provides advice about programs, distributes grant monies, and otherwise supports the efforts of other agencies and organizations working to promote nonsmoking.

## **Nutrition and Health Section (612) 623-5437**

**Gretchen Taylor, acting section chief.** Conducts programs to prevent nutrition-related disease and health problems by encouraging appropriate changes in diet. Emphasis is on educational strategies, with heavy reliance on community-based effort to implement those strategies. Section works with health professionals, the educational community, the business

community, health care providers and others, to achieve program goals. Section provides public information, educational services, advice about programs, and other forms of support for these efforts. Section also advises other public health programs, inside and outside MDH, about nutrition issues.

### **Section of Health Behavior Development and Education (612) 623-5771**

**Donald Bishop, section chief.** Provides support and consultation to local public health agencies, institutions, and community groups or coalitions engaged in the primary or secondary prevention of lifestyle-related illnesses and their complications.

### **Health Education Unit (612) 623-5289**

Provides education, consultation and training services to local public health agencies and other organizations. Special areas of expertise include community-based chronic disease prevention activities, chemical health (drug abuse prevention), worksite health promotion and health risk appraisals. The Minnesota Marrow Donor Education Program educates Minnesotans about the need for volunteer bone marrow donors.

### **Diabetes Unit (612) 623-5679**

Responsible for implementing the recommendations of the Minnesota Plan to Prevent Disability from Diabetes. The plan outlines strategies for preventing and controlling diabetes-related eye disease, hypertension, lower extremity amputations, and adverse outcomes of pregnancy. The Unit works with primary care clinics to set up monitoring programs for diabetes patients, in an effort to provide more thorough care and prevent the complications of diabetes. The Unit collects information on the occurrence of diabetes and its complications for use in program planning activities, and provides staff support to the State Diabetes Program Steering Committee.

### **Cancer and Research Unit (612) 623-5717**

Conducts research, develops strategies and implements programs relating to the control of breast and cervical cancer. The Unit is currently developing strategies to increase the use of mammography and Pap smear screening by low-income, medically underserved, elderly and/or minority (especially American Indian) women. The Unit is in the process of setting up a program that will (1) pay for breast and cervical cancer screening; (2) monitor women who have abnormal tests and assure that they receive appropriate medical attention; (3) educate professionals and the general public about breast and cervical cancer; (4) establish efforts to monitor the occurrence of breast and cervical cancer, and safeguard the quality of services aimed at preventing these diseases; and (5) set up a statewide coalition for the control of breast and cervical cancer.

### **Dental Public Health Section (612) 623-5441**

**Richard Hastreiter, section chief and state dental director.** Provides information and educational services dealing with oral health. Assists in the planning, development and operation of programs for the prevention and early detection of oral diseases. Provides information and advice about dental health issues, supervision, management and consultation.

Works with public health agencies, schools, professional organizations and groups, health care providers, local government, intermediate and long term care facilities, and other interested groups and individuals. The areas covered include oral diseases and conditions, fluoridation and the use of fluorides, dental sealants, dental health education, dental treatment and preventive services, oral health research, and occupational health in dental offices.

### **Maternal and Child Health Division (612) 623-5167**

Operates or administers programs for children with handicaps, and for mothers and children with special nutritional needs. Administers grant program for agencies and organizations that provide services to mothers and children. Provides consulting and planning services for agencies and organizations working in the area of maternal and child health.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Maternal and Child Health Advisory Task Force**, Dept. of Health, Maternal and Child Health Division, Box 9441, 717 Delaware St. S.E., Mpls 55440. (612) 623-5459. *Minnesota Statutes 145.881*.

**Appointing Authority:** Commissioner of Health. **Compensation:** Reimbursed for expenses. The task force meets to review and report on the health care needs of mothers and children throughout the state of Minnesota. The task force consists of fifteen members providing equal representation from five professionals with expertise in maternal and child health services, five representatives of local health boards as defined in *Minnesota Statutes 145A.02*, subdivision 7, and five consumer representatives interested in the health of mothers and children. No member may be employees of the state Department of Health.

## **Maternal and Child Health Technical Services Section (612) 623-5265**

**Ronald Campbell, section chief.** Provides program assistance and general support to local health agencies and health professionals, as they work to improve the health of mothers, children and families in the state. Coordinates and participates in planning efforts, aimed at improving the effectiveness of maternal and child health (MCH) programs in the state. Administers a program of grants, provided to local health agencies and organizations for the operation of MCH programs.

### **Reproductive Health Unit**

Operates programs in the areas of **Family Planning** (612) 623-5267 and **Perinatal Health** (612) 623-5594. The unit administers a statewide system of family planning grants, which are available to local agencies and organizations. Local programs funded through these grants offer help in dealing with fertility problems, as well as preventing pregnancy. Unit also promotes and supports efforts to ensure that pregnant women and their infants receive appropriate perinatal health care services, as part of efforts to improve the health of mothers and babies in the state. Unit operates statewide, toll-free **Family Planning/VD Hotline** (1-800-752-4281) in cooperation with Family Tree, Inc., St. Paul.

Upon request, unit will assist other agencies and organizations in providing reproductive health services. Unit also provides consulting and training services, educational literature, other educational resources, and assistance in obtaining information or materials.

### **The Child Health Screening and Health Promotion Unit (612) 623-5542**

Works with the Departments of Education and Human Services, to promote and coordinate health and developmental screening programs for children – including hearing and vision - in community settings. Trains nurse/screeners, and provides consultation, monitoring and evaluation of screening programs.

Unit also encourages and supports health promotion activities and comprehensive health service programs for children.

### **Human Genetics Unit (612) 623-5269**

Provides consulting services for physicians, nurses and other health professionals – and educational services for the general public – in the area of human genetics. Responsible for MDH's newborn screening program, which identifies certain types of genetic disease in newborns. Provides counseling to families and individuals concerned about genetic disease, upon referral by a physician. No fee for counseling services.

### **Minnesota Injury Prevention Program (612) 623-5782**

Monitors the occurrence of injuries in the state, in an effort to identify effective strategies for preventing injuries. A major focus of the program is injuries in children and adolescents – with a particular emphasis on occupational injuries among working adolescents. The program has recently expanded its focus to include injuries among seniors in Minnesota.

The program provides assistance to health professionals working in the area of injury prevention for children, adolescents and adults. Program staff assist in the design and evaluation of prevention programs in a number of areas – including injuries that occur in the home, motor vehicle injuries, intentional injuries, and traumatic brain and spinal cord injuries.

### **Services for Children with Handicaps Section (612) 623-5150**

**Donna Petersen, section chief.** Administers state and federally funded programs for the diagnosis, treatment and rehabilitation of handicapped children. Offers diagnostic evaluation of Minnesota children, under the age of 21, who have a known or potential physical handicap. Diagnostic clinics are held in various parts of the state – contact Section for dates and locations.

Section also offers total or partial subsidy of treatment costs for handicapped children, depending on financial status of parent or guardian. A single application may be used to apply for the SCH program and the Children's Health Plan at the Department of Human Services.

Section also administers state program which helps pay for treatment of hemophilia and cystic fibrosis in persons over age 21, and of children who require the growth hormone somatotropin. District consultants provide consultation, information and referral services, and case management for any child with special health care needs.

### **Women, Infants and Children (WIC) Program (612) 623-5266**

**Mary Donohue, acting program administrator.** Administers federally funded Special Supplemental Food Program for Women, Infants and Children (WIC) in Minnesota. Program provides supplemental food and nutrition counseling to eligible participants – who may include pregnant and breastfeeding women, infants, and young children. Participants must meet income guidelines, and have nutrition-related health problems.

WIC services are offered through local health agencies and non-profit organizations throughout the state.

### **The Commodity Supplemental Food Program (CSFP) (612) 623-5266**

**Mary Donohue, acting program administrator.** Administers the federally-funded Commodity Supplemental Food Program – known in Minnesota as the Mothers and Children Program (MAC). MAC provides nutritious supplemental foods and nutrition information – at selected sites – for pregnant, breastfeeding and postpartum women, infants, and children up to six years of age. Participants must meet income guidelines and be residents of the state. MAC services are offered through two Minnesota food banks at three locations.

### **Community Health Services Division (612) 623-5480.**

Provides liaison between MDH and local health authorities in the Community Health Services (CHS) system. Provides support and assistance to local community health boards in the planning of local public health programs, and the delivery of services. These programs and services include health promotion, disease prevention and control, family health, environmental health, home health and emergency medical services. Division also maintains network of MDH Field Offices throughout the state, regulates ambulance services and certified emergency care personnel, and provides advice to regional emergency medical services projects.

### **District Representatives Section (507) 389-2501**

**Rod Church, section chief.** District representatives provide CHS agencies with administrative, fiscal, and program-related advice. They assist CHS agencies in developing and maintaining successful public health programs at the local level, and they monitor state subsidies to CHS agencies. They also offer management and support services at seven MDH field offices. Clientele of the field offices may include local units of government, community health boards, CHS agencies, nonprofit organizations, business and professional groups, and the general public.

The non-metro field offices and MDH district representatives are:

**Bemidji** – William Heisenfelt, 1819 Bemidji Ave., Bemidji 56601, (218) 755-3820.

**Duluth** – Marie Margitan, Room 703/Government Service Ctr., 320 W. 2nd St., Duluth 55802, (218) 723-4642.

**Fergus Falls** – Robert Poyzer, Bldg. 4A East Dr., Fergus Falls 56537, (218) 739-7585.

**Mankato** – Rodney Church, 410 Jackson St./Suite 150, Mankato 56001, (507) 389-2501.

**Marshall** – John D. Blohm, 109 S. 5th St., Marshall 56258, (507) 537-7151.

**Rochester** – Eric Anderson, 2116 Campus Dr. S.E./Suite 10, Rochester 55904-4744, (507) 285-7289.

**St. Cloud** – LeMar J. First, 3400 N. First St./Suite 305, Box 7006, St. Cloud 56302, (612) 255-4216.

### **Community Development Section (612) 623-5543**

**Ryan Church, section chief.** Helps CHS agencies maintain strong working relationship with MDH programs and activities. Ensures that needs, issues, trends and other factors affecting the CHS system are identified and addressed in an appropriate fashion, from both the state and local perspectives.

Section provides staff support for the State CHS Advisory Committee, as well as other advisory groups or bodies dealing with CHS issues. Establishes management and program guidelines for agencies, and provides a vehicle for communication between MDH and local agencies. Monitors legislation relating to the operation of the CHS system. Monitors local activities and expenditures, and prepares an annual report to the Legislature on CHS activities.

### **Public Health Nursing Section (612) 623-5468**

**Mary Rippe, director.** Provides assistance to local boards of health in meeting the public health needs of their citizens – including consultation services, problem solving activities, workshops and other educational activities, and assistance in the management of public health programs. These activities are focused on the six major program areas identified in the Local Public Health Act – family health, health promotion, disease prevention and control, home health, environmental health and emergency medical services. The Section has primary responsibility for assisting local boards of health and local public health personnel in developing their community health services (CHS) program plans. All Section activities emphasize public health nursing administration and practice.

Section also assists other MDH programs in providing support to local health agencies. Section refers local health personnel to appropriate sources of assistance within MDH, and helps make arrangements for assistance to local health agencies by MDH staff.

Section works with other agencies of state government – such as the Department of Education and Department of Human Services – in addressing nursing issues. Section staff communicate with national organizations and the federal government regarding current concerns of public health nursing.

Section staff includes nursing representatives assigned to MDH field offices. The current district nursing representatives are:

**Bemidji** – Theresa St. Onge, 1819 Bemidji Ave., Bemidji 56601. (218) 755-3820.

**Duluth** – Marie Margitan, Room 703/Government Service Ctr., 320 W. 2nd St., Duluth 55802, (218) 723-4642.

**Fergus Falls** – Karen Zilliox, Bldg. 4A East Dr., Fergus Falls 56537, (218) 739-7585.

**Mankato** – Dorothea Tesch, 410 Jackson St./Suite 150, Mankato 56001, (507) 389-2501.

**Marshall** – Joyce Holm, 109 S. 5th St., Marshall 56258, (507) 537-7161.

**St. Cloud** – Sue Strohschein, 3400 N. First St./Suite 305, Box 7006, St. Cloud 56302, (612) 255-4216.

**Rochester** – Jane Sheehan, Minnesota Department of Health, 717 Delaware St. S.E./Box 9441, Minneapolis 55440, (612) 623-5469.

**Other key staff assigned to MDH Minneapolis office:** Lorene Wedeking, Assistant Director of Nursing, (612) 623-5235; Ann Moorhous, Field Services Supervisor,

(612) 623-5406; Cheryl Smoot, District Representative, School Health Specialist, and Public Health Nursing Representative for Hennepin, Ramsey and Washington Counties, (612) 623-5433; Linda Olson Keller, Program Development Specialist, (612) 623-5434.

### **Emergency Medical Services Section (612) 623-5482**

Licenses and regulates all ambulance services in the state. Responsible for developing and administering state emergency services plan – including improvements in statewide emergency medical services system, and development of regional systems for providing emergency medical care. Responsible for designating eight regional emergency medical systems. Also designates a statewide poison control center, which provides poison information to health professionals and the general public. Receives and investigates complaints about ambulance services.

Section certifies emergency personnel as emergency medical technicians (EMTs) after they have completed basic, intermediate or paramedic emergency care courses, and passed both written and practical tests. All levels of EMTs must complete state-approved paramedic training program and pass national registration tests.

Contact section for information about ambulance licensing, certification of EMTs, or registration of paramedics. Also contact section to make complaints about the quality of ambulance service, or for general information about emergency medical services.

Fees: Licensing of ambulance service – \$96 base fee plus \$48 per vehicle for two year period. Examination fee – \$15 for basic EMT exam, \$35 for intermediate EMT or paramedic exam, collected by MDH on behalf of National Registry of Emergency Medical Technicians.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Emergency Medical Services Advisory Council**, 717 S.E. Delaware St., Mpls. 55414. (612) 623-5484. *Minnesota Laws of 1990, Chapter 568, Art. 1, Sec. 16.*

**Appointing Authority:** Commissioner of Health. **Compensation:** Travel expenses. The council advises, consults with, and makes recommendations to the commissioner of health regarding the formulation of policy and plans for the organization, delivery, and evaluation of emergency medical services within the state. Seventeen members include: eight representatives of regional EMS governing boards; seven technical representatives; one community health services agency representative and one representative of the public at large. Meetings at the Minnesota Department of Health, four to six times per year; meetings are five to six hours in length.

Section staff includes EMS field consultants assigned to MDH field offices. The current EMS field consultants are:

**Duluth** – Wayne Johnson, Room 703, Government Service Center, 320 W. Second St., Duluth 55802, (218) 723-4648.

**Fergus Falls** – Tom Fennell, Bldg. 4A East Dr., Fergus Falls 56537, (218) 739-7585.

**Marshall** – Charles Lonien, 109 S. 5th St., Marshall 56258, (507) 537-7192.

**Rochester** – John Nihart, 2116 Campus Dr. S.E./Suite 10, Rochester 55904-4744, (507) 285-7289.

**Minneapolis (Metro)** – Freddie Contreras, Box 9441, 717 Delaware St. S.E., Minneapolis 55440, (612) 623-5486.

## Higher Education Coordinating Board

400 Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101

David Powers, executive director (612) 296-3974

Minnesota Statutes Chapter 136A; Minnesota Rules 4800-4899

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, technical colleges, and many privately-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.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Higher Education Coordinating Board**, 400 Capitol Square Bldg., St. Paul 55101. (612) 296-3974. *Minnesota Statutes 136A.02*. **Appointing Authority:** Governor: Senate confirmation. **Compensation:** \$55 per diem. The board analyzes and develops plans to meet present and long range higher education needs. The board consists of eleven members appointed by the governor, (with the advice and consent of the senate, for six-year terms, except for the student who serves two years. There is one member from each of the state's eight congressional districts and three at-large members, one of whom is a student.) At least one member shall be selected for knowledge and interest in vocational education. The Student Advisory Council may recommend candidates to the governor for the student position. Monthly meetings in the capitol area and occasionally out-state (at a post-secondary institution in the state and are open to the public. Call (612) 296-9665 for specific meeting locations.). Members must file with the Ethical Practices Board.

Advising the board, but not voting, are the chancellors of the State University System, Community College System and the Technical College System, the commissioner of education, the president of the University of Minnesota, the president of the Minnesota Private College Council and a representative of the Minnesota Association of Private Postsecondary Schools. They constitute the Higher Education Advisory Council.

The Student Advisory Council, authorized by statute, includes the chair of the University of Minnesota Student Senate, the state chair of the Minnesota State University Student Association, the president of the Minnesota Community College Student Association, the president of the Minnesota Vocational Technical Student Association, the president of the Minnesota Association of Private College Students, and a student who is enrolled in a private vocational school and is appointed by the Minnesota Association of Private Postsecondary Schools. The council advises the board, making recommendations, reviewing, and commenting on proposals before the board.

### Communications Office (612) 296-9684

**Phil Lewenstein, director of communications and legislation.** 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, *Mhec'b 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 and videotapes are available by contacting the office.

The office also provides information to students and parents about educational opportunities available beyond high school, academic expectations and requirements, and financial assistance.



## **Financial Aid Division (612) 296-3974**

**Cheryl Maplethorpe, director.** The division administers the following student financial aid programs for Minnesota students.

### **State Grant Program (612) 296-3974**

State Grants are awarded to Minnesota residents who attend or plan to attend an eligible institution of learning at least half time. Eligible institutions include the state universities, the University of Minnesota, community colleges, public technical colleges, private colleges and universities, private technical schools, schools of nursing and related health professions and private vocational institutions.

Grants are based only on financial need. Students may apply during any year of their undergraduate study. Grant applicants must be a graduate of a secondary school or its equivalent, or be 17 years of age or over. Students must reapply each year.

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 Grant Awards.

The maximum amount of state and federal Pell aid in 1991-92 ranges from \$2,675 at a community college to \$5,706 at a private four-year college. These amounts change each year as the cost of attendance changes. The minimum state award is \$100.

Application forms are available from high school counselors, post-secondary financial aid officers, and the board. 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 for 1991-92 is \$5.50 for one report with each additional report \$4.00. If the Family Financial Statement is processed and returned with errors, they must be corrected. Parents and students may request that the need analysis, be sent directly to them. Students can apply for an award for the 1992-93 school year after January 1, 1992 and continue to apply through May 1993.

### **Part-Time Student Grant Program (612) 296-3974**

Awards are made to students attending post-secondary education institutions less than half time (under six credits in 1991-92 and under eight credits in 1992-93) and for one term to new or returning students enrolled more than half time but less than full time at an eligible school in a program or course of study that applies to a degree, diploma, or certificate.

The award amount is based on financial need and is determined by the school. Awards are for a single term and are not renewed automatically; however, students may apply for additional awards in subsequent terms. The minimum award is \$100. In 1992-93, students will need to enroll for a minimum of three credits. The minimum in 1991-92 is one credit.

To apply for a part-time grant the student should contact the institution he or she attends or plans to attend. There are no fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

### **Minnesota Veterans' Dependents Student Assistance Program (612) 296-3974**

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 fees. The amount of time that elapses between applying for assistance and receiving assistance depends on the individual school.

### **Minnesota Work-Study Program (612) 296-3974**

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 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.

### **Student Educational Loan Fund (SELF) (612) 296-3974**

The Student Educational Loan Fund (SELF) Program is designed to supplement existing student loan programs. It provides a long-term, low-interest educational loan to students who cannot obtain the financing they need from traditional financial aid programs. The board is the only lender in the program.

Minnesota residents attending eligible post-secondary institutions in-state or out-of-state, and non-residents attending eligible post-secondary institutions within Minnesota are eligible to apply.

Undergraduate students may borrow up to \$4,000 per year; graduate students may borrow up to \$6,000 per year. Other student loans borrowed can reduce these annual maximums. Aggregate borrowing maximums are \$16,000 for undergraduate students, and \$25,000 for graduate students. There is a \$1,000 loan minimum.

The interest rate on the SELF loan will vary throughout the life of the loan. The simple interest charged will be the sum of 1.50% and the average sale price of the 91-day T-Bill for the previous calendar quarter. From September 1, 1988 to December 30, 1991, the interest rate to the borrower has varied from 7.25 percent to 10.50 percent. The cost of funds can change quarterly so the interest rate to the borrower could go up, or down.

There are no application or processing fees for SELF.

The SELF loan is always in repayment. There is no "grace" period, and no deferment of payment is available. Quarterly payment (interest only) begins 90 days after disbursement, and continues as long as the student is in school. At termination of study, monthly payment (interest only) begins and continues for up to 12 or 36 months. On the 13th or 37th month out of school, monthly payment of both principal and interest begins.

The length of the repayment periods is determined by the following variables: a) 10 years from termination of study; b) 15 years from the date of the first loan check; c) a shorter period arranged with the board, or; d) until November 1, 2000; whichever is earliest.

There is no minimum income threshold or requirement for the demonstration of financial need. Rather, eligibility is determined by subtracting available financial aid from the yearly cost of attendance.

Aggregate student loan indebtedness is also an important consideration. Every applicant must have the SELF application certified by the financial aid officer, and completed by a credit-worthy co-signer.

The student should: a) Make sure the school has joined the SELF program; b) Exhaust all eligibility for other aid programs except ALAS, Work-Study, and HEAL programs; c) Talk with the school's financial aid officer about loan participation requirements and responsibilities; d) Obtain an application materials booklet from the school or the Board, and e) Find a credit-worthy co-signer and follow the directions on the SELF application.

The student can talk with the financial aid officer at the member school, or the student can call (612) 296-3974.

### **Paul Douglas Teacher Scholarship Program (612) 296-3974**

The Paul Douglas Teacher Scholarship Program is a federally funded program established to make scholarships available to outstanding high school graduates who demonstrate an interest in teaching at the preschool, elementary, or secondary levels. To be eligible, a student must:

- be a resident of Minnesota;
- be a high school graduate or equivalent (GED score of 308 or above) from the top 10 percent of his/her graduating class;
- be enrolled in a college or university preparing teachers for a teaching career at the preschool, elementary, or secondary level;
- never graduated from a teacher education program;
- students classified as freshmen or sophomores: students must be enrolled in liberal arts or other courses that qualify them for admission to a teacher licensure program at their post-secondary institution or at a post-secondary institution to which they transfer;
- for students classified as juniors, seniors, or graduate students: students must be enrolled in a state-approved teacher licensure program.

Students with an undergraduate or graduate degree in a discipline other than education are eligible to apply for a Paul Douglas Teacher Scholarship if they have returned to secure their teacher licensure at the preschool, elementary, or secondary level.

The maximum scholarship is \$5,000. The amount depends on the student's cost of attendance and other financial aid the student receives.

Paul Douglas teacher scholarships are competitive awards. Recipients are chosen by a seven-member selection panel named by the governor. It consists of educators, administrators, students, and parents.

Students are eligible to receive scholarships for a maximum of four years if they are in school full time and making satisfactory progress toward completion of their program. They must continue to meet eligibility requirements to annually renew their scholarship awards.

All scholarship recipients are obligated to teach for two years for each year of assistance they receive. Teaching in a federally approved teacher shortage area reduces the obligation to one year of teaching for each year of scholarship assistance. Students are not required to teach in Minnesota.

Students who fail to fulfill their teaching obligation within 10 years of graduation must repay all or part of this scholarship, including substantial interest plus any applicable collection fees.

A student in a teacher education program or pre-teacher education program may secure an application from the office of the Education Department or financial aid officer at eligible post-secondary institutions, or the student may contact the Higher Education Coordinating Board.

The completed application will provide information for the selection panel. The selection panel will rank applicants, and recipients will be chosen based on the ranking. Applicants will be informed in writing of the results of their applications by the coordinating board. The application deadline is March 20.

### **Minnesota-Wisconsin Reciprocity Program (612) 296-3974**

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 full-time, part-time, undergraduate, and graduate students.

Students enrolled in the colleges of medicine, veterinary medicine, and dentistry at the University of Minnesota-Twin Cities and Duluth and University of Wisconsin-Madison or Milwaukee are not eligible for reciprocity benefits.

The deadline for applying for each academic term is the last day of scheduled classes for that term at the student's school. Applications cannot 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 a technical college should apply to the director's office at the nearest technical college.

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 to six weeks after applying.

### **Minnesota-North Dakota Reciprocity Program (612) 296-3974**

Students attending universities, colleges, and technical institutions in the neighboring state pay a tuition that is 125 percent of the resident tuition charged at the institution in the program the student is enrolled.

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 of the term at the student's school. Applications cannot 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 also must apply 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 to six weeks following receipt of the applications.

### **Minnesota-South Dakota Reciprocity Program (612) 296-3974**

Students attending institutions in the neighboring state pay the resident rate of the institution attended.

South Dakota residents may attend any of the 34 Minnesota technical college campuses at resident tuition rates; Minnesota residents may attend any of four eligible South Dakota institutions at the resident tuition rate. They are: Lake Area Vocational-Technical Institute in Watertown, Mitchell Vocational-Technical Institute in Mitchell, Southeast Vocational-Technical Institute in Sioux Falls, and Western Dakota Vocational-Technical Institute in Rapid City.

Students should contact the institution they plan to attend to determine the exact tuition charges. Applications are available at Minnesota high schools and eligible post-secondary institutions. 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 of the term at the student's school. Applications cannot 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 Technical College, Jackson Technical College 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 institution they plan to attend.

### **Summer Scholarships for Academic Enrichment Program (612) 296-3974**

The program provides financial aid to Minnesota students in grades 7-12 who attend eligible summer academic programs sponsored by Minnesota post-secondary schools – University of Minnesota campuses, state universities, community colleges, private colleges, and technical colleges.

An eligible student must be a resident of Minnesota, have completed at least 7th grade but not graduated from high school, earned at least a B average for the most currently awarded school term or have a B average in the subject area of the enrichment course, and demonstrate need for assistance. Financial need considers the cost of the program, and parental Adjusted Gross Income. The Adjusted Gross Income must be less than \$18,000. The maximum award is \$1,000. The State Board of Education approves eligible programs. The program must be offered in Minnesota, not be available for credit to post-secondary students, and not provide remedial instruction. Eligible programs must provide academic instruction for student enrichment in curriculum areas, including, but not limited to communications, humanities, social studies, social science, mathematics, fine or performing arts, or foreign language.

Guidelines and deadlines for each program vary. Applications and addresses of the colleges and universities sponsoring eligible programs are available at secondary schools from the principal or counselor. Information also is available from the board. Students and parents should obtain an application for the academic program and for the scholarship program from the sponsoring college or university.

### **Graduated Repayment Income Protection Program (GRIP) (612) 296-3974**

The program assists graduates whose loan repayments exceed 10 percent of the average annual income for their profession. A graduate's loan payments increase in proportion to the growth in average incomes.

To be eligible a student must have graduated from the University of Minnesota or the Mayo Medical School, or Northwestern College of Chiropractic with a degree in one of the following fields: biomedical sciences, chiropractic, dentistry, hospital administration, medicine, pharmacy, public health, or veterinary medicine. The graduate must be a U.S. citizen or permanent resident, have never defaulted on a student loan, be employed more than 30 hours a week, and have student loan repayments that exceed 10 percent of adjusted gross income. Applicants must obtain a co-signer.

In addition to completing an application and submitting loan verification forms to student loan noteholders for completion, an applicant is also required to submit a federal income tax return for the most recent tax year. A phone or personal interview is required before a potential borrower is accepted into the GRIP program. In the first month of participation, the borrower makes two payments – one on his own student loans and one to the board according to his

payment schedule. This payment is received by the board one month prior to the time it begins making student loan payments for the borrower.

Under the program, the borrower makes one payment to the board each month representing 10 percent of his average annual income for the respective profession. The board loans the borrower each month the remaining amount necessary to repay the student loans, combines the payment, and forwards them to the noteholders. The program does not consolidate or pay off a borrower's student loan; rather, it acts as a paying agent and centralizes the student loan payments. Throughout the program, the borrower remains responsible for making monthly scheduled loan payments.

The interest rate on the loan from the board is 8 percent and will remain at this rate for the duration of the borrower's participation in the program, a maximum of 20 years. No guarantee or insurance fees are charged. For information and applications students or graduates of eligible schools should contact their financial aid office or the board.

### **Non-AFDC Post-Secondary Child Care Assistance Program**

The program is designed to reduce the costs of child care for needy Minnesota post-secondary student parents who do not receive Aid to Families with Dependent Children. The Coordinating Board administers the program. It allocates funds to eligible colleges, which then select and make awards to students. Applications are available from the financial aid administrator at campuses participating in the program. If the financial aid staff do not work with child care, they will direct the student to the office that administers the program. There are no fees.

Assistance may cover the hours necessary for education and up to 20 hours of employment. The award will be the rate charged by the child care provider (up to a maximum of \$3 an hour in 1991-92) times the number of hours of child care needed. The amount of a grant cannot exceed 60 hours per child per week. The award will cover all hours of actual class time and up to four hours per day between nonconsecutive classes. The school may add hours of child care if it believes the student needs more study time or time between classes. Schools also may choose to cover up to 20 hours a week for the time the student is employed. Up to one hour daily travel time must be allowed and covered by child care between school, home, and work. The child care award will be disbursed at the beginning of the term or as soon as the student becomes eligible for funds, whichever comes first, but not before the first day of class for that term. An award can be retroactive to the start of the term in which the application was made. The school is likely to pay the student, but may choose to pay the child care provider directly. Students who receive a child care award and who continue to enroll at the school must be given a child care award if funds are available. However, students must apply for a continuation of funds by June 1 or lose priority ranking for funding. All Minnesota public post-secondary institutions and private baccalaureate degree granting colleges and universities located in Minnesota are eligible to participate in the program.

Included are University of Minnesota campuses, technical colleges, state universities, community colleges, and most private colleges. Some eligible schools, however, may choose not to participate. To be eligible, a student must: be a Minnesota resident; have a child 12 years of age or younger (14 years of age or younger if handicapped), who is receiving or will receive care on a regular basis from a licensed or legal, nonlicensed caregiver; fit within annual income ranges for the program and not be receiving AFDC; enrolled at least half time in an eligible institution; have not earned a baccalaureate degree or have enrolled full time less than eight semesters, twelve quarters, or the equivalent; pursuing a nonsectarian program or course of study that applies to an undergraduate degree, diploma, or certificate; in good academic standing and making satisfactory progress, as determined by the school, toward the degree, diploma, or certificate.

### **Rural Physician Loan Forgiveness Program (612) 296-9696**

Under this program, each year, up to eight physicians may have up to \$10,000 in educational loans paid by the board for practicing in a designated rural area.

The prospective physicians must submit a letter of interest to the board while in medical school and before completion of their first year of residency, enter into an agreement with the board to serve at least three of the first five years following residency in a designated rural area. If participants fail to serve at least three years, they must repay the amount paid on their behalf, plus interest. Up to \$10,000 in loans may be repaid each year for the participant, by the board for up to four years. Before any payments are made by the Board on behalf of the participant, the participant must sign an agreement or promissory note provided by the board. Each program participant must designate the eligible loans for which the board will make payments.

### **Safety Officers' Survivor Program**

Dependent children less than 23 years old and the surviving spouse of a public safety officer killed in the line of duty on or after January 1, 1973, are eligible to receive educational benefits.

To qualify, a dependent or spouse must be enrolled in an undergraduate or certificate program at one of the more than 160 public or private post-secondary institutions in Minnesota that participate in the State Grant Program.

Persons who have received a baccalaureate degree or been enrolled full time or the equivalent of eight semesters or 12 quarters, whichever occur first, are no longer eligible. For students attending public institutions, the award is the actual tuition and fees charged by the institution or the highest tuition and fees charged by a public institution in Minnesota. Awards are renewable for a maximum of six semesters or nine quarters or their equivalent. Applicants should obtain a certificate of eligibility from the Department of Public Safety, 211 Transportation Building, St. Paul, MN 55155, and take it to the financial aid office of the school they attend or plan to attend.

### **Rural Nursing Grant**

Students who are entering or enrolled in registered nurse or licensed practical nurse programs, and who agree to practice in a designated rural area may apply for "rural nursing grants" from the Higher Education Coordinating Board. A designated rural area is an area outside the cities of Duluth, Mankato, Moorhead, Rochester, and St. Cloud, and the counties of Anoka, Carver, Hennepin, Ramsey, Scott, and Washington.

To be eligible, an applicant must:

- be a Minnesota resident;
- be enrolled in a Minnesota school, college, or program that would lead to the student's first licensure as a licensed practical nurse or as a registered nurse;
- agree to serve at least three of the first five years following licensure in a designated rural area;
- be able to demonstrate financial need.

Determination of a student's need and the amount of a grant award for this program are based on the criteria used in the State Grant Program. The award is 20 percent of the applicant's combined state and federal Pell Grant awards. The minimum award is \$100.

In addition to completing the Family Financial Statement (FFS), students should obtain a "rural nursing grant" application at the school or from the Coordinating Board.

Two additional nursing grant programs are available, depending on funding availability.

- one program provides grants to licensed practical nurses who are entering or enrolled in an educational program that leads to licensure as a registered nurse. This program will begin in September 1992;
- the second program provides grants to registered nurses seeking to complete baccalaureate or master's degrees in nursing or a program of advanced nursing education.

Each program has a minimum award of \$500 and a maximum of \$2,500. Students should contact their school, college, or program of nursing.

### **Grants for Dislocated Rural Workers (612) 296-3974**

The program provides grants to dislocated rural workers. Post-secondary institutions select recipients based on guidelines, policies, and rules established by the board. The board

allocates funds to campus financial aid offices, and interested applicants should contact the aid office at the campus they plan to attend.

Applicants must be residents of rural Minnesota and be enrolled in an adult farm management program or program designed to provide preparation for available employment within the local labor market or in an area to which the individual is willing to relocate. The applicant must meet the financial need criteria determined by the board.

The applicant must demonstrate that one of the following criteria has been met:

- the applicant or applicant's spouse has been separated from employment or has received a notice of separation from employment as a result of job obsolescence, plant shutdown, regional decline in the applicant's customary occupation, or industry slowdown, and
- the applicant or applicant's spouse is unlikely to return to work for that employer in the occupation within 12 months following separation from employment.
- the applicant or applicant's spouse is a farmer who can demonstrate severe household financial need.
- the applicant is a displaced homemaker.

## **Policy and Program Planning Division (612) 296-9672**

**Helmut Schweiger, 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.

The division also collects and analyzes information on post-secondary education enrollments and degrees conferred in the state and biennially prepares information system for post-secondary education in Minnesota.

The division reviews new and existing instructional programs submitted to it by the post-secondary systems and institutions, including those offered at off-campus sites. The division reviews proposed large scale or permanent sites of instruction. The board coordinates the implementation of transfer agreements by systems. Division recommendations are submitted to the board, which then approves or disapproves the proposals.

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.

## **Dwight D. Eisenhower Mathematics and Science Grants**

This federal program is designed to help the states improve the quality of science and mathematics instruction. The federal government allocates financial assistance by formula to the states to improve the skills of teachers and the quality of instruction in mathematics and science. The State Department of Education administers 75 percent of Minnesota's allocation, and the Coordinating Board receives 25 percent of the funds. The board makes these funds available to post-secondary institutions on a competitive basis for inservice training of elementary and secondary teachers and for programs to improve student understanding and performance.

## **Private Institution Registration Program**

All private post-secondary institutions and out-of-state public institutions which are nonprofit, which grant degrees, or which use the term "academy," "college," "institute," or "university" in their name are required to register annually with the 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) 296-9699 for information or assistance. There are no fees for public information or assistance.

## **MINITEX Library Information Network**

MINITEX Library Information Network 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 160 libraries in Minnesota and libraries in neighboring states, and prepare it for delivery.

Information about the MINITEX program and names of participating libraries can be obtained by contacting the MINITEX Office, Wilson Library, University of Minnesota, Minneapolis, MN 55455, (612) 624-4002. Forms are available at all participating libraries.

### **Minnesota Post-High School Planning Program**

The program provides information to help students and families make post-secondary education plans, and it provides post-secondary institutions with information useful in the admission, advising, and placement of prospective students.

All eighth grade students in Minnesota public and private, junior high and middle schools receive information about the wide variety of options for them in high school and beyond, and the importance of preparing well academically, and the availability of financial aid to help them afford post-secondary education.

Testing in the junior year provides an assessment for college admission, for career planning, and for a plans and background questionnaire. High school juniors and their guidance counselors receive information on student aptitudes, interests, and chances of success in Minnesota post-secondary institutions to help them plan for education and careers beyond high school.

Counselors also receive a comprehensive guide containing current information about Minnesota post-secondary education. It includes information on admissions policies of post-secondary institutions and academic program offerings.

Parents receive information on how they can help their children prepare academically and financially for their children's education beyond high school.

Minnesota colleges receive information to help them identify students and adults whose talents, interests, and needs match their programs and services. The information helps them recruit, admit, and place new entering freshmen.

## **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 auditing of the State Financial Aid Program.

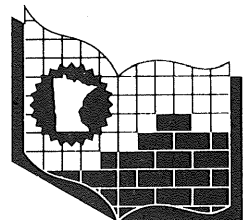
## **Minnesota Higher Education Facilities Authority**

175 5th Street East, Suite 450 St. Paul, MN 55101-2901

Joseph E. LaBelle, executive director (612) 296-4690

Minnesota Statutes, sections 136A.25 to 136A.42

The authority assists institutions of higher education within the state in financing construction projects, renovating existing buildings, or purchasing capital equipment. Institutions eligible for assistance by the authority include non-profit, educational institutions authorized to provide a program of education beyond the high school level. Sectarian institutions are not eligible for assistance. However, the fact that an institution is sponsored by a religious denomination does not of itself make the institution sectarian. The authority acts as an agent for institutions of higher education by securing loans for them at lower interest rates than might otherwise be available to them. The loans are financed by the sale of tax-exempt revenue bonds by the authority. Bonds issued by the authority can be payable only from the rentals, revenues and other income, charges and moneys pledged for their payments. The bonds of the authority do not represent or constitute a debt or pledge of the faith or credit or moral obligation of the state of Minnesota.



Application to the authority is voluntary. The institution must request an application manual from the authority, and submit the completed application to the authority. The formal application is reviewed by the authority's executive director, the fiscal consultant and the bond counsel. From this review process, recommendations are made to the authority. If the authority approves the formal application, a financial program and various legal documents are prepared and a sale date is set for issuing tax-exempt revenue bonds.

A fee of \$1,000 must accompany the submission of the formal application. This fee is refunded to the institution at the closing of a successful bond issue.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Higher Education Facilities Authority**, 175 East 5th St., Suite 450, St. Paul 55101. (612) 296-4690. *Minnesota Statutes 136A.26*.

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem. The authority issues tax exempt revenue bonds for capital improvements at non-profit private post-secondary educational institutions. The authority issues tax exempt revenue bonds for capital improvements at non-profit private post-secondary educational institutions. The authority consists of eight members, including an expert in construction, one in higher education, and one in municipal financing. At least two members must reside outside the metropolitan area as defined in section 473.121, subdivision 2. The executive director of HECB is an ex-officio member and the president of the Minnesota Private College Council is an ex-officio, non-voting member. Members must file with the Ethical Practices Board.

## Minnesota Historical Society

**Administrative Office & Headquarters**

690 Cedar Street, St. Paul, MN 55101

Nina M. Archabal, director, (612) 296-2747

Ian R. Stewart, deputy director for

interpretive programs (612) 296-2747

John J. Wood, deputy director and

assistant to the director (612) 296-2747

*Minnesota Statutes*, chapter 138



The Minnesota Historical Society, chartered by the 1849

Minnesota territorial legislature to collect, preserve, research, and interpret Minnesota history, is the oldest institution in the state. The society receives funds from the Minnesota legislature, memberships, grants, gifts and endowments. It is not a state agency, although it performs certain state functions and is the official custodian of the state's history. The society is governed by a volunteer executive council and executive committee.

One of the largest historical societies in the United States, the society is a nationally recognized leader in the field of state and local history, directly serving nearly two 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 300 county and local historical organizations throughout the state. (For a listing of county historical societies, see pages 201-206.) For a list of local historical organizations, call the society's general information number 296-6126.

The society's services are carried out by the director, two deputy directors and five divisions: library and archives; publications and research; historic sites and field programs; museums; and finance and administration. The divisions operate from 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. In addition, the Society operates historic sites throughout the state.

The Minnesota Historical Society's History Center, the new home for the society, is scheduled for completion in late 1991. It will provide better spaces for public use and preservation of collections. There will be larger museum spaces, an auditorium, a restaurant, areas for educational programs for all age levels, a "one stop" reference area where the public can view or use books, photos, newspapers, and other two and three dimensional materials; and a "Great Hall" to welcome visitors and display large objects. The History Center is located in the Capitol area just south of highway I-94 and will have its grand opening in late 1992.

During 1992, most society departments, metropolitan area staff, and collections will move into the History Center. These moves are scheduled to begin in the spring of 1992. The new address for the Society and its divisions and departments will be 160 John Ireland Blvd., St. Paul, MN 55155. Please call the society's general information number (612) 296-6126 for current information about the move to the History Center, as well as current telephone numbers.

### **Library and Archives Division (612) 296-9984**

**Lila J. Goff, assistant director for library and archives.** The society's research collections at 690 Cedar Street contain books, pamphlets, newspapers, microfilms, photographs, tapes, magazines, films, maps and other sources about Minnesota life and Minnesota people. The archives and manuscripts collections at 1500 Mississippi Street contain the private papers of many Minnesotans, the records of Minnesota corporations and organizations, and the official records of the state and many local units of government.

The libraries at 690 Cedar Street are open to the public Monday 9:00 a.m. to 8:30 p.m. and Tuesday through Saturday 9:00 a.m. to 5 p.m. The reading room at 1500 Mississippi Street is open Monday through Friday, 9:00 a.m. to 5 p.m., and on Saturday from 9 a.m. to 1 p.m. Mail and phone inquiries are answered. Photocopies are available for a small fee.

### **Reference Department**

#### **Reference Library (612) 296-2143**

This library consists of more than 500,000 printed books, pamphlets, periodicals, microforms, and documents. These rich resources include 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 Scandinavians and Native Americans, publications of state and local historical societies and extensive holdings on local genealogy and biography.

#### **Newspaper Library (612) 296-2152**

This resource includes more than 3,000,000 issues of approximately 5,000 newspapers, ranging from the first issue of the first paper published in Minnesota in 1849 to 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 in the hope of preserving a complete record of Minnesota's community newspapers.

#### **Audio-Visual Library (612) 296-2489**

An impressive collection of photographic maps, slides, prints, lithographs, films, video and audio tape recordings, phonograph records, paintings, and historical maps and atlas is preserved in this department.

As the best visual collection on Minnesota in existence, this library is heavily used by authors, publishers, researchers, the news media, genealogists, collectors, and people from all walks of life. More than 200,000 photographs dating from the 1840s to the present as well as about 35,000 maps are cataloged and available for viewing at no cost. The growing oral history collection housed in this library preserves on magnetic tape the candid

recollections of a cross section of Minnesotans. A film and video tape collection also documents contemporary history.

### **Archives and Manuscripts (612) 296-6980**

The collections housed and available at 1500 Mississippi Street contain more than 75,000 linear feet of archives and manuscript records.

Manuscript collections of 25,000,000 items in more than 6,000 collections include diaries, letters, account books, reminiscences, scrapbooks, minutes, and other materials, largely unpublished. The personal papers of politicians, fur traders, diplomats, farmers, business people, soldiers, householders, labor activists and many others and the records of churches, businesses, unions, political parties, social clubs, and other organizations provide information on a multitude of subjects. Collections relating to labor, politics and government, the cooperative movement, 19th-century family life, conservation and the environment, transportation, and business and industry are especially rich.

The State Archives hold the official noncurrent and historically valuable records of the state and local units of government, including records of governors, other executive officers, state agencies, judicial and legislative branches of state government, counties, townships, and many local governments. These records begin in 1849 and total about 39,000 linear feet.

Some of the major collections have been microfilmed and are for sale or available on interlibrary loan. Guides to microfilm editions and to some of the larger manuscripts collections also are available. A checklist of State Archives holdings is available in the reading room. Some collections have restrictions on use.

### **State Archives (612) 296-6980 (In-WATS 1-800-652-9747)**

**Duane Swanson, acting state archivist.** The State Archives acquires noncurrent, permanently valuable records of state and local governments. It carries out certain statutory functions relating to government records. Archives staff assists governments in inventorying, transferring, or otherwise planning for the care of permanent records; identifies records that must be retained because of their continuing value; provides quality testing of microfilm of archival records; approves disposal of records no longer needed, and determines access to records in the archives that otherwise are restricted by state or federal law. Applications for authority to dispose of government records must be filed with the State Archives.

### **Acquisitions and Curatorial Department (612) 296-9989**

**James E. Fogerty, head.** The Society's collections include art works, books, manuscripts (the papers and records of Minnesotans and Minnesota corporations and organizations), oral history, historical and fine art photographs, video, film, recorded music, and historical and current maps and atlas. Collections are acquired mainly through donation and are handled by a staff of curators: art works, Thomas O'Sullivan (297-4687); books, Patrick K. Coleman (296-9986); sound and visual, Bonnie G. Wilson (296-1275); manuscripts, Mark A. Greene and Todd J. Daniels-Howell (296-6980); oral history, Margaret Robertson (296-6980); maps, Jon L. Walstrom (296-4543). Brochures describing the art, photograph, map, oral history, environmental, labor, and business collections are available on request.

### **Conservation Department (612) 297-3896**

**Robert Herskovitz, head.** The conservation department includes four labs that work only on the society's collections but will provide technical advice and assistance to the public.

### **Publications and Research Division (612) 296-2264**

**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 Society, issuing a quarterly journal and books written both by staff members and by authors not affiliated with the organization. The Research Department conducts research projects resulting in publications by the MHS Press, encourages scholarly research and writing by persons outside the society, and administers a research grants program. The division's offices are located in the Main Building at 690 Cedar Street.

## **Minnesota Historical Society Press (612) 297-4457**

**Ann Regan, managing editor.** The Minnesota Historical Society Press is the oldest publisher in the state and issues a wide range of publications that explore Minnesota history and culture in its regional, national, and international contexts. MHS Press has published historical documents, biographies, and books on politics, folklife, ethnic studies, local history, American Indian history, social history, agriculture, geography, and archaeology, as well as guides to the society's collections. Its publications have won several awards; a number are considered the most authoritative references on their subjects. While continually exploring new areas of publication, the MHS Press maintains its tradition of editorial excellence and fine craftsmanship.

MHS Press publications are sold at all society museum shops, at most of its historic sites, and at bookstores throughout the nation. They may also be ordered by mail from the society's order department at 690 Cedar Street. To request a free publications catalog or to place a book order, call (612) 297-3243, or 1-800-647-7827 outside the Twin Cities metro area.

## **Minnesota History Magazine (612) 297-4462**

**Anne R. Kaplan, editor.** *Minnesota History*, the society's quarterly journal, publishes informative, authoritative, and entertaining articles in the areas of local, state, and regional history. In addition to the regular articles, the well-illustrated magazine features biographical profiles, the Society's collections, book reviews, and news and notes. 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 society members and to schools, libraries, and other institutions by subscription. Copies of many back issues are available.

## **Research Department (612) 297-4464**

**Deborah L. Miller, research supervisor.** Scholars wishing to conduct research in the society's collections are offered advice and guidance by the research supervisor. A brochure entitled *A Guide to Research and Publishing Opportunities at the Minnesota Historical Society* is available at no charge. Information on applying for limited grants to support research is also available.

## **Historic Sites and Field Programs Division (612) 726-1171**

**Donn Coddington, assistant director for historic sites and field programs.** 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, interpretive exhibits, educational programs, a historic preservation office, statewide archeological investigations and research, and a variety of technical assistance to counties and communities anxious to preserve and interpret local history. The division's offices are located at Historic Fort Snelling History Center.

## **Historic Sites Department (612) 726-1171**

**Thomas Woods, head.** Since 1958, the society has been active in acquiring, preserving, developing, and interpreting major historic sites in Minnesota. Sixteen landmarks are now preserved and operated by the society. These include significant places related to agriculture, American Indians, the fur trade, politics, lumbering, transportation, and military history. They offer visitors an exciting opportunity to learn about history where it happened. Most of the sites offer guided tours, demonstrations of skills and crafts, and visitor centers with exhibits and shops. Many special lectures, films, festivals, exhibits, and living history programs are presented each year at these historic locations. For a listing and description of Minnesota Historic Sites, see pages 198-201, 206.

## **Archaeology Department (612) 726-1171**

**Robert Clouse, head.** While focusing on state-owned historic Euro-American and pre-European-contact Native American heritage sites, the department also conducts cultural resource surveys for state agencies and other units of government. Assistance is provided to

individuals, county and local historical organizations, and governmental units in the identification of artifacts and archeological sites. During the field season, group tours may be given of available excavation sites. "Behind the scenes" tours of the archeological laboratories are also available on a scheduled basis.

### **Field Services (612) 726-1171**

**David Nystuen, field services coordinator.** This program provides technical assistance and advice to county, local, and special interest historical organizations in Minnesota. A newsletter, *The Interpreter*, carries news and features dealing with organization, funding, interpretation, programming, and other items of interest to historical groups. The program sponsors a series of workshops throughout the state and an annual conference in the spring. Field Services also administers and coordinates the state historic marker program. (For a listing of county historical societies, see pages 201-206.)

### **Grants Office (612) 726-1171**

**Grants Manager.** This office administers a program of grants-making for historical work throughout the state. The state grant-in-aid program allocates funds from the Minnesota legislature for projects in several areas, including historic preservation, oral history, artifact collections, interpretation, photographic collections, private records and manuscripts, and publications. The Certified Local Government grants program allocates federal funds to local governments with certified heritage preservation commissions for historic preservation survey, planning, and public education projects. Other grants programs may be offered should funds become available.

Grants manuals that describe the application and award process for each program are available on request. A Grants Review Committee comprised of members of the Minnesota Historical Society's Executive Council reviews and evaluates grant proposals at a series of public meetings each year.

### **State Historic Preservation Office (612) 726-1171 (Fort Snelling History Center)**

**Britta Bloomberg, acting deputy state historic preservation officer.** This office exists to identify, evaluate, register, and protect properties that have played an important role in Minnesota's history. The office administers the federal Historic Preservation Fund programs for the state, including cultural resource surveys, nominations to the National Register of Historic Places, review of all federal undertakings to monitor effects on historic properties, the preservation tax incentive program, and technical assistance for a wide range of parties involved in preservation activity. Assistance is given in the formation of local heritage preservation commissions and those commissions that qualify may participate in the Certified Local Government program.

### **Museum Division (612) 296-4564**

**Barbara Franco, assistant director for museums.** The Museum Division is composed of the Museum Collections Department, the Exhibits Department, and the Education Department. The division uses the society's collections and other resources in a wide variety of formats and media to teach and inform the public about Minnesota, its culture and the people, places and events that have shaped, and continue to shape, its history.

### **Exhibits Department (612) 296-4564 (690 Cedar Street)**

**Paul Martin, head of exhibits.** The department plans and produces imaginative and informative exhibits and audio-visual programs at the Society's History Center (opening in 1992) and 15 historic sites throughout the state. The department also develops and circulates traveling exhibits to museums, schools, and organizations around the state and region. For information about traveling exhibits, call Ellen Ferrari, traveling exhibits manager, at (612) 297-4497.

## **Museum Collections Department (612) 296-8071 (1500 Mississippi St., St. Paul)**

**Museum Collections Curator.** The society maintains collections all across the state at historic sites and in St. Paul. These popular collections contain three-dimensional artifacts and archeological material from Minnesota's past and present ranging in type from political buttons to camping gear to Zubaz pants to the William Crooks locomotive. The collections cover all aspects of Minnesota culture from the historical figures of the past to people who operate and work in small businesses today. They document Minnesotans' hopes, failures, aspirations, memories, and accomplishments.

The collections may be viewed by appointment with the collections staff and by visiting displays at society facilities, historic sites, and other organizations. The collections are continually used by scholars, researchers, authors, publishers, collectors, donors, school groups, and other educational institutions and museums.

Outstanding collections are those relating to lumbering, decorative arts, railroads, Indians, fur trade, costumes, toys, agricultural equipment, and Minnesota arts and crafts.

The museum collections can be viewed weekdays by appointment. Call for more information.

## **Education Department (612) 297-2764 (James J. Hill House)**

**Maureen Otwell, head of education.** The society brings its resources to school children, teachers, and the general public through a variety of educational materials and programs. *ROOTS*, a topical booklet series for general readers and secondary students, is published twice a year. *Northern Lights* is a new textbook curriculum in state history published for grades 5-7. A brochure describing all of the society's curriculum materials is available.

With the opening of the new History Center museum in 1992, museum education programs for student and adult groups will be available. Museum exhibit programs and community education programs for families and adults will also be available in Fall 1992. Contact the Public and Group Programs office at (612) 297-2764 after March 1992 for more information about these programs and opportunities.

Schools, historical agencies, and community organizations throughout the state and region use the department's circulating videotape and film library. Films are sent to renters for a handling fee of \$10.00 per film and \$5.00 per videotape. Return shipping and insurance is paid by the renter. Call (612) 296-3984 for information.

Continuing education for teachers in state and local history is also available. The society's education specialist offers a statewide series of workshops and classes that provide teachers with background information and assistance in curriculum development. This staff person will also advise teachers on materials available for teaching state and local history. For a workshop schedule, registration information, or consultation call (612) 296-1055. In-service workshops for the new state history textbook curriculum, *Northern Lights*, are available. For *Northern Lights* information call (612) 297-2081.

The Education Department cosponsors National History Day with the University of Minnesota. This national competition for sixth- through twelfth-grade students begins with local contests and culminates in a state history fair at the University of Minnesota in Minneapolis in April of each year. Finalists at the state contest are eligible to compete at the national competition in Washington, D.C. For participation information call (612) 297-2081.

Call (612) 297-2764 or write the Education Department, 240 Summit Avenue, St. Paul, MN 55102 for more information about all education services and materials.

## **Teacher Education Program (612) 296-1055, (James J. Hill House)**

**Phil Fitzpatrick, teacher education specialist.** The program offers a statewide series of workshops and classes that give teachers background information about Minnesota, assistance with curriculum development, and guidance in the use of the society's newly published Minnesota history curriculum, *Northern Lights*.

A teacher education specialist will visit school districts to do inservice training at local schools. Training includes a variety of workshops tailored to the preference of the teachers.

## **Finance and Administration Division (612) 296-2155 (690 Cedar St.)**

**John B. Lilja, CPA, assistant director for finance and administration.** This division provides financial and administrative support services to the programmatic divisions of the Society.

### **Finance Department (612) 296-2155**

**Deborah Mayne, finance manager.** The finance department is responsible for budgetary control, accounting and financial reporting for all funds of the Society.

### **Human Resources Department (612) 296-2155**

**Pat Gaarder, human resources manager.** The human resources department provides personnel and payroll services for the society.

### **Information Office (612) 297-1827**

**George Ryan, information officer.** The information office provides information to the public about the society and promotes the activities of the society through media contact, mailings to interested special audiences, advertising, and regular publications to members and targeted audiences.

### **Institutional Services Department (612) 296-2155**

**Jim Froeber, institutional services manager.** This new department is responsible for food service as well as buildings and grounds maintenance and security and gift shop activities at the society's headquarters, as well as institution-wide programs for safety of employees and visitors.

## **Development Office (612) 297-2849 (690 Cedar Street)**

**Mark Haidet, director of development.** The Development Office exists to support the goals of the society by generating non-state support for both operating and special project expenses and to encourage public participation in the society's programs through an expanded membership program.

Membership in the society is open to all through several membership classifications from individual (\$20) and family (\$25) to individual senior citizens (\$15) to corporate patrons. Members receive the award-winning quarterly magazine *Minnesota History*; *Minnesota History News*, a bimonthly newsletter; a 25% discount at the society's museum shops around the state; special invitations to "members only" events; and free admission to the society's historic sites throughout the state. For information about memberships, call Connie Murray, membership coordinator, (612) 296-0332.

## **Women's Organization of the Minnesota Historical Society (612) 296-8042**

**Therese Downey, liaison.** The Women's Organization of the Minnesota Historical Society is an independent body that serves as an auxiliary to the society. It sponsors monthly meetings with speakers, tours, seminars, and provides volunteer guides at the governor's residence. Memberships are open to everyone interested in promoting the enjoyment of the state's history and the work of the Society. Dues are \$10.00. Membership in the Minnesota Historical Society is encouraged but not mandatory. Call (612) 296-8042 for information.

### **Historic Sites: Metroland**

**Historic Fort Snelling:** Commanding the Mississippi and Minnesota rivers, the fort served for 30 years as the center of government and a haven for travelers. Now restored to its original appearance, the fort offers a "living history" of the year 1827, inviting visitors to experience and participate in its community life. Historic fort and history center (exhibits and films) open May – October, 10 am to 5 pm; history center only open November – April, 9:30 am to 4:30 pm, Monday through Friday. Admission charge. Schedules subject to change. Accessible from State Highways 5 and 55. Contact: Fort Snelling, St. Paul, MN 55111; (612) 726-9430 for individual and group tours.



**James J. Hill House:** Completed in 1891, the craggy, massive home of "Empire Builder" James J. Hill is a National Historic Landmark. Tours introduce family and servant life, and include portions of the restored house as well as changing art exhibits in Hill's gallery. Open Wednesday, Thursday, and Saturday from 10 am to 4 pm year round. Admission charge. Schedules subject to change. Contact: 240 Summit Avenue, St. Paul, MN 55102; (612) 297-2555 for individual and group tours.

**Minnesota History Center:** Fall 1992 is public grand opening for the Minnesota Historical Society's new History Center headquarters building. The new Center houses a museum, restaurant, education center for school children and adults, auditorium and plaza for special events, two museum shops, reference library, and it allows access to the Society's collections of maps, newspapers, photos and audio visual materials, the State Archives, manuscripts, art works, oral histories, and museum artifacts. Tentative schedule: Open daily; museum closed Mondays; hours vary, but generally 9 am to 5 pm (some evening hours). Admission free. Contact: 160 John Ireland Blvd., St. Paul, MN 55155; (612) 296-6126. In spring 1992, the Society begins moving offices and collections to the new History Center. Prior to then 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 capitols 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; Monday through Friday 9 am to 4 pm, Saturday 10 am to 3 pm, Sunday 1-3 pm. Reservations not required for individuals. Reservations for groups. Admission free. Schedules subject to change. Contact: Aurora and Constitution Avenues, St. Paul, MN 55155. Contact Minnesota Historical Society for group tours of ten or more; (612) 296-2881.

**Oliver H. Kelley Farm:** Family farm of Oliver H. Kelley, founder of the National Grange of the Patrons of Husbandry, an organization that promoted educational, social, and cultural opportunities for farmers and which evolved into a forceful, nationwide, populist movement in the 1870s. An interpretive center tells Grange and farming history through exhibits and an audio-visual program. Costumed interpreters demonstrate farming life of the 1860s and 1870s with period animals and crop varieties. On U.S. Highway 10, 2½ miles east of Elk River. Open Monday through Sunday (also open Memorial Day and Labor Day), May 1 – October 31, 10 am to 5 pm; November 1 – April 30, Saturday 10 am to 4 pm, Sunday 12 pm to 4 pm; also by appointment. Admission charge. Schedules subject to change. Contact: 15788 Kelley Farm Road, Elk River, MN 55330; (612) 441-6896 for individual and group tours.

**Ramsey House:** A 15-room house built in 1872. Alexander Ramsey was Minnesota's territorial governor, also state governor, U.S. senator, and secretary of war. The house contains its original rich Victorian furnishings and artifacts, and includes a reconstructed carriage house. Open Tuesday through Saturday, April – December, weekdays 10 am to 4 pm; Saturday 10 am to 4 pm. Admission charge. Schedules subject to change. Contact: 265 South Exchange Street, St. Paul, MN 55102; (612) 296-8760 for individual and group tours.

## Historic Sites: Northern Minnesota

**Comstock House:** Built in 1883 by Solomon G. Comstock, a leading political figure and entrepreneur of the upper Red River Valley for over 60 years. Childhood home of Ada Comstock, a pioneering woman educator, first dean of women at the University of Minnesota, and president of Radcliffe College from 1923 to 1943. Restored with original furnishings. Open weekends Memorial Day – September 29, 1-5 pm; also by appointment. Admission charge. Schedules subject to change. Contact: 506 Eighth Street South, Moorhead, MN 56560; (218) 233-0848 for individual and group tours.

**Forest History Center:** Authentically reconstructed turn-of-the-century logging camp with river log-drive wigan and 1934 ranger's cabin. A modern interpretive center tells of human life in the forests of Minnesota from pre-historic times to the present. Daily demonstrations and weekly special programs are presented by living history interpreters. Open Monday through Sunday (also open Memorial Day and Labor Day) May 15 – October 15, 10 am to 5 pm; interpretive center and trails open 12 pm to 4 pm daily October 16 – May 14; also by appointment. Admission charge. Schedules subject to change. Contact: 2609 County road 76, Grand Rapids, MN 55744; (218) 327-4482 for individual and group tours.

**Grand Mound Interpretive Center:** The largest burial mound in the Upper Midwest lies at the junction of the Rainy and the Big Fork rivers. The Grand Mound and several other area mounds were built by the Laurel culture, a middle Woodland people who lived in the upper Great Lakes latitudes from 200 B.C. to A.D. 800. A modern interpretive center tells the story of their remarkable adaptation to life in northern Minnesota. Open Monday through Sunday May 1 – September 7, 10 am to 5 pm; also by appointment. Admission free. Schedules subject to change. Contact: Route 7, Box 453, International Falls, MN 56649; (218) 279-3332 for individual and group tours.

**Lindbergh House and Interpretive Center:** Built in 1906 by C.A. Lindbergh, distinguished lawyer and outspoken Minnesota congressman, and home of Charles Lindbergh, famous aviator who made the first solo flight from New York to Paris in 1927. Charles A. Lindbergh State Park is two miles south of Little Falls on Lindbergh Drive. Open Monday through Sunday, (also open Memorial Day and Labor Day) May 1 – September 7; 10 am to 5 pm. Admission charge. Schedules subject to change. Contact: Charles A. Lindbergh Interpretive Center, Rt. 3, Box 245, Little Falls, MN 56345; (612) 632-3154 for individual and group tours.

**Mille Lacs Indian Museum:** A fine collection of Ojibway artifacts is used to explain the customs and beliefs of these woodland Indians. Featured are life-sized dioramas of seasonal activities. On U.S. Highway 169 on southwest shore of Lake Mille Lacs near Onamia. The museum shop features local Ojibway hand-crafted items. Open Monday through Sunday (also open Memorial Day and Labor Day) May 1 – September 7, 10 am to 5 pm; also by appointment. Admission charge. Schedules subject to change. Contact: Star Route, Highway 169, Onamia, MN 56359; (612) 532-3632 for individual and group tours.

**North West Company Fur Post:** Authentically reconstructed six-room stockaded wintering post. The original post was built by a fur trader and a small crew of voyageurs who in 1804-05 canoed up the Snake River to trade with the Ojibway Indians on behalf of the British North West Company. Off I-35 at Pine City exit, 1½ miles west on Pine County Highway 7. Open Monday through Sunday (also open Memorial Day and Labor Day) May 1 – September 7; 10 am to 5 pm. Admission free. Schedules subject to change. Contact: Route 2, Box 62B, Pine City, MN 55063; (612) 629-6356 or from September 8 – April 31, (612) 726-1171 for individual and group tours.

**Split Rock Lighthouse and History Center:** Born of the infamous November gale of 1905 that wreaked havoc on the great ships of the booming iron ore industry, this isolated landmark on a harsh promontory overlooking Lake Superior was commissioned in 1910. A modern interpretive center tells the story of the lake and lighthouse in a film and exhibits. Tours include the lighthouse and a restored keeper's house. Open daily May 15 – October 15, 9 am to 5 pm. Admission charge and park sticker. October 18 – May 14, Friday, Saturday and Sunday from 12 pm to 4 pm.; park sticker only. Schedules subject to change. On U.S. Highway 61, 18 miles northeast of Two Harbors. Contact: Split Rock Lighthouse and History Center, 2010 Highway 61 East, Two Harbors, MN 56616; (218) 226-4372 for individual and group tours.

**W.H.C. Folsom House:** Operated by the Taylors Falls Historical Society and overlooking the scenic St. Croix River Valley, is a rare Minnesota example of Greek Revival architecture built in 1855 by Folsom, an enterprising Main lumberman, with 300 acres of landscaped grounds that include a garden of native Minnesota wild flowers. Memorial Day – October 15, 1-4 pm; admission charged, under 6 free; group rates and tours. Contact: Folsom House, Government Road, Taylors Falls, MN 55084; (612) 465-3125.

## Historic Sites: Southern Minnesota

**Birch Coulee Battlefield:** Site of 31-hour siege of 170-man unit which suffered the heaviest military casualties of the 1862 Dakota (Sioux) Indian conflict. No public programs or tours are offered. One mile north of Morton off U.S. Highway 71 on Renville County Highway 2. Contact: Rural Route 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 soldiers with several cannons and civilian refugees against greater numbers of Indians in two battles that turned the tide of the 1862 Dakota Conflict. Off State Highway 4, seven miles south of Fairfax. Open Monday through Sunday (also open

Memorial Day and Labor Day), May 1 – September 7, 10 am to 5 pm; also by appointment; park sticker. Schedules subject to change. Contact: Fort Ridgely Historic Site, Route 1, Box 32, Fairfax, MN 55332, (507) 426-7888 or (507) 697-6321 for individual and group tours.

**Harkin Store:** Operated by the Brown County Historical Society. Alexander Harkin's General Merchandise Store was once the social and commercial center of West Newton in the Minnesota River Valley, where farm families could trade butter and eggs for flour and sugar, pick up mail at the tiny post office, or obtain a favorite patent medicine. Restored and refurbished, the store offers that experience to visitors again today. On Nicollet County Hwy. 21, eight miles northwest of New Ulm. Open May 1 – September 15, 10 am to 5 pm; September and October by appointment; group tours. Admission free. Contact: Co. Rd. 21, RR 3, Box 29, New Ulm, MN 56073; (507) 359-9729.

**Historic Forestville** (formerly Meighen Store): Opens July 1992. Costumed guides and a living history program, visitors will experience life as it was lived in the farm village of Forestville in 1890s. The authentically furnished store, post office, residence, and portions of the farm will be open in 1992. Other buildings and remains of buildings can be viewed also. In 1992 only, open July - Sept. 30. Thereafter, open from May 1 – Sept. 30. Hours similar to other sites; call for details. Admission free. Schedules subject to change. In Forestville State Park near Preston and Spring Valley. Contact: Historic Forestville, Forestville State Park, Preston, MN 55965; (507) 765-2785.

**Jeffers Petroglyphs:** Set in the virgin prairie of the Little Cottonwood River Valley are nearly 2,000 rock carvings representing human figures, weapons and animals, some made perhaps as long ago as 3,000 B.C. and others as recently as the 18th century. Self-guiding tours; small interpretive center. At junction of U.S. Highway 71 and Cottonwood County Highway 10, turn east on Highway 10 for three miles, turn south on County Highway 2 for one mile. Open Monday through Sunday (also open Memorial Day and Labor Day) May 1 – September 7, 10 am to 5 pm; open weekends September 8 – October 31 from 10 am to 5 pm. Admission free. Schedules subject to change. Contact: Highway 71 and County Road 10, Jeffers, MN 56145; (507) 877-3647 or (507) 678-2311 for individual and group tours.

**Lac qui Parle Mission:** Operated by the Chippewa County Historical Society. A replica of a chapel built in 1841 by Protestant missionaries and Dakota women. Exhibits inside tell of early missionary life in Minnesota. Accessible from Chippewa Co. Hwy. 13, off U.S. Hwy. 59, eight miles northwest of Montevideo. May 1 – September 30, 10 am to 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/U.S. Conflict of 1862, the culmination of a century in which the Dakota saw their hunting grounds reduced and the fur trade decline as white settlers established farms. Open Monday through Sunday (also open Memorial Day and Labor Day) May 1 – September 7, 10 am to 5 pm; September 8 – April 30, 1-5 pm; also by appointment. Admission free. Schedules subject to change. Contact: RR 1, Box 125, Morton, MN 56270, (507) 697-6321 for individual and group tours.

**Mayo House:** Operated by the Mayo House Interpretive Society. Reflecting the modest circumstances of a mid-19th century doctor, this small Gothic-style house was built in 1859 by William Warrall 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, September and October weekends 1-4:30 pm; group tours. Admission charge. Contact: 118 N. Main St., Le Sueur, MN 56058, (612) 665-3250.

## COUNTY HISTORICAL SOCIETIES: DIRECTORS/LIAISONS AND PRESIDENTS June 1, 1991

**Aitkin County Historical Society**—P.O. Box 215, Aitkin, MN 56431, Chairperson: Joyce Wincek, President: Carroll Kukowski, 218/927-3348

**Anoka County Historical Society**—1900-3RD Avenue South, Anoka, MN 55303, Director: Pat Schwappach, President: Maxine Larson, 612/421-0600

**Becker County Historical Society**—915 Lake Avenue, Detroit Lakes, MN 56501, Director: Harriet Davis, President: Walter Lenious, 218/847-2938

## 202 / Historical Society

**Beltrami County Historical Society**—Box 683 (Mailing), 3rd & Bemidji Ave. (Museum), Bemidji, MN 56601, Director: Carol Eberhardt, President: Betty Rossi, 218/751-7824

**Benton County Historical Society**—218-1st Street North, Box 245, Sauk Rapids, MN 56379, Director/Liaison: Dorothy Milnor, President: Bill Rasmussen, 612/253-9614

**Big Stone County Historical Society**—Route 2, Box 31, Ortonville, MN 56278, Director: Magdalene Sparrow, President: Curtiss Olson, 612/839-3359

**Blue Earth County Historical Society**—415 Cherry Street, Mankato, MN 56001, Director: President: Susan Stevens Chambers, 507/345-5566

**Brown County Historical Society**—P.O. Box 116 (Mailing), Broadway & Center (Museum), New Ulm, MN 56073, Director: Charlene Akers, President: Arnold Koelpin, 507/354-2016

**Carlton County Historical Society**—Shaw Memorial Building, 406 Cloquet Avenue, Cloquet, MN 55720, Director: Ellen Quinn, President: Ed Kavanaugh, 218/879-1938,

**Carver County Historical Society**—119 Cherry Street, Waconia, MN 55387, Director: Paul Maravelas, President: Penny Tarbell, 612/442-4234,

**Cass County Historical Society**—P.O. Box 505, Walker, MN 56484, Director: Renee Geving, President: Dorothy Vollman, 218/547-1257

**Chippewa County Historical Society**—P.O. Box 303, Montevideo, MN 56265, Executive Director: Camilla Rosenboom, President: Arnold Anderson, 612/269-7636

**Chisago County Historical Society**—Box 366, Center City, MN 55012, Executive Director: Mary Schmitz, President: Lloyd Hackl, 612/462-2879

**Clay County Historical Society**—Box 501 (Mailing), Heritage-Hjemkomst Interpretive Center, 202 First Avenue North (Museum), Moorhead, MN 56560, 218/233-5604, Office Manager: Margaret Ristvedt, President: Nancy Tedros, 218/233-4604

**Clearwater County Historical Society**—P.O. Box 241 (Mailing), 24 1st Street S.W. (Museum), Bagley, MN 56621, Director: Tamara Anderson-Edevold, President: Mark Edevold, 218/694-6574

**Cook County Historical Society**—(Mailing), C/O Peggy Heston, Grand Marais, MN 55604, Director: Donald Anderson, President: Peggy Heston, 218/387-2164

**Cottonwood County Historical Society**—812-4th Avenue, Windom, MN 56101, Director: Garnet Booze, President: Mervin Hunter, 507/831-1134,

**Crow Wing Historical Society**—P.O. Box 722 (Mailing), 320 Laurel Street (Museum), Brainerd, MN 56401, Director: Pamela Brunfelt, President: Einer Anderson, 218/829-3268

**Dakota County Historical Society**—130-3rd Avenue North, South St. Paul, MN 55075, Director: Gary Phelps, President: Carlyle Mitchell, 612/451-6260

**Dodge County Historical Society**—P.O. Box 433, Mantorville, MN 55955, Director: Margot Ballard, President: Clarence Smith, 507/635-5508

**Douglas County Historical Society**—1219 South Nokomis, Alexandria, MN 56308, Director: Barbara Grover, President: Opal Martinson, 612/762-0382

**Faribault County Historical Society**—405 E. Sixth Street, Blue Earth, MN 56013, President: Herb Hansen, 507/526-5421

**Fillmore County Historical Society**—Route 1, Box 81-D, Fountain, MN 55935, Director: Jerry Henke, President: Frank Little, 507/268-4449

**Freeborn County Historical Society**—Box 105 (Mailing), 1031 Bridge Ave. (Museum), Albert Lea, MN 56007, Director: Bev Jackson, President: Bill Nothwehr, 507/373-8003

**Goodhue County Historical Society**—1166 Oak Street, Red Wing, MN 55066, Director: Jean Chesley, Curator: Orville Olson, President: Richard Johnson, 612/388-6024

**Grant County Historical Society**—Box 1002, Elbow Lake, MN 56531, Director: Olaf Dybdal, President: Aurora Noreen, 218/685-4864

**Hennipen History Museum**—2303-3rd Avenue South, Minneapolis, MN 55404, President: Eleanor Reid, 612/870-1329

**Houston County Historical Society**—Box 173, Houston, MN 55943, President: Shirley Johnson, 507/896-2291

**Hubbard County Historical Society**—Box 327, Old County Courthouse (Museum), Park Rapids, MN 56470, Curator: Candace Stanfel, President: Henry Verbrugghen, 218/732-3291

**Isanti County Historical Society**—139 East 1st Avenue, Box 525 Cambridge, MN 55008, President: Laurence Collin, Director: Valerie Arrowsmith, 612/689-4229

**Itasca County Historical Society**—P.O. Box 664, Grand Rapids, MN 55744, Executive Director: John Kelsch, Curator: Agnes Rajala, President: Carole Erickson, 218/326-6431

**Jackson County Historical Society**—Box 211 (Mailing), 307 North Highway 86 (Museum), Lakefield, MN 56150, Executive Director: Phyllis Nauerth, President: Clinton Baumgard, 507/662-5505

**Kanabec County Historical Society**—P.O. Box 113 (Mailing), West Forest Avenue (Museum), Mora, MN 55051, Director: Edna Cole, President: C. Elmer Nelson, 612/679-1665

**Kandiyohi County Historical Society**—610 N.E. Highway 71, Willmar, MN 56201, Program Director: Mona Nelson, President: Donald Miller, 612/235-1881

**Kittson County Historical Society**—P.O. Box 100, Lake Bronson, MN 56734, Director: Cindy Adams, President: Dean Younggren, 218/754-4100

**Koochiching County Historical Society**—Box 1147 (Mailing), 214 6th Ave., Smokey Bear Park (Museum), International Falls, MN 56649, Executive Director: Sandra Boen, President: Elnar Sundin, 218/283-4316

**Lac qui Parle County Historical Society**—P.O. Box 124 (Mailing), South T.H. #75 (Museum), Madison, MN 56256, Curator: Mrs. Gerda Dolman, Historic Center Superintendent: Kenneth Lillejord, President: Vern Molstad, 612/598-7678

**Lake County Historical Society**—Box 303, Depot Museum, Two Harbors, MN 55616, Administrator: Jeff McMorrow, President: Susan Seagren, 218/834-4898

**Lake of the Woods County Historical Society**—c/o County Courthouse, 119 8th Ave. S.E., Baudette, MN 56623, Curator: Marlys Hirst, President: Everett Helmstetter, 218/634-1200

**Le Sueur County Historical Society**—112 North Main Street (Mailing), Le Sueur, MN 56058, 4th & Frank Street (Museum), Elysian, MN 56028, President: Audrey Kuntson, 507/267-4620

**Lincoln County Historical Society**—406 Brooks Street, Hendricks, MN 56136, President: Mrs. Allen Johnson, 507/275-3537

**Lyon County Historical Society**—607 West Main, Marshall, MN 56258, Director: Ellayne Velde-Conyers, President: John Doyle, 507/532-4694

**Mahnomen County Historical Society**—P.O. Box 123, Mahnomen, MN 56557, President: Gelena Gerlach, 218/935-5020, 218/935-5490

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**Marshall County Historical Society**—P.O. Box 103, Warren, MN 56762, Curator: Elaine Olsen, President: Jerome Johnson, 218/745-4803

**Martin County Historical Society**—304 East Blue Earth Avenue, Fairmont, MN 56031, Curator: Helen Simon, President: La Verne Schulz, 507/238-4166

**McLeod County Historical Society**—380 North School Road, Hutchinson, MN 55350, Director: David Johnson, President: Datlof Weselch, 612/587-2109

**Meeker County Historical Society**—308 Marshall Avenue North, Litchfield, MN 55355, President: Woody Andberg, Director: David Glesne, 612/693-8911

**Mille Lacs County Historical Society**—104-10th Avenue, Princeton, MN 55371, Curator: Ella Patten, President: Arnold Whitcomb, 612/389-1296

**Morrison County Historical Society**—P.O. Box 239, Little Falls, MN 56345, Director/Liaison: Jan Warner, President: Art Warner, 612/632-4007

**Mower County Historical Society**—Box 804 (Mailing), 12 Street S.W. (Museum), Austin, MN 55912, Liaison: Richard Stivers, President: Monica Lonergan, 507/437-6082

**Murray County Historical Society**—2655 Linden Avenue, Slayton, MN 56172, President: Paul Harmsen, 507/836-6317

**Nicollet County Historical Society**—Central Community Center, 301 South Washington (Museum), P.O. Box 153 (Mailing), St. Peter, MN 56082, Assistant Curator: Pamela Johnson, President: Larry Zambino, 507/931-2160

**Nobles County Historical Society**—P.O. Box 213 (Mailing), 416 12 Street (Museum), Worthington, MN 56187, Director: Thomas Zishka, President: Alan Swanson, 507/376-4431

**Norman County Historical Society**—12 1st Street East, Ada, MN 56510-1604, Museum Director/Liaison: Myrtle Rector, President: Quenten Werpy, 218/784-2871

**Olmsted County Historical Society**—Box 6411 (Mailing), 1195 County Road 22 S.W. (Museum), Rochester, MN 55901, Director: David Jaspersen, President: John Kruesel, 507/282-9447

**Otter Tail County Historical Society**—1110 West Lincoln, Fergus Falls, MN 56537, Executive Director: Chris Schuelke, President: Myron Broschat, 218/736-6038

**Pennington County Historical Society**—Box 127, Thief River Falls, MN 56701, Director and President: Donna Myhrer, 218/681-5767

**Pine County Historical Society**—R.R. #1, Box 168, Sandstone, MN 55072, Liaison: Josephine Krogh, President: Ronald Nelson, 612/245-2574

**Pipestone County Historical Society**—113 South Hiawatha, Pipestone, MN 56164, Director: Dave Rambow, President: Michael Morgan, 507/825-2563

**Polk County Historical Society**—Box 214, Crookston, MN 56716, Manager: Ed Melby, President: Henry Gredvig, 218/281-1038,

**Pope County Historical Society**—809 S. Lakeshore Drive, Glenwood, MN 56334, Curator: Merlin Berglin, President: Ray Hawn, 612/634-3293

**Ramsey County Historical Society**—75 West 5th Street, Room 323, St. Paul, MN 55102, Director: Daniel Hoisington, President: William Fallon, 612/222-0701

**Red Lake County Historical Society**—Red Lake Falls, MN 56750, President & Liaison: Anne Healy, 218/253-2833

**Redwood County Historical Society**—507 Morten Drive, Redwood Falls, MN 56283, Curator: Bea Brown, President: Orville Hoffmann, 507/644-8159

**Renville County Historical Society**—441 N. Park Drive, P.O. Box 266, Morton, MN 56270, President: Marie Schumacher, 507/697-6321

**Rice County Historical Society**—P.O. Box 5, Faribault, MN 55021, Director: Mark Lemenager, President: William Weaver, 507/332-2121

**Rock County Historical Society**—Hinkly House, Luverne, MN 56156, President: Carmen Christensen, 507/283-2761

**Roseau County Historical Society**—505 2nd Avenue N.E., Roseau, MN 56751, Curator: Ardyce Stein, President: Joel Olson, 218/463-1918

**St. Louis County Historical Society**—506 West Michigan Street, Duluth, MN 55802, Director: JoAnne Coombe, Asst. Director: MaryAnne Norton, President: Richard Chapman, 218/722-8011

**Scott County Historical Society**—P.O. Box 354, Shakopee, MN 55379, President: Dr. Rolland Pistulka, 612/492-2183

**Sherburne County Historical Society**—13122 First Street, Becker, MN 55308, Director: Kurt Kragness, President: Edwin Peterson, 612/253-6623

**Sibley County Historical Society**—P.O. Box 407 (Mailing), Henderson, MN 56044, Liaison/Secretary: Sarah Meffert, President: J. Peter Koop Sr., 612/964-5876

**Stearns County Historical Society**—Box 702 (Mailing), 235 33rd Ave. S. (Museum), St. Cloud, MN 56302, Executive Director: David Ebnet, President: Pierre Hansen, 612/253-8424

**Steele County Historical Society**—Box 204, Owatonna, MN 55060, Director: Marlene Knutson, President: Jeanette Pirkel, 507/451-5488

**Stevens County Historical Society**—West 6th & Nevada, Morris, MN 56267, Director: Carol Day, Curator: Larry Hutchings, President: Ward Voorhees, 612/589-1719

**Swift County Historical Society**—Rt. 2 Box 4D1, Benson, MN 56215, Director: Bernice Olson, President: Virginia Egerstrom, 612/843-4467

**Todd County**—215 First Avenue South, Long Prairie, MN 56347, Curator: Donald Hayes, President: Dorothy Klick, 612/732-4426

**Traverse Society**—(Brown Valley Historical Society is the County Historical Society), Box 321, Browns Valley, MN 56219, President: Ward Duffield, 612/695-2259

**Wabasha County Historical Society**—503 West Center Street, Lake City, MN 55041, President: Carl Bremer, Liaison: Bessie Hoover, 612/789-2891

**Wadena County Historical Society**—415 South Jefferson, Wadena, MN 56481, President: Marion Lundquist, Director: MaryLu McClure, 218/631-9079

**Waseca County Historical Society**—P.O. Box 314 (Mailing), 315 2nd Avenue N.E. (Museum), Waseca, MN 56093, Director: Margret Sinn, President: John Matz, 507/835-7700

**Washington County Historical Society**—P.O. Box 167 (Mailing), 602 N. Main (Museum), Stillwater, MN 55082, Curator: Joan Daniels, President: Charles Woodward, 612/439-5956

**Watonwan County Historical Society**—Box 126 (Mailing), 423 Dill Avenue. S.W. (Museum), Madelia, MN 56062, Director/Liaison: Mrs. Alton Anderson, President: Susan Anderson, 507/642-3247

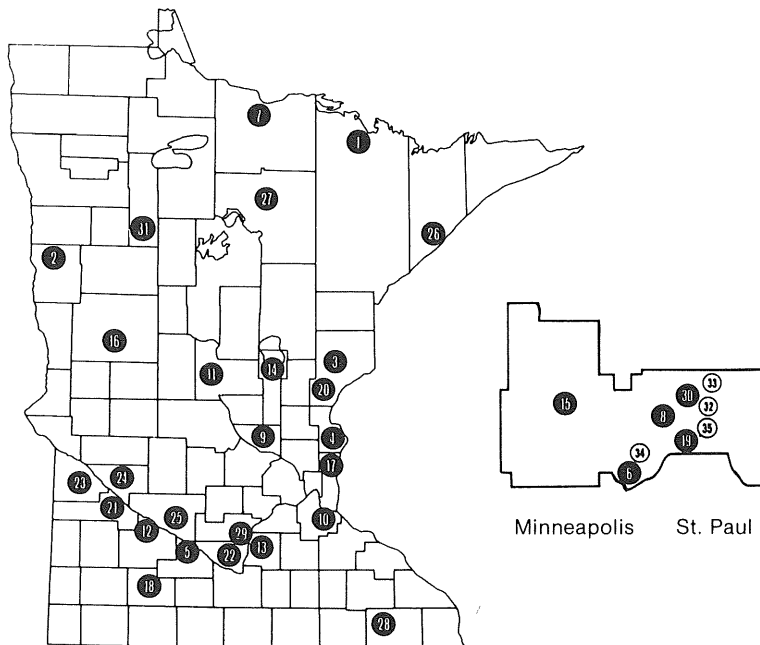
**Wilken County Historical Society**—Box 212 (Mailing), 704 Nebraska Ave. (Museum), Breckenridge, MN 56520, President: Gordon Martinson, 218/643-1303

**Winona County Historical Society**—160 Johnson Street, Winona, MN 55987, Executive Director: Mark Peterson, President: Joseph Minnis, 507/454-2723

**Wright County Historical Society**—101 Lake Boulevard N.W., Buffalo, MN 55313, County Historian: Marion Jameson, President: Lois Zum Brunnen, 612/339-6881 Ext. 291 or 612/682-3900

**Yellow Medicine County Historical Society**—Route 1, Box 98d, Granite Falls, MN 56241, Curator: Mildred Washburn, President: Earl Patrikus, 612/564-4479

**Statewide Operation Outline**



**LEGEND**

**Historic Sites**

**Operations Offices**

- 1. Bourassa Fur Post
- 2. Comstock House
- 3. Northwest Company Post
- 4. Folsom House
- 5. Fort Ridgely
- 6. Historic Fort Snelling
- 7. Grand Mound
- 8. Griggs House (closed)
- 9. Kelley Farm
- 10. LeDuc-Simmons House
- 11. Lindbergh House & Interpretive Center
- 12. Lower Sioux Agency & Interpretive Center

- 13. W.W. Mayo House
- 14. Mille Lacs Indian Museum
- 15. Minnehaha Depot
- 16. Morrison Mounds
- 17. Marine Mill Site
- 18. Petroglyphs Site
- 19. Ramsey House & Interpretive Center
- 20. Stumne Mounds
- 21. Upper Sioux Agency
- 22. Harkin-Massopust Store
- 23. Lac Qui Parle Mission
- 24. Fort Renville

- 25. Birch Coulee
- 26. Split Rock Lighthouse
- 27. Forest History Center
- 28. Historic Forestville
- 29. Traverse Des Sioux
- 30. Minnesota State Capitol
- 31. Itasca Headwaters Area
- 32. Minnesota History Center
- 33. Research Center
- 34. Fort Snelling Historic Complex
- 35. James J. Hill House



## Minnesota State Horticultural Society (MSHS)

1970 Folwell Ave., #161, St. Paul, MN 55108

Dorothy B. Johnson, executive director,

(612) 624-7752 or 1 (800) 676-6747

Minnesota Statutes, Chapter 43A.27;

Laws of Minnesota 1976, Chapter III, Section 3, Subd 1(a)



MSHS was formed in 1866 by pioneer leaders dedicated to developing the art and science of horticulture in the severe northern climate. From its beginning to now, MSHS collects and disseminates information relative to fruits, vegetables, landscape materials and other horticultural production. Emphasis has evolved from commercial food production to home and community horticulture.

Membership is open to any interested person. MSHS has more than 15,000 members; about one-fourth are members of affiliated garden organizations.

*Minnesota Horticulturist* is the official publication of MSHS. Published nine times each year, the journal emphasizes information specifically for the northern gardener. Members receive a subscription to *Minnesota Horticulturist*. It is available to the public at garden centers and newsstands at a cost of \$2.50 per copy.

A circulating horticultural library contains books, slide shows and video tape programs. Library materials may be reserved by members. Tape and slide programs carry a user fee. The library is open to the public.

**Minnesota Green** provides technical assistance to communities seeking horticultural components to community development projects. Organizations may apply for membership or assistance.

**An educational conference** is held yearly, rotating from greater Minnesota to a Twin Cities site on alternating years. Other workshops and seminars on horticulture and environmental topics are offered at public events, including the Minnesota State Fair and twice-yearly Home and Garden Shows. Seminars and programs are open to the public. Reduced admission is often available to members.

Other adult learning opportunities are available through the **Art of Specialty Gardens** seminar series, offered jointly with the Minnesota Landscape Arboretum. Coordinated Community Education Services links metro area school districts with programs on basic horticulture. Through a network of eleven districts in Minnesota, learning opportunities are available throughout the state.

Districts sponsor displays and flower shows, and MSHS hosts a plant show each year at the Minnesota State Fair. The Society instructs and certifies judges for horticultural shows, and provides information on horticultural exhibiting.

**Garden tours** are conducted each season in Minnesota. National and international tours are available regularly, with MSHS members as guides.

MSHS offers information and/or referral for the following: statewide horticultural events; program speakers; yard waste management; contacts for garden organizations; horticultural exhibits and displays; Minnesota's horticultural history; other horticulture-related organizations; public gardens in Minnesota; practical gardening advice. Use the phone numbers listed above for access to information, or to join MSHS.

Annual awards honor notable contributions to Minnesota horticulture. MSHS, along with the Minnesota Departments of Natural Resources and Agriculture, sponsors the Heritage Tree Program, which documents trees of outstanding size or historical significance in Minnesota.

The following horticultural materials may be ordered through MSHS. Phone to check for current price and mailing charges.

- *Northern Gardener's Library* – Volume 1 – *The Good Gardener*, Volume 2 – *Flower Gardens*, Volume 3 – *Landscaping with Trees and Shade*, and Volume 4 – *Raised Beds and Container Gardens*.

- Back issues of *Minnesota Horticulturist*, from late 1800's to present
- Garden Club *Dispatch*, published 8 times yearly
- MSHS *Seasons* newsletter, published quarterly to
- Index of *Minnesota Horticulturist*, 1985-1989.
- *Creating Community Gardens*
- Excerpts from *Minnesota Horticulturist* relating to Minnesota's horticultural history

Membership is \$20 per year, with reduced fees for members of affiliated garden organizations. Paid life membership is \$250. Special contributing memberships are also available. Separate Minnesota Green memberships are available for organizations or individuals for \$25 yearly.

## Minnesota Housing Finance Agency

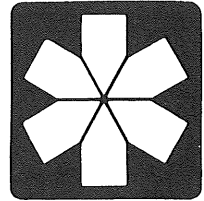
400 Sibley Street, Suite 300

St. Paul, MN 55101

James J. Solem, commissioner

(612) 296-7608

(612) 297-2361 TDD



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.”

The 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 the MHFA to make below-market interest rate loans to qualifying applicants for the construction, rehabilitation, and/or mortgage financing of single and multifamily housing. The Minnesota 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 assistance to American Indians, disabled people, elderly people, homeless people, and others who may have special housing needs.

A financially self-supporting state agency, the MHFA maintains the ability to repay its bondholders from the revenues generated by its finance operations. Most MHFA assistance programs are available to applicants without fee or charge.

Financing under MHFA programs may be limited and is not necessarily available continuously. For current information concerning financing availability and terms contact MHFA staff.

## Fair Housing and Equal Opportunity (612) 296-5603

**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 that do business with the MHFA. Staff also act as a community liaison with special interest groups, serving as MHFA's coordinator of issues concerning disabled people; maintaining a resource bank of protected class groups; and conducting training and information sessions for agency programs.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Housing Finance Agency**, 400 Sibley St., Suite 300, St. Paul 55101. (612) 296-7608. *Minnesota Statutes 462A.04.*

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem. The agency provides housing for low and moderate income persons. The agency consists of seven members, including the commissioner of the Department of Trade and Economic Development, the state auditor, and five public members appointed by the governor. There can be no more than two members from the seven county metropolitan area and no more than one member from any state economic development region. Monthly meetings. Members must file with the Ethical Practices Board.

**Housing Trust Fund Advisory Committee**, MHFA, 400 Sibley St., Suite 300, St. Paul 55101-1998. (612) 297-4294, *Minnesota Statutes 462A.201.*

**Appointing Authority:** Minnesota Housing Finance Agency. **Compensation:** None. The committee advises and assists the Minnesota Housing Finance Agency in providing loans and grants from the housing trust fund account. The committee consists of eight members to represent the interests of realtors, lenders, nonprofit developers, apartment owners, low income persons, housing advocates, advocates for the homeless, and single or multifamily builders.

In affirmative fair housing marketing, staff monitor and approve all fair housing plans to assure nondiscriminatory rental procedures by management agents in multifamily programs, and provide liaison between MHFA and housing-oriented groups.

### **Finance and Accounting (612) 296-8839**

**Robin Hanson, director.** This division obtains the necessary financing at the lowest possible interest cost to carry out the MHFA's programs; receives, invests, and disburses funds; provides financial information concerning the MHFA and its operations; and prepares MHFA budgets, cash flow projections, and financial statements, to ensure the continued financial strength of the agency.

### **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 Policy Analysis (612) 296-8208**

**Monte Aaker, director.** The Research and Policy Analysis Division assists MHFA staff in developing policies and programs, formulating systems for allocating MHFA resources, and monitoring and evaluating MHFA performance in meeting identifiable housing needs throughout the state. The division conducts research on various housing issues and prepares MHFA publications that are generally available free of charge. For more information contact MHFA staff.

### **Home Improvement Programs (612) 296-7615**

**James Cegla, director.** The home improvement programs are designed to assist low and moderate income homeowners and rental property owners in the rehabilitation and improvement of existing properties.

The MHFA contracts with local lending institutions, community action agencies, public housing authorities, and units of local government for the processing of home improvement assistance applications. Please contact the MHFA for more information or for a list of local participating agencies, to which application for assistance is made.

### **Accessibility Loan Program (612) 296-2257 or 1-800-652-9747 (toll-free)-ask for "Housing Finance Agency 296-2257"**

**Diane Sprague, coordinator.** Deferred loans of up to \$10,000 are available to qualifying households with a disabled member. Funding may be used to make permanent modifications

that would reduce or eliminate problems with mobility, self-care, or other basic needs in the home caused by a long-term disabling condition. Deferred loans under this program are at no interest and, under certain conditions, may be forgiven in full after five years.

### **Blighted Residential Property Acquisition and Rehabilitation Program (612) 296-8843**

**Reed Erickson, coordinator.** Under this program, to begin in March of 1992, the MHFA will provide grants to participating communities to assist them in improving and preserving designated neighborhoods. Participating communities may offer loans and grants to eligible mortgagors for the acquisition or removal of blighted properties. Financing may be used to cover the gap between rehab/construction costs and the value of the property upon sale. An appropriation of \$1.75 million is available 1992-1993.

### **Deferred Loan Program (612) 296-9807 or 1-800-652-9747 (toll-free)-ask for "Housing Finance Agency 296-9807"**

**Susan Ude, supervisor.** The Rehabilitation Loan Program makes up to \$9,000 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 household income of \$8,500 or less; and 3) have assets, excluding the value of the house to be improved, of no more than \$25,000.

Assistance is in the form of 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. Deferred loans are without interest.

### **Great Minnesota Fix-Up Fund (612) 296-7615 or 1-800-652-9747 (toll-free)-ask for "Fix-up Fund"**

**Kathy Dipprey Aanerud, supervisor.** The Great Minnesota Fix-up Fund provides reduced interest rate loans to assist low and moderate income homeowners in the rehabilitation of their homes. The program offers interest rates from 3 percent to 9.75 percent, depending on the applicant's gross annual household income, which may not exceed \$38,000. 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 that 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; and improvements to increase home accessibility to a disabled occupant.

### **Home Energy Loan Program (612) 296-7615 or 1-800-652-9747 (toll-free)-ask for "Home Energy Loans"**

**Kathy Dipprey Aanerud, supervisor.** The Home Energy Loan Program provides below-market interest rate loans to qualifying homeowners for the purpose of increasing the energy efficiency of their homes. Loans of \$1,000 to \$5,000 may be made for a term of up to five years. Single family owner-occupied homes and personal property manufactured homes may be eligible for home energy assistance.

### **Neighborhood Preservation Loan Program (612) 297-3123**

**Greg Baron, coordinator.** Under the Neighborhood Preservation Loan Program, below-market interest rate loans are available to qualifying owners to make improvement on residential property in designated neighborhoods. Up to \$25,000 may be available to improve a property of one to three units. Up to \$40,000 may be available to improve a property of four units or more. Maximum loan term is 15 years.

Loans must be made in geographically targeted areas. Cities participating in this program must provide matching funds in the amount of 25 percent of the MHFA's commitment.

For a list of cities in which this neighborhood preservation financing is available, please contact the MHFA.

### **Rental Rehabilitation Loan Program (612) 297-3123**

**Greg Baron, 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 a below-market interest rate. The maximum loan amount for multifamily dwellings is \$40,000 or \$8,000 per unit, whichever is less. The maximum loan for single family dwellings is \$15,000. The maximum loan term is 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 that are more than 15 years old, improvements other than the energy conservation improvements may also be financed provided that the state's energy standards are met.

Application for rental rehabilitation financing, which is only available in certain areas of the state, should be made through a public housing agency that is participating in the program.

### **Revolving Loan Program (612) 296-9807**

**Susan Ude, supervisor.** Rehabilitation financing is made available to low and moderate income homeowners who do not qualify for other types of financing. Up to \$9,000 may be borrowed at 3 percent interest for a maximum term of 15 years. Eligible applicants must own and occupy the property (of no more than two units) in need of improvement. Maximum annual adjusted household income is \$15,000 in the seven-county Twin Cities metropolitan area and \$12,000 in other areas of the state. The value of an applicant's household assets, excluding the property to be improved, may not exceed \$25,000.

### **Homeownership Opportunity Programs (612) 296-7613**

**Michael Haley, director.** Homeownership opportunity programs provide homeownership assistance to qualifying low and moderate income people. An eligible borrower must be a reasonable credit risk with the financial ability to repay the loan.

The MHFA contracts with local lending institutions, nonprofit organizations, and municipal governments to facilitate the processing and delivery of most single family loan applications. Please contact the MHFA for more information or a list of local participating entities, to which application for assistance is made.

### **Community Reinvestment Act Incentive Program (612) 296-7613**

**Michael Haley, director.** The Community Reinvestment Act Incentive Program provides set-asides of mortgage revenue bond financing to mortgage lenders participating in the Minnesota Mortgage Program. These set-asides enable lenders to address neighborhood housing needs over a longer term than otherwise may have been provided under the Minnesota Mortgage Program. Lenders are encouraged to work with neighborhood housing nonprofits or advocacy groups in the delivery of the program.

### **Home Equity Conversion Counseling (612) 297-2678**

**Michael Haley, director.** As of July, 1991, the Minnesota Legislature had appropriated \$100,000 to the MHFA for home equity conversion counseling. Senior Housing, Inc., an affiliate of the Metropolitan Senior Federation has been selected to provide this counseling to senior homeowners considering a home equity conversion loan plan. For more information please contact Ms. Joanne MacDonald at Senior Housing, Inc., (612) 645-0261.

### **Homeownership Assistance Fund (612) 296-7613**

**John Silvis, supervisor.** The Homeownership Assistance Fund (HAF) provides graduated payment loans at no interest for downpayment assistance and monthly payment assistance for lower income borrowers qualifying under MHFA's other mortgage programs. These programs include the Minnesota Mortgage Program, the Community Reinvestment Act Incentive Program, the Minnesota City Participation Program, the Minnesota Communities

Program, and the Partnership for Affordable Housing Program. Downpayment assistance, only, is available under the Purchase Plus Program.

### **Indian Housing Programs (612) 297-4060**

**Donna Fairbanks, coordinator.** As of July 1, 1991, the legislature has appropriated \$40,365,000 for American Indian Housing Programs, of which \$34,930,000 is for tribal housing programs, and \$5,435,000 is for urban Indian housing programs. The administering entities of the tribal programs are: The Minnesota Chippewa Tribe 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 (3.5% to 5%) to qualifying low income and moderate income Indian families residing on and off the reservations. Loan terms may not exceed terms set by the MHFA for its mortgage and home improvement loan programs.

The areas in which urban Indian housing assistance is available include: Minneapolis, St. Paul, Duluth, and the Twin Cities metropolitan suburbs. These urban Indian programs provide affordable housing opportunities; contact MHFA for information about assistance under one of the urban programs.

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) 297-2678**

**Micháel Haley, director.** The Innovative Housing Loan Program provides loans to sponsors of innovative projects that involve the construction or rehabilitation of single family or multifamily housing units. To be considered eligible for funding, a project must be innovative; that is, it must involve the use of equipment or materials or a method of design, construction, marketing, or financing that 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 without interest to nonprofit sponsors. (For-profit sponsors are eligible to apply for loans at an interest rate determined by the MHFA.) The repayment period is generally three 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.

### **Minnesota City Participation Program (612) 297-3129**

**Gene Aho, coordinator.** Through the Minnesota City Participation Program, MHFA may sell mortgage revenue bonds on behalf of units of local government throughout the state. The bond proceeds provide below-market interest rate mortgage financing to enable local governments to address locally identified housing needs. Under this program, local governments can obtain a set-aside of funds between \$250,000 and \$4 million, depending on state-wide demand. Application procedures and requirements for city participation, as well as program requirements (including borrower income and housing price limits), are contained in statute and rule governing the program.

### **Minnesota Communities Program (612) 297-3129**

**Gene Aho, coordinator.** The Minnesota Communities Program provides MHFA mortgage revenue bond financing to communities throughout the state on a single property, "spot" basis. It is designed to provide a set-aside of below-market interest rate mortgage financing for smaller projects that may assist a local community in addressing locally identified housing needs. Local governments can obtain up to \$250,000 in funding set-asides during an annual program phase, through successive single property applications. Program requirements, including borrower underwriting, income, and maximum house price requirements, are the same as under the Minnesota Mortgage Program.

### **Minnesota Mortgage Program (612) 296-7613 or 1-800-652-9747 (toll-free)-ask for "Home"**

**John Silvis, supervisor.** The Minnesota Mortgage 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 household income, and the applicant must establish the fact that he or she is a first-time homebuyer and 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 requirements 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. Single family homes, townhouses, condominiums, and existing duplexes may be eligible for financing.

### **Minnesota Urban and Rural Homesteading Program (612) 297-3130**

**Ed Niewinski, coordinator.** The Minnesota Urban and Rural Homesteading Program (MURL) is a homeownership program under which the MHFA awards grants to eligible organizations. The grants are used by those organizations to acquire single family residences that are vacant, condemned or abandoned; rehabilitate those properties, and then sell them by way of contracts-for-deed to first-time homebuyers who are at risk, as defined by the MHFA. The program is designed to arrest or prevent the spread of blight and preserve the existing housing stock.

Political subdivisions, nonprofit organizations, or housing and redevelopment authorities are eligible to apply for grant funds. Eligible organizations must work in cooperation with their local neighborhood advisory board. Borrower and property requirements established by the MHFA must be met. The maximum loan amount for purchase and rehabilitation of a property is determined based on its location.

### **Partnership for Affordable Housing (612) 296-8840**

**May Hutchinson, coordinator.** The Partnership for Affordable Housing provides affordable homeownership opportunities to lower income households through a partnership arrangement between the MHFA and nonprofit housing providers. Participating nonprofits will fulfill their traditional role of aggressive unit cost control in the rehabilitation and/or construction of housing. Both MHFA and participating nonprofits shall endeavor to gain cost concessions from all parties and service providers involved in the construction and loan origination process, to maintain low costs and provide the greatest potential affordability.

Below-market interest rate mortgage financing and interim loan financing may be made available to first-time homebuyers meeting MHFA guidelines and qualifications.

### **Purchase Plus Program (612) 297-3131**

**Bruce Strong, coordinator.** The Purchase Plus Program is a purchase/rehabilitation mortgage program that enables borrowers to raise the funds either to purchase/rehabilitate or refinance/rehabilitate existing housing with a single mortgage. The program is designed to encourage preservation of the existing housing stock.

Owner-occupants with incomes that do not exceed 100 percent of the greater of state or area median income may be eligible for financing. To determine eligibility and application procedures, please contact the MHFA.

### **Single Family Capital Reserve Program (612) 297-3131**

**Bruce Strong, coordinator.** The Single Family Capital Reserve Program was established by the 1991 legislature, which appropriated \$1,650,000 for program operations during the 1992-1993 biennium. The purpose of the program is to meet locally identified neighborhood revitalization goals pertaining to preservation and rehabilitation of the existing single family housing stock and to provide single family homeownership opportunities. Local governments and/or nonprofit housing organizations and local mortgage lenders must jointly participate in the program. Under the program, local lenders will originate purchase/rehabilitation mortgage loans with market rate capital from traditional sources, including FNMA, GNMA, their own portfolio, etc. Appropriated program funds will be leveraged with the market rate capital in accordance with program requirements to provide greater affordability, flexibility and risk protection in the origination of mortgage loans.

Owner-occupants with incomes that do not exceed the greater of state or area median incomes may be eligible for financing. To determine eligibility and application procedures, please contact MHFA.

## **Multifamily Programs (612) 297-3294**

**Marvin J. Tero, director.** The MHFA's multifamily housing programs are designed to preserve, maintain, and increase the supply of affordable rental housing and to increase housing opportunities for people with special housing needs.

Interim and permanent mortgage financing may be made available to eligible housing sponsors, either limited dividend or nonprofit. A limited dividend sponsor may be in the form of a general or limited partnership, corporation, joint venture or trust. The sponsor and members of the development team should have sufficient experience and financial capabilities to assure the MHFA of the successful completion and operation of the development.

As of September, 1991, the MHFA has financed approximately 435 privately-owned rental housing developments throughout the state; nearly 22,000 housing units. Over 13,000 of these units receive federal Section 8 assistance to ensure affordable housing for low and moderate income tenants. Nearly 17,000 units have received deferred interest loans. For a list of MHFA-financed developments in which Section 8 assistance is available, please contact MHFA housing management staff at (612) 296-7618. Application for residence in one of these developments must be made to the development management agent identified on the list provided; the MHFA cannot accept applications for residence. Many of these developments may have waiting lists.

## **Apartment Renovation Mortgage Program (612) 296-3028**

**Marcia Kolb, supervisor.** Under the MHFA Apartment Renovation Mortgage Program, mortgage loans are made for purchasing or refinancing of existing multifamily rental housing that needs repair in order to be brought into compliance with Minnesota Energy Conservation Standards. Financing may be made available to eligible housing sponsors including for-profit, nonprofit, and cooperative entities. The sponsor should have sufficient experience and financial capabilities to assure MHFA of a successful operation.

## **Homesharing Program (612) 296-9848**

**Susan Haugen, coordinator.** Under this program the MHFA provides grants to nonprofit agencies in the state, to establish or continue homesharing programs. These homesharing programs assist elderly homeowners in finding suitable people with whom to share their homes. Disabled people may be eligible for this matching service, also.

## **Housing Trust Fund (612) 297-4294**

**Denise Holter, coordinator.** The Housing Trust Fund provides deferred loans without interest for the development, construction, acquisition, preservation, and rehabilitation of low income rental housing, limited equity cooperative housing, and homes for ownership. The funds for this program are generated by interest earnings on trust accounts kept by real estate brokers. Requests for proposal are issued twice a year.

Individuals, for-profit entities, nonprofit entities, housing and redevelopment authorities, cities, or joint power boards established by two or more cities are eligible to apply for financing. The loan must be repaid in full if the housing fails to operate as housing for low income persons during the first ten years after the loan is made. During the next 20 years, five percent of the loan is forgiven each year provided that the housing remains affordable for low income persons. In the spring of 1991, the MHFA set aside up to \$130,000 for projects that are not suitable for these financing terms.

## **HUD \$1 Home Set-Aside (612) 296-9848**

**Susan Haugen, coordinator.** The U.S. Department of Housing and Urban Development (HUD) operates a lease program, which allows nonprofits to rent repossessed HUD homes to house homeless families and individuals. The MHFA provides qualifying nonprofits with rehabilitation funds of up to \$6,000 per unit, at \$2,000 per year of lease, for these homes. Rehabilitation funds must be used to improve the livability of the housing.

Designated nonprofit sponsors having existing agreements with HUD may apply for rehabilitation grant funds. Sponsors must submit a signed lease and sworn construction statement, and comply with HUD lease obligations.



### **Low Income Housing Tax Credit Program, (612) 296-3029**

**John Madson, coordinator.** This program reduces the federal income tax liability of qualifying rental property owners for up to ten years. Units must be available for low and moderate income tenants. Nonprofit and for-profit sponsors may apply.

Credits may be taken annually for 10 years and are based on a percentage of the qualified costs of the building. For new construction and substantial rehabilitation the applicable rate is approximately 9 percent. For acquisition of existing buildings and buildings with federal subsidies the applicable rate is approximately 4 percent.

Projects eligible for tax credits are those in which at least 20 percent of the housing units must be set aside for tenants whose incomes are 50 percent or less of the area's median income; or projects where at least 40 percent of the housing units must be set aside for tenants whose incomes are 60 percent or less of the area's median income. Gross rents (including tenant-paid utilities) cannot exceed 30 percent of the applicable income ceiling, adjusted for family size. Owners of qualified residential rental projects must satisfy the minimum set-aside and gross rent requirements for a 15-year period.

For the first application round each year, Minneapolis, St. Paul, Bloomington, Duluth, Rochester, St. Cloud, Washington County, and Dakota County will accept applications for proposals in their jurisdictions. Applicants with proposals in other areas of the state should apply directly to the MHFA. For subsequent application rounds each year, applications should be made directly to the MHFA.

### **Low Income Individuals & Small Family Rental Housing Program (612) 296-3028**

**Marcia Kolb, supervisor.** Under this program, property owners may rehabilitate existing housing units suitable for rental to small families with incomes of up to 60 percent of the area median income and individuals with incomes of up to 30 percent of the area median income. Local governments, for-profit, and nonprofit owner/sponsors may apply for these deferred loans without interest. Long-term, fixed rate financing may be provided by the MHFA's Apartment Renovation Mortgage Program or other private or public lenders offering an equivalent rate and term. A subordinated mortgage for the subsidized units is provided in the form of a deferred loan without interest.

Twenty percent of the units rehabilitated under this program must be two-bedroom units or larger; the remainder may be one-bedroom, efficiency, or single room occupancy units. Developments with a minimum of five units may apply for financing. Single family homes, duplexes, triplexes, and fourplexes may be eligible on a limited basis.

### **Low Income Large Family Rental Housing Program (612) 296-3028**

**Marcia Kolb, supervisor.** Under this program, financing may be used in the construction or substantial rehabilitation of large units (primarily three-bedrooms) to be rented to families with incomes of up to 60 percent of area median income. Local governments and for-profit owner/sponsors may apply for these deferred loans at no or very low interest. Long-term, fixed rate financing may be provided by the MHFA or other public or private lenders.

Single family homes, townhomes, and duplexes may be eligible for assistance.

### **McKinney Homeless Assistance Program (612) 296-9822**

**Rachel Fang, coordinator.** The MHFA provides matching funds to qualifying nonprofit organizations that obtain HUD funds to assist homeless people. Organizations that receive funds from HUD for transitional housing (the Stewart B. McKinney Supportive Housing Demonstration) or through the Permanent Housing for the Handicapped Homeless Program may be eligible for up to \$200,000 per project in MHFA assistance.

### **New Construction Tax Credit Mortgage/Bridge Loans (612) 296-3028**

**Marcia Kolb, supervisor.** Financing under this program provides for the construction or substantial rehabilitation of units to be rented to families or individuals with incomes of up to 60 percent of the area median income. Limited dividend or nonprofit sponsors may apply for first mortgage and bridge loans. First mortgage loans are at taxable bond rates, 30-year term, 2

percent financing fee. Bridge loans are at 7 percent or 8 percent, depending on the loan term, with a 2 percent financing fee, depending on the loan term. New construction or substantially rehabilitated units, single or multifamily housing may be eligible for financing. Rent and tenant incomes are to remain at federally-mandated levels for the term of the mortgage.

### **Nonprofit Capacity Building Grant Program (612) 296-9829**

**Diane Bauleke, coordinator.** The Nonprofit Capacity Building Grant Program was authorized in 1989 by the Minnesota Legislature to assist nonprofit organizations, local units of government, and Indian tribal organizations to expand their capacity to provide affordable housing and housing related services. Grants may be used for a variety of activities including analysis of housing needs and staff training. Nonprofit organizations, local units of government, and Indian tribal organizations are eligible to apply for funding. Grant recipients are required to submit a report to the MHFA upon completion of the project supported by grant funds. The report will include a synopsis of how funds were used and a description of the results of the project.

### **Nonprofit Capacity Building Revolving Loan Program (612) 296-9829**

**Diane Bauleke, coordinator.** The Nonprofit Capacity Building Revolving Loan Program was authorized in 1989 by the Minnesota Legislature to assist nonprofit organizations and local units of government in the development of housing projects for low and moderate income persons. Loan funds are to be used for predevelopment costs such as: architect fees, attorney's fees, options on land and buildings, and other costs associated with the processing or preparations of a housing project proposal. Nonprofit organizations and local units of government engaged in the construction or rehabilitation of housing for low and moderate income people may apply for these loans without interest. Loans are payable at the initial closing of the project. Maximum loan amount is set at \$50,000.

### **Preservation of Subsidized Housing (612) 296-9821**

**Bob Odman, supervisor.** An owner of federally-subsidized rental housing must provide a one-year notice to tenants of the intention to terminate a federal housing subsidy contract. The MHFA and local housing and redevelopment authorities are authorized to purchase this housing in order to preserve the federal housing subsidies.

### **Receivership Revolving Loan Program (612) 296-3434**

**Marty Roller, coordinator.** Properties with serious housing code violations may be placed under court control. The MHFA's receivership revolving loan fund provides assistance for administrative expenses of court-appointed receivers of buildings occupied by low and moderate income tenants.

A property owner must enter into an agreement to repay the loan from the MHFA's receivership revolving loan fund prior to regaining control of the property placed in receivership.

### **Rental Assistance Demonstration for Persons with Mental Illness (612) 296-2257**

**Diane Sprague, coordinator.** Housing vouchers are made available to assist people with mental illness in renting conventional housing. Eligible applicants will have incomes not exceeding 30 percent of area median income. Vouchers provide qualifying tenants with \$150 per month in rent assistance.

This program is administered at four project sites, through partnerships between local social service agencies and housing agencies.

### **Residences for Persons with Developmental Disabilities (612) 296-9848**

**Susan Haugen, coordinator.** The MHFA provides permanent, below-market interest rate financing for the development of residential facilities for the developmentally disabled. The MHFA will commit mortgage funds in an amount equal to the amount approved by the Minnesota Department of Human Services (DHS).

Eligible applicants are nonprofit sponsors who have received a final Determination of Need approval from DHS, with no contingencies, and an Interim Per Diem rate in writing. Sponsors must have evidence of site control, zoning approval, complete construction documents, three construction bids, Articles of Incorporation, and written assurance of interim financing.

### **Special Needs Housing Program (612) 296-9822**

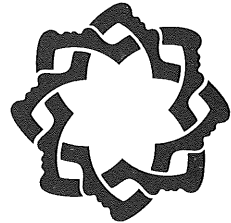
**Rachel Fang, coordinator.** Special Needs Housing Program funds may be used to assist in the acquisition, construction, or rehabilitation of affordable housing for homeless persons and low income persons at risk of becoming homeless, chemically dependent people, disabled people, farm workers and their families, and others with special housing needs. Public agencies, limited dividend entities and nonprofit entities with housing development experience may apply for a deferred loan, forgiven at 20 percent per year for a five-year period, based on continued provision of housing. Private entities engaged in the production or processing of agricultural products may apply for migrant housing funds.

Matching funds (at least 50 percent of development cost) must be secured at the time of application. The applicant must provide the housing for a term of five years, serve a low income clientele, and comply with state reporting and monitoring requirements.

## **Minnesota Humanities Commission**

26 E. Exchange Street,  
Saint Paul, Minnesota, 55101  
Cheryl Dickson, president  
(612) 224-5739

Minnesota Statutes, Section 138.91



The Minnesota Humanities Commission (MHC) seeks to preserve and renew the commitment to education at the heart of the values and aspirations of the people of Minnesota.

As an expression of that commitment, MHC rewards and encourages exemplary teaching, provides opportunities for teacher renewal, supports cultural organizations active in lifelong learning, and fosters collaboration among cultural and educational organizations.

Since 1972, MHC has provided leadership, resources, and financial support for the humanities in Minnesota. An independent, not-for-profit organization, MHC receives funds from the federal government, the Minnesota State Legislature, foundations, corporations and individuals.

MHC is governed by a 21 member board of directors. Sixteen of the members are elected and the remaining five are appointed by the governor. All members serve four year terms, volunteer their time, and share a strong commitment to lifelong humanities education.

In accordance with its mission, MHC maintains two institutes dedicated to the improvement of education in Minnesota: The Minnesota Institute for Lifelong Learning and the Minnesota Institute for the Advancement of Teaching.

### **Minnesota Institute for Lifelong Learning**

The Minnesota Institute for Lifelong Learning (MILL) is dedicated to improving education in Minnesota by promoting and supporting lifelong learning in the humanities. MILL promotes and supports lifelong learning through grants, programs, and technical assistance.

#### **Grants**

On the average MILL awards between 90-115 grants each year in support of public humanities projects. Individual grants typically range between \$300 and \$7,000 although larger awards are frequently made in support of multi-site and media projects. Groups and

organizations that regularly receive MILL grants include: libraries, schools, senior centers, county historical societies, teachers groups, and others. Common project formats include conferences, seminars, lectures, film and videotape productions, radio programs and interpretive exhibits. Grant application guidelines, deadlines, and forms can be obtained by calling or writing the MHC office. MHC staff are always available to answer questions about and offer assistance in preparing grant applications.

### **Programs**

MILL programs provide human and material resources to groups and organizations interested in hosting public humanities programs. Resources regularly available through MILL include: interpretive exhibits, MHC supported video productions, a variety of public lecturers available as part of a contemporary speakers bureau, and historic Chautauqua performances. MILL programs frequently focus on contemporary public issues and historic commemorations. Some MILL resources are appropriate for classroom use. Brochures and scheduling information on current MILL programs can be obtained by calling or writing the MHC office.

### **Technical Assistance**

MILL offers informal technical assistance to groups and organizations actively involved in lifelong learning. Having developed good working relationships with many of Minnesota's cultural and educational organizations, MILL frequently provides assistance in identifying human and material resources, fosters collaborative projects, and occasionally assists in the development and implementation of professional development and institution building activities.

### **Minnesota Institute for the Advancement of Teaching**

The Minnesota Institute for the Advancement of Teaching (MIAT) is dedicated to the improvement of education through the advancement of teaching as an art and a profession. MIAT works for the advancement of teaching by providing subject-content workshops and professional development seminars emphasizing personal, professional, and intellectual renewal.

### **Subject-Content Workshops**

Working in collaboration with subject-area groups such as the Minnesota Council on the Teaching of Foreign Languages, the Minnesota Council of Teachers of English, and others, MIAT regularly offers one and two-day workshops that provide teachers the opportunity to study, discuss, and debate issues, ideas, and new information directly related to the subjects they teach. MHC also publishes an annual catalog of summer learning opportunities specifically designed for Minnesota teachers. Information on MIAT workshops and copies of the catalog are available by writing or calling the MHC office.

### **Professional Development Seminars**

Beginning in the fall of 1992 MIAT will begin offering five-day residential seminars intended to provide recognition and renewal for K-12 teachers. Serving elementary and secondary teachers from all disciplines, MIAT seminars will provide intellectual stimulation, afford opportunities to develop collegial relationships, and allow teachers to exercise their passion for learning. Nearly two years of research and planning have indicated that such seminars offer an effective means of providing much needed recognition and renewal to Minnesota's K-12 teachers. For information on the planning and implementation of MIAT professional development seminars, please call or write the MHC office.

### **MHC Publications**

Regular MHC publications include: "*Minnesota Humanities*," a quarterly newsletter that updates readers on MHC programs and services and includes statewide and national humanities news; "*Report to the People*," a biennial report summarizing and highlighting MHC activities over a two-year period; "Summers Finest," an annual catalog of summer learning opportunities for Minnesota teachers; and a variety of brochures and flyers describing MHC programs and activities. For further information on available publications please call or write the MHC office.

## Department of Human Rights

5th Floor, Bremer Tower 7th Place and Minnesota Street, St. Paul, MN 55101

(612) 296-5663, (612) 296-1283 TDD or (800) 652-9747 (Toll Free)

David Beaulieu, commissioner

Minnesota Statutes, Chapter 363; *Minnesota Rules* 5000.0050-5000.3600

The Department of Human Rights was established in 1967 to enforce and administer the Minnesota Human Rights Act, a law that protects people in the state from discrimination. The Department succeeded the State Commission Against Discrimination and absorbed the duties of the Governor's Human Rights Commission and the Governor's Commission on the Status of Women. Minnesota was the first state to establish an executive agency with department status to administer its equal opportunity law.

While resolution of charges of illegal discrimination is the primary function of the department, public education aimed at eliminating and preventing discrimination and promotion of employment opportunities for women, minorities, and persons with disabilities are crucial parts of the department's work.

To obtain information about the provisions of the Human Rights Act and the services of the department or to request speakers, brochures, the department's biennial report, or other printed materials, contact the department by telephone or mail.

### Anti-Discrimination Provisions of the Minnesota Human Rights Act

- **Employers, employment agencies, and labor organizations** are prohibited from discriminating against persons on the basis of, or requiring applicants to provide information about, one's race, color, creed, 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 are in the area of employment on the basis of age, sex, race and disability.
- **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, 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 government agencies** may not discriminate against any person in access, admission, use or benefits of public services because of race, color, creed, religion, national origin, disability, sex, or status with regard to public assistance.
- **Education institutions** may not discriminate in the use of, or benefits from, their programs or services because of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, or disability. An educational institution may not exclude or expel a person on these bases, nor collect such information in a manner which identifies an applicant for admission prior to an admission decision.
- **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 if 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 believe 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.
- **Discrimination is prohibited in doing business or contracting** with someone on the basis of a person's race, color, sex or disability.

## **Contract Compliance Provision of the Minnesota Human Rights Act**

A firm or business that has employed more than 20 full-time employees at one time during the past 12 months must have a certificate of compliance to bid on or be awarded a state contract of \$50,000 or more. The certificate of compliance is issued to businesses that have an affirmative action plan approved by the commissioner for the employment of women, minorities and disabled persons.

### **Intake Unit (612) 296-5663**

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 one year of the date the alleged discriminatory act took place. An individual alleging discrimination may call and explain the nature of the complaint or submit a complaint in writing outlining the specific incidents. If the matter(s) complained of meet all of the jurisdictional requirements of the statute governing the department, a formal charge of discrimination can be filed. The charge is signed by the charging party before a notary public and the signed statement serves as a notice to the respondent that a charge of discrimination has been filed.

When appropriate, and when the parties are willing, the department may refer a charge or potential charge to a dispute resolution center for voluntary mediation or to a local human rights commission for the "No Fault Grievance" process, a form of mediation.

If the department receives a charge of employment discrimination which meets the jurisdictional requirements of Title VII of the U.S. Civil Rights Act of 1964 or the Age Discrimination in Employment Act (ADEA), the charge is jointly filed with the Equal Employment Opportunity Commission (EEOC). As a result of Section 706 of Title VII, the state receives ends to process charges covered by the federal law. EEOC also files charges with the department covered by Minnesota law and, under a work sharing agreement, processes these charges and reports its results to the department.

The department has a work sharing agreement with the U.S. Department of Housing and Urban Development (HUD) in order to avoid duplication of effort by state and federal agencies which enforce similar housing laws. If a Minnesota resident files a housing charge with the department which may also be a violation of federal law, the charge is automatically jointly filed with HUD's regional office. Department staff investigate the charge and forward the results to HUD.

Bilingual and sign language interpreters are available upon request. The office has a telecommunications device for the deaf at (612) 296-1283. Business hours are 8:00 a.m. to 4:30 p.m. Monday through Friday.

### **Enforcement Division/Case Processing Units (612) 296-5663**

The Enforcement Division's major responsibility is case processing, or the investigation and resolution of charges of illegal discrimination. The enforcement division is comprised of an intake unit and four case processing units headed by enforcement supervisors who report to the Director of Enforcement. Each unit includes a human rights enforcement officer at the intermediate level and several enforcement officers at the entry level.

Once a charge has been filed and entered in the department's computerized case tracking system, the charge is assigned to a human rights enforcement officer for investigation. 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. Either side may provide written documents and witnesses' statements as evidence. The conference convenor is neutral as questions are directed to each party in an attempt to ascertain the facts. Parties are encouraged at the conference to consider a voluntary settlement of the charge.

If the two parties resolve the issue, an agreement is written and signed by each party and the department. 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 or on-site visits to gather evidence.

Following the investigation, if there is probable cause to believe that discrimination occurred, another attempt is made to settle the case. If a resolution is reached, an agreement is written which includes the remedies to be provided to the charging party. If settlement

attempts fail, the case is submitted to the commissioner who issues a formal complaint and notice to appear at an administrative hearing or in state district court. The Office of the Attorney General represents the department at this hearing.

The law provides that if probable cause is not found by the commissioner, a charging party may appeal the determination. The statute details procedural requirements for filing appeals. A respondent may also appeal a finding of probable cause according to the rules of the department. Following the review of an appealed case, the commissioner either reaffirms, vacates, or reverses the determination of no probable cause.

### **Office of the Attorney General (612) 296-9412**

The Attorney General assigns attorneys to represent the department when a charge of discrimination goes to trial. Either party to a complaint may appeal an adverse ruling to the State Court of Appeals.

### **Compliance and Community Services Division**

The Compliance and Community Services Division's responsibility is the promotion of voluntary compliance with the Minnesota Human Rights Act. It consists of three units, the Intake Unit, the Community Services Unit and the Contract Compliance Unit, headed by supervisors who report to the Director of Compliance. Each unit is staffed by an enforcement officer at the intermediate and several entry level enforcement officers, as well as paraprofessional and clerical positions.

### **Community Services Unit (612) 296-5663**

The Community Services Unit is a specialized case processing unit which staffs itinerant offices in Duluth, Rochester, Willmar, Mankato, Moorhead and Bemidji. In addition to receiving charges, the Community Services Unit is responsible for the department's education and outreach, and works with and trains local human rights commissions throughout the state in efforts to identify and resolve complaints of discrimination before they become formalized charges. This process is called the No-Fault Grievance Process, this informal, voluntary approach permits an individual to file a grievance with a local commission which will assist in attempting to reach settlement. If this no-fault grievance procedure is unsuccessful, a 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 by the department in the process. There are currently 30 cities involved in the program. Except for those located in Minneapolis and St. Paul, the commissions do not have enforcement powers.

### **Contract Compliance Unit (612) 296-5683**

The Contract Compliance Unit administers the contract compliance provisions of the Human Rights Act. It conducts desk audits, on-site reviews, and analyses of required reports in order to determine the compliance status of bidders and contractors both prior to issuing a certificate of compliance and while the certificate is in effect. Certificates of compliance may be revoked or suspended if the contractor fails to make a good faith effort implementing the affirmative action plan.

### **Management Services Division (612) 296-5674**

The Management Services Division provides the department with planning, management and policy analysis, research, staff training and library services, as well as central administrative services such as personnel, accounting, office management, and word processing services. It also operates the computerized management information system.

### **Department Publications**

Single copies of the following publications are available at no charge from the department: the *Minnesota Human Rights Act*, and several general information brochures covering the issues of unlawful discrimination. Copies of the current biennial report are also available from the department. Copies of Minnesota Human Rights Rules and the Minnesota Human Rights Act may be purchased from Minnesota's Bookstore, Print Communications Division, Department of Administration, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000 or toll free 1-800-657-3757. Contact Minnesota's Bookstore for current price information.

## Department of Human Services

444 Lafayette Road,

St. Paul, MN 55155

Natalie Haas Steffen, commissioner (612) 296-2701

Minnesota Statutes, Chapters 245-261; Minnesota Rules 9500-9799



### Background

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 Human Services (DHS) as a central state agency began as the State Board of Correction 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 mission of the Department of Human Services evolved from the remaining responsibilities.

Today, the Minnesota Department of Human Services (DHS) is the largest of Minnesota's state agencies. It employs more than 1,200 people in the St. Paul central offices to plan, administer and coordinate the state's social services and public assistance programs, though most of the programs themselves are actually operated by each of Minnesota's 87 counties (with about 8,500 financial, social services and other workers). In addition, the department operates nine regional treatment centers for treating and habilitating persons with developmental disabilities, mental illness, and chemical dependency. Including part-time workers, these facilities employ about 6,000 Minnesotans.

DHS and the affiliated county social services agencies also administer the federally funded Food Stamps program, which serves 120,000 Minnesota families. Together, Food Stamps and the major assistance programs serve about 500,000 different Minnesotans each year.

DHS administers the largest budget of any state agency, more than \$3 billion annually. The majority of that money is dedicated to programs such as Medical Assistance (MA) and Aid to Families with Dependent Children (AFDC). Support for such programs comes from various combinations of state, local, and federal funding sources.

In fiscal year 1991, the eight major public assistance programs were providing approximately \$185 million worth of assistance each month. These programs are AFDC, MA, Emergency Assistance (EA), Food Stamps (FS), General Assistance (GA), General Assistance Medical Care (GAMC), Minnesota Supplemental Aid (MSA), and Work Readiness (WR). The \$185 million includes \$49 million for elderly people in nursing homes, \$22 million for people with developmental disabilities in institutions or group homes, \$66 million for other MA, \$10 million for GAMC, \$27 million for AFDC, and \$11 million for GA, MSA, and WR.

### Commissioner's Office (612) 296-2701

**George Steiner, deputy commissioner (612) 296-6993.** This office administers and manages all aspects of the operations of the Department's service delivery components. These include finance and management, family self-sufficiency, health care, social services, community mental health and regional treatment centers. Clients include vulnerable persons with mental illness, developmental disabilities, chemical dependency, physical handicaps, children, adults, elderly persons, and families.



**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Board on Aging**, 4th Floor, Human Services Bldg., 444 Lafayette Road, St. Paul 55155-3843. (612) 296-2770. *Minnesota Statutes 256.975*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board develops, coordinates, evaluates, and administers federal and state funds for programs for the aging; makes grants to 14 area agencies on the aging and non-profit agencies; serves as advocate for older persons. The board consists of twenty-five members including at least one member from each congressional district. Monthly meetings. Members must file with the Ethical Practices Board.

**Alcohol and Other Drug Abuse Advisory Council**, Chemical Dependency Program Division, 444 Lafayette Rd., St. Paul 55155-3823. (612) 296-3991. *Minnesota Statutes 254A.04*.

**Appointing Authority:** Commissioners of Health/Human Services. **Compensation:** \$55 per diem plus expenses. The task force advises the commissioner concerning problems of alcohol and other drug dependency and abuse. The task force consists of ten members including five members appointed by the commissioner of Human Services with terms ending in even-numbered years and five members appointed by the commissioner of Health with terms ending in odd-numbered years. This includes five with interest in alcohol dependency and abuse, and five interested in abuse of drugs other than alcohol. Monthly meetings.

**Subcommittee on Children's Mental Health**, 444 Lafayette Rd., St. Paul 55155-3828. (612) 297-4164. *Laws of 1988, Chapter 689*.

**Appointing Authority:** Chairman, State Advisory Council on Mental Health. **Compensation:** \$55 per diem plus expenses. The subcommittee must make recommendations to the advisory council on policies, law, regulations, and services relating to children's mental health. Members include: commissioners or designees of Department of Commerce, Corrections, Education, Health, Human Services, Finance, and State Planning; one member children's mental health advocacy group, three service providers (preadolescent, adolescent, and hospital-based), parents of emotionally disturbed children; a consumer of adolescent mental health services; educators currently serving emotionally disturbed children; people who worked with emotionally disturbed minority children, or with emotionally disturbed juvenile statute offenders; social service representatives; county commissioners; advisory council members; one representative of the local corrections system; and one representative from the Minnesota District Judges Association juvenile committee. Meeting schedule not determined.

**Children's Trust Fund Advisory Council**, 444 Lafayette Road, St. Paul, MN 55155-3839, (612) 296-KIDS, *Minnesota Statutes 257.803, as renumbered by Laws of 1991*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The council recommends strategies to promote education, programs and services that support parents and families and thereby prevent child abuse and neglect; and makes recommendations regarding grants to be awarded to fund child maltreatment prevention programs. The governor appoints ten members who have a demonstrated knowledge in the area of child maltreatment and represent the demographic and geographic composition of the state, local government, parents, racial and ethnic minority communities, religious community, professionals and volunteers. The commissioners of Human Services, Public Safety, Health, Education and Corrections each appoint one member. The legislature appoints two senators and two representatives, each with one member from both caucuses. Three-hour meetings are held bi-monthly and subcommittee meetings as needed.

**Minnesota Council for the Hearing Impaired**, Deaf Services, Dept. of Human Services, 444 Lafayette Rd., St. Paul 55155-3814. (612) 297-7305 TDD, 296-3980 voice. *Minnesota Statutes 256C.28*.

**Appointing Authority:** Commissioner of Human Services. **Compensation:** \$55 per diem. The council advises the commissioner, governor, and legislature regarding policies, programs, services affecting hearing impaired citizens, and creates public awareness of the needs and potential of hearing impaired people. The council includes fifteen members, seven of whom are appointed at-large, plus one member from each advisory committee under section 256C.24, subd. 3. At least fifty percent of the members must be hearing impaired. Terms are for two years. Members who are full time state employees or full time employees of political subdivisions of the state will not receive the per diem.

**American Indian Advisory Council on Chemical Dependency**, 444 Lafayette Rd., St. Paul 55155-3823. (612) 296-8941. *Minnesota Statutes 254A.035.*

**Appointing Authority:** Commissioner of Human Services. **Compensation:** \$55 per diem plus expenses. The council establishes policies and procedures for American Indian chemical dependency programs, and reviews and recommends proposals for funding. The council consists of seventeen members including one member from each of eleven reservations, two members from Minneapolis, two members from St. Paul, one member from Duluth, and one member from International Falls. Quarterly meetings.

**American Indian Advisory Task Force on Indian Child Welfare**, Dept. of Human Services, 444 Lafayette Rd., 3rd Floor, St. Paul 55155-3832. (612) 297-2710. *Minnesota Statutes 257.3579.*

**Appointing Authority:** Commissioner of Human Services. **Compensation:** Limited expenses. The task force assists the commissioner in formulating policies and procedures relating to American Indian child welfare services and to make recommendations regarding approval of American Indian child welfare grants. Six representatives from the urban American Indian communities include one member from Duluth, two members from St. Paul and three members from Mpls. Approximately six to eight meetings per year held in various statewide locations.

**State Advisory Council on Mental Health**, 444 Lafayette Rd., St. Paul 55155-3828. (612) 297-4164. *Minnesota Statutes 245.697.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem. Reimbursed for expenses. The council advises the governor, the legislature, and state agency heads about policy, programs, and services affecting people with mental illness. Thirty members include commissioner designees from the Departments of Education, Corrections, Vocational Rehabilitation, and the Housing Finance Agency, one representative in the state agency responsible for the state's Title XIX program, one member from each of the following advocacy groups: Mental Health Association of MN, MN Alliance for the Mentally Ill, MN Mental Health Law Projects; providers of mental health services, consumers of mental health services, family members of persons with mental illnesses, legislators, social service agency directors, county commissioners, and other members reflecting a broad range of community interest.

**Advisory Task Force on Mental Retardation and Related Conditions**, 444 Lafayette Road, St. Paul 55155-3825. (612) 296-2160. *Minnesota Statutes 252.31.*

**Appointing Authority:** Commissioner of Human Services. **Compensation:** None. The task force advises the commissioner as to public policy, programs, and services for persons with mental retardation and related conditions. Members are providers or consumers of services for persons who are, or are parents of persons who are, mentally retarded or physically handicapped, or interested citizens. Bimonthly meetings.

**Merit Systems Council**, Human Services Bldg., 2nd Floor, St. Paul 55155. (612) 296-3996. *Minnesota Statutes 256.012.*

**Appointing Authority:** Governor. **Compensation:** Limited expenses. The council hears personnel appeals, sets policy for administration of examinations, reviews classification and compensation plans and proposed rule changes. The council consists of three members. No member may have held political office, been a member of a political organization, an employee of a state agency, or an employee or member of an appointing authority for one year preceding appointment.

**Heather Nugent, executive assistant to the commissioner (612) 296-7557.** The executive assistant manages the commissioner's schedule; functions as the Department's liaison to the MN State Affairs Office (Washington, D.C.) and to the Governor's Constituent Services Unit; facilitates daily operations of the Executive Office; and handles special assignments from the commissioner.

**Mary Lou Spann, Ph.D., organization consultant (612) 297-7281.** This office assists the Commissioner to implement large systems change to achieve DHS goals. The organization consultant also assists managers to improve effectiveness and teamwork in their respective organizations through an emphasis on customer service, continuous improvement, and quality outcomes.

**Susan Getts, special projects coordinator (612) 297-8051.** This office provides primary direction in the development of redefining and restructuring the delivery of services in regional treatment centers (RTCs) and state operated community services (SOCS), and any other priorities identified by the Commissioner, including special investigation of funding options as a strategic plan is developed. The special projects coordinator identifies a variety of alternatives and options for RTCs and coordinates with each of the five service delivery areas within DHS, as well as serving as a liaison to other jurisdictions, and coordinates with local, state, and federal agencies to resolve issues affecting the long-term role of state-delivered services for current resident groups and groups with special needs.

### **Medical Director's Office (612) 296-6193**

The Office of the Medical Director provides medical and psychiatric direction, supervision, and policy guidance on all clinical matters related to the Department's operations with an emphasis on regional treatment centers. The medical director's staff monitor standards of medical practice throughout the Department's health-care facilities. They also facilitate the activities of facility medical directors.

### **Communications Office (612) 296-4416**

**Jill Brown, director.** This office prepares and issues news releases, prepares speeches for the Commissioner, consults on the preparation of publications, and responds to requests for information from the media and the public. This office publishes a quarterly tabloid, DHS News, and a monthly newsletter for DHS employees, *Newslines*.

### **Affirmative Action Office (612) 296-3510**

**Mary Jean Turinia Anderson, director.** The office develops and administers affirmative action plans and equal opportunity employment programs for the Department and county welfare and human services agencies, as well as for local and county public health and emergency offices covered under the provisions of the merit system.

### **Personnel Division (612) 296-2706**

**Eleanor Hoover, director.** The office provides personnel services to all department employees and administers the merit system for county welfare, human services, social services, and local and county public health and emergency services agencies. The office provides advice and counsel to management about personnel practices, performance management, workers' compensation, and safety. It administers state and 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, equal employment opportunity, workers' compensation, and safety. 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.

The division also provides certain staff development experiences for the Department of Human Services and county employees, and manages a volunteer program that also includes counties. It operates a library resource center providing books, periodicals, videotapes, and other learning tools on department-related topics to Human Services staff, and produces videotapes and satellite learning experiences for both the Department and county agency employees. For information, call (612) 296-6626.

This division also certifies that counties that want to create their own merit system under the provisions of *Minnesota Statutes*, Chapter 375, have systems that comply with federal standards. It also monitors existing systems for continued compliance. For more information, call (612) 296-3996.

### **Labor Relations Agency (612) 297-2385**

**Lynelle Wood, manager.** This office manages the labor relations program for the Central Office and the regional treatment centers, including contract negotiations, contract administration, training, grievance handling, labor/management committees, ongoing dealings with exclusive representatives, and general labor relations issues.

### **Legal Services (612) 297-1075**

**Gail M. Olson, 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, headed by Assistant Attorney General Janet Newberg and staffed with employees assigned by the attorney general to investigate and bring civil and criminal action against fraudulent providers in the Medical Assistance program.

### **Finance and Management Administration (612) 297-4040**

**Charles C. Schultz, assistant commissioner.** The assistant commissioner for finance and management administration is responsible for supervising a number of administrative support functions that affect more than one program or the entire department. These include: financial management, information management, collections for cost of care in-state regional treatment centers, and office services.

### **Budget Analysis Division (612) 296-6635**

**Dennis Erickson, director.** This division manages and directs the department's biennial, capital, and supplemental budgets into an agencywide framework that reflects departmental standards and ensures that the department's mission, objectives, and priorities are supported. During the biennial budget process, the division outlines the general budget directions adopted by the department's senior staff, orients staff on the correct process to submit budget proposals, and assists other divisions in preparing supporting documentation for their budget requests. The division also performs special management, policy, and budget-related projects that cut across organizational lines, and helps coordinate legislative activities.

### **Financial Management Division (612) 296-5733**

**Jon B. Darling, director.** The division provides fiscal services and controls financial transactions of the department. Primary functions include preparing the financial portions of biennial and annual operating budgets, paying department obligations, maintaining financial records, preparing financial reports (internal and external), and providing financial technical assistance to county and state residential facilities accounting offices. In addition, the office prepares the employees' payroll, maintains an agencywide cost allocation system, audits expenditure reports, processes payments for child-care institutions and community facilities, and audits county reports to determine state and federal reimbursement amounts.

### **Management Services Division (612) 296-2180**

**Ronald J. Lang, director.** This division manages administrative functions in the areas of:

**Facility management:** Includes office space planning and management of the Human Services Building and other offices in the metro area. It also involves managing the leases for approximately 30 locations outstate.

#### **Telecommunication**

**General office services:** Includes media services and equipment, graphics services, forms management and supply, centralized purchasing, inventory management, records management, mail, printing, travel arrangements for employees, equipment repair services, central document processing, information desk and visitor services, photocopy services, surplus property services, and recycling services.

### **Information Policy & Services Division (612) 296-6665**

**Kenneth Hasledalen, director.** The Information Policy and Services Division provides a departmental focus to information systems planning, policy development, standards, and coordination. The division is responsible for the operations and maintenance of major production applications, such as the medical assistance payments system. The division also

provides technical staff and coordination to support the department's major new systems development projects. Additionally, the division supports administrative systems through local area networks and personal computers with increasing emphasis on interconnecting networks and sharing information on a statewide basis.

### **Reimbursement Division (612) 296-6530**

**Duane Cooney, director.** This division administers a comprehensive system for the billing, payment, and accounting for the cost of care provided at the state's health-care facilities, the Consolidated Chemical Dependency Treatment Fund (CCDTF) and Medical Assistance Parental Fees. In addition, the division provides fiscal management support and consultation to Department and facility management through the maintenance of cost accounting and fiscal analysis/reporting services.

### **Forecasting, Reports and Statistics Division (612) 296-6154**

**George Hoffman, director.** The Reports and Statistics Division is responsible for: meeting federal reporting requirements for Medical Assistance, AFDC and Food Stamps; providing forecasts of program caseloads and expenditures, which are used to determine how much to budget for income maintenance programs; providing fiscal notes to accompany proposed legislation; and responding to requests for statistical information from legislators and their staff, the Governor's office, the Department of Finance, and other interested parties.

### **Appeals & Contracts Division (612) 296-5764**

**Rae Bly, director.** The division conducts hearings when an applicant or recipient is appealing a delay in acting upon an application for financial assistance or social services or when 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, Foods Stamps and social services. To file an appeal or for further information, contact your local welfare or human services agency, or the Appeals Office at 444 Lafayette Road, St. Paul, MN 55155-3813.

The division also manages department contracts, ensuring that legal requirements are met and that enforceable, quality contracts are written; manages the Department's handling of data responses to data practices requests; coordinates the Department's response to tort claims; and advise the Commissioner on family system licensing appeals.

### **Tort Claims and Data Practices (612) 297-3173**

**Tort claims and data practices specialist.** The tort claims officer investigates all incidents and accidents involving personal injury, death, or damage to private property that 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 it approves payments to persons making the claims. This office also provides the department with expertise on the Minnesota Government Data Practices Act. It coordinates the department's response to data practices requests and publishes the annual inventory of records, data access procedures, and the data practices manual. In addition, the office provides data practices training and training materials for the Department and county human service agencies.

### **Licensing Division (612) 296-3971**

**Jim Loving, director.** The division licenses residential programs and non-residential programs for children and vulnerable adults to ensure they meet the requirements of law and rules. The responsibility is carried out in cooperation with other state agencies. The division sends information packets on licensing and lists of licensed programs to interested persons. Inquiries and complaints for investigation should be directed to the division. The division also is responsible for providing technical assistance in the development and revision of licensing rules and regulations.

### **MI/CD/ADC/DD Licensing Section (612) 296-4727**

**Larry Burzinski, supervisor.** This section is responsible for conducting field work related to licensing programs serving people with mental illness, chemical dependency, developmental disabilities, and those requiring the services provided by adult day care.

### **Children and Youth Licensing Section (612) 296-3024**

**Barb Eggiman, supervisor.** This section is responsible for conducting field work related to licensing child-care centers and private child-placing agencies. In addition, the section is responsible for coordinating and supervising the work of the 87 counties' licensing workers in the family day care and foster care licensing programs.

### **Background Studies and Investigation Sections (612) 297-7014**

**Jerry Kerber, supervisor.** This section is responsible for coordinating the applicant background studies required for applicants and staff in licensed programs. In addition, this section investigates abuse and neglect complaints in licensed programs under the authority in the Vulnerable Adult Act and the Maltreatment of Minors Act.

### **Rules and Bulletins Division (612) 296-2794**

This division provides support for all Department program divisions in development of rules. The staff ensures that rules meet legal requirements and Department goals. The division also does final editing of all Department bulletins and manuals. Groups working with clients may purchase the MDHS Combined Certification Manual (includes AFDC, Medical Assistance, Food Stamps, General Assistance and Minnesota Supplemental Aid programs) for \$35. The Minnesota Social Services Manual costs \$30 and the Child Support Enforcement Manual costs \$20. Copies of individual bulletins also are available. For more information call 296-2854.

### **Legislative Coordination Division (612) 296-5685**

**Steve Barta, legislative coordinator.** This office manages the procedures and sequencing of developing agency legislation through work with agency staff, the Finance Department, the Governor's Office, and the Revisor of Statutes; monitors the introduction and status of legislation impacting the Department; works with legislative committee staff to coordinate agendas and assign agency staff to testify and monitor; coordinates preparation of fiscal notes with the Legislature and Finance Department; and coordinates requests for information from legislators, committee staff, and the Governor's Office.

### **Family Self-Sufficiency Administration (612) 296-6955**

**John Petraborg, assistant commissioner.** The assistant commissioner for Family Self-Sufficiency Administration supervises the following divisions:

#### **Assistance Payments Division (APD) (612) 296-0978**

**Paul Timm-Brock, director.** The Assistance Payments Division supervises the administration of the state's public assistance programs: Aid to Families with Dependent Children (AFDC), Food Stamps (FS), General Assistance (GA), Work Readiness (WR), and Minnesota Supplemental Aid (MSA). The division is made up of four sections:

#### **Program Development Section (612) 296-3619**

**Barb Anderson, supervisor.** Program Development is responsible for analyzing proposed program changes for effect, drafting department legislative and rulemaking proposals, implementing program changes, managing program manuals, and (in partnership with the Department of Jobs and Training) supervising employment and training programs.

#### **Program Supervision Section (612) 297-3201**

**Karen Collinson, supervisor.** Program supervision is responsible for providing training and technical assistance to local agencies, monitoring and enforcing county compliance with program requirements, and supervising operation of local efforts and special projects for fraud prevention and control.

#### **Quality Control/Corrective Action Section (612) 297-2586**

**Karen Schirle, director.** Quality Control/Corrective Action is responsible for reviewing sample cases in an effort to determine the rate of error in benefit payments for federal public assistance programs and is responsible for developing corrective action plans aimed at reducing error rates.

### **Work and Training Section (612) 296-2460**

**Karen Wagner, supervisor.** This section supervises programs designed to provide training or find employment for eligible clients. It is located with and functions under the supervision of the Department of Jobs and Training.

### **Child Support Enforcement Division (612) 296-2499**

**Bonnie Becker, director.** The Office of Child Support Enforcement is responsible for administering the statewide child support enforcement program, which includes locating absent parents, establishing paternity, and establishing and enforcing orders for support, as required by title IV-D of the Social Security Act.

### **Refugee & Immigrant Assistance Division (RIAD) (612) 296-2754**

**Anne Damon, director.** This division aids refugees in their transition into American life and provides services that lead to economic self-support that are allowed by the federal Office of Refugee Resettlement. The division assists the efforts of county welfare/human services agencies and other public and private agency contractors in their efforts to help refugees become self-sufficient. The division assesses service needs, issues Requests for Proposals to address those needs and enforces federal regulations related to refugee resettlement. Federal funds support this program.

### **Statewide Automated Eligibility Project (MAXIS) (612) 297-3919**

**Linda Ady, project director.** The MAXIS Project is responsible for implementing a change in the way counties and the state do business in the area of public assistance program delivery. The change involves a shift of focus and activity from "regulation enforcement" to an emphasis on promoting self-sufficiency for clients. Central to this change is the DHS responsibility to develop and implement a computer system (MAXIS) that handles much of the county-based case processing activity and frees county workers to place increasing emphasis on activities that help clients to become self-sufficient.

### **Operation Analysis/Welfare Reform Division (612) 296-4730**

**Joel Kvamme, director.** The Operations Analysis Division is responsible for developing information about income assistance and health-care programs, analyzing long-term program trends, and using this information to influence policy decisions, especially in the area of welfare reform. The division has taken the lead, in consultation with other DHS staff and representatives from other state and county agencies, in developing the Minnesota Family Investment Plan (MFIP).

### **Office for Civil Rights (612) 296-4638**

**Roberto Reyna, director.** The Office for Civil Rights ensures state and county agency compliance with federal and state civil rights laws, regulations, and statutes. Clients and applicants of human services programs who think they have been discriminated against on the basis of race, color, sex, age, religion, national origin, handicap, marital status, political beliefs, or receipt of public assistance may file a complaint with the Office for Civil Rights.

The office conducts investigations of complaints, monitors program compliance, conducts civil rights and cultural sensitivity training sessions, and is the liaison with the Office for Civil Rights at the U.S. Department of Health and Human Services and the U.S. Department of Agriculture/Food and Nutrition Service.

The office also is the liaison with the U.S. Department of Health and Human Services/Division of State Legalization Assistance and is responsible for obtaining federal funds to subsidize assistance provided to legalized aliens by the DHS and the Minnesota Department of Education.

The office also provides DHS with expertise on Hispanic, minority and migrant and seasonal farm worker-related issues.

### **Child Care Fund Payments (612) 296-6085**

State and county subsidized child care is available on a sliding fee basis for families who need such a service to find or keep employment or to obtain the necessary training or education to find employment and who receive AFDC and participate in STRIDE, have a

household income below the eligibility levels of AFDC, or have a household income below 75 percent of the state median income level based on family size.

## **Programs**

For each of the programs described below, application is made at the county welfare/human services agency. Vendor payments can 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/human service agency.

Effective Jan. 1, 1991, liability for the historic county share of income maintenance benefit costs was assumed by the state. Beginning July 1991, the state reimbursed counties for their share of income maintenance benefit expenditures according to a payment schedule specified in state statute.

## **Income Maintenance Programs**

### **Aid to Families with Dependent Children**

Aid to Families with Dependent Children (AFDC) is a federal-state cash assistance program authorized by Title IV-A of the Social Security Act. The program provides a monthly cash grant to help meet the daily needs of dependent children and their parent(s) or other eligible caretaker. A dependent child is one who is found to be deprived of parental support or care by reason of death, continued absence from home, physical or mental incapacity of a parent, or unemployment of a parent.

At the federal level, AFDC is administered by the Department of Health and Human Services (DHHS) – Family Support Administration. Basic policy is set by Congress and DHHS, with some program options left to state discretion. Program funding is split: 53.4 percent federal, 39.6 percent state, and 7 percent county.

### **Emergency Assistance (EA)**

This program is available for individuals and families who do not have the necessary funds to avert a crisis caused by a natural disaster or lack of shelter, fuel and clothing, or who are in conditions that place the individual family in jeopardy. Funding is 50 percent federal, 5 percent state, and 45 percent county.

### **Food Stamps**

Food Stamps is a federal program that increases the food purchasing power of low-income households. Eligibility for Food Stamps is based primarily on income, assets, and household size, and does not include the categorical eligibility factors (such as continued absence of a parent) common to most other programs. Program benefits are issued as food coupons that can be redeemed for food at most retail stores, rather than as a cash grant.

At the federal level, the Food Stamp Program is administered by the U.S. Department of Agriculture (USDA) – Food and Nutrition Service. Policy is set by Congress and USDA, with very little state discretion. Benefit payments are funded entirely by the federal government, with administrative costs shared equally between the feds and the state and counties.

### **General Assistance**

General Assistance (GA) is a state program that provides cash assistance to needy people who do not qualify for any of the programs authorized by the federal government (AFDC, SSI) and who meet one of the GA eligibility criteria. These criteria describe severe barriers to employment due primarily to physical and mental limitations. General Assistance is funded entirely with state and county funds.

### **Minnesota Supplemental Aid**

Minnesota Supplemental Aid (MSA) is a program that supplements the income of needy aged, blind, and disabled persons who either receive federal Supplemental Security Income (SSI) benefits or persons who, except for excess income, would qualify for SSI. Approximately 74 percent of the MSA budget are payments to residential facilities for the maintenance and care of persons who cannot live independently. MSA is funded entirely with state and county funds.



## **Work Readiness**

Work Readiness (WR) is a state program that provides time-limited cash assistance to needy people who do not qualify for GA. Work Readiness serves people who are considered to be employable, but who may need services to prepare them for finding and keeping employment. County agencies are required to provide registrants in the WR program with an orientation and assessment, and to help registrants develop an employability plan. Work Readiness benefits are funded entirely with state and county funds. Federal reimbursement is available through the Food Stamp Program to pay costs of providing employment and training services provided to individuals who receive both WR and Food Stamps.

## **Refugee Cash Assistance**

This program has policies almost identical to AFDC, except that eligibility is based upon refugee status, rather than the deprivation of a child. One hundred percent federal funds are available for these benefits for 12 months, then the refugee must meet the eligibility requirements of GA or WR in order to continue receiving assistance.

## **Telephone Assistance Plan**

The Telephone Assistance Plan (TAP) provides up to a \$7 monthly credit for elderly and disabled low-income persons to use toward their telephone costs. The credit is funded through a \$.10 surcharge per telephone access line in Minnesota. TAP is administered jointly by the Department of Human Services, the Public Utilities Commission, and the telephone companies.

## **Work Programs**

### **Project STRIDE**

The Department of Human Services, together with the Department of Jobs and Training, supervises local administration of Project STRIDE. Project STRIDE is Minnesota's employment and training program for AFDC recipients. Project STRIDE also functions as the federal welfare reform program known nationally as JOBS (Job Opportunity and Basic Skills Program). Project STRIDE is designed to help AFDC recipients move toward self-sufficiency through the following components: orientation, case management, and employment and training services such as job search and grant diversion.

### **Work Readiness/FSET**

The Work Readiness (WR) program is an employment and training program for individuals who receive work readiness benefits. Administration of the program is supervised by both the Department of Human Services and the Department of Jobs and Training. County agencies are responsible to provide registrants in the work readiness program with an employability assessment and development plan, job search services, and other activities designed to prepare the registrant for permanent employment.

The U.S. Department of Agriculture requires that Minnesota operate a Food Stamp Employment and Training (FSET) program for a number of food stamp recipients. Since 80 percent of Minnesota's work readiness recipients also receive food stamps, WR serves as Minnesota's FSET program.

## **Health Care Administration (612) 296-3374**

**Nancy Dagg, assistant commissioner, Robert Baird, deputy assistant commissioner.** The assistant commissioner for Health Care Administration supervises the following divisions:

### **Health Care Management Division (612) 297-7951**

**Mary Kennedy, director.** This division administers eligibility and covered services for Medical Assistance (also known as Medicaid), General Assistance Medical Care (GAMC), Children's Health Plan, various managed care and prepaid demonstration projects, and services for HIV-infected persons. 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.

## **Health Care Eligibility and Maternal and Child Health Programs (612) 296-2741**

**Kathy Lamp, assistant director.** Develops and implements eligibility policy for the three health-care programs. This function includes providing clients and county agencies with eligibility information and coordinating disability determinations for persons seeking Medical Assistance.

In addition, this section determines eligibility for the Children's Health Plan, coordinates the EPSDT program, and coordinates policy development for pregnant women and children eligible for Medical Assistance.

## **Benefit Administration (612) 297-4671**

**Patricia MacTaggart, assistant director.** Develops and implements policy concerning coverage, reimbursement, and delivery for ambulatory health services. This function includes developing innovative health services delivery systems; conducting quality assurance reviews and evaluations; developing and implementing health service coverage policy with related rate setting and prior authorization; maintaining prepaid health care delivery systems; conducting primary care and drug utilization review; and assisting in the development of the new Medicaid Management Information System (MMIS).

## **Administrative Support (612) 297-7952**

**Ron Hook, supervisor.** Provides administrative support to the division. This function includes development and monitoring of division budget; development and monitoring of state and federal legislation; monitoring federal regulatory changes; development and tracking of contracts with consultants and prepaid health plans; research and consultation concerning compliance with federal and state regulations; acting as liaison to the federal regulatory agency, the Health Care Financing Administration; and development, tracking, and obtaining HCFA approval of the Medicaid state plan and waivers.

In addition, this section administers an insurance program for low-income people with HIV infections who are not eligible for public assistance, and develops proposals to procure federal funds for HIV-infected people.

## **Long Term Care Management Division (612) 296-2738**

**Pamela Parker, director.** The division develops and coordinates long-term care policies, rules, procedures, and reimbursement systems for nursing homes, intermediate care facilities for persons with developmental disabilities, day training and habilitation facilities, and the administration of home and community-based services, such as the Alternative Care Program. Home and community-based services also includes Medicaid waivers for the elderly, the physically disabled, and chronically ill children, as well as personal care services, private duty nursing, and home health services. The division also administers the statewide case management system for MA-eligible persons with Traumatic Brain Injury.

The division coordinates implementation of federal legislation impacting long-term care in Minnesota and conducts major research and development projects relating to the provision of and funding for long-term care services. It also administers the interagency contract with the Minnesota Department of Health for certification surveys, inspections, and case mix assessments in LTC facilities and oversees federally mandated compliance functions to ensure continued Medicaid funding.

## **Health Care Support Division (612) 296-3598**

**Larry Woods, director.** This division is the operations side of the Department's three major health care programs: the Minnesota Medical Assistance (MA) Program, the General Assistance Medical Care (GAMC) Program, and the Children's Health Plan (CHP). It is responsible for adjudicating more than 13 million medical claims annually, maintaining program integrity through the recovery of third-party benefits and fraud investigation, and enrolling and training Minnesota health care providers in the MA, GAMC, and CHP programs.

### **Data Management Services Section**

**Vera Williams, manager.** The function of this section is to provide data processing services for the receipt, preparation, entry, and distribution of paper and electronic media claims (EMC) received from medical vendors, county and state agencies.

### **Claims Processing Section**

**Jayne Draves, manager.** The Claims Processing Section is responsible for the adjudication of more than 13 million medical claims annually received from state medical providers participating in MA, GAMC, and CHP.

### **Benefit Recovery Unit**

**Jan Taylor, manager.** Medical Assistance is the health-care payer of last resort. The Benefit Recovery Unit makes sure that third party insurance resources a client is entitled to – including Medicare and private insurance plans – are accessed before MA benefits are used.

### **Surveillance and Utilization Review Section**

**E.T. McKeever, manager.** The Surveillance and Utilization Review Section identifies and investigates improper use of the Medical Assistance and General Assistance Medical Care Programs by those providing medical and health care services.

### **Provider Relations Unit**

**Wendy A. Weden, supervisor.** The Provider Relations Unit provides training and provider information services for health-care professionals participating in MA, GAMC, and CHP.

### **Health Care Systems Administration Division (612) 297-3069**

**Don Rademacher, director.** This division is responsible for the development, implementation, and maintenance of data processing systems that administer the Medical Assistance (MA) and General Assistance Medical Care (GAMC) programs. This office provides no services directly to the public.

### **Audit Division (612) 296-9916**

**David Ehrhardt, audit director.** The division establishes long-term care payment rates for nursing facilities and intermediate care facilities for the mentally retarded (ICF/MR) participating in the Medical Assistance program. These rates are set by desk auditing submitted annual cost reports in accordance with state reimbursement rules. The division conducts onsite audits of the 750 long-term care facilities to determine that the desk audit and appeal settlement rates are correct and that the reported costs meet state and federal requirements. The division establishes inpatient payment rates for 280 acute care hospitals that participate in the Medical Assistance and General Assistance Medical Care programs. These rates are set using the state's diagnostic-related group reimbursement system.

### **Provider Appeals Division (612) 296-9916**

**Elaine DuFresne, director.** The division handles appeals from long-term care providers regarding the payment rates established by the Department.

### **Social Services Administration (612) 296-6916**

**Laura F. Skaff, assistant commissioner.** The assistant commissioner for social services administration supervises the following divisions:

#### **Aging Program Division (612) 296-2770**

**Gerald A. Bloedow, director.** The staff of this division is provided by the Department to assist the Minnesota Board on Aging in administering the Older Americans Act Program through Area Agencies on Aging, and a variety of other activities; see next page. Services funded under the Older Americans Act are provided through Area Agencies on Aging located in 14 planning and service areas. These Area Agencies on Aging also are expected to work with counties in the state in planning for the development and delivery of services to older Minnesotans.

The division works cooperatively and collaboratively with other divisions in the Department to plan, develop and implement services that are delivered to older persons by

counties. It also works with other state agencies and consumer groups by providing information on the status and needs of older Minnesotans, reviewing plans, providing educational and training events, developing and analyzing policy impacting on older persons, and public information. Information and referral, and ombudsman services are provided directly to the public at the division office. The **toll-free statewide AGING INFORMATION LINE** is 1-800-652-9747. The **toll-free statewide OMBUDSMAN HOT LINE** is 1-800-657-3591.

To receive other services, contact county welfare or social services departments, or contact community service nutrition and support services, such as transportation, home health, homemaker, legal assistance, etc., funded by the Area Agencies on Aging. Grant applications and information on funding under the Older Americans Act can be obtained directly from Area Agencies on Aging.

### **Area Agencies on Aging**

**Region I: Northwest Regional Development Commission** – Serving Kittson, Roseau, Marshall, Polk, Norman, Pennington and Red Lake Counties – 525 Brooks Avenue South, Thief River Falls, MN 56701, (218) 681-2637, Faith Rud, director.

**Region II: Headwaters Regional Development Commission** – Serving Lake of the Woods, Beltrami, Clearwater, Mahnomon and Hubbard Counties – P.O. Box 906, Bemidji, MN 56601, (218) 751-3108, Alan Goldberg, director.

**Region III: Arrowhead Regional Development Commission** – Serving Koochiching, Lake, St. Louis, Cook, Itasca, Aitkin and Carlton Counties – 330 Canal Park Drive, Duluth, MN 55802, (218) 722-5545, 1-800-232-0707, Anne Tellett, director.

**Region IV: West Central Area Agency on Aging** – Serving Clay, Becker, Wilkin, Otter Tail, Grant, Douglas, Traverse, Stevens and Pope Counties – P.O. Box 726, Fergus Falls, MN 56537, (218) 739-4617, Beth Nelson, director.

**Region V: Regional Development Commission** – Serving Cass, Crow Wing, Morrison, Todd and Wadena Counties – 611 Iowa, Staples, MN 56479, (218) 894-3233, Barb Card, director.

**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, Robert Otto, director.

**Region VI-W: 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, 1-800-752-1983, Paul Michaelson, director.

**Region VII-E: East Central Regional Development Commission** – Serving Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties – 100 South Park Street, Mora, MN 55051, (612) 679-4065, Herman Bakker, director.

**Region VII-W: Central Minnesota Council on Aging** – Serving Benton, Sherburne, Stearns and Wright Counties – 600 5th Avenue S., St. Cloud, MN 56301, (612) 253-9349, Donna Walberg, director.

**Region VIII: 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, Maddy Forsberg, director.

**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 1-800-450-5643), Bonnie Mertesdorf, director.

**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 55904, (507) 288-6944, Connie Bagley, director.

**Region XI: Metropolitan Council** – Serving Anoka, Washington, Hennepin, Ramsey, Carver, Scott and Dakota Counties – Mears Park Centre 230 E. 5th Street, St. Paul, MN 55101, (612) 291-6445, LaRhae Knatterud, director.

**Minnesota Chippewa Tribe:** Serving White Earth, Leech Lake, Nett Lake (Bois Forte) and Grand Portage reservations – Box 217, Cass Lake, MN 56633, (218) 335-2252 ext. 267, Luella Seelye, acting coordinator.

### **Chemical Dependency Division (612) 296-3991**

**Cynthia Turnure, Ph.D., director.** This division is also designated in statute as the State Authority on Alcohol and Drug Abuse. It plans, monitors, and evaluates programs and services to prevent drug and alcohol abuse and to 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 Council, and an interdepartmental coordinating committee, the division helps to make the best and most cost-effective use of federal, state, local, and private funds. The division administers \$5.5 million in state and federal grants for prevention, intervention, training, treatment, and research services for American Indians and other special populations, as well as the Consolidated Chemical Dependency Treatment Fund (CCDTF) that pays for CD treatment for 20,000 low-income Minnesotans each year (\$50 million in state, federal, and local funds).

### **Children's Services Division (612) 296-5690**

**Janet K. Wiig, director.**

#### **Child Protective Services (612) 296-2217**

The Child Protective Services staff provides training for child protection workers and other child abuse professionals, and administers grants to improve service delivery in the child protection system. The child protection staff conducts the Child Mortality Review Panel, monitors the work of county child protective services, and develops model projects to serve families at risk of abuse or neglect. Technical assistance is provided to counties in law and rule compliance, risk assessment, and operation of child protection teams.

#### **Adoption and Guardianship Section (612) 296-5765**

The Adoption and Guardianship Section exists to ensure protection and social services for children in need of adoption. Programs are directed to children who are placed under the guardianship of the Commissioner of Human Services, infants and toddlers for whom an adoptive plan has been made, and step-parent, relative, interstate, and intercountry adoptions. Programs include the state adoption exchange, subsidized adoption program, the non-recurring adoption expense program, and the post-adoption services grants program.

#### **Family Based Services and Substitute Care Section (612) 296-7635**

The goals of Family Based Services are prevention of unnecessary out-of-home placement of children, family reunification and self-sufficiency, and permanent homes for all children in Minnesota. The goal of Substitute Care Services is to provide children with safe environments and nurturing caretakers on a temporary basis, while efforts are made to help their families correct the conditions that led to the out-of-home placement. The Substitute Care staff conduct activities to ensure that law and rule development are consistent with the federal requirements for administering these problems. The staff also works with counties by providing training, technical assistance, and monitoring regarding the administration of these programs.

#### **Adolescent and Child Care Services Section (612) 297-3635**

Adolescent Services is comprised of programs for adolescents in foster care, minor parents, and homeless adolescents. These services are delivered through a combination of grants and technical assistance. Child Care Programs seek to improve and make available child care for all families and to provide subsidies to those families where the cost of child care is a barrier to self-sufficiency. The Child Care staff administer the Child Care Subsidy Program, Child Care Resource & Referral Grants, and Child Care Service Development Grants.

#### **Children's Trust Fund (612) 296-5436**

**Maureen Cannon, executive director.** The Children's Trust Fund (CTF) was created by the Legislature in 1986 to provide a continuing funding source for community-based programs aimed at the primary and secondary prevention of child maltreatment and to build a grassroots prevention infrastructure. Primary and secondary prevention programs are programs that encourage positive family functioning, healthy child development, build the

self-esteem of parents and children, and improve the caretaking skills of parents and other adults who care for children.

Funding for the Children's Trust Fund is derived from a \$3 surcharge on each birth certificate issued and from gifts, donations, grants, and bequests. Grant proposals are reviewed by the Children's Trust Fund Advisory Council.

### **Community Social Services Division (612) 296-7031**

**Charles Fecht and Dave Koenig, associate directors.** 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 to 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.

### **Administrative Section (612) 296-7031**

This section handles a variety of social service administrative tasks. These include federal plan development and reporting on Title XX and Title IV-E programs, editing and publication of the Minnesota Social Services Manual, management of the migrant day-care contract, special services to native Americans, liability insurance for foster parents, management of federal reviews and audits, and other related tasks.

### **Research and Planning (612) 297-3840**

This section, along with other department units, is developing the computerized Community Services Information System for use by the state and counties. The section 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.

### **Adult Services Unit (612) 296-2770**

This unit develops community services and resources needed by the adult target populations. These services include adult foster care, adult protection, caregiver support, and in-home services.

### **Child Protection Unit (612) 296-2217**

The unit ensures the development, enactment, and enforcement of laws, rules, standards, and policies that protect children and vulnerable adults, including the mentally handicapped wards of the state. Activities provide the structure to identify, treat, and prevent abuse and neglect, as well as to ensure reasonable efforts are made to maintain and protect children and vulnerable adults in their own homes or in substitute care when there is clear evidence abuse, neglect or exploitation would continue in their homes.

### **Deaf Services Division (612) 296-3980 (Voice), (612) 297-1506 (TDD)**

**Mark R. Prowatzke, director.** The Deaf Services Division (DSD) helps Minnesotans who are deaf and hearing impaired live as independently as possible within their local communities. This is accomplished by providing direct and indirect services to both consumers and human services agencies designed to result in maximum self-sufficiency and independence of individuals.

### **Developmental Services Section (612) 296-4514 (Voice), (612) 297-1506 (TDD)**

**Alice LaBarre, assistant director.** This section plans, develops, evaluates, and recommends policy and implementation strategies on all key human services initiatives that affect hearing-impaired persons. It develops and monitors contracts with organizations to provide specialized human services that benefit hearing-impaired consumers. It is responsible for the development of data collection and information systems.

Major areas of focus are: state residential programs for hearing-impaired persons who are mentally ill, developmentally disabled, or chemically dependent; community-based residential facilities for hearing-impaired and deaf-blind persons with mental health or dual

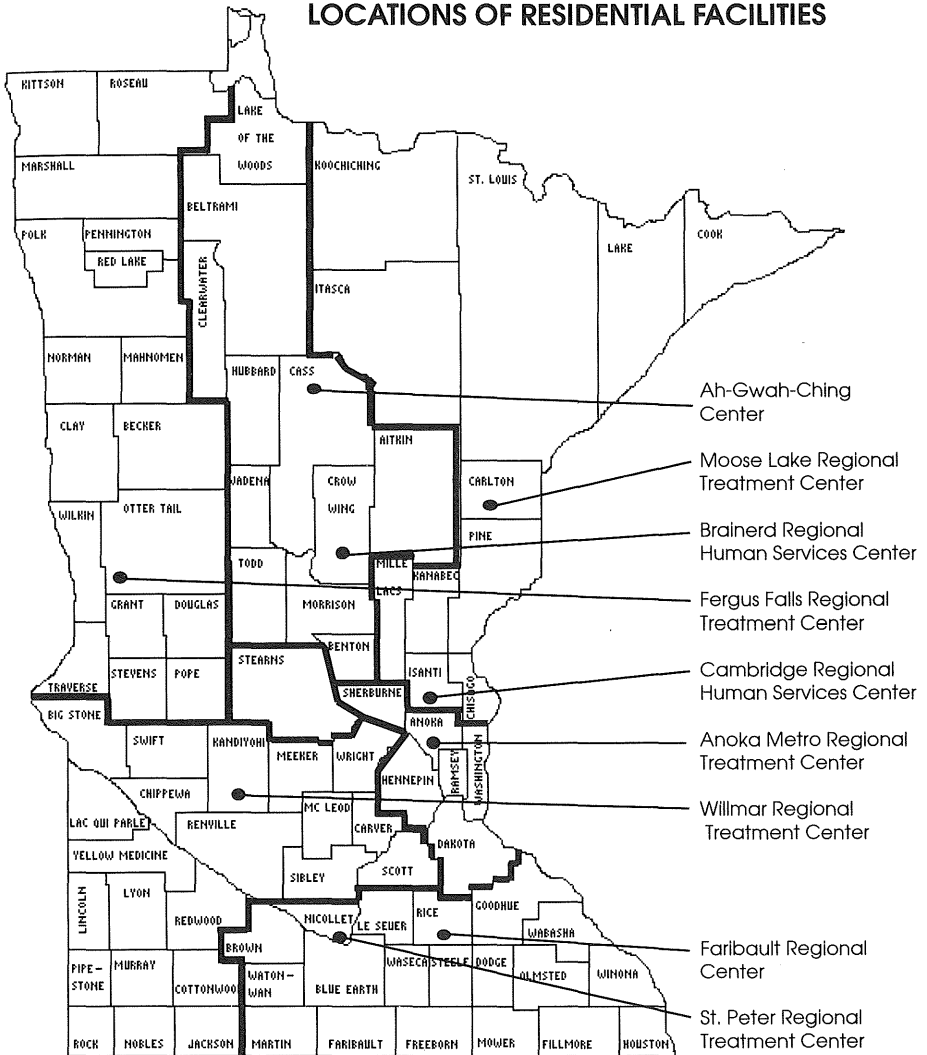
disability conditions; social services program accessibility concerns; statewide interpreter referral systems development; interagency coordination of deaf-blind service delivery; and maintenance of the Minnesota Registry of Hearing Impaired Persons.

Staff members prepare reports and documents to help both state agencies and the general public better understand the special needs of the hearing-impaired population.

**Regional Services Section (612) 296-3980 (Voice), 297-1392 (TDD)**

**Bruck Hodek, regional services director.** This section is responsible for the operations of the eight regional service centers (RSCs). While day-to-day coordination of RSC activities is handled on site, this section oversees and plans for statewide program management.

**DEPARTMENT OF HUMAN SERVICES  
LOCATIONS OF RESIDENTIAL FACILITIES**



The RSCs provide a single entry point for client services and referrals, RSCs also work directly with agencies to ensure accessibility for hearing-impaired individuals residing within their regions. RSC staff provide technical assistance, training, referral, information and outreach to agencies and individuals. Centers provide specialized equipment and library loans at no cost. Each RSC has an eight-member advisory committee that meets quarterly and publishes a free newsletter.

All staff members have specialized communication skills that allow them to work effectively with deaf users of American Sign Language. Other communication strategies are also utilized by staff to assist deaf-blind and all other hearing-impaired persons.

RSCs also provide free telephone-related equipment to income-eligible communication-impaired people. This program is funded through the Telecommunications Access for Communication Impaired Persons Board.

Each RSC serves a multi-county area. Following is a list of RSC locations and counties served.

### **Regional Service Centers**

**Metro Regional Service Center**, (612) 297-1316 (Voice), (612) 297-1313 (TDD), 444 Lafayette Road, St. Paul, MN 55155-3814; Anoka, Scott, Hennepin, Ramsey, Dakota, Washington, Carver.

**Northeast Regional Service Center**, (218) 723-4962 (Voice), (218) 723-4961 (TDD), Government Services Center, 320 West Second St., Suite 710, Duluth, MN 55802: Aitkin, Cook, South St. Louis, Lake, Carlton; Virginia Office, (218) 741-5855 (voice and TDD), 820 North Ninth St., Suite 100, Virginia, MN 55792; Koochiching, Itasca, North St. Louis.

**Southwest Regional Service Center**, (507) 389-6517 (Voice), (507) 389-5361 (TDD), Nichols Office Center, 410 Jackson St., Suite 480, Mankato, MN 56001-3752; Blue Earth, Jackson, Rock, Sibley, Lincoln, Faribault, Brown, Martin, Pipestone, Redwood, Lyon, Cottonwood, Murray, Nicollet, Watonwan, Nobles.

**Southeast Regional Service Center**, (507) 285-7295 (Voice), (507) 285-7172 (TDD), Suite 140, 1200 South Broadway, Rochester, MN 55904: Olmsted, LeSueur, Dodge, Mower, Goodhue, Fillmore, Houston, Steele, Rice, Waseca, Wabasha, Winona, Freeborn.

**East Central Regional Service Center**, (612) 255-3502 (Voice), (612) 255-3590 (TDD), 3341 West St. Germain, Suite 100, St. Cloud, MN 56301: Chisago, Isanti, Sherburne, Crow Wing, Benton, Kanabec, Mille Lacs, Stearns, Pine, Morrison, Wright.

**West Central Regional Service Center**, (612) 231-5175 (Voice/TDD), 2015 South First St., Willmar, MN 56201: Chippewa, Lac Qui Parle, Stevens, Pope, Swift, Kandiyohi, Yellow Medicine, Renville, Big Stone, Meeker, McLeod.

**Northwest Regional Service Center**, (218) 739-7589 (Voice), (218) 739-7591 (TDD), 125 West Lincoln, Suite 7, Fergus Falls, MN 56537: Becker, Douglas, Mahnommen, Ottertail, Todd, Clay, Grant, Traverse, Cass, Hubbard, Norman, Wadena, Wilkin.

**Upper Northwest Regional Service Center**, (218) 281-1946 (Voice/TDD), Hillview Offices, Highway 75 and Minnesota Street, Crookston, MN 56716: Polk, Lake of the Woods, Marshall, Roseau, Clearwater, Beltrami, Kittson, Pennington, Red Lake.

The statewide number to call for interpreter referral is 1-800-657-3660. The seven-county metro number is 296-9299.

For information on telephone-related equipment and eligibility for this program, contact the RSC in your area, or 1-800-657-3663 (Voice), 1-800-657-3513 (TDD).

## **Developmental Disabilities and Guardianship Division**

**(612) 297-1241**

**Shirley Patterson, director.** This division plans, develops, coordinates, and monitors community-based services for persons with developmental disabilities who require assistance from public services. The division supervises county social services and human services agencies that administer programs for persons with developmental disabilities under the Community Social Service Act and administers the federal home and community-based services waiver under the Title XIX Medical Assistance program.

The division prepares and proposes state policies, legislation, and rules, and it administers them as adopted and legislated. Administration of policies, laws, and rules includes county



planning, case management, and determination of need for public and private residential and day services for persons with developmental disabilities.

Community residential, day, and support services, and regional treatment centers utilized by the county agencies for persons with developmental disabilities 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 regional treatment center services to assure minimum levels of care, treatment, training, and protection rights.

The division provides technical assistance to county agencies and service providers, and it 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 statewide program, contact the division. For information about services to individuals and local community services, contact your county welfare or human services agency.

## **Community Mental Health and Regional Treatment Centers Administration, (612) 296-2710**

**Jim Stoebner, assistant commissioner.** The assistant commissioner for Community Mental Health Administration and Regional Treatment Centers supervises the following divisions:

### **Mental Health Division (612) 296-4479**

**Edwin W. Swenson, director.** The Mental Health Division is responsible for statewide implementation of the Comprehensive Adult and Children's Mental Health Acts, assuring high quality, cost-effective, and efficient services to persons with mental illness in Minnesota, with particular concern for adults with serious and persistent mental illness and children with severe emotional disturbance. Activities include standard setting, resource development and allocation, monitoring and evaluation, technical assistance and consultation, and statewide planning.

The division works with counties, regional treatment centers, other state agencies, consumer groups, advocacy organizations, and community-based programs to assure provision of a high quality array of services for adults with mental illness and children with emotional disturbance and their families. The division maintains a system to provide information on the prevalence of mental illness, the need for specific mental health services by adults and children, and the extent to which these needs are being met.

For information about locally available mental health services contact county social services departments, community mental health services and state regional treatment centers.

### **Community Mental Health Centers**

**Albert Lea, (507) 373-1491,** Freeborn County Mental Health Center

**Austin, (507) 433-7389,** St. Olaf Mental Health Treatment 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 Polk, Norman, Mahnomen, Red Lake, Marshall, and Kittson counties

**Crookston, (218) 281-3940,** Northwestern Mental Health Center, serving Kittson, Mahnomen, Marshall, Norman, Polk, and Red Lake counties

**Duluth, (218) 728-4491,** Human Development Center, serving the lower third of St. Louis, Lake, and Carlton counties

**Fergus Falls, (218) 736-6987,** Lakeland Mental Health Center Inc., serving Otter Tail, Becker, Pope, Grant, and Clay counties

**Grand Rapids, (218) 326-1274,** Northland Mental Health Center 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

**Marshall, (507) 532-3236**, Western Human Development Center Inc., serving Lyon, Lincoln, Redwood, Murray, and Yellow Medicine counties

**Minneapolis, (612) 347-5773**, Hennepin County Mental Health Center

**New Ulm, (507) 354-3181**, Sioux Trails Mental Health Center Inc., serving Brown, Nicollet, and Sibley counties

**Oakdale, (612) 777-5222**, Washington County Human Services Inc.

**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 Center, Inc., serving Stearns, Benton, Wright, and Sherburne counties

**St. Paul, (612) 298-4737**, Ramsey County Mental Health Center

**South St. Paul, (612) 455-9651**, Dakota County Mental Health Center

**Virginia, (218) 749-2881**, Range Mental Health Center, serving the upper two-thirds of St. Louis County

**Waconia, (612) 448-1215**, 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

### **Regional Treatment Centers**

**Anoka-Metro Regional Treatment Center**, Anoka, MN 55303, (612) 422-4150, Jonathan Balk, Chief Executive Officer

**Brainerd Regional Human Services Center**, Brainerd, MN 56401, (218) 828-2201, Harvey Caldwell, Chief Executive Officer

**Cambridge Regional Human Services Center**, Cambridge, MN 55008, (612) 689-2121, Jerry Lovrien, Chief Executive Officer

**Faribault Regional Center**, Faribault, MN 55021, (507) 332-3000, William Saufferer, Chief Executive Officer

**Fergus Falls Regional Treatment Center**, Fergus Falls, MN 56537, (218) 739-7200, Elaine Timmer, Chief Executive Officer

**Moose Lake Regional Treatment Center**, Moose Lake, MN 55767, (218) 485-4411, Frank Milczark, Chief Executive Officer

**St. Peter Regional Treatment Center/Minnesota Security Hospital**, St. Peter, MN 56082, (507) 931-7100, William Pedersen, Chief Executive Officer

**Willmar Regional Treatment Center**, Willmar, MN 56201, (612) 231-5100, Greg Spartz, Chief Executive Officer

**Ah-Gwah-Ching Center**, Ah-Gwah-Ching, MN 56430, (218) 547-1250, Jeff Smith, Chief Executive Officer

### **Residential Program Management Division (612) 296-3472**

**Dwight P. Maxa, Ph.D., director.** This division administers the day-to-day operations of the state-owned regional treatment centers, nursing homes, state-operated community services (SOCS), and community health care clinics. These facilities provide care and treatment for individuals with mental illness, developmental disabilities, chemical dependency, and for elderly persons who have mental illness, or other behavioral problems. Division responsibilities include review, development, and evaluation of policies and procedures related to rehabilitation and habilitation programs, health care 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, and licensure and certification.

### **Regional Treatment Center (RTC) Implementation Project**

**(612) 296-3763**

**James B. Campbell, director.** The RTC Project exists to develop legislatively-mandated state operated community services (SOCS) for the developmentally disabled.

## Minnesota County Human Services

- Aitkin County** Family Service Agency, Aids (218) 927-2141, Social Services (218) 927-3744
- Anoka County** Community Health and Social Services, Health and Social Services (612) 422-7000, Financial Services (612) 422-7200, TDD (612) 422-7166; Columbia Heights Branch Office (612) 789-4326
- Becker County** Human Services, Aids (218) 847-5628, Social Services (218) 847-5684
- Beltrami County** Social Service Center (218) 751-4310; Red Lake Branch Office (218) 679-3945
- Benton County** Social Service Agency, (612) 968-6254
- Big Stone County** Family Service Center, (612) 839-2555
- Blue Earth County** Human Services, Social Services, Public Health, Mental Health (507) 389-8319, Financial Services (507) 389-8335
- Brown County** Family Service Center, (507) 354-8246
- Carlton County** Human Service Center, (218) 879-4583
- Carver County** Community Social Services, (612) 448-3661
- Cass County** Department of Social Services, (218) 547-1340
- Chippewa County** Family Services, (612) 269-6401
- Chisago County** Human Services, Administration (612) 257-0352, Child Support (612) 257-0329, Income Maintenance (612) 257-0318, Social Services (612) 257-0337, TDD (612) 257-3000, Metro area (612) 462-2141
- Clay County** Social Service Center, Social Services (218) 299-5200, IV-D (218) 299-5209, Food Stamps (218) 299-5208, Clay County Social Service Annex (218) 299-5180
- Clearwater** Department of Human Services, (612) 694-6164
- Cook County** Social Services, (218) 387-2282
- Cottonwood County** Family Service Agency, (507) 831-1891
- Crow Wing County** Social Service Center, Social Services (218) 828-3966, Income Maintenance (218) 828-3968
- Dakota County** Human Services, (612) 450-2611
- Dodge County** Social Services, (507) 635-6170, TDD (507) 635-6200
- Douglas County** Social Services, (612) 762-2302
- Faribault County** Human Services Center, (507) 526-3265
- Fillmore County** Welfare Department, (507) 765-2175
- Freeborn County** Department of Human Services, (507) 377-5400
- Goodhue County** Social Service Center, (612) 388-8261
- Grant County** Social Service Department, (218) 685-4417
- Hennepin County** Bureau of Social Services, (612) 348-3000
- Houston County** Social Services, (507) 724-5211
- Hubbard County** Social Service Center, (218) 732-1451
- Isanti County** Family Service and Welfare Department, (612) 689-1711
- Itasca County** Social Services, Aids (218) 327-2941, Social Services, Sr. Comm. Services PAS/ACG (218) 327-2981, MR Unit (218) 326-6601
- Jackson County** Human Services, (507) 847-4000
- Kanabec County** Family Service Department, Aids (612) 679-3465, Social Services (612) 679-4740
- Kandiyohi County** Family Service Department, Aids (612) 231-6232, Social Services (612) 235-8317
- Kittson County** Welfare Department, (218) 843-2698
- Koochiching** Family Services, (218) 283-8405, Northome Branch (218) 897-5266
- Lac Qui Parle County** Family Service Center, (612) 598-7594
- Lake County** Social Service Department, (218) 834-8400
- Lake of the Woods** Social Service Department, (218) 634-2642
- LeSueur County** Department of Human Services, (612) 357-2251, 1-800-635-9786
- Lincoln County** - See Region VIII North Welfare Department, (507) 537-6747
- Lyon County** - See Region VIII North Welfare Department, (507) 537-6747
- McLeod County** Social Service Center, Voice/TDD (612) 864-3144
- Mahnomen County** Human Services, (218) 935-2568
- Marshall County** Social Services Department, (218) 745-5124

## 242 / Human Services Department

- Martin County** Human Services Center, Voice/TDD (507) 238-4757
- Meeker County** Social Service Department, (612) 693-2418
- Mille Lacs County** Family Services and Welfare Department, (612) 983-6161
- Morrison County** Social Services, (612) 632-2941
- Mower County** Social Services, (507) 437-9701
- Murray County** - See Region VIII North Welfare Department, (507) 537-6747
- Nicollet County** Social Services, (507) 931-1022; North Mankato Branch Office (507) 387-4556
- Nobles County** Family Service Agency, (507) 372-2157
- Norman County** Social Service Center, (218) 784-7136
- Olmsted County** Department of Social Services, Administration (507) 285-8382, Aids and Social Services (507) 285-8416
- Otter Tail County** Department of Social Services, (218) 739-4491
- Pennington County** Department of Welfare and Human Services, (218) 681-2880
- Pine County** Department of Human Services, (612) 629-6781 or 1-800-874-6326
- Pipestone County** Family Service Center, (507) 825-3357
- Polk County** Social Service Center, Social Services (218) 281-3127, Child Support Unit (218) 281-3423, Migrant Social Services (218) 281-7329, East Grand Forks Branch (218) 773-2431, Fosston Branch (218) 435-1585
- Pope County** Family Service Department, (612) 634-5301
- Ramsey County** Human Services Department, (612) 298-5351
- Red Lake County** Social Service Center, (218) 253-4131
- Redwood County** Human Services Department, (507) 637-5741 Region VIII North Welfare Department (Lincoln, Lyon, Murray counties), (507) 537-6747
- Renville County** Human Service and Welfare Department, (612) 523-2202
- Rice County** Social Services, (507) 332-6115
- Rock County** Family Service Agency, (507) 283-9507
- Roseau County** Social Service Center, (218) 463-2411
- St. Louis County** Social Service Department, (218) 726-2000, Hibbing Branch (218) 262-6000, Virginia Branch (218) 749-7100, Ely Branch (218) 365-6151
- Scott County** Human Services, (612) 445-7751
- Sherburne County** Social Services, Metro (612) 441-1711, Sherburne County Branch (612) 261-4550, Toll Free – St. Cloud (612) 253-2384
- Sibley County** Human Services, (612) 237-2978
- Stearns County** Social Service Center, Social Services (612) 656-6000, TDD (612) 656-6204, Sauk Centre Branch (612) 352-6531
- Steele County** Social Service Center, (507) 451-0414
- Stevens County** Social Services Department, (612) 589-1481
- Swift County** Welfare and Family Service Agency, (612) 843-3160
- Todd County** Social Services, (612) 732-4500
- Traverse County** Social Services Department, (612) 563-8255
- Wabasha County** Department of Social Services, Social Services Administration (612) 565-3351, Income Maintenance and Accounting (612) 565-2613, IV-D Child Support (612) 565-3356
- Wadena County** Social Service Department, Social Services Division (218) 631-4225; Financial Services, Accounting, Child Support and Housing (218) 631-2832
- Waseca County** Welfare and Social Service Department, (507) 835-0560
- Washington County** Social Services, (612) 439-6901
- Watonwan County** Human Services Center, (507) 375-3294
- Wilkin County** Family Service Agency, (218) 643-8561
- Winona County** Department of Social Services, (507) 457-6200
- Wright County** Human Services, Administration, Accounting, Child Support and Income Maintenance (612) 682-7414, Social Services and Community Health (612) 682-7400, (612) 339-6881 in the metro area
- Yellow Medicine County** Family Service Center, (612) 564-2211

## Indians Affairs Council

1819 Bemidji Ave, Bemidji, MN 56601 (218) 755-3825 or  
127 University Ave., St. Paul, MN 55155, (612) 296-3611  
Roger Head, executive director

Minnesota Statutes, section 3.922; *Minnesota Rules 5100-5199*

The Indian Affairs Council was created by legislation in 1963. Membership of the council consists of the duly elected chairpersons of the 11 Minnesota Indian reservation governments plus two at-large members representing Indians who reside in Minnesota but are enrolled with tribes with reservation bases in other states. Non-voting members of the council who serve as ex-officios include three senators and three representatives from the legislature and officials or designees from the executive branch of state government. An advisory council of five Indian residents of Minneapolis, St. Paul, and Duluth advises the council on problems and concerns of Indians living in those three major urban areas.

The agency advises the legislature and other Minnesota officials and agencies on the needs of American Indian people in the state. Council meetings are open to the public. Liaisons of state and federal agencies appear at council meetings to explain their programs as they affect the Indian population.

The council serves as the primary forum where Indian needs are considered; it serves as the conduit by which issues and concerns are channeled to the appropriate authorities; it serves as the point of access for finding out about state and federal programs and policies; and serves as an intermediary when questions, problems, or conflicts exist or arise and bring about change where it is needed.

The agency gets involved in many diverse problem areas and must therefore set priorities in order to focus its attention on the most urgent and crucial issues affecting Indian people.

The agency also administers the Indian Business Loan Program. This revolving fund loan program provides technical assistance and financial support to Minnesota Indians in establishing business ventures or expanding business operations.

Information packets on Indians in Minnesota are provided to students, including a map showing the location of the seven Chippewa (Ojibwa), and four Sioux (Dakota) reservations. This information is provided free of charge. The council prepares an annual report to the governor and legislature on its activities. Copies of the report are made available to state agencies, tribal governments, and other interested parties.

The agency maintains files listing job opportunities in other Indian organizations and in the public and private sectors. Clients may walk in any time during office hours (8 AM - 4:30 PM) and there are no forms to complete and no fee charges for services that the agency provides.

According to the 1990 Census, the Minnesota American Indian population is 49,909. This is a 43% increase since the 1980 Census Data.

The following are brief descriptions of the Indian reservations in Minnesota:

### 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 Tribes 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 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 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 formed Tribal Executive Committee choose 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.

### **Bois Forte (Nett Lake) Reservation (218) 757-3261**

The reservation is located in the northern Minnesota counties of Koochiching and St. Louis, 40 miles south of the Canadian border. Tribal headquarters are located in Nett Lake, MN 55772. The reservation was established by an 1866 treaty with the U.S. Government and has 30,035 tribally owned acres and 11,744 allotted acres. Its acreage at Vermilion Lake was set aside as the Vermilion Lake Reservation by executive order on December 20, 1881. The Nett Lake area is famous for wild rice which is reserved for the reservation members.

### **Fond du Lac Reservation (218) 879-4593**

The reservation is located near Cloquet, about 15 miles west of Duluth, in Carlton and St. Louis counties, with tribal headquarters located in Cloquet, MN 55720. Established by U.S. Government treaty in 1854, the reservation has 4,213 tribally owned acres and 17,154 allotted acres. The majority of the land is forest and the balance is classed as agriculture and other types, with a few lakes and streams on the reservation.

### **Grand Portage Reservation, (218) 475-2277**

Located in the extreme northeast corner of Minnesota in Cook County its tribal headquarters are located in Grand Portage, MN 55606. An 1854 treaty with the U.S. Government established the reservation which today has 37,390 tribally owned acres and 7,283 allotted acres. Located in one of the most scenic settings on Lake Superior, with the Grand Portage National Monument within its borders, members are active in timber harvesting, trapping, hunting, fishing and guide work.

### **Leech Lake Reservation (218) 335-8200**

The Leech Lake Reservation is located in the north central Minnesota counties of Beltrami, Cass, Hubbard and Itasca with tribal headquarters in Cass Lake, MN 56633. Established in 1855 by a treaty with the U.S. Government, the reservation has 14,069 tribally owned acres and 12,693 allotted acres. Most of the land within the reservation is within the Chippewa National Forest, and members work primarily in timber and construction supplemented by the harvest of wild rice, blueberries and maple sap.

### **Mille Lacs Reservation (612) 532-3523**

The Mille Lacs Reservation is located in the east central counties of Mille Lacs, Aitken and Pine with tribal headquarters near Onamia, MN 56359. Established by an 1855 treaty with the U.S. Secretary of Interior totals about 3,704 acres. Members supplement their income through timber work, harvesting wild rice and maple sap and selling native crafts.

### **White Earth Reservation (218) 983-3285**

The White Earth Reservation is located in the northwestern Minnesota counties of Mahnomen, Becker, and Clearwater with tribal headquarters in White Earth, MN 56591. An 1867 treaty with the U.S. government established the reservation which owns 56,116 acres tribally and allotted land to individual members.

The main sources of employment are construction work, government employment, and band owned businesses. Many band members still depend on wild rice, fish and game to supplement their diets. The tribal council owns a fish hatchery, a freeze-dried bait operation, a sawmill, construction business, building supply company, firewood processing company, a

garment manufacturing company, and a garage. Its own conservation department, which determines its own hunting and fishing seasons as well as regulations regarding its natural resources, reseeds and monitors wild rice, the fifth leading economy on the reservation. In 1983, White Earth reservation became the first reservation in the nation to have a congregate housing complex. It has its own Indian Health Service clinic and two Bureau of Indian Affairs contract schools.

### **Red Lake Reservation (218) 679-3341**

Unique among Chippewa reservations, because it was never ceded by treaty to the U.S. is the Red Lake Reservation, not part of the Minnesota Chippewa Tribe. The Red Lake Band was the first group to organize in Minnesota under a written constitution in 1918 when a General Council was established as the governing body. Unlike the other 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 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 nation, four known collectively as the Santee or eastern Sioux remain in Minnesota. The Mdewankanton 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**

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 Mdewankanton Sioux who were residing in Minnesota on May 20, 1886 and their descendants. The land originally purchased amounted to 623 acres. The reservation was organized under the Indian Reorganization Act and under the provisions of that act additional acres of land were purchased. The tribal constitution and by-laws were approved in 1936 and the corporate charter was ratified by members in 1937. Today the reservation owns 1,743 acres.

The governing body is the Community Council of the Lower Sioux Indian Reservation composed of five members who are elected to two year terms by qualified voters of the community. The committee members elect officers.

A large portion of the tribal land is cleared for agriculture and the remaining balance is timber, brush, and other types. The land is never allotted to individual members but is assigned for homesites. Some families retain original assignments of farm land and receive a crop share rental from the farming of their assignments.

### **Prairie Island Reservation (612) 388-8889**

The Prairie Island Reservation is located in Goodhue County on the west bank of the Mississippi River some 14 miles north of Red Wing, with tribal headquarters near Welch, MN 55089. The Prairie Island Indians are mainly members of the Mdewankanton 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 Mdewankanton residing in Minnesota on May 20, 1886.

Under the Indian Reorganization Act of 1934 an additional 414 acres were purchased for other Indian residents whose names appeared on the Minnesota 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 Prairie Island Reservation Tribal Council and is comprised of five members elected for two year terms.

The majority of the land is cleared as farm land. The land is assigned to eligible members for homesites only, and the balance is leased for tribal income with leasing preference going to members of the reservation.

### **Shakopee Mdewankanton Reservation (612) 445-8900**

The Shakopee-Mdewankanton 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-Mdewankanton 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 timber, brush and other types.

### **Upper Sioux Reservation (612) 564-2360**

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.



## 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 \$17.2 billion in public funds for various constituents. Over \$14.1 billion are retirement funds for Minnesota state employees, teachers and public employees. Approximately \$392 million is a permanent trust established for the benefit of Minnesota public schools. Numerous state cash accounts comprise the remaining \$2.7 billion.

The board is established by the Minnesota Constitution and is composed of the governor, state auditor, state treasurer, secretary of state and attorney general. The board is assisted in the day to day management of assets by an executive director and professional staff.

An Investment Advisory Council advises the board and its staff on general investment policy and reviews the asset allocation and investment strategy for each fund managed by the board.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Investment Advisory Council,** M.E.A. Bldg., Room 105, 55 Sherburne Ave., St. Paul 55155. (612) 296-3328. *Minnesota Statutes 11.08.*

**Appointing Authority:** Board of Investments/Governor. **Compensation:** None. The council advises the Board of Investment on policy relating to investments of state funds. The council consists of seventeen members including ten members experienced in general investment matters. Other members include the commissioner of Finance, the executive director of the Minnesota State Retirement System, the executive director of the Public Employees Retirement Association, the executive director of the Teachers Retirement Association. The retiree and two public members are appointed by the governor. Members must file with the Ethical Practices Board.

**Advisory Task Force on Divestment, State Board of Investment,** 55 Sherburne Ave., St. Paul, 55155. (612) 296-3328. *Minnesota Statutes 15.059.*

**Appointing Authority:** State Board of Investment. **Compensation:** None. The task force is charged with monitoring implementation of the Resolution of the Minnesota State Board of Investment on South Africa. The task force consists of eight members, with three members appointed by the State Board of Investment through the Open Appointments process, one member from the Minnesota corporate community, one member from a public employee retirement group and one member from a public employee group. Meetings occur once a year, two hours in length, at the State Board of Investment.

Meetings of the board and the council are held quarterly in the Twin Cities area and are open to the public. Meeting notices are published in the *State Register*.

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).

In addition to the prudent person rule, *Minnesota Statutes* contain a specific list of asset classes available for investment, including common stocks, bonds, short term securities, real estate, venture capital, and resource funds. The statutes prescribe the maximum percentage of fund assets that may be invested in each asset class and contain specific restrictions to ensure the quality of the investments.

Within the requirements established by state law, the State Board of Investment, in conjunction with the Investment Advisory Council and board staff, sets the asset allocation targets among stocks, bonds, cash, and other investments for each fund under management.

The asset allocation is based on each fund's specific needs and objectives and thus may differ substantially from fund to fund. In addition, the board determines the most appropriate investment management structure for each fund. These structures may include the use of external money managers as well as the professional staff of the board.

The board provides no services directly to the public, but publishes an annual report each January. A limited number of copies are available by writing to the board.

## **Funds Managed by the State Board of Investment June 30, 1991**

### **Basic Retirement Funds-\$7.6 billion**

The Basic Retirement Funds are the pension assets of the currently employed participants in six major statewide retirement funds:

Teachers Retirement Fund	\$3,447 million
Public Employee Retirement Fund	1,727 million
State Employee Retirement Fund	1,488 million
Public Employee Police and Fire Fund	661 million
Highway Patrol Retirement Fund	110 million
Judges Retirement Fund	6 million
Public Employees Police and Fire Consolidation Fund	76 million
Correctional Employees Retirement Fund	74 million

### **Post Retirement Fund-\$6.0 billion**

The Post Retirement Investment Fund is composed of the reserves for retirement benefits to be paid to retired employees in the plans listed above. Permanent retirement benefit increases are based on excess earnings from dividends, interest, and net realized capital gains of the Post Retirement Fund.

### **Minnesota Supplemental Investment Fund-\$520 million**

The Supplemental Investment Fund is a multi-purpose investment program that offers a range of investment options to state and local public employee groups. Since the nature of the retirement programs varies from group to group, the fund is structured much like a group of mutual funds. Participants select the investment option(s) that best meet their particular investment objectives.

### **Permanent School Fund-\$392 million**

The Permanent School Fund is a trust established for the benefit of Minnesota public schools.

### **State Cash Accounts-\$2.7 billion**

These accounts contain cash receipts that are not immediately expended. They include the Invested Treasurers Cash Fund and cash balances in various accounts from state agencies.

## Iron Range Resources and Rehabilitation Board

Highway 53 South, P.O. Box 441,  
Eveleth, MN 55734

Wayne Dalke, commissioner

Minnesota Statutes, Section 298.22



The Iron Range Resources and Rehabilitation Board was established in 1941 to encourage economic diversification on the Iron Range through development in the following areas: mineral research, agriculture, forestry, mining, and tourism. Funds are allocated to programs designed to assist economic expansion in northeastern Minnesota. The primary criteria for IRRRB funding is economic development through diversification and job creation. The IRRRB is also required by statute to oversee a mineland reclamations program and provides funds for that purpose.

### **Administrative Services (218) 744-2993**

The following administrative Divisions are located at the IRRRB offices in Eveleth, Minnesota.

#### **Accounting (218) 744-2993**

**Bonita Maxwell, supervisor.** This division provides accounting services for all agency activities. This office provides no services directly to the public.

#### **Administrative Services (218) 744-2993**

This division contains the purchasing, personnel, receptionist, maintenance shop and building and grounds sections.

#### **Public Information (218) 744-2993**

**Jodi Phelps, special events coordinator.** This division conducts a program of media and public relations concerning the activities of the agency. It provides media information and coordinates special events for the agency. This division is responsible for the production of agency-related publications including:

**RangeView**, the agency's new economic development magazine featuring the people, resources and opportunities of northeastern Minnesota. Its purpose is to encourage new and existing businesses to expand in northeastern Minnesota. This publication is distributed free of charge to a mailing list of former Iron Range residents and the general public.

**Resourcer**, the agency's internal newsletter features articles concerning activities of the agency and the board. It is distributed internally and to area libraries, volunteer corps, and IRONWORLD USA annual members free of charge. To be included on the mailing list for any agency publication, requests may be submitted to the division.

**The Biennial Report** is submitted to the legislature by November of every even calendar year with reports of agency activities and a complete financial report. It is distributed upon request free of charge.

#### **Special Assistant Attorney General (218) 744-2993**

**Douglas Gregor, special assistant attorney general**, has an office at the Eveleth office to assist the agency and perform other work for the State of Minnesota.

#### **Tourism Planning and Development (218) 744-2993**

**Robert Scott, coordinator.** This division provides long-range planning assistance to the agency for tourism related projects. Grants for small tourism related projects are made available through this division to communities and organizations within the taconite relief area. Communities apply for grants through the IRRRB offices. The coordinator also serves as an advisor to the commissioner for tourism projects under consideration for IRRRB funding.

## **Program Divisions (218) 744-2993**

The program divisions of IRRRB provide services which enhance economic opportunities in northeastern Minnesota.

### **Community Development (218) 744-2993**

**Grants.** This division administers an extensive grants program to assist public projects for political subdivisions within the taconite relief area as defined in Minnesota Statutes, section 273.134. Projects generally fall into the following categories: water and sewer, airports, community buildings, tourism, and recreation. Priority is given to those projects most directly supporting economic diversification and development. Funding criteria focuses on job creation, funding leverage, relative need, regional impact, and the comprehensive viability of the project. Grant applications are submitted to the Iron Range Resources and Rehabilitation Board. They are screened by the Legislative Advisory Commission and the governor prior to approval. Contact IRRRB, P.O. Box 441, Eveleth, MN 55734.

### **Building Demolition**

**Joe Drazenovich, supervisor.** Building demolition assists local governmental units and individuals within the taconite relief area in removing dilapidated, abandoned, unwanted, or hazardous structures. Requests for demolition work are directed through the local unit of government. Release forms are mandatory. The service is available at no direct cost to the property owners.

### **Economic Development (218) 744-2993**

**Phil Bakken, economic development director.** This division provides financial and technical assistance for development and diversification projects in northeastern Minnesota. Funds are derived from interest generated by the Northeast Minnesota Protection Trust Fund in compliance with Minnesota statutes. Projects are approved by the IRRRB, the Legislative Advisory Commission and the governor. For specific information contact IRRRB, P.O. Box 441, Eveleth, MN 55734.

### **Mineland Reclamation Division (218) 254-3369**

**Orlyn Olson, director.** This division reclaims inactive and abandoned minelands on the Mesabi, Cuyuna, and Vermilion iron ranges in northern Minnesota. The division is also actively involved in environmental education through the use of its facility. The reclamation program addresses problem areas such as eroded stockpiles, pit walls and unvegetated areas. Approximately 250,000 trees are grown by the division annually in a growth chamber at IRONWORLD USA to be planted on minelands. The division works to develop new productive uses for abandoned minelands owned or leased by the state or local units of government. Safety and health concerns are top priority for reclamation projects. The program is funded by the Taconite Area Environmental Protection fund. Local units of government are able to access mineland reclamation funds for entrance enhancement projects through an annual granting procedure. Information packets and grant application forms are sent to governmental units in the taconite relief area. Mineland Reclamation projects are submitted to the commissioner, the IRRRB, the Legislative Advisory Commission and the governor for approval.

### **Growth Chamber**

**Dan Jordan, growth chamber manager/project coordinator.** This department oversees the operations of the state-of-the-art containerized tree seedlings produced in the facility, the planting of these seedlings on abandoned minelands, and the long-term maintenance and care of these sites. Also coordinates IRRRB mineland reclamation projects.

### **Reclamation Projects – East Range and Vermilion Range**

**Ray Svatos, project manager.** This department oversees IRRRB mineland reclamation projects on the eastern Mesabi Range and the Vermilion Range.

### **Reclamation Projects – West Range and Cuyuna Range**

**Bruce Itkonen, project manager.** This department oversees IRRRB mineland reclamation projects on the western Mesabi Range and the Cuyuna Range.

## **IRONWORLD USA (218) 254-3321**

**Richard A. Nordvold, director of operations.** IRONWORLD USA is one of Minnesota's major theme parks. Its purpose is to preserve the ethnic heritage and traditions of the people who settled the Iron Range. The IRONWORLD USA complex includes the Iron Range Interpretative Center, the Iron Range Research Center, a five-acre Festival Park, a 300-seat pavilion, a 1600-seat amphitheatre, and the IRONWORLD USA Railway System with a trolley reminiscent of those traveling the Iron Range in the early 1900's and an open air diesel operated train.

Along the central walkway in beautiful Festival Park, rippling brooks and splashing waterfalls mirror the numerous gardens found throughout the park. A flag display along the Avenue of Nations honors the different nationalities of the Iron Range and ethnic food concessions are also located along the Avenue of Nations. During the summer top-name performers entertain in the amphitheatre. Also several major events are slated during the summer including Minnesota Ethnic Days, the International Polkafest, a Rock and Roll Revue and Iron Country Hoedown. The complex includes an ethnic restaurant and a gift shop. IRONWORLD USA is open to the public seven days a week from April 1 through October 31. From April 1 to Memorial Day and from Labor Day through October 31, the hours are 10:00 am to 5:00 pm. From Memorial Day through Labor Day the hours are 10:00 AM until closing. For event schedules and rate information call (218) 254-3321 or in Minnesota 1-800-372-6437

### **Programming (218) 254-3321**

**Tom Sersha, special events coordinator; Shirley Olson, assistant special events coordinator.** This department books and schedules all of the entertainment at IRONWORLD USA. The in-house entertainers are supervised through this department.

### **Group Tour Marketing/Volunteer and Demonstrator Coordination**

#### **(218) 254-3321**

**Mona Abel, group tour coordinator; volunteer and demonstrator coordinator.** This department markets the IRONWORLD USA facility to the national group tour market. The coordinator attends national tour marketing conventions, trade shows, etc. The coordination of a volunteer corps and the craft demonstrators for IRONWORLD USA are also scheduled and supervised by this department.

### **Public Relations (218) 254-3321**

**Marlene Pospeck, public relations coordinator.** This department is responsible for the advertising and public relations of IRONWORLD USA. This department conducts a program of media and public relations concerning the events at the theme park. News releases are provided for distribution to the general public. This department is responsible for all brochures, handbills, posters and promotional materials for the facility as well as publications including:

*The Inside Track*, IRONWORLD USA'S membership newsletter which is distributed to those who have purchased annual memberships to IRONWORLD USA.

*The IRONWORLD USA Highlights*, an annual newspaper publication distributed to the general public free of charge. The purpose of the publication is to promote and advertise the various activities available at IRONWORLD USA.

## **Iron Range Interpretative Center (218) 254-3325**

**Dana Miller, director.** The Iron Range Interpretative Center is the cornerstone of the IRONWORLD USA complex. The facility interprets the stories of immigrant miners and the iron ore industry of northeastern Minnesota. The center features a self-guided tour through 34 exciting exhibits, and the Hall of Geology. Hours of operation coincide with IRONWORLD USA. Included in IRONWORLD USA gate admission.

## **Iron Range Research Center (218) 254-3325**

**Dana Miller, director.** **Ed Nelson, archivist.** **Elizabeth Bright, librarian.** Part of the IRONWORLD USA complex, this facility provides professional archive classifications and storage in a secure fireproof, climate controlled environment for all aspects of historical documentation relating to the Iron Range. The Research Center is an authorized regional repository for all public records. Holdings include personal manuscript collections, local and state records, pictures, oral histories, maps and other resources. The reading room contains extensive reference works, theses, and dissertations, genealogical and microfilm collections of newspaper and census and naturalization records of northeastern Minnesota. The facility includes a conference room, oral history room, archival storage, and a photo lab. Summer hours coincide with IRONWORLD USA. Winter hours are Tuesday through Saturday, 10:00 am- 4:00 pm. Admission is free of charge year round.

## **Giants Ridge Recreation Area (218) 865-4143**

**Mike Gentile, director.** Giants Ridge Recreation Area is located near Biwabik. It is a world-class ski facility incorporating over 55 kilometers of exquisitely groomed cross country trails and 19 challenging downhill runs. A European-style chalet, a ski rental shop and a training center are also part of the Giants Ridge complex. Giants Ridge is a United States Ski Association Training Center and hosts several major ski events such as World Cup competitions, Olympic tryouts and the like. It has become a training facility for area high schools and ski clubs. Four high capacity ski lifts service Giants Ridge including double and triple lifts. A vertical drop of 500 feet makes Giants Ridge one of the most popular downhill areas in the midwest. Although Giants Ridge attracts world class competition, it is also designed to accommodate the just-for-fun skiers who bring the family for a weekend of ski fun. Hours are Monday-Friday 10:00 am-9:00 pm. On weekends and holidays Giants Ridge is open 9:00 am-9:00 pm. Newly-constructed villas at the base of Giants Ridge at Wynne Lake add to the lodging availabilities at the ski area, making Giants Ridge a year-round recreation resort area. For free brochure and additional information call (218) 865-4123.

### **Alpine Program**

**Ron Greeley, alpine director.** This department oversees the alpine program including lift operations and the grooming and maintenance of 19 downhill runs at Giants Ridge.

### **Nordic Program**

**Gray Larson, nordic director.** This department oversees the nordic program including the grooming and maintenance of 55 kilometers of cross country trails at Giants Ridge and also coordinates activities at the training center.

### **Special Events**

**John Filander, special events coordinator.** This department coordinates all programming and special events at Giants Ridge. The coordinator is also responsible for the publication of the official newsletter of the ski facility.

*The Giants Ridge News* distributed free of charge to pass holders and ski clientele and to the general public open upon request. The *Giants Ridge News* is also distributed at trade and sport shows. To be included on the mailing list for this publication, contact Giants Ridge, P.O. Box 190, Biwabik, MN or call (218) 865-4143.

### **Marketing and Group Sales**

**Jeff Spolar, marketing and group sales coordinator.** This department is responsible for the advertising and marketing activities of the Giants Ridge Recreation Area, including the development of collateral materials such as posters, flyers and brochures. This department also oversees the group services operations for Giants Ridge.

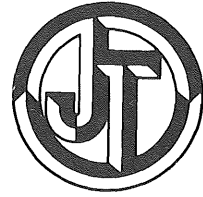
### **Snowmobile Trail Grooming Section (218) 865-4143**

**DeLyle Pankratz, trail coordinator.** This section provides equipment and operators to assist in establishing and maintaining public snowmobile trails which augment and connect with state trail systems. For further information contact Giants Ridge (218) 865-4143.

## Minnesota Department of Jobs and Training

390 N. Robert Street, St. Paul, MN 55101  
R. Jane Brown, commissioner (612) 296-3711

Minnesota Statutes Chapter 129A, 248, 268; *Minnesota Rules* 3300-3499



### Background

The Department of Jobs and Training facilitates economic security by providing programs and services that foster economic independence and self-sufficiency to the unemployed and the underemployed. The goal of the department in the 1990s is to provide a trained, quality workforce in order to position Minnesota to compete effectively in a dynamic world economy, while enabling its citizens to achieve personal development and economic independence.

By eliminating the financial, physical and social barriers faced by unemployed and underemployed people, the department seeks to provide productive employment, economic self-sufficiency and personal independence. It does this by providing a no-fee placement service to employers and unemployed workers throughout the state, by giving temporary income to people who have lost their jobs through no fault of their own, by administering the federal Job Partnership Training Act programs and by overseeing grants for work programs for people receiving public assistance. The department also helps individuals with disabilities overcome vocational barriers and obtain gainful employment in either competitive, supported or sheltered work situations. The department also contracts with Community Action Programs and other community-based organization networks that serve low income Minnesotans to provide Economic Opportunity Programs, Head Start, energy assistance, weatherization, emergency food, emergency and transitional housing and other locally designed anti-poverty programs.

The legislature created the Department of Jobs and Training in 1985 to consolidate the state's job placement and job training programs, and renamed the former Department of Economic Security. That department had been created in 1977 as a merger of the former Departments of Employment Services and Vocational Rehabilitation, the Governor's Manpower Office, and the Economic Opportunity Office, which administered the anti-poverty programs. The Department of Jobs and Training then assumed most of the activities of the former Department of Economic Security and those job programs formerly administered by the Department of Human Services. The department employs 1,949 employees and delivers its services in 104 offices throughout the state, plus a network of program specific grantees. The department administered a budget of \$603,782,360 of state and federal monies, for all programs in 1990.

In 1990, employment totaled 2,288,000, with 2,404,000 being the annual average number in the labor force (those employed and unemployed for that year) resulting in an unemployment rate of 4.8%. The labor force in May, 1991 was 2,467,300. The state unemployment rate is generally below the national average.

### Commissioner's Office (612) 296-3711

Earl Wilson, Deputy Commissioner (612) 296-1821; Heidi Stennes, Chief of Staff (612) 296-3711; Beverly Kontola, Executive Assistant (612) 296-3711; Kim Todd, Administrative Assistant (612) 297-4336.

### Advisory Councils (612) 296-3711

The Governor's Job Training Council (GJTC) is appointed by the governor and advises him on employment and training policies, long range planning strategies regarding Minnesota's workforce, and the delivery of services on a statewide basis. The council consists of individuals from business, community based organizations, labor, local elected officials, state officials and public members. For information on the council call the Division of Community Based Services at (612) 296-3711 or write the department at 390 N. Robert St., St. Paul, MN 55101.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Council for the Blind**, Dept. of Jobs and Training, 1745 University Ave., St. Paul 55104. (612) 642-0508. *Minnesota Statutes 248.10.*

**Appointing Authority:** Commissioner of Jobs and Training. **Compensation:** \$55 per diem plus expenses. The council advises the commissioner on the development of policies, programs and services affecting the blind and visually handicapped; to provide the commissioner with a review of ongoing services. The council consists of nine members of whom five must be blind or visually handicapped. Terms are staggered.

**Minnesota Job Skills Partnership Board**, 150 E. Kellogg, St. Paul 55101. (612) 296-0388. *Minnesota Statutes 116L.02.*

**Appointing Authority:** Governor. **Compensation:** None. The board brings together employers with specific training needs with educational or other non-profit institutions which can design programs to meet those needs. The board shall assist in the development of training programs that train and place workers. The board consists of eight members plus the commissioner of the Department of Jobs and Training and the director of the Technical College System. The chair is appointed by the governor. Terms are staggered.

**Juvenile Justice Advisory Committee**, Dept. of Jobs and Training, 690 American Center Bldg., 150 E. Kellogg Blvd., St. Paul 55101. (612) 296-8601. *Minnesota Statutes 268.29.*

**Appointing Authority:** Governor. **Compensation:** Reimbursed for travel expenses. The committee is the supervisory board for the Department of Jobs and Training with respect to preparation and administration of the state plan and award of grants. The committee consists of fifteen members: must have training, experience, or special knowledge concerning the prevention and treatment of juvenile delinquency or the administration of juvenile justice. At least one-fifth of the membership must be under the age of twenty-four at the time of initial appointment and at least three must have been or will currently be under the jurisdiction of the juvenile justice system. The majority of members, including the chair, must not be full time employees of the federal, state or local governments.

**Consumer Advisory Council on Vocational Rehabilitation**, 390 N. Robert, 5th Floor, St. Paul 55101. (612) 296-1822. *Minnesota Statutes 129A.02.*

**Appointing Authority:** Commissioner of Jobs and Training. **Compensation:** \$55 per diem. The council advises the assistant commissioner of vocational rehabilitation on policy matters relating to vocational rehabilitation services. The council consists of a maximum of thirteen members, the majority shall be persons with a disability, current or former recipients of vocational rehabilitation services or who represent consumer/advocacy groups serving vocational rehabilitation clients. If qualified persons are available, one member is appointed from each of the following: business, labor, education, medicine, and private not for profit rehabilitation industry. Monthly meetings.

**The Advisory Committee for Supported Employment Services (ACSES)** has twenty-four members representing consumers, parents, advocacy organizations, state and local public agencies, service providers and employers who are appointed jointly by the Departments of Jobs and Training, Human Services and Education. ACSES advises the departments on the development of regulations, policies, and practices for supported employment services. For more information call Cathy Carlson (612) 296-0535 or write the Division of Rehabilitation Services, 390 N. Robert St., St. Paul, MN 55101.

**The Operator Management Committee** is an eight member, elected body of licensed blind vendors who actively participate pursuant to federal mandate with State Services for the Blind (SSB) in:

- major administrative and policy and program development decisions affecting overall administration of the state's vending facility program;
- the development and administration of a state system for the transfer and promotion of blind vendors; and
- the development of training and retraining programs for blind vendors.



The committee also sponsors meetings and instructional conferences for blind vendors.

For information call (612) 642-0501 or toll-free 1-800-373-1220, or write State Services for the Blind, 1745 University Ave., St. Paul, MN 55104-3690.

**The Independent Living Council** advises the Rehabilitation Services Division on all aspects of its Independent Living Program. Consumers from across the state representing different disabilities comprise the 15 member council. Members are appointed by the Commissioner of Jobs and Training. For more information call Scott Rostron, (612) 296-5085 or write the Division of Rehabilitation Services, 390 N. Robert St., St. Paul, MN 55101.

**The Job Service Employer Committee:** A local Job Service Employer Committee (JSEC) is a group of employers who meet with local Job Service managers to discuss the operation of the Job Service and to recommend ways of improving service to employers and applicants. It provides a forum for exploring problems as well as a means of enhancing communications and sharing knowledge about programs. The State JSEC is made up of a representative from each local JSEC. The State Committee advises agency administrators on issues of statewide significance. Matters that are determined to be of particular importance may be communicated by the State Chair to the Regional Chair and the Employers' National Job Service Council (ENJSC). At the national level, the ENJSC communicates with appropriate officials of the Department of Labor and Congressional delegates. For more information, contact Jim Henderson, (612) 296-3443, or write the department at 390 N. Robert, St. Paul, MN 55101.

## **JS/UI Division (612) 296-1692**

**Gary Sorensen, assistant commissioner.** This division administers the operation of fifty-one Job Service/ Unemployment Insurance offices throughout the state, as well as the employer unemployment insurance tax collection system.

## **Job Service and Unemployment Insurance Field Operations (612) 296-3627**

**Dean Sullivan, director.** 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 free services aimed at matching qualified applicants with available jobs.

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 disabled, minority groups, migrant workers, youth, older workers and the economically disadvantaged.

Job Service operates a statewide computerized Job Bank System listing all job openings available through local offices. The Job Bank allows matching of applicants to positions for which they are qualified by means of an on-line computer system that instantaneously screens the applicant's background and experience against the duties of job openings.

Through Job Service, services are available to anyone seeking employment information. In 1990, employers listed 66,214 job orders and 63,596 people found jobs through the Job Match system. Another 13,102 were given information and assistance which helped them get jobs. A total of 182,531 people received such help as counseling, testing and referral to special services. Overall, Minnesota Job Service filled 80,797 job openings.

People sometimes lose their jobs through no fault of their own. To assure that they have income to tide them over until they find a new job, the department operates the Unemployment Insurance (UI) program in 41 sites, all co-located with Job Service offices. Unemployed persons must report to the nearest JS/UI office to apply for UI benefits and for work. To receive weekly unemployment payments, claimants must be able to work, available for work, actively seeking work and not be receiving other income such as a pension, holiday pay or earnings which exceeds their weekly benefit amount.



The benefit payments are financed by a payroll tax paid by Minnesota employers. In addition to paying benefits to unemployed workers, the UI program works with the Job Service to assist claimants in their job-seeking efforts with vocational counseling, career change seminars and out-of-the-area job search.

During 1990, the department administered the payment of just over \$362 million in

unemployment benefits. The average weekly payment was \$184, a \$4 increase from the previous year.

### **Job Service Area Offices**

The following area offices are coded for the service each offers; (JS) Job Service; (UI) Unemployment Insurance; and (JT) Job Training. Additional information may be obtained by contacting (612) 297-2178.

### **Greater Minnesota Offices**

**Albert Lea Area Office** (JS/UI) serving Freeborn and Mower counties, 916 S. Broadway, Albert Lea, MN 56007, (507) 373-3951

**Alexandria Area Office** (JS/UI) serving Douglas, Pope and Stevens counties, 418 Third Avenue E., Alexandria, MN 56308, (612) 762-7800

**Austin Area Office** (JS/UI) serving Mower County, 1900 Eighth Ave. N.W., Austin, MN 55912, (507) 433-0555

**Bemidji Area Office** (JS/UI) serving Beltrami, N. Cass, Hubbard, Clearwater and Mahnomon counties, 1819 Bemidji Ave, Bemidji, MN 56601, (218) 755-2936

**Brainerd Area Office** (JS/UI) serving Crow Wing, S. Cass and Todd counties, 1919 S. 6th St., Brainerd, MN 56401, (218) 828-2450

**Cambridge Area Office** (JS) serving Chisago and Isanti counties, Eastside Plaza, Room 100, Cambridge, MN 55008, (612) 689-1931

**Crookston Area Office** (JS/UI) serving Norman, Polk and Red Lake counties, Highway 75 S. & Minnesota Ave., Crookston, MN 56716, (218) 281-3593

**Detroit Lakes Area Office** (JS/UI) serving Becker county, 801 Roosevelt, Detroit Lakes, MN 56501, (218) 847-3136

**Duluth Area Office** (JS/UI) serving Carlton, Lake, Cook and S. St. Louis counties, 320 W. 2nd St., Duluth, MN 55802, (218) 723-4977; Duluth-Miller, 4921 Matterhorn Drive, Duluth, MN 55811, (218) 723-4875. Duluth has offices in Silver Bay on the 2nd Thursday of each month at Mary Mac. School and every Wednesday in Cloquet at the Labor Temple. For information and appointment scheduling, phone (218) 723-4977.

**East Grand Forks Area Office** (JS) serving Polk County, 1616 Central Avenue N.E., E. Grand Forks, MN 56721, (218) 773-9841

**Fairmont Area Office** (JS/UI/JT) serving Martin and Faribault counties, 923 N. State St., Fairmont, MN 56031, (507) 235-5518

**Faribault Area Office** (JS/UI) serving part of Goodhue, Rice and Steele counties, Faribo Town Square, Faribault, MN 55021, (507) 332-3220

**Fergus Falls Area Office** (JS/UI) serving Otter Tail, Wilkin, Grant and Traverse counties, 125 W. Lincoln, Fergus Falls, MN 56538, (218) 739-7560

**Grand Rapids Area Office** (JS/UI) serving Aitkin and Itasca counties, 403 13th St. S.E., Grand Rapids, MN 55744, (218) 327-4480

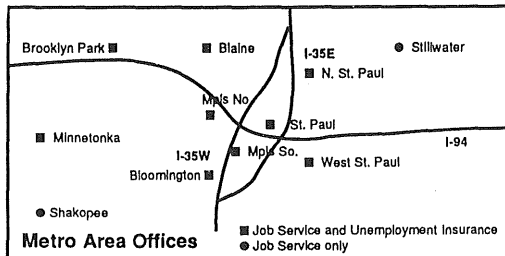
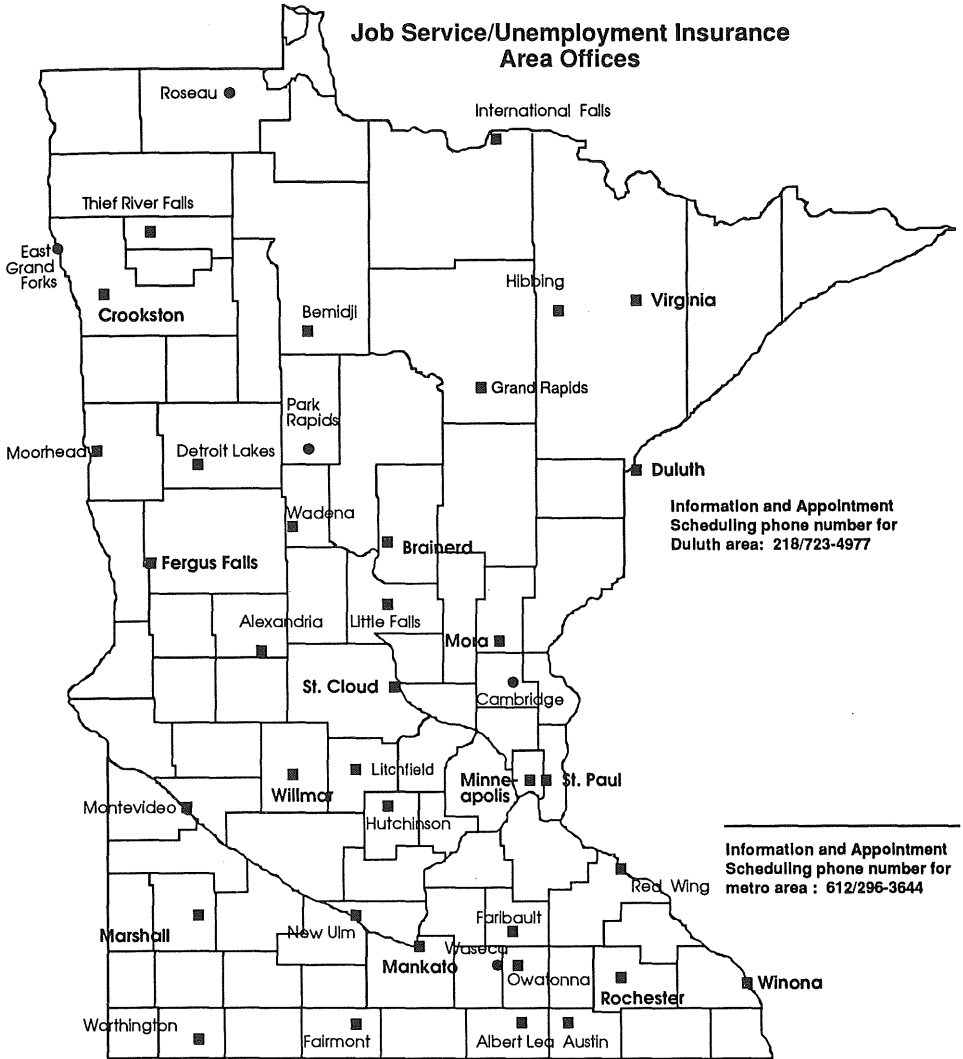
**Hibbing Area Office** (JS/UI) serving West Central St. Louis and Itasca counties, 37th St. & Highway 169, Hibbing, MN 55746 (218) 262-6777

**Hutchinson Area Office** (JS/UI) serving McLeod and Renville counties, 2 Century Avenue, Hutchinson, MN 55350, (612) 587-4740

**International Falls Area Office** (JS/UI) serving Koochiching and Lake of the Woods counties, 407 4th St., International Falls, MN 56649, (218) 283-9427

**Litchfield Area Office** (JS/UI) serving Meeker county, 329 E. Highway 12, Litchfield, MN 55355, (612) 693-2859

### Job Service/Unemployment Insurance Area Offices



## 258 / Jobs and Training Department

**Little Falls Area Office (JS/UI)** serving Morrison and South Todd counties, 211 1st St. S.E., Little Falls, MN 56345, (612) 632-5427

**Mankato Area Office (JS/UI/JT)** serving Blue Earth, Waseca, LeSueur and Nicollet counties, 1650 Madison Avenue, Mankato, MN 56002, (507) 389-6723

**Marshall Area Office (JS/UI)** serving Lyon, Lincoln, Redwood and Pipestone counties, 1210 E. College Drive, Marshall, MN 56258, (507) 537-6236

**Montevideo Area Office (JS/UI)** serving Big Stone, Chippewa, Lac Qui Parle, Swift and Yellow Medicine counties, 125 First St., Montevideo, MN 56265, (612) 269-8819

**Moorhead Area Office (JS/UI)** serving Clay and Becker counties, 810 Fourth Avenue S., Moorhead, MN 56560, (218) 236-2191

**Mora Area Office (JS/UI)** serving Kanabec, Isanti, Pine, Mille Lacs and Chisago counties, 130 S. Park St., Mora, MN 55051, (612) 679-3611

**New Ulm Area Office (JS/UI/JT)** serving Brown, Sibley and Watonwan counties, 1200 S. Broadway, New Ulm, MN 56073, (507) 354-3138

**Owatonna Area Office (JS/UI)** serving Steele county, 204 E. Pearl St., Owatonna, MN 55060, (507) 455-5850

**Park Rapids Area Office (JS)** serving Beltrami, Clearwater, North Cass, Hubbard and Mahnomen counties, 601 E. First St., Park Rapids, MN 56470, (218) 732-3396

**Red Wing Area Office (JS/UI)** serving Goodhue and part of Wabasha county, 139 Tyler Road, Red Wing, MN 55066, (612) 388-3526

**Rochester Area Office (JS/UI)** serving Olmstead, Dodge and Fillmore counties, 1200 S. Broadway, Rochester, MN 55903, (507) 285-7315

**Roseau Area Office (JS/JT)** serving Roseau county, 300 S.W. 6th St., Roseau, MN 56751, (218) 463-2233

**St. Cloud Area Office (JS/UI)** serving Stearns, Benton, Sherburne and Wright counties, 111 Lincoln Ave. S.E., St. Cloud, MN 56302, (612) 255-3266; St. Cloud-Miller, 3335 W. St. Germain, St. Cloud, MN 56302, (612) 255-2016

**Thief River Falls Area Office (JS/UI/JT)** serving Pennington, Kittson and Marshall counties, 318 N. Knight Avenue, Thief River Falls, MN 56701, (218) 681-1100

**Virginia Area Office (JS/UI)** serving northern and east central St. Louis County, 820 N. 9th St., #200, Virginia, MN 55792, (218) 749-3123

**Wadena Area Office (JS/UI)** serving Wadena County, 311 Jefferson St. North, Wadena, MN 56482, (218) 631-3240

**Waseca Area Office (JS)** serving Waseca County, 215 N. State St., Waseca, MN 56093, (507) 835-5502

**Willmar Area Office (JS/UI)** serving Kandiyohi, McLeod, Meeker and Renville counties, 2015 S. First St., Willmar, MN 56201, (612) 231-5174

**Winona Area Office (JS/UI/JT)** serving Winona, Houston, Wabasha and N.E. Fillmore counties, 52 E. 5th St., Winona, MN 55987, (507) 457-5460

**Worthington Area Office (JS/UI)** serving Nobles, Rock, Murray, Cottonwood and Jackson counties, 511 10th St., Worthington, MN 56187, (507) 376-3116

### **Metro Area Offices:**

For Automated Metro Area Information and Appointment Scheduling phone (612) 296-3644.

**Blaine Area Office (JS/UI)** serving Anoka County, 1201 - 89th Avenue NE, Suite 230, Blaine, MN 55434, (612) 785-6450

**Bloomington Area Office (JS/UI)** serving part of Hennepin and Scott counties, 9401 James Avenue, Suite 185, Bloomington, MN 55431, (612) 341-7511

**Brooklyn Park Area Office (JS/UI)** serving northwest Hennepin County, 7100 Northland Circle, Brooklyn Park, MN 55428, (612) 341-7168

**Minneapolis Area Office (JS/UI)** serving North Minneapolis, 1200 Plymouth Avenue N., Minneapolis, MN 55411, (612) 520-3500

**Minneapolis Area Office (JS/UI)** serving South Minneapolis, 3125 E. Lake St., Minneapolis, MN 55406, (612) 728-2600

**Minnetonka Area Office (JS/UI)** serving part of Hennepin, Carver and Scott counties, 6121 Baker Road, Suite 111, Minnetonka, MN 55345, (612) 341-7163

**North St. Paul Area Office (JS/UI)** serving Ramsey and Washington counties, 2098 E. 11th St., North St. Paul, MN 55109, (612) 779-5666

**St. Paul Area Office (JS/UI)** serving St. Paul, 2455 W. University, St. Paul, MN 55114, (612) 642-0363

**St. Paul/Martin Luther King Office (JS)** serving central St. Paul, 270 Kent St., St. Paul, MN 55102, (612) 224-4601

**Shakopee Area Office (JS)** serving Scott County, 205 S. Lewis, Shakopee, MN 55379, (612) 496-4160

**Stillwater Area Office (JS)** serving Washington County, 14900 61st St. N., Stillwater, MN 55082, (612) 297-2440

**West St. Paul Area Office (JS/UI)** serving Dakota and part of Washington counties, 60 E. Marie, West St. Paul, MN 55118, (612) 296-6008

## **Unemployment Insurance Benefits (612) 296-3642**

**Terry Clark, director.** This section administers all benefit activities associated with UI and special claims payments and programs. It provides UI technical information and assistance to field office staff, and monitors and evaluates service delivery.

## **Appellate Office (612) 296-6175**

**Sam Fried, director:** This office 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 and employer tax rate and liability matters. Cases are heard by an impartial referee who conducts a hearing and decides the case by applying the law to the facts in the record.

## **Commissioner's Representatives (612) 296-8788**

**Philip Franklin, director.** The Commissioner's Representatives hear appeal of decisions of the appeals referee (Appellate Office) of cases tried under the Unemployment Insurance Programs. 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 also may be appealed to the Court of Appeals.

## **Tax Accounting (612) 296-3736**

This office administers all activities relating to unemployment tax activities and benefit payment control. It 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 office at 390 N. Robert, St. Paul, MN 55101.

## **Veterans Employment and Training Service (612) 296-3665**

**Michael Graham, state director for veterans' employment.** This office is headed by a representative of the U.S. Department of Labor who provides advice on all matters relating to the employment of veterans. The representative evaluates the services provided veterans, helps area office veterans' employment representatives improve these services and advises the Commissioner of the Department of Jobs and Training about veterans affairs.

The office of Veterans Reemployment Rights administers Chapter 43 Title 38 USC issues pertaining to reemployment and hiring service persons to include guards persons and reservists. This office is administered by VETS (612) 297-1186.

## **Job Service Automated Programs (612) 296-3600**

**Tom Weber, manager.** The unit collects and enters into a computer all data related to placement and services provided by the Job Service. It also houses the control center for the Statewide Job Bank System and controls Job Order information for the Twin Cities metropolitan area. Employers may place orders for job applicants by calling the Job Bank at (612) 296-8400 or the nearest Job Service office, or by faxing the order to (612) 296-3488.

### **Program Services (612) 296-1194**

**Charles Routhe, manager.** This unit provides program design, training, technical assistance and support to the statewide network of Job Service Area Offices and develops strategies and procedures to assure optimum use of programs to match workers to jobs. Emphasis is given to counseling, testing, group intake and service to special applicant groups. The unit also provides direction for a number of programs operated under contract with the U.S. Department of Labor. They are:

- **The Targeted Jobs Credit Program (TJTC)** which gives federal tax credit to employers who hire persons in targeted groups such as the disadvantaged, Vietnam-era veterans, the disabled, youth, veterans, those in cooperative school programs, ex-felons, AFDC and GA recipients.
- **The Trade Adjustment Assistance Program (TAA)** which provides specialized employment assistance in job seeking and relocation for those people who are unemployed as a result of foreign imports.
- **The Alien Certification Program** duplication processing which is conducted for the U.S. Department of Labor screens job offers submitted by employers seeking certification for admission of alien workers into this country.
- **The Monitor/Advocate** which provides support for programs relating to migrant and seasonal farm workers including specialized job placement services and interstate recruitment for migrants. The program coordinates departmental activity with other agencies, public and private, involved with migrant programs.

### **Division of Community Based Services (612) 296-3711**

**Janice Heiling, assistant commissioner.** The Division of Community Based Services administers programs established by federal and state legislation. Services are delivered through local service deliverers that provide training, assessment, support services and anti-poverty programs that aid Minnesota's citizens.

Services delivered cover a wide spectrum throughout the state. Whether it be four year olds in a Head Start program or older-adults in need of employment services, the Division of Community Based Services in partnership with local deliverers, is committed to assisting those in need as they reach for personal development and economic independence.

### **Youth Programs (612) 297-4335**

- **Minnesota Youth Program** – This program provides job training and education throughout the year for young people, ages 14-21. Its purpose is to strengthen skills in basic subjects and encourage high school completion or enrollment in alternative school programs. Jobs are used as incentives for staying in school and to introduce participants to the working world.
- **Summer Youth Employment and Training Program** – This summer program also serves youth between the ages of 14-21 and is federally funded. The program focuses on work experiences and mentoring to increase the basic skill levels of young people.
- **Youth Intervention Program** – This program attempts to prevent crimes committed by youth. By resolving some of the personal, family, school and chemical abuse problems that youth face, the program has shown significant success throughout the state. Services provided include advocacy, education, counseling and referral services for both young people and their families.
- **Juvenile Justice Program** – This state program seeks to prevent delinquency by working with young people who have a criminal record. The program, through the advice of an Advisory Committee, makes grant awards that provide alternatives to the use of adult jails for juveniles. The Committee also advises the Minnesota Legislature on juvenile justice matters.

### **Work and Training Programs (612) 297-1374**

- **Work Readiness** – The departments of Human Service and Jobs and Training have formed a strong alliance in the delivery of this program. Under the auspices of county

social service offices, this program is designed to give individuals whose personal resources are at or below general assistance eligibility the opportunity to obtain employability skills. Participants are required to attend training in job search programs, appropriate job referrals, and can be reimbursed for job-related expenses and other appropriate support services. Registrants receive assistance in an amount equal to a monthly general assistance grant for a maximum of five months in a 12 month period if certain conditions are met.

- **Food Stamp Employment & Training Program** – Administered jointly with the Department of Human Services, this is a program in which some food stamp recipients must participate. Their skills are assessed and a plan to help them find work or obtain other appropriate training services is developed.
- **STRIDE (Success Through Reaching Individual Development & Employment)** – This is a welfare program alternative jointly administered in partnership with the Department of Human Services. Case managers work with targeted caretakers who are likely to remain on Aid To Families with Dependent Children for an extended period of time. The clients are eligible for counseling, assessment, training, education and special support services. Strategies are then designed and implemented to give them a hand off the system and into productive employment opportunities. STRIDE also provides employment and training block grants which fund mandatory orientation and classroom training geared to local Service Delivery Areas. The funds are targeted to Minnesota citizens from youth to older adults that have significant barriers to employment. An extensive case management system is partnered with services designed to assist individuals in their quest for employment in the workforce.

**Dislocated Worker Program (612) 297-2056** – This unit is responsible for administration of both state and federal funds targeted to those individuals who have lost employment through no fault of their own and do not have transferrable market skills. The program uses a multi-level approach to address the services necessary to assist individuals in their pursuit of re-employment. Services often include assessment and counseling, on-the-job training, classroom training, support services, job-seeking skills and job placement assistance.

### **Job Training Partnership Act Programs (612) 297-4574**

- **Opportunities Industrialization Centers** – These five centers provide comprehensive job training and placement services to people who are economically disadvantaged, unemployed or underemployed. These centers provide instruction in basic academic skills and vocational training.
- **Senior Community Service Employment Program** – This program places participants who are at least age 55 and economically disadvantaged in minimum wage jobs in the public sector, including schools, hospitals, parks and social service agencies. Besides placement into jobs, participants receive an annual physical examination, job-related counseling and training.
- **Older Worker Training Program** – This program prepares and places eligible low income people 55 years of age and older in private sector employment. Projects are funded through a request for proposal process.
- **Veterans Employment and Training Program** – This program helps train and employ veterans with disabilities, Vietnam-era veterans and veterans who recently left the service.
- **Job Training Partnership Act – Title II** – This program administers federal dollars to local Service Delivery Areas. The funds are targeted to Minnesota citizens from youth to older adults that have significant barriers to employment. An extensive case management system is partnered with services designed to assist individuals in their quest for employment in the workforce.

### **Self-Sufficiency Programs (612) 296-1459**

These programs are funded under *Minnesota Statute* 268.52-54, Community Action Agencies, which seek to assist low-income Minnesota residents, including the elderly poor, to achieve increased self-sufficiency and greater participation in the affairs of the

community by providing services and programs not sufficiently provided in the community by any publicly-funded governmental unit or agency. The Department of Jobs and Training is the grantee of record for Community Action Agencies.

- **Community Services Block Grant & Minnesota Economic Opportunity Grant Programs** – These state and federal programs provide approximately \$10 million to 41 organizations including community action agencies, Minnesota Migrant Council and Indian Reservation governments in the state. These agencies work with families and individuals to identify, design and implement solutions to the causes and effects of poverty. Services provided are locally designed based on assessed needs.
- **Head Start Program** – Head Start is a comprehensive child and family development program for three to five year old low-income children and their families. Services provided include social services, parent involvement, cognitive and social skill development, diagnostic and educational services to children with disabilities, health, nutrition and transportation. The program is designed to help economically disadvantaged preschool children, with their families, achieve their full potential. Through this program, economically disadvantaged children develop a positive self-concept, giving them a chance to start school with the confidence and skills of more fortunate children.
- **Displaced Homemaker Program** – This program serves people who have spent a number of years caring for their families, but because of death, divorce, separation, disability of spouse, or loss of public assistance, must seek employment. The program provides participants with pre-employment services such as workshops on employment trends, discussion groups on barriers to employment, and personal and career counseling. The program is designed to assist displaced homemakers in their career choices, developing confidence to enter the workforce again and in identifying existing skills.
- **Emergency Housing Program** – There are three programs that address the growing problem of homelessness in Minnesota: the state funded Transitional Housing Program, the federal Emergency Shelter Grant Program and the federal Emergency Community Services Homeless Program. They provide funds to initiate, maintain or expand programs providing housing and support services for persons in need of temporary housing.
- **The Transitional Housing Program** funds 27 agencies for transitional housing and support services to the homeless.
- **The Emergency Shelter Grant Program** provides funds for shelters and essential services for homeless people. The program is funded through the Stewart B. McKinney Homeless Assistance Act.
- **The Emergency Community Services Homeless Program** funds community action agencies to provide comprehensive services to homeless people, including long term services to help them make the transition out of poverty and assistance in obtaining social and income support services.
- **Emergency Food Assistance Program** – This program distributes United States Department of Agriculture (USDA) surplus commodities. It supplements the food supply of low-income and unemployed people by distributing food products through local agencies. The state allocates USDA-supplied commodities to local agencies under contract. Distribution is based on the incidence of poverty and unemployment in the geographic area, experienced demand for food, the contracting agency's ability to accept, store and distribute the commodities and availability of commodities to be distributed. The state contracts for central warehousing of the commodities and for the trucking of these commodities to approximately 90 destinations statewide.

## Energy Programs (612) 296-4658

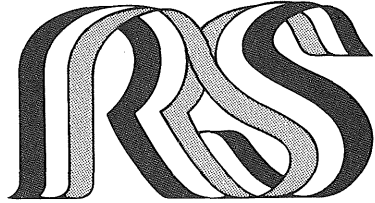
- **Energy Assistance Program** – The Energy Assistance Program is a combination of federal and state dollars. The program is designed to assist low-income households with their home heating energy payments by reducing energy consumption and costs. This is a program that provides for equitable distribution of energy assistance without eliminating responsibility for households to pay 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.



- **Weatherization Assistance Program** – This program reduces the impact of high fuel costs on low income households by cutting energy consumption and is jointly funded by federal and state resources. It is also operated with financial resources from the Oil Overcharge fund. The program provides energy audits for dwellings of eligible homeowners and renters to determine the need for corrective conservation measures and also provides labor to complete the improvements.

## Rehabilitation Services Division (612) 296-1822

**Mary Shortall, assistant commissioner.** The Rehabilitation Services Division (RS) administers four major programs providing services which increase employment opportunities and promote greater independence for people with physical or mental disabilities.



The Division was established as a state program in 1919 and since that time, more than 125,000 Minnesotans with vocational handicaps have become employed. Funding for basic rehabilitation services is provided through a state/federal program.

Rehabilitation Services has its administrative offices at 390 N. Robert St., St. Paul, MN 55101, (612) 296-5616. Field offices provide services statewide. The following programs are administered by this division.

### Vocational Rehabilitation Field Services (612) 296-9154

This office is responsible for the direct delivery of the full range of vocational rehabilitation services to eligible clients on a statewide basis. Services are provided by 165 vocational rehabilitation counselors in 45 field offices located throughout the state. Vocational Rehabilitation services include counseling, guidance, vocational evaluation and diagnosis, medical evaluation, vocational training, job placement and follow-up. There is no charge to the client for basic services such as counseling, guidance and job placement. Approximately 11,500 persons apply for services each year and approximately 3,600 become employed as a result of services received.

### Vocational Rehabilitation Field Offices

The state is divided into five service delivery areas. Within each area, there are DRS field offices housing counselors and support staff necessary to provide service to clients.

#### Central Area

**Cambridge Field Office** serving Chisago, Isanti, and Kanabec counties, 1565 East Highway 95, Suite D, Cambridge, MN 55008, (612) 689-3250 (TDD)

**Hutchinson Field Office** serving McLeod county, 1115 Highway 7 West, Hutchinson, MN 55350, (612) 587-5070 (TDD)

**Marshall Field Office** serving Lincoln, Lyon, Murray, Redwood and Yellow Medicine counties, 1210 East College Drive, Marshall, MN 56258, (507) 537-7280 (Voice/TDY)

**Monticello Field Office** serving Sherburne and Wright counties, 305 Cedar Street, Monticello, MN 55362, (612) 295-5894

**St. Cloud Field Office** serving Benton, Mille Lacs and Stearns counties, 54 28th Avenue North, St. Cloud, MN 56301, (612) 255-2224 (Voice/TDD)

**Stillwater Cooperative Vocational Rehabilitation Program**, Minnesota Correctional Facility-Stillwater, Box 55, Stillwater, MN 55082, (612) 779-2770, Ext. 2671

**Willmar Field Office** serving Big Stone, Chippewa, Kandiyohi, Lac Qui Parle, Swift and Renville counties, 2015 S. 1st Street, Willmar, MN 56201, (612) 231-5175 (TDD)

**Worthington Field Office** serving Cottonwood, Jackson, Pipestone, Rock and Nobles counties, 923 5th Avenue, Worthington, MN 56187, (507) 374-1408 (TDD)

## West Metropolitan Area

Serving Hennepin, Scott and Carver counties

**Minneapolis Downtown Field Office**, Suite 20, Century Plaza, 1111 3rd Avenue S., Minneapolis, MN 55404, (612) 341-7117 (Voice/TDD)

**Minneapolis Southwest Field Office**, 3201 W. 69th St., Minneapolis, MN 55435, (612) 341-7150 (Voice/TDD)

**Minneapolis Northeast Field Office**, 392 Labor Centre Building, 312 Central Avenue SE, Minneapolis, MN 55414, (612) 341-7130 (Voice/TDD)

**Minneapolis Northwest Field Office**, Suite 214, 3300 County Road #10, Minneapolis, MN 55429, (612) 341-7140 (Voice/TDD)

**Shakopee Field Office**, 205 S. Lewis Street, Shakopee, MN 55379, (612) 496-4166

## East Metro Area

Serving Ramsey, Dakota and Washington counties:

**East Metro Area Office**, Yankee Square Office Building, Number 3, Suite 105, 3460 Washington Drive, Eagan, MN 55122, (612) 296-9362 (Voice/TDD)

**Anoka County Field Office** serving Anoka County, Suite 220, 1201 – 89th Ave. N.E., Blaine, MN 55434, (612) 785-3360

**Metro Square Field Office**, 245 E. 6th St., Suite 813, St. Paul, MN 55101, (612) 296-6786 (Voice/TDD)

**Roseville Field Office**, Suite 101, Roseridge Office Bldg., 1611 W. County Road B, Roseville, MN 55113, (612) 296-9380

**South East Metro Field Office**, Twin Oaks Office Plaza, 5972 Cahill Avenue E., Suite 101, Inver Grove Heights, MN 55075, (612) 297-2623

**White Bear Field Office**, Lincoln Square Center, 3134 Century Avenue North, White Bear Lake, MN 55110, (612) 296-9350

## Northern Area

**Alexandria Field Office** serving Douglas County and the schools of Alexandria, Brandon, Evansville, Glenwood, Osakis, Sauk Centre and Villard, 302 S. Kenwood St., Alexandria, MN 56308, (612) 762-7809

**Bemidji Field Office** serving Beltrami, Clearwater and Mahnommen counties, 1819 Bemidji Avenue, Bemidji, MN 56601, (218) 755-3980 (Voice/TDD)

**Brainerd Field Office** serving Morrison, Wadena, Cass, Todd, Crow Wing and Ottertail counties, 1927 S. 6th St., Brainerd, MN 56401, (218) 828-2530 (Voice/TDD)

**Crookston Field Office** serving Polk, Norman and Red Lake Counties, Hillview Offices, Highway #75 & Minnesota Street, Crookston, MN 56716, (218) 281-1946

**Duluth Field Office** serving Lake, Cook and Southern St. Louis counties, Suite 611, Government Services Center, 320 W. Second St., Duluth, MN 55802, (218) 723-4698, (218) 723-4725 (Voice/TDD)

**Fergus Falls Field Office** serving Becker, Grant, Ottertail, Pope, Stevens, Traverse, and Wilkin counties, and schools in Ashby, Battle Creek, Breckenridge, Campbell-Tintah, Elbow Lake, Fergus Falls, Pelican Rapids, Rothsay, Underwood and Douglas, Lincoln Centre, Suite 11, 125 W. Lincoln Avenue, Fergus Falls, MN 56537, (218) 739-7565 (Voice/TDD)

**Grand Rapids Field Office**, 401 11th St. S.E. Grand Rapids, MN 55744, (218) 327-4485 (TDD)

**Hibbing Field Office** serving Northern St. Louis County, Mesabi Regional Medical Center, Suite 101, 750 E. 34th St., Hibbing, MN 55746, (218) 262-6780

**International Falls Field Office** serving Koochiching and Lake of the Woods counties, 407 4th Street, International Falls, MN 55649, (218) 283-3436

**Little Falls Field Office** serving schools in Morrison, 211 S.E. 1st Street, Lindberg Square, Little Falls, MN 56345, (612) 632-5310

**Moorhead Field Office** serving Clay county and schools in Barnesville, Hawley, Ulen Hitterdahl, Dilworth, Moorhead and Glyndon-Felton, 810 4th Avenue S., 2nd Floor, Townsite Centre, Moorhead, MN 56560, (218) 236-2206

**Moose Lake Cooperative Vocational Rehabilitation Program** serving Carlton and Pine counties, 1000 Lakeshore Drive, Moose Lake, MN 55767, (218) 485-4411, Ext. 348

**Park Rapids Field Office** serving Hubbard and the upper half of Cass County, 601 E. First St., Park Rapids, MN 56470, (218) 732-9761

**Roseau Field Office** serving Kittson, Roseau and the east half of Marshall counties, Highway 11 West, Roseau, MN 56751, (218) 463-2075

**Staples Field Office** serving schools of Perham, Wadena, Motley, Eagle Bend, New York Mills, Parkers Prairie, Bertha-Hewitt, Sebeka, Henning, Menahga, Pillager, Staples, Verndale, Clarissa and Deer Creek, Staples High School, Staples, MN 56479, (218) 894-2459

**Thief River Falls Field Office** serving Goodridge county and schools of Thief River Falls and Pennington, Thief River Falls AVTI, Highway 1 East, Thief River Falls, MN 56701, (218) 681-7598

**Virginia Field Office** serving Northern St. Louis county, 820 N. 9th St., Suite 100, Virginia, MN 55792, (218) 741-5855 (Voice/TDD)

**Wadena Field Office** serving Todd and Wadena counties, 311 Jefferson Street North, Wadena, MN 56482, (218) 631-2069

### **Southern Area**

**Austin Field Office** serving Mower county, 101 14th St. N.W., Austin, MN 55912, (507) 433-0570

**Fairmont Field Office** serving Martin and Faribault counties, 923 N. State St., Fairmont, MN 56031 (507) 235-5518

**Faribault Field Office** serving Rice, Freeborn, Steele and Dodge counties, Faribo Town Square, 201 S. Lyndale, S-2, Faribault, MN 55021, (507) 332-3330 (TDD)

**Mankato Field Office** serving Blue Earth, Waseca, Sibley, Brown and Watonwan counties, 1650 Madison Avenue, Suite #104, Mankato, MN 56001, (507) 389-6511

**Red Wing Field Office** serving Goodhue county, 139 S. Tyler Road, Red Wing, MN 55066, (612) 388-7811

**Rochester Field Office** serving Wabasha, Fillmore, and Olmsted counties, 1200 S. Broadway, Room 142, Rochester, MN 55904, (507) 285-7293 (Voice/TDD)

**St. Peter Cooperative Vocational Rehabilitation Program**, 100 Freeman Drive, St. Peter, MN 56082, (507) 931-7179

**Winona Field Office** serving Houston and Winona counties, 220 Center St., Winona, MN 55987, (507) 457-5483

### **Projects with Industry**

Projects with Industry (PWI) staff work closely with local Business Advisory Councils to help rural students with disabilities find jobs in their communities after leaving school. When this federal grant program, originally intended for corporations or private nonprofit service providers, was expanded to include state vocational rehabilitation agencies, RS submitted one of the first proposals and received a grant to establish a Project with Industry in Mankato, Grand Rapids/Cloquet, and Cambridge. This federal grant award was doubled effective October 1, 1991, permitting expansion of PWI services to Brainerd, Monticello and Faribault. For more information call the local Vocational Rehabilitation Field Office, or write the Division of Rehabilitation Services, 390 N. Robert St., St. Paul, MN 55101.

### **Supported Employment**

Supported employment is a relatively new service and employment outcome. Individuals with severe disabilities are provided the ongoing support services they need to hold competitive jobs in integrated settings in the community. It is anticipated that support services will always be needed by the individual and those services are provided by job coaches at the work site. Initial funding is provided by the Vocational Rehabilitation program and ongoing funding is usually provided through the Extended Employment Program or through the counties. For more information call the local Vocational Rehabilitation Field Office, or write the Division of Rehabilitation Services, 390 N. Robert St., St. Paul, MN 55101.

### **Rehabilitation Technology**

Rehabilitation technology uses compensatory strategies and adaptive equipment to increase, improve or maintain the capabilities of persons with disabilities to live and work independently. The Vocational Rehabilitation program can fund or help to find other funding for assistive devices that increase the chance of employment for a person with a disability. The Independent Living program may purchase, loan or assist individuals to secure necessary rehabilitation technology. For more information call the local Vocational Rehabilitation Field Office, a local Center for Independent Living or write the Division of Rehabilitation Services, 390 N. Robert St., St. Paul, MN 55101.

### **Independent Living Services (612) 296-5085**

This is a two-part program that helps people with severe disabilities live more independently and participate in community activities and, when possible, enter vocational rehabilitation. In Part A of the program, counselors in local RS field offices purchase or provide needed services. Part B is a grant program that provides funding to seven regional Centers for Independent Living located in East Grand Forks, Hibbing, Mankato, Marshall, Rochester, St. Cloud and the Twin Cities.

### **Extended Employment (612) 296-5628**

This program makes grants to 32 rehabilitation facilities around the state. The grants assist the facilities in making employment opportunities available for persons with severe disabilities who need support to work in their communities or within rehabilitation facilities.

### **Disability Determination Services (612) 296-2574**

This program determines whether persons applying for Social Security Disability Insurance and Supplemental Security Income qualify for benefits. The criteria used in this process are determined by the Social Security Administration.

## **State Services for the Blind and Visually Handicapped (612) 642-0508**

**Rick Hokanson, assistant commissioner.** The State Services for the Blind and Visually Handicapped Program seeks to facilitate the achievement of vocational and personal independence of children and adults who are blind or visually handicapped through a wide array of services and counseling.



### **Career and Independent Living Services (612) 642-0506**

**William Kazee, director.** Direct rehabilitation services are available to people of all ages who are blind or visually handicapped (including those who have additional physical and/or mental impairments) when their loss of vision causes a handicap to vocational, educational or personal independence. Distinct service programs include vocational rehabilitation, child rehabilitation, independent living for multiply handicapped and elderly and self care for the elderly. Services include counseling and adjustment to blindness which facilitate consumer growth and development, instruction in alternative techniques including braille and travel training for independence, vocational training and job placement for economic self-sufficiency, the newly established State Services for the Blind Resource Center for Assistive Technology (which provides access to and training on adaptive equipment) and a partnership with the private-sector employer committee which helps consumers get needed work and internship experiences.

Services to blind children and their parents include parent counseling, training for parents and children in skills needed to ensure proper growth and development and help in getting the right educational opportunities.

The agency has developed a special direct service program to meet the unique rehabilitation needs of persons who are deaf and blind. Service 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 referral to educational and care facilities. For the adult deaf-blind, vocational rehabilitation services and self-care and independent living services are provided.

### **Business Enterprises Program (BEP) (612) (642-0501)**

**Charles Hamilton, director.** The BEP creates employment opportunities for blind persons receiving vocational rehabilitation services by establishing lunch rooms, vendeterias or vending machine routes in federal, state, public and private buildings. The office offers training in operating a small business so that the blind person can function as an independent subcontractor. For information, contact the director at 1745 University Avenue West, St. Paul, MN 55104-3690.

### **Center for Independent Living (CIL) (612) 642-0863**

**Linda Lingen, coordinator.** The goal of the CIL 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 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 clients' unique needs. For more information call this office at (612) 642-0863.

### **Communication Center (612) 642-0502**

**Jerry Olerud, director.** The Communication 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 that prevents reading normal newsprint or whose illness is terminal, may apply by phone, 642-0502 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 6,000 book titles recorded at 3 3/4 ips (open reel) or 15/16 ips (cassette). Eligible individuals also may 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, by law, is not available to the general public.

Eligible college students, or schools in Minnesota in which eligible students are enrolled, may call the center and request instructions for obtaining transcribed materials. The center will also search nationwide to acquire books needed on audio tape or in **Braille** not available in the center's library. By request, the Communication Center prepares master transcriptions onto tape or in Braille of books not available in the center's library.

Eligible persons or schools in Minnesota requesting this service will need to send the printed 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.

**Dial in News** is a subscription service that is provided to people who are blind, as well as others who can not read the newspapers because of a disability. Users of the service call in and with a touch tone phone indicate which paper they want to read and also which type of article or section of the newspaper they want to read. They are able to read as many articles and sections that they wish.

The Friends of the Communication Center, a nonprofit corporation, was organized to raise money for purchasing equipment and pay for program development for the Communication Center.

The center is supported by public and private funds and the donated time of 500 volunteers.

### **Client/Staff Support (612) 642-0511**

**Julie Talbott, director.** Client/Staff Support provides financial, management information, office and administrative services to the programs, as well as operates "The Store," an outlet for adaptive aids and devices, such as canes, talking clocks and calculators, and adaptive cooking and sewing aids. This group also manages the distribution of client rehabilitation aids and devices; client payments; client equipment purchases; certification of legal blindness for homestead, tax benefits and other purposes; and Council and Employer Task Force support.

## **State Services for the Blind and Visually Handicapped Regional/District Offices**

### **Metro Region (612) 642-0506**

1745 University Avenue W., St. Paul, MN 55104-3690, (612) 642-0506, serving Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott and Washington counties

### **Center for Independent Living 612/642-0863**

1745 University Avenue West, St. Paul, MN 55104-3690

### **North Region (218) 723-4600**

**Duluth Regional Office** – 320 W. Second St., Room 111, Duluth, MN 55802, (218) 723-4600, serving Aitkin, Carlton, Cook, Itasca, Kanabec, Koochiching, Lake, Pine and St. Louis counties.

**Hibbing District Office** – 750 E. 34th St., Hibbing, MN 55746, (218) 262-6754, serving St. Louis and Itasca counties

**Brainerd District Office** – 1919 S. Sixth St., Brainerd, MN 56401, (218) 828-2490, serving Becker, Beltrami, Cass, Crow Wing, Hubbard, Morrison and Wadena counties

**Moorhead District Office** – Townsite Centre, 810 Fourth Avenue S., 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 (612) 255-2254**

**St. Cloud Regional Office** – 810 St. Germain, Room 310, St. Cloud, MN 56301, (612) 255-2254, serving Benton, Big Stone, Douglas, Grant, Kandiyohi, Meeker, Mille Lacs, Pope, Sherburne, Stearns, Stevens, Swift, Todd and Wright counties

**Mankato District Office** – 1650 Madison Avenue, Mankato, MN 56001-5444, (507) 389-6324, serving Blue Earth, Brown, Freeborn, Le Sueur, McLeod, Martin, Nicollet, Renville, Sibley, Steele, Waseca and Watonwan counties

**Marshall District Office** – Suite #700, 1210 E. College Drive, Marshall, MN 56258, (507) 537-7114, serving Chippewa, Cottonwood, Jackson, Lac qui Parle, Lincoln, Lyon, Murray, Nobles, Pipestone, Redwood, Rock, and Yellow Medicine counties

**Rochester District Office** – 717 Third Avenue S.E., Rochester, MN 55904-7397, (507) 285-7282, serving Dodge, Faribault, Fillmore, Goodhue, Houston, Mower, Olmsted, Rice, Wabasha, and Winona counties

## **Program Support Services (612) 296-3711**

**Earl Wilson, deputy commissioner.** Overall department administrative support is under the authority of the Deputy Commissioner in order to facilitate prompt response service to programs.

### **Personnel & Labor Relations (612) 296-4811**

**Charles Seefeldt, director.** This office handles personnel administration, oversees administration of various labor agreements, and coordinates human services planning and the employee appraisal system. It represents the department in negotiating the various bargaining agreements and serves as the department's insurance representative. The office is the department's liaison with the state's Employee Assistance Program. This office provides no services directly to the public.

### **Fiscal Management (612) 296-3965**

**John Stavros, director.** The office's Financial Services section provides budgeting, contract and subgrant encumbrance, invoice payment, payroll and financial reporting. The Administrative Services section provides purchasing, leasing, building management, warehousing, inventory control, forms and records management, mail handling, duplicating and travel coordination. This office provides no services directly to the public.

### **Research & Statistics (612) 296-6545**

**Med Chottepanda, director.** The office conducts economic and employment related studies and surveys for the State of Minnesota, the U.S. Department of Labor and for other

divisions within the department. It also monitors department activity, produces and disseminates labor market information to various users and develops special studies for the executive and legislative branches of state and local government. (Requests for information should be addressed to the director's office at 390 N. Robert St., St. Paul, MN 55101.) The "Directory of Labor Market Information," which is free of charge, lists the names and telephone numbers of persons who are responsible for specific data. A copy may be obtained by contacting the address above.

### **Data Processing (612) 296-6582**

**John Wirig, director.** The office provides data processing services, including the development and programming of computerized systems and the operation of the department's computer center. It also operates a statewide telecommunications network, enabling access to information needed for area office delivery of client services. This office provides no services directly to the public.

### **Management Planning (612) 297-4680**

**Ken Niemi, director.** This office facilitates department-wide planning and evaluation efforts. The analysis division provides internal consultative services including analytical and technical assistance, technical writing and support, and policy and procedural development. The planning division develops strategic and information systems and planning policies. This office provides no services directly to the public.

### **Consumer and Employee Affairs (612) 297-4051**

**Ron Threatt, director.** This office provides specialized administrative support by developing and managing specific programs to address consumer affairs, applicants, private sector business employers, vendors and other state agencies or government entities, department employee's interests, and public relations. It also serves as the Departmental point of contact for issues of ethics, employee training and affirmative action, thereby heightening the visibility of these important functions.

## Department of Labor and Industry

443 Lafayette Road, St. Paul, MN 55155

**John Lennes, commissioner; Gary Bastian, deputy commissioner (612) 296-2342**

*Minnesota Statutes, chapter 175-178, 181-184, and 326; Minnesota Rules 5200-5499*

The overall goal of the Department of Labor and Industry is to provide prompt, efficient delivery of services designed to protect our state's workforce with minimal economic regulatory burden to affected employers.

The major areas of responsibility of the Department of Labor and Industry include: Workers' Compensation Administration, Occupational Safety and Health Enforcement and Consultation, Apprenticeship Registration and Program Development, Labor Standards Enforcement, Boiler and High Pressure Piping Code Enforcement and Licensing and elevator inspections. It is the responsibility of the Department of Labor and Industry to ensure widespread compliance with state laws for the protection of all Minnesota workers. The Internal Operations Division provides administrative support to the Department's line functions.

### Background

The Department of Labor and Industry was created in 1967 by the Minnesota legislature to replace the former "Industrial Commission."

The Industrial Commission had been composed of three full-time commissioners, one of whom was the operational head of the commission. In 1967, the three commissioners became the Workers' Compensation Commission, now known as the Workers' Compensation Court of Appeals.

The new department assumed the Industrial Commission's responsibilities under the leadership of one commissioner appointed by the governor. These responsibilities included: Accident Prevention (now Minnesota OSHA), Boiler Inspection and Steamfitting Standards (now Code Administration and Inspection Services), Fee Employment Agencies and the Division of Women and Children (now Labor Standards Division), Apprenticeship, and Workmen's Compensation (now Workers' Compensation Division).

### Workers' Compensation Division (612) 296-6490

**Leo Eide, assistant commissioner.** Workers' compensation law requires employers to provide compensation to employees who have a work-related injury or disease. Current Minnesota law is meant to provide partial wage replacement, payment of medical and rehabilitation costs, and payment for permanent partial disability resulting from the injury. In the case of death, workers' compensation benefits are paid to the employee's dependents.

The Minnesota Workers' Compensation Law was designed to standardize the benefit structure, reduce litigation and encourage early rehabilitation intervention, good employee/employer relationships and return-to-work programs.

The Department's Workers' Compensation Division administers Minnesota's workers' compensation law. Division units maintain all records necessary to monitor the handling of workers' claims; audit claims to ensure compliance with the law; provide legal and judicial assistance; monitor rehabilitation and medical services; resolve workers' compensation disputes both informally and formally; and provide for a number of special types of workers' compensation benefits.

### Workers' Compensation Assistance and Compliance (612) 296-2432

**Dwight Davis, director.** This unit: 1) informs and advises parties of their rights and responsibilities under the workers' compensation law; 2) provides technical assistance to all parties involved in the workers' compensation system; and 3) monitors claims for compliance and imposes penalties where required by law.

### Workers' Compensation Administrative Operations (612) 297-3177

**Cynthia Thompson, director.** The Records unit maintains all workers' compensation division claims files, and makes them available to authorized individuals. The Docket section



processes all workers' compensation litigation, i.e., claim petitions, appeals, petitions and objections to discontinuance, motions, etc., and maintains litigation statistics.

### **Dispute Resolution (612) 297-2684**

**Jane Luger, director.** This office attempts to resolve disputes without the need for litigation. One method is mediation. Participation in mediation is voluntary and the mediation sessions are confidential. If mediation is inappropriate or unsuccessful, professionals from this section may intervene in the case or issue an order, possibly as a result of an informal administrative conference with the disputing parties. A third method is referral of the dispute to a settlement judge to negotiate an agreement or issue an order. The judges encourage settlements and issue and review department orders for settlements. All orders from this office can be appealed.

### **Rehabilitation and Medical Affairs (612) 296-8213**

**David Sherwood-Gabrielson, director.** This office is responsible for policy and rulemaking activities governing the delivery of rehabilitation and medical services to injured workers. The office registers rehabilitation providers, investigates complaints against rehabilitation providers and health care providers, promulgates the Minnesota Medical Fee Schedule and permanent partial disability schedule, and provides educational seminars to rehabilitation and health care providers.

### **Special Compensation Fund (612) 296-2117**

The Special Compensation Fund pays workers' compensation benefits to injured employees whose employers carried no insurance. The unit also registers people with permanent impairments so that if they are injured on the job, and the injury is related to the impairment, the insurer can apply for reimbursement from the second injury fund. The unit reimburses insurers and self-insurers for benefits paid under the second injury and supplemental benefit provisions of the law. The unit also enforces Minnesota's law which requires all employers to carry workers' compensation insurance. The unit provides, upon request, insurance coverage verification on any employer in the state.

### **Workers' Compensation Information**

For more information or assistance call: **Twin Cities Area-Workers' Compensation Specialists**, (612) 296-2432; **Duluth**-(218) 723-4670, Government Services Center, 320 West Second Street, Duluth, Minnesota; **Outside Twin Cities but within Minnesota-Workers' Compensation Hot Line** 1-800-652-9747.

### **Publications**

**Brochures** are available which explain the **workers' compensation law** and are specifically geared to **employers, employees, union officials, and health care and rehabilitation providers.** Department studies are also available and include a comprehensive study on workers' compensation, "**Report to the Legislature on Workers' Compensation in Minnesota,**" medical and rehabilitation studies, safety studies, logger industry studies, and *Compact*, a newsletter for workers' compensation specialists.

*The Workers' Compensation Handbook*, which contains the Minnesota Workers' Compensation Law and related rules, is available from Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Call (612) 297-3000 for current price and availability of handbook.

### **Seminars on Workers' Compensation**

From time to time, the Minnesota Department of Labor and Industry and the Insurance Division of the Minnesota Department of Commerce sponsor seminars and programs for employers on controlling workers' compensation costs. For more information about workers' compensation seminars, contact the Department of Labor and Industry's Research and Education Division at (612) 297-4595, or call 1-800-652-9747 and ask for the Workers' Compensation Hot Line.

## Advisory Groups

### Workers' Compensation Advisory Council

The make-up of the Workers' Compensation Advisory Council is constituted to reflect the views of the principals in the system: the employees who are served by the system and the employers who must fund it. Their charge is to examine the entire workers' compensation system specifically in the areas of benefits paid, the adjudicatory and dispute resolution process, medical and health care issues, rehabilitation issues, insurance coverage and administration, and to recommend a change in law or procedures. Every two years the Council is to report its findings to the governor and the legislature. The Council meets once a month.

### Workers' Compensation Administrative Task Force

This task force, composed of 15 members appointed by the commissioner, advises the commissioner on workers' compensation law and its impact on the insurance industry. It meets monthly.

### Medical Services Review Board

The board is comprised of 13 members appointed by the commissioner. The board advises the commissioner on the adoption of rules governing medical services for injured workers, recommends schedule of payments for disabilities and apportionment, assists the commissioner with public education efforts, and may discipline health care providers who violate statutes or rules governing medical services for injured workers.

### Rehabilitation Review Panel

This panel is comprised of 13 members appointed by the commissioner. The panel reviews appeals to the decisions of the commissioner regarding the discipline of rehabilitation providers and denials of registration for rehabilitation providers. Additionally, the panel studies rehabilitation services, develops and recommends rehabilitation rules, and assists with public education efforts.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Apprenticeship Advisory Council**, Dept. of Labor and Industry, Division of Apprenticeship, 443 Lafayette Rd., St. Paul 55155-4303. (612) 296-2371. *Minnesota Statutes 178.02*.

**Appointing Authority:** Commissioner of Labor and Industry. **Compensation:** \$55 per diem plus expenses. The council proposes occupational classifications and minimum standards for apprenticeship programs and agreements, and advises the commissioner. The council includes three representatives of employer organizations, three representatives of employee organizations, and two public members. A designee of the State Board of Technical Colleges in charge of trade and industrial education, is an ex-officio member. Quarterly meetings.

**Code Enforcement Advisory Council**, Dept. of Labor and Industry, Regulation & Enforcement Asst. Comm., 443 Lafayette Rd., St. Paul 55155-4308. (612) 296-5433. *Minnesota Statutes 175.008*.

**Appointing Authority:** Commissioner of Labor and Industry. **Compensation:** \$55 per diem plus expenses. The council advises the commissioner on matters pertaining to boiler and high pressure steampiping standards. The council consists of eleven members who are users or who are involved in the boiler and high pressure steampiping industry and trades.

**Medical Services Review Board**, Dept. of Labor and Industry, Rehabilitation & Medical Affairs, 443 Lafayette Rd., St. Paul 55155. (612) 296-8213. *Minnesota Statutes 176.103*.

**Appointing Authority:** Commissioner of Labor and Industry. **Compensation:** \$55 per diem plus expenses. The board advises on medical matters relating to workers compensation and hears appeals under Chapter 14. Members include two chiropractic members, one hospital administration member, six physician members, one employee member, one employer member, and one public member plus eight alternates. The commissioner or his designee serves as an ex-officio member. Members must file with the Ethical Practices Board.

**Occupational Safety and Health Advisory Council**, Dept. of Labor and Industry, Regulation & Enforcement Asst. Comm., 443 Lafayette Rd., St. Paul 55155-4308. (612) 296-5433. *Minnesota Statutes 182.656.*

**Appointing Authority:** Commissioner of Labor and Industry. **Compensation:** \$55 per diem plus expenses. The council advises the Dept. of Labor and Industry on administration of the state Occupational Safety and Health Act. The council consists of twelve members including three management representatives; three labor representatives; three representatives of occupational safety and health professions, and three public members. Meetings at the call of the chair.

**Occupational Safety and Health Review Board**, Labor & Industry Bldg., 443 Lafayette Rd., St. Paul 55101. (612) 296-8946. *Minnesota Statutes 182.664.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board reviews cases involving OSHA citations and proposed penalties. The board consists of three members including one representing labor, one representing management, and one public member. Meetings at the call of the chair. Members must file with the Ethical Practices Board.

**Rehabilitation Review Panel**, Subdivision 3. Dept. of Labor and Industry, 443 Lafayette Rd., St. Paul 55101. (612) 296-8213. *Minnesota Statutes 176.102.*

**Appointing Authority:** Commissioner of Labor and Industry. **Compensation:** \$55 per diem and reimbursed for expenses. The panel advises on rehabilitation matters relating to workers compensation and hears appeals under Chapter 14. Members include two representatives each from employers, insurers, rehabilitation and medicine, one representative of chiropractors, four representing labor plus three alternates. The commissioner of Labor and Industry, or designee, is an ex-officio member. Members must file with the Ethical Practices Board.

**State Fund Mutual Insurance Company**, 900 Wilson Ridge, 7500 Flying Cloud Drive, Eden Prairie 55344-3758. (612) 944-3260. *Minnesota Statutes 176A.02.*

**Appointing Authority:** Governor. **Compensation:** \$1000 annual, \$250 per meeting plus expenses. The board has control and management of the fund created as a non-profit independent public corporation to insure employers against liability for personal injuries to employees. The board of directors consists of nine members including the commissioner of the Department of Labor and Industry and the manager (president) of the fund who shall be ex-officio members. The governor shall appoint every other director until the governor has made four appointments. Three members must be elected by policyholders of the Mutual Insurance Company. Quarterly meetings.

**Advisory Council on Workers' Compensation**, Dept. of Labor and Industry, 443 Lafayette Rd., St. Paul 55155. (612) 296-6889. *Minnesota Statutes 175.007.*

**Appointing Authority:** Commissioner of Labor and Industry. **Compensation:** \$55 per diem plus expenses. The council studies workers' compensation law and its administration and recommends changes where appropriate. Members include five representatives of employers, five representatives of employees, five non-voting public members and two recipients of workers' compensation benefits under Chapter 176 and the chairs of the Rehabilitation Review Panel and the Medical Services Review Board. Monthly meetings. The council is not subject to Section 15.059, subdivision 5.

## Current Minnesota Workers' Compensation Law

### What employer groups are required to carry Workers' Compensation insurance?

Generally all employers are required to have workers' compensation insurance and display the name of their insurer in a visible place. Certain types of employers are exempt from carrying workers' compensation insurance, including some small family farms and family businesses, and some independent contractors who have no employees.

### What employee groups are covered under Workers' Compensation?

The Minnesota Workers' Compensation Law requires that the following workers, among others, be covered by workers' compensation insurance:

- Employees of profit-making organizations, such as corporations, partnerships and individual proprietorships.
- Employees of charitable organizations.
- Employees of state, county and local governmental agencies.
- Most farm workers.

### **What injuries and diseases are covered?**

Workers' compensation insurance covers injuries and diseases that arise out of and in the course and scope of employment. A work-related injury or disease is a physical condition that is either caused, aggravated, precipitated or accelerated by the work or the work environment. Covered injuries can occur at the workplace or outside the workplace if the employee has been sent out on an assignment or is in transit between different work sites.

### **What should the employer/insurer do when an employee is injured?**

When an employee is injured, it is the employer's responsibility-not the employee's-to complete a First Report of Injury form. This form must be sent to the employer's insurance company as soon as possible but no later than 10 days after the injury with whatever facts are available. The employer can forward additional information to the insurer at a later date.

The insurance company in turn must send the report to the Department of Labor and Industry no later than 14 days after the injury. Reports not filed within that time are subject to a fine by the department. This penalty will be reflected back to the employer as a loss if the employer is responsible for the delay. Self-insured employers have 14 days in which to file the report.

It is important for the employer to file the report promptly – within 24 hours, if possible – so the insurance company will have adequate time to investigate the claim. If the work-related injury is serious or results in a fatality, the employer must notify the OSHA Compliance Unit at the Department of Labor and Industry by telephone at (612) 296-2116 within 48 hours, in addition to filing the First Report of Injury form.

Completing a First Report of Injury form does not mean the employer is accepting liability for the injury. The insurance company will pay on the claim only after it has been investigated and determined that it is compensable.

### **Responsibility to refer to rehabilitation**

Insurers are required to refer an injured employee for a rehabilitation consultation within five days after 60 work days of lost time have elapsed except for back injuries when the consultation must be referred within five days after 30 work days have been lost. This early intervention is designed to reduce the amount of lost time and quickly return the injured worker to suitable, gainful employment.

### **Responsibility to return an employee to work**

The law strongly encourages employers to bring their injured workers back to work once they have recovered. If the employee is not able to do his or her old job because of medical restrictions, an employer can modify the job requirements. If the employee has a qualified rehabilitation consultant, the employer should work with the consultant on the modification.

A suitable job offer is the offer of a job that is within the injured employee's medical restrictions and that returns the employee as close as possible to the economic status he or she enjoyed before the injury. Economic status includes not only wages but fringe benefits and opportunities for promotion and/or advancement.

Any job, even a job with another employer, can qualify as a suitable job if it meets the tests of medical appropriateness and economic status.

Employers do not need to make a suitable job offer to an employee at the time of injury, but it must be made no later than 90 days after the employee reaches Maximum Medical Improvement (MMI), which is the point at which no further significant improvement or recovery from the injury can reasonably be expected.

Employers do not need to wait the 90 days after MMI to offer their employees a suitable job. Many workers are ready to go back to work before that time. The best rehabilitation for an injured worker often is to return to a suitable job as soon as he or she is medically able to handle it, even if he or she has not yet reached MMI.

### Buying Workers' Compensation insurance

There are several hundred licensed insurance agents who sell workers' compensation insurance in Minnesota. Minnesota's workers' compensation insurance is sold through "open competition," which means insurance companies establish rates and compete for business. All workers' compensation policies provide coverage mandated by law, therefore, only the price varies, and shopping for insurance can save money. Other factors to consider in choosing a carrier are claims servicing, safety counseling, and the carrier's reputation.

Other options are available in buying workers' compensation insurance. For example, some large employers or groups of employers "self-insure," which allows them to manage their workers' compensation claims and contain their costs.

Occasionally, an employer is unable to obtain workers' compensation insurance in the voluntary market because the business is too small to justify the expense of selling and servicing the account or because of the nature of the risk involved in the business. In this case, an employer would buy Assigned Risk Insurance. Additional information about this type of plan can be obtained from insurance agents.

### Reducing Workers' Compensation costs

Workers' compensation insurance costs are based largely on an employer's "employee rate classification" which is determined by the nature of each business and the type of work employees do. However, an employer's own "experience rating" can contribute positively or negatively to a final cost.

The employer can take an active role in lowering workers' compensation costs by:

- Implementing safety programs that emphasize the proper use of hazardous equipment and materials.
- Developing wellness programs that incorporate physical fitness and health education.
- Providing employee education on proper lifting techniques and appropriate body mechanics.
- Initiating return-to-work policies that include temporary modified-duty assignments.
- Contacting the OSHA Consultation Unit of the Department of Labor and Industry, which provides a free, nonenforcement service to assist private-sector employers in their voluntary efforts to improve workplace safety and health. For more information, call the OSHA Consultation Division at (612) 297-2393.

An employer's insurance company or agent can help the employer learn more about accident prevention, safety and health programs and return-to-work programs.

### Workplace Services Division (612) 296-6529

**Nancy Christensen, assistant commissioner.** The Workplace Services Division consists of the following units: Occupational Safety and Health Administration (OSHA) Compliance, OSHA Consultation Services, Labor Standards, Code Administration and Inspection Services and Apprenticeship.

### Occupational Safety and Health Administration (OSHA) Compliance (612) 296-2116

**Peter Clark, director.** The Occupational Safety and Health Division of the Minnesota Department of Labor and Industry administers the Minnesota Occupational Safety and Health Act of 1973. The express legislative purpose of this Act is to assure safe and healthful working conditions for Minnesota's employees.

The Minnesota Occupational Safety and Health Rules adopt, by reference, the federal Occupational Safety and Health Standards and apply to all places of employment in the state except those under the exclusive jurisdiction of the federal government. In addition, Minnesota has adopted some "localized" standards that apply to hazards not covered by the federal OSHA standards.

All places of employment are subject to inspection to ascertain compliance with published Minnesota Occupational Safety and Health Standards. Inspections are scheduled

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following the guidelines of an administrative inspection scheduling plan approved by the federal Occupational Safety and Health Administration and in accordance with established priorities. These priorities are: (1) imminent danger conditions; (2) catastrophes/fatalities/serious injuries; (3) employee complaints; (4) targeted industry inspections and (5) follow-up inspections. When violations are found, citations are issued specifying abatement dates for all violations. A monetary penalty may also be assessed.

### **Employee Rights and Responsibilities**

Although the sole responsibility for compliance with the law rests with the employer, employees are obliged to comply with OSHA standards and regulations which are applicable to their own actions and conduct. Employees cannot be cited or fined for noncompliance; however, employers may set up their own disciplinary procedures for employees who violate standards or regulations. Employee rights include, but are not limited to, the following:

- Employees have the right to request an OSHA inspection by filing a written complaint with the Minnesota Occupational Safety and Health Division describing the hazardous conditions that exist at the work facility. The complaint must be filed by a current employee and must be signed.
- Employees may participate in standards development activities.
- Employees must be notified of a variance request filed by their employer' employees may petition for a hearing on the variance request.
- Employees may participate in the opening and/or closing conference held prior to or during an OSHA inspection; employees who exercise this right must be paid their usual wage.
- Employees may not be discharged or discriminated against for exercising any rights afforded them under the Minnesota OSHA Act.

### **Employer Rights and Responsibilities**

An employer's rights and responsibilities under the act include, but are not limited to, the following:

- An employer must ensure that the workplace is free from recognized hazards that cause or are likely to cause death or serious injury.
- Employers can participate in the development, revision or revocation of OSHA standards by commenting on proposed standards, participating in hearings concerning standards, or by requesting the development of a new standard.
- An employer may request a variance from the requirements of a particular OSHA standard when the employer is unable to meet the mandates of that standard and wishes to use alternative means of compliance.
- Employers are entitled to protection of trade secrets or other legally privileged communications.
- Employers must post the Occupational Safety and Health Protection on the Job poster in their places of employment. Posters may be obtained by calling (612) 296-4893.
- Employers must provide employees all necessary protective equipment required by OSHA standards at no cost to the employees.
- When an employer receives a citation and/or proposed monetary penalty following an OSHA inspection, the employer may request an informal conference with an OSHA Area Supervisor to discuss the citation. The employer may also contest the citation or penalty before an Administrative Law Judge. Any decision of the Administrative Law Judge or final orders of the Commissioner may be appealed to the Occupational Safety and Health Review Board. The Review Board is a quasi-judicial board composed of three members appointed by the governor with the advice and consent of the Senate. The Review Board may affirm, modify or reverse any decisions of Administrative Law Judges or final orders of the Commissioner.
- Employers must maintain a log of injuries and illnesses as prescribed in the Minnesota OSHA Rules and must post an annual summary of those injuries. The OSHA 200 Form, which is used for this purpose, includes information and instructions for completing the

form and is available by calling (612) 296-4893. This injury and illness information must also be made available to an OSHA investigator should an inspection be conducted at the place of employment.

### **“A Workplace Accident and Injury Reduction” Act (AWAIR)**

The 1990 Minnesota legislature passed the AWAIR Act as an amendment to the Minnesota statutes governing occupational safety and health. The AWAIR Act requires the Department of Labor and Industry to adopt a list of Standard Industrial Classifications of employers who must comply with the Act. Generally, these employers are in high-hazard industries. Covered employers are required to: (1) develop a written plan describing how the goals of an effective safety and health program will be met; (2) assign responsibility to managers, supervisors and employees for safety and health; (3) identify, analyze and control workplace hazards; (4) communicate the program to affected employees; (5) oversee accident investigation and corrective actions; and (6) enforce the safety and health program objectives. *“An Employer’s Guide to Implementing the AWAIR Act”* is available from any of the OSHA offices listed below.

### **“Employee Right-to-Know” Act**

The 1983 Minnesota legislature passed the “Employee Right-to-Know” Act as part of the Minnesota statutes governing occupational safety and health. The act requires employers to evaluate their workplaces for the presence of hazardous substances, harmful physical agents and infectious agents and to train employees about these hazards.

Written information on hazardous substances, harmful physical agents or infectious agents must be readily accessible to employees or their representatives. Labeling requirements for containers of hazardous substances and equipment or work areas that generate harmful physical agents must also be available. Exceptions for certain technically qualified individuals are defined in the standard. Special provisions have also been adopted for certain farming operations and waste service employers regulated by the federal Resource Conservation and Recovery Act.

The Employee Right-to-Know Standard, adopted on March 5, 1984, includes lists of hazardous substances, harmful physical agents and infectious agents. The standard also provides guidelines governing employer training programs and requirements for documentation and maintenance of training records.

A copy of the Employee Right-to-Know Standard, which is included in the Minnesota Department of Labor and Industry Occupational Safety and Health Rules, may be obtained by contacting Minnesota’s Bookstore, 117 University Avenue, St. Paul, MN 55155, telephone (612) 297-3000. Questions concerning the Employee Right-to-Know Act may be directed to one of the Occupational Safety and Health Division offices listed below.

### **OSHA Area Offices**

Anyone wishing more information on the OSHA standards or OSHA operating procedures, should contact one of the following OSHA offices:

- **Brainerd**, 218 Government Services Center, 1601 Minnesota Drive, Brainerd, MN 56401, (218) 828-2455
- **Duluth**, 108 Government Services Center, 320 West Second Street, Duluth, MN 55802, (218) 723-4678
- **Mankato**, Government Center, 110 Nichols Office Center, 410 Jackson Street, Mankato, MN 56001, (507) 389-6501
- **Twin Cities**, Department of Labor and Industry, 443 Lafayette Road, St. Paul, MN 55101, (612) 296-2116

### **OSHA Consultation Division**

**James Collins, director.**

### **Private Sector Consultation Services (612) 297-2393**

Free assistance is available to help private sector employers, especially those in small, high-hazard industries, improve their safety and health record, lower accident costs and reduce OSHA citations and penalties. This service is confidential; an employer’s request

will not result in an OSHA inspection. Consultants will help employers recognize hazards, make recommendations for solving problems and suggest other sources of help that may be available. The visit by a consultant is scheduled for a mutually agreeable time and is followed by a report giving the consultant's recommendations. The employer is obligated to correct any serious hazards noted.

### **Public Sector Consultation (612) 297-2393**

The consultation activity provides free on-site consultation services to public employers. Public employer consultations are for safety purposes only. Consultation personnel will take the following steps: confirm, with a signature, the employer's understanding and acceptance of the obligation to correct serious hazards within an agreed-upon time period; perform the consultation for the entire site, or a piece of machinery, or a specific work operation as requested by the employer; present the employer with a written report of the findings of the consultation; and require the employer to file a corrective action report to document the abatement of any serious hazards found during the consultation.

Requests for consultations are logged, case files are prepared and closed upon abatement of serious hazards.

## **Boards**

### **Occupational Safety and Health Advisory Council (612) 296-6529**

A 12-member Occupational Safety and Health Advisory Council is appointed by the commissioner of Labor and Industry. The council, which meets quarterly, is comprised of three members from labor, three representing management, three from the safety professional field and three from the general public. The purpose of the council is to advise and bring public matters regarding occupational safety and health to the attention of the commissioner and assistant commissioner.

### **Occupational Safety and Health Review Board (612) 297-3467**

This three-member board, appointed by the governor, reviews decisions of Administrative Law Judges regarding 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 must notify the commissioner within 20 calendar days of receipt of the citation.

### **Labor Standards Division (612) 296-2282**

**Don Jackman, director.** The unit advises and enforces compliance with state laws relating to employment standards: minimum wage, overtime, wage claims, child labor, fee employment agencies and search firms, and 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 Unit. The Labor Standards Unit addresses groups to instruct and explain the provisions of the laws relating to the unit's activities, but requests reimbursement for expenses. The unit provides brochures and information about each of these state laws. Persons with questions are invited to call or write for these materials.

### **Current Laws governing:**

- **Fee employment agencies.** A license for counselors and managers is issued after successful completion of a one-hour exam. Fees are charged for the exam and license. A \$250 license fee is charged annually to fee employment agencies. **Search firms** are not licensed but must register with the state and meet certain requirements. A \$250 registration fee is charged annually for the period from August 1 to July 31, but search firm personnel and owners are not required to take a test or have individual licenses. Application for licenses for fee employment agencies and registration for search firms requires an investigation and submission of references. Spot checks are made during the year.
- **Child labor:** Employment of minors under 14 is prohibited, with very few exceptions. Employment of minors under 16 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 16 before 7:00a.m. and after 9:00p.m. is prohibited. Proof of age for each minor employee must be kept



on file by the employer. **Special exemption permits** may be granted by the commissioner of the Department of Labor and Industry. Applications for such exemptions may be obtained from the Labor Standards Unit.

- **Minimum wage, overtime and wage claims:** The minimum wage in Minnesota is \$4.25 per hour for persons employed by large firms (those whose gross volume of sales made or business done is not less than \$362,500 per year) and \$4.00 per hour for persons employed by small firms (annual gross volume of sales made or business done of less than \$362,500). Credit can be applied toward the minimum wage for lodging and meals. Overtime wages of one and a half 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 jobs.

The Minnesota Fair Labor Standards Act provides for a subminimum wage for handicapped workers when a permit is obtained from the Labor Standards Division of the Minnesota Department of Labor and Industry.

- **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.
- **Prevailing wage:** The unit determines wage rates that must be paid on state funded construction projects. These rates are determined by conducting surveys of wage rates paid for similar work in the area where the project is being built. The unit, upon complaint, can examine payroll records to assure compliance. Copies of wage rates for each project are available from the Division for a copying charge of 50 cents per page. For further information contact the Division of Labor Standards, 443 Lafayette Road, St. Paul, MN 55155-4306. Phone (612) 296-6452 or 1-800-657-3655.

- **Whistleblowing: Protection of Employees Who Report Violations of Law:**

Under legislation enacted in 1987, a Minnesota employer cannot discharge, discipline, threaten, otherwise discriminate against or penalize an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because the employee:

- or a person acting on behalf of an employee, in good faith, reports a violation or suspected violation of any federal or state law or rule adopted pursuant to law to an employer or to any government body or law enforcement official;
- is requested by a public body or office to participate in an investigation, hearing or inquiry; or
- refuses an employer's order to perform an action that the employee has an objective basis in fact to believe violates any state or federal law or rule or regulation adopted pursuant to law, and the employee informs the employer that the activity is being refused for that reason.

The law further allows the employee to request the truthful reason for termination and prohibits the employee from making false statements or disclosures.

Employers must notify employees of their rights under this law by posting the summary which is on the Minnesota Minimum Wage poster.

## Parenting Leave

- **To Request Leave:** an employer must employ 21 or more employees at at least one site; an employee must work 20 hours or more per week and must have been employed by the employer for at least 12 months. Parenting leave must be given upon request of the employee with the employee given at least six weeks unpaid leave of absence and the leave may not begin more than six weeks after birth or adoption. Health insurance coverage must be continued by the employer, but the employer is not required to pay the cost of the insurance.
- **Sick or Injured Child Care Leave:** an employee may use personal sick benefits for absence to care for the employee's sick or injured child on the same terms the employee is able to use sick leave benefits for the employee's own illness.
- **Reinstatement:** The employee who returns from leave must be given a position of comparable duties, number of hours and pay; the employee taking a leave longer than one month must notify the supervisor of return at least two weeks prior to return; if layoff of employee's position should occur during leave of absence, the employee is not entitled to comparable position, but the employee retains all rights under a recall system. The employee returning from leave of absence must be given same rate of pay plus increases that occurred during the leave;

the employee must be given all accrued pre-leave benefits and seniority; the employee may return to employment after leave period as part-time, provided employer agrees. Paid parental or disability leave, except accrued sick leave, may be included in the leave of absence.

- **School Conference Leave:** Employers with one or more employees must grant an employee leave up to a total of 16 hours to attend school conferences or classroom activities related to the employee's child, provided the conferences or classroom activities cannot be scheduled during nonwork hours. The leave need not be paid except the employee may use accrued paid vacation or other appropriate paid leave.

Persons injured by a violation of above sections may bring civil action against their employer. An employer may not retaliate against an employee for requesting parenting leave.

**Information:** Posters stating laws on Minimum Wage and Mandatory Retirement and brochures explaining laws on Child Labor, Overtime, Minimum Wage, Records and Payments, and Agricultural Employment are available from the Labor Standards office. Make direct inquiries to (612) 296-2282 at the office of Labor Standards, 443 Lafayette Road, St. Paul, MN 55155.

### **Apprenticeship (612) 296-2371**

**Patrick Rolfer, acting director.** This unit is the official registration agency for apprenticeship and on-the-job training programs in the state of Minnesota. It is also the federally recognized approval agency for the U. S. Department of Labor, Bureau of Apprenticeship and Training.

The unit develops, reviews, registers, and inspects apprenticeship programs in agreement with sponsors to assure compliance with Minnesota Statutes and the Minnesota Plan for Equal Employment Opportunity and Apprenticeship. The unit approves all veterans' apprenticeship and on-the-job training programs which meet the requirements of U.S. code. For information or a free booklet that provides assistance in setting up apprenticeships, contact the unit.

- **Apprenticeship Advisory Council.** This council, composed of eight members appointed by the commissioner proposes occupational classification for apprenticeship programs, proposes minimum standards for apprenticeship programs and agreements, and advises the commissioner on policies and procedures affecting the apprenticeship programs. Meetings are held quarterly and are open to the public.

### **Code Administration and Inspection Services (612) 296-4531**

**B. James Berg, director.** Code Administration and Inspection Services is responsible for the safety of the public and employees through the inspection of boilers, pressure vessels, boats for hire, high pressure piping systems, ammonia piping systems, elevators, escalators, vertical and inclined accessibility devices for those with mobility impairments, moving walks, and related people and material handling systems. The unit is also responsible for assuring that boiler operators, piping system installers and contractors, and elevator contractors are competent and qualified.

The mission of the unit is to assure safety and owner economic stability through inspection of equipment and installations under the jurisdiction of the unit and through licensure of competent and qualified contractors, installers and operators by:

1. annual inspection of boilers and boats for hire, and biannual inspection of pressure vessels (air tanks) and antique farm steam engines (hobby boilers);
2. examination and licensure of qualified applicants for boiler operation;
3. inspection of new and altered high pressure piping systems, district heating systems and ammonia refrigeration and process piping systems;
4. examination and licensure of qualified applicants for high pressure piping contractors and installers;
5. inspection of elevators, escalators, dumbwaiters, special purpose personnel hoists, vertical and inclined accessibility devices for those with mobility impairments, moving walks, and related vertical people and material handling systems;
6. certification of qualified contractors engaged in the installation of elevators, escalators, dumbwaiters, special purpose personnel hoists, vertical and inclined accessibility devices for those with mobility impairments, moving walks, and related vertical people and material handling systems;

7. investigation of accidents and safety complaints related to equipment and installations under the jurisdiction of the unit;

8. investigation and discipline, as necessary, of those in violation of laws and codes under the jurisdiction of the unit;

9. provision of interpretations of the applicability of laws and codes to particular issues related to unit safety areas; and

10. presentations to interested clientele regarding safety and code administration through seminars and meetings with employers and labor and employer organizations.

Municipal inspection is allowed for high pressure piping and elevators. St. Paul and Minneapolis currently do their own inspection in both areas. There are boiler inspection offices in St. Paul, Alexandria, Austin, Duluth, Marshall and St. Cloud. High pressure piping and elevator inspections are directed from the St. Paul office.

Code Enforcement is required to generate fee revenues sufficient to cover costs of operation including direct and indirect overhead charges. Support staff maintain all inspection and licensing records, resolve constituent billing and licensure concerns, and maintain appropriate accounting and audit records.

### **Internal Operations/Legal Services Division**

**Gary Bastian, deputy commissioner/general counsel.** This division provides overall internal policy and administrative support for the department as well as providing assistance to the commissioner in proposing, evaluating, and drafting legislation affecting the department.

#### **Legal Services (612) 296-8184**

This unit provides legal assistance to department staff and to employers, employees, insurers, attorneys, and others concerning legal issues under the authority of the department. The attorneys defend contested workers' compensation penalties issued by the department, provide legal review of certain administrative orders, promulgate administrative rules, and provide legal opinions on Regulation and Code Enforcement and Workers' Compensation matters.

#### **General Support Division (612) 296-2342**

This division provides overall general support services for each unit at the Department of labor and Industry. Its activities consist of Research and Education, Human Resources, Accounting, and Information Management Services.

#### **Research and Education (612) 297-3163**

**Lisa Thornquist, director.** This unit conducts ongoing research on various aspects of Minnesota's workers' compensation system and Code Workplace Services issues. The Research and Education unit utilizes the results of its research to prepare seminars and brochures tailored to the specific needs of the regulated industries and the general employee and employer community in the state.

#### **Human Resources (612) 296-6444**

**Martha Watson, director.** This unit provides human resource direction and assistance to all units and is responsible for recruiting and classifying employees, conducting labor relations, coordinating training and administering benefits and insurance.

#### **Accounting (612) 296-2464**

**Anina Bearrood, director.** This unit provides fiscal analysis, budgeting, payroll and expense processing.

#### **Information Management Services (612) 296-4893**

**Alan Miner, director.** This unit is in charge of the agency computer systems. Unit personnel manage the information systems, electronic data entry, systems development, word processing, mail and photocopy operations of the Department. They also compile occupational safety and health statistics.

## Office of the Lieutenant Governor

130 State Capitol, St. Paul, Minnesota 55155

Joanell M. Dyrstad, Lieutenant Governor, (612)-296-3391

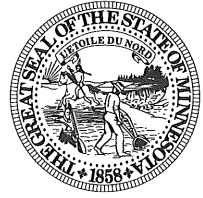
### Minnesota Constitution Article V

The lieutenant governor is second in command and is prepared to assume the governor's duties any time the governor is unable to perform them. The lieutenant governor represents the governor and the state of Minnesota within the state, nationally and internationally.

A bill was enacted in 1971 enabling the governor to delegate to the lieutenant governor such powers, duties, responsibilities and functions as are prescribed by law to be performed by the governor, provided those powers are not imposed upon the governor by the constitution. 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 full-time official of the executive branch.

The lieutenant governor chairs the Tourism Advisory Council and the Capitol Area Architectural and Planning Board. In addition, she is a member of the Executive Council and oversees affirmative action in state government for the executive branch.

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 Lieutenant Governor at 296-3391.



## Minnesota State Lottery

2645 Long Lake Road

Roseville, MN 55113

George R. Andersen, director

(612) 635-8100;

Greater Minnesota 1-800-475-4000

Minnesota Statutes, Chapter 349A

Minnesota Rules, 7856-7857



*Proceeds Benefit Our Natural and Economic Environments.*

### Regional Offices:

**Brainerd**—523 South 6th Street, Brainerd, MN 56401, (218) 828-2722. Don Hanson, regional manager

**Detroit Lakes**—1111 Highway 10 East, P.O. Box 70, Detroit Lakes, MN 56502, (218) 846-0700. Sandy Buchholtz, regional manager

**Eagen**—1060 Lone Oak Road, Eagen, MN 55121, (612) 456-5454. Ron Wilkenson, regional manager

**Marshall**—1420 East College Drive P.O. Box 3065, (507) 537-6041. Mark Heiling, regional manager

**Owatonna**—1836 South Cedar, Owatonna, MN 55060, (507) 451-9601, Michael Lange, regional manager

**Virginia**—327 Chestnut Street, Virginia MN 55792, (218) 749-9650. Mark Staniger, regional manager

### Background

The Minnesota State Lottery's mission is to provide secure gaming opportunities designed to maximize public participation and acceptance within the guidelines of the Lottery statute. More specifically, the Lottery offers a wide range of gaming options designed to appeal to a variety of the state's citizens and visitors. The Lottery goal is to maximize financial contributions to those projects and programs identified by the Legislature to receive Lottery proceeds. The beneficiary programs mandated by the 1991 Legislature are the Environment and Natural Resources Trust Fund and the State General Fund. Previously, the Legislature had also directed beneficiary funds to the Infrastructure Funds for capital improvement at state colleges and universities, and natural resources; and the Greater Minnesota Corporation.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**State Lottery Board**, 2645 Long Lake Rd., Roseville, MN 55113. (612) 635-8210. *Minnesota Statutes 349A.03.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board advises the director, reviews and comments on rules and game procedures, procurement contracts, joint lottery agreements, advertising, and approves any additional yearly compensation for the director. The board consists of six members, no more than three from the same political party, plus the commissioner of the Department of Gaming as a voting member. Three members must reside outside the seven county metropolitan area. Meeting schedule and location not determined.

Following a lengthy debate, Minnesota voters amended the Minnesota Constitution to authorize a state lottery in 1988. The Minnesota State Legislature approved lottery legislation in 1989, making Minnesota the 33rd lottery in the United States. The Minnesota State Lottery is an autonomous agency and all decision making authority has been provided, in statute, to the Lottery Director. George R. Andersen, former Deputy Executive Director of the Pennsylvania State Lottery, was appointed Minnesota's first Lottery director in September, 1989.

## Overview

Minnesota State Lottery headquarters in Roseville includes a large computer system that provides accounting and ticket validation functions for the Lottery, a warehouse, and office space to accommodate approximately 130 Lottery employees in the areas of marketing, security, operations, and administration.

The Lottery also has six regional offices in Eagan, Detroit Lakes, Virginia, Brainerd, Owatonna, and Marshall. Each of these facilities serves as a regional base of operations to provide retailer marketing and operations support, training facilities for retailers, and a prize redemption center for players with high-tier winning tickets. There are approximately 60 regional Lottery employees.

The Minnesota State Lottery offers two kinds of lottery products. Instant or scratch off games, and on-line or computerized number games. Instant ticket sales launched on April 17, 1990. Players scratch off the coated area to match play symbols and win cash prizes. New games are offered every six to eight weeks and tickets cost \$1.

On-line games currently include Daily 3 and Lotto Minnesota, which launched on August 14, 1990 and Gopher 5, Minnesota's own cash lotto game, which launched on May 22, 1991. To win, players match their numbers to the numbers drawn at televised drawings. Lotto Minnesota has a minimum jackpot of \$2 million and Gopher 5 has a minimum cash jackpot of \$100,000. Daily 3 prizes vary, depending on the amount and type of wager.

## Where the Money Goes

The distribution of a Minnesota Lottery dollar includes a prize fund that typically ranges from 50 to 59 percent returned to players, depending on the game. By law, the prize fund for instant games must be a minimum of 55 percent in fiscal year 1992 and 60 percent thereafter. On-line games must be set at a minimum of 45 percent. Lottery dollars also distribute about 21 percent to Lottery beneficiaries, 12 percent to the operating fund, 6.5 percent to sales tax, and 5 percent for retailer commissions. Beneficiaries and prize percentages vary by game. The operating fund makes the Lottery entirely self-supporting, with no appropriation from the state General Fund.

Lottery proceeds benefit all Minnesotans, funding programs that help to maintain and improve the "good life" in Minnesota. Proceeds for fiscal year 1991 (July 1, 1990 - June 30, 1991) were over \$66.9 million. The Environment and Natural Resources Trust Fund received 40 percent or \$26.8 million; Infrastructure Development Fund received \$4.3 million; the Greater Minnesota Corporation received \$7.7 million; and the state General Fund received the

remaining \$28.1 million. The state General Fund also received an additional \$19.3 million in lieu of sales tax.

Beginning July 1, 1991, the Legislature restructured the distribution of Lottery net proceeds, removing Greater Minnesota Corporation and the Infrastructure Development Fund as Lottery beneficiaries and redirecting 60 percent of the net proceeds to the State General Fund. Through the State General Fund, Lottery revenues support state services that provide numerous programs designed to enhance the quality of life in Minnesota. These services include public education, local government assistance, health and human services, public safety, and environmental protection.

The Environment and Natural Resources Trust Fund continues to receive 40 percent of Lottery net proceeds. The Trust Fund was established to preserve, restore, and enhance Minnesota's natural resources through education, research, development, and management programs. The Trust Fund was created by voter referendum and administered by the Legislative Commission on Minnesota Resources (LCMR). In 1989, a citizens advisory committee collected input through site visits, meetings to review public and privately funded programs, and a series of regional forums. Thousands of proposals from organizations throughout Minnesota were reviewed by technical experts who recommended approximately 100 projects. Lottery proceeds currently fund 31 projects under the auspices of the LCMR which were approved by the 1991 Legislature. Appropriations for 1991 Trust Fund projects total \$14,960,000. Some of these projects include Land and Water Resource Management, Lower St. Croix Riverway, Cannon River Watershed Grants, Biological Control of Pests, Restoring the Thomas Sadler Roberts Bird Sanctuary, and Biological Control of Eurasian Water Milfoil. Minnesota voters also amended the state constitution to secure Lottery funding to the Trust Fund until the year 2001. Lottery proceeds exceeding the \$14,960,000 appropriated for the 31 projects will be held in the Trust Fund for future projects.

### **Retailer Network (612) 635-8120**

**Lorna Smith, retail contract supervisor.** The Minnesota State Lottery has approximately 4,000 retailers on contract statewide to sell instant tickets, with 1,700 retailers selling both instant and on-line tickets. To apply to sell Lottery tickets, retailers should contact the Contracting Department at Minnesota State Lottery Headquarters at 612/635-8111, and request an application packet. The Lottery will also send a Lottery Marketing Representative to discuss Lottery procedures and assist with completing the application. The application fee is \$100 per retailer location and is non-refundable. This fee offsets the cost of detailed background and security checks that must be done for each retailer, by law. Once a retailer is accepted, there is a \$20 renewal fee for extending a contract on an annual basis.

Criteria that the Lottery uses in selecting retailers includes daily customer traffic count, annual business revenues, diversity of product lines, geographic location and access to roadways and major commuter routes. In turn, there are several benefits for a business if they become a lottery retailer. Some of these benefits include five cents commission for each \$1 ticket sold, validations equipment, bonus and incentive programs for certain games, marketing and advertising support, training sessions for key staff, and field staff support. On-line retailers receive all of these benefits plus an LT700 on-line terminal, installation, and a dedicated phone line for Lottery game transactions.

The bulk of this extensive statewide network is made up of grocery, convenience and liquor stores.

### **Publications (612) 635-8228**

**Judy Hohmann, public relations manager.** General informational brochures, including facts on Lottery products, beneficiaries, security, and operations is available at no cost from the Lottery.

The Minnesota State Lottery publishes an annual report each fiscal year. The content covers year highlights, beneficiaries, marketing and sales information, winners, security, operations, money distribution and a balance sheet. These reports are available to the public at no cost.

For general information or an annual report send a letter of request to the Public Relations Department at the Minnesota State Lottery, or call 612/635-8228, or toll-free 1-800-475-4000.

### **Speakers Bureau (612) 635-8228**

The Minnesota State Lottery Speakers Bureau is a statewide service that offers speakers for lunch meetings, association or convention presentations or workshops. Speakers Bureau members can address a variety of topics, including Lottery games, operations, sales and marketing innovations, and beneficiary programs. To schedule a speaker, call 612/635-8228 or toll-free 1-800-475-4000. Most speaker presentations should be scheduled about one to two months in advance, if possible.

### **Player Information and Questions**

The Minnesota State Lottery's Customer Service is available to answer questions or take comments from retailers and players. In the metro area call 297-7456 and in greater Minnesota 1-800-475-4000, weekdays, 8 a.m. – 5 p.m.

### **Player Hotline**

Players who miss the Daily 3, Lotto Minnesota, and Gopher 5 televised drawings can call the 24-hour toll free player hotline for winning number information. The hotline also lists the winning numbers for previous drawings, jackpot amounts, and number of winners for each drawing.

Players in the Twin Cities metro area call 297-7371 and players in greater Minnesota call toll-free 1-800-475-4000. The player hotline TDD number is 635-8268 in the metro area and 1-800-657-3TDD in greater Minnesota.

## **Board of Marriage and Family Therapy**

**2700 University Avenue West Suite 67, St. Paul, MN 55114**

**Robert C. Butler, executive director (612) 643-3667**

**Minnesota Statutes, Section 148B; Minnesota Rules 5300.0100-5300.0360**

The board was created by statute in 1987 under the umbrella of the Office of Social Work and Mental Health and began licensing in February, 1989 under the board's emergency rules and grandparenting clause. The permanent rules were adopted in February 1991. Effective July 1, 1991, the Office of Social Work and Mental Health was dissolved through legislative action, creating the autonomous Board of Marriage and Family Therapy. As of July 1, 1991, 731 marriage and family therapists were licensed to engage in the practice.

The board grants and renews licenses for practice of marriage and family therapy and receives complaints against licensees and individuals who may attempt to practice without a license, and disciplines upon proof of admission that the law or board rule has been violated.

Licensure is granted to individuals who meet the statutory educational, employment, and ethical requirements and who pass both the written and oral examination required by the rules.

Educational requirements for licensure as a licensed marriage and family therapist (LMFT): a master's or doctoral degree in marriage and family therapy obtained from a regionally accredited institution, or a degree in a related subject field containing the required coursework. Employment requirement for licensure is at least two years of supervised postgraduate full-time employment (or equivalent in part-time employment in providing marriage and family therapy). Supervision and supervisors must meet requirements established by the board.

Applicants who meet educational requirements may sit for the written examination any time after receiving the degree upon which licensure is based, upon filing an exam

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Marriage and Family Therapy**, Colonial Pk. Office Bldg., 2700 University Ave. W. Suite 67, St. Paul 55114. (612) 643-2580. *Minnesota Statutes 148B.01-148B.171, 148B.29-148B.39.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board adopts and enforces rules relating to licensure of marriage and family therapists and for regulation of their professional conduct. The board consists of seven members including four who are licensed, practicing marriage and family therapists, each of whom shall serve for at least four years immediately preceding appointment, have been actively engaged as a marriage and family therapist; one member must be engaged in the professional teaching and research of marriage and family therapy; and two members representing the general public who have no direct affiliation with the practice of marriage and family therapy. All members must have been a resident of the state for two years preceding their appointment. Members must file with the Ethical Practices Board.

application with the current examination fee. The oral examination covering rules and ethics follows board approval of application for licensure.

Waiver of the written examination is granted to applicants who have passed the national exam at or above Minnesota's cut score in another state and who meet the required educational requirements. Examinations are held every year in May and November. An application for admission to the exam must be submitted at least 50 days prior to date of the exam.

Annual license renewal is required. Licensees are required to submit thirty hours of continuing education every other year at the time of renewal.

Application information and materials are available at the board office and may be requested by mail, telephone, or in person.

The board may suspend, revoke, or place conditions or restrictions on the license of any licensee found guilty of infraction of law or board rule enforced by the board. Complaints must be in writing and may be submitted on forms obtained from the board office.

Information in licensees' application files is public.

**Fees:** application for admission to written examination, \$200; written examination, not to exceed \$250; application for licensure, \$100; initial license, not to exceed \$100; application for licensure by reciprocity, \$300; annual license renewal, \$115 (effective January 2, 1992), late renewal, \$50 (for renewal applications postmarked after December 31); reinstatement of license, \$150; sponsor's application for approval of a continuing education course, \$50; duplicate license, \$25. The written examination fee will be determined by the professional examination service approved by the Association for Marriage and Family Therapy Regulatory Boards. The initial license fee will be prorated accordingly, depending on the month in which the applicant is approved for licensure. All fees are non-refundable.



## **Bureau of Mediation Services**

**1380 Energy Lane, Suite 2, St. Paul, Minnesota 55108-5253**

**Peter E. Obermeyer, commissioner (612) 649-5421**

**Minnesota Statutes Chapter 179 and 179A; Minnesota Rules 5505 - 5530.**

The bureau administers the state's public policy governing the collective bargaining relationship between unionized employees and their employer. Established in 1939, the bureau has responsibilities in the public, private, and nonprofit sectors of the state's economy. Its primary goal is to promote a stable and constructive relationship between labor and management in Minnesota. The bureau meets this goal by carrying out the following activities:

During 1991, the Public Employment Relations Board was closed. Its duties were reassigned to the Department of Administration and the Bureau of Mediation Services. For information call the bureau.

### **Establishing the Collective Bargaining Relationship**

The bureau establishes groupings or units of employees which are appropriate for the purpose of collective bargaining and determines whether the employees within those groups desire to be represented by a labor union. When the employer and a petitioning labor union cannot agree as to the makeup of the appropriate unit or the employees included, the issue is resolved by the bureau. The issue is addressed at a public hearing where the employer and the labor union provide evidence and testimony in support of their respective positions. The bureau then determines the issues based on the hearing record. Following the unit determination process, the bureau may conduct a secret ballot election among the employees within the appropriate unit to resolve the question of representation. A labor union receiving a majority of the votes cast at the election will be certified as the exclusive representative for the employees and thereby gain the right to collectively bargain with the employer over their terms and conditions of employment.

### **Mediating Collective Bargaining Disputes**

The largest amount of bureau staff and resources is committed to the resolution of collective bargaining disputes through mediation. When face-to-face negotiations between an employer and a union breakdown, either party or both may request the agency to assign a staff mediator. The mediator works with the parties to reach a voluntary agreement which is acceptable to both. Settlement is reached in this process by the mediator suggesting alternatives, clarifying and identifying crucial issues, and seeking areas of compromise from both parties. The mediator is not an advocate of either party, does not make public recommendations, and cannot impose binding decisions. Rather, through the use of a variety of dispute resolution skills and techniques, the mediator assists the employer and the union in reaching their own solution to the issues in dispute.

In addition to mediation of disputes over the terms of a contract, the bureau also provides grievance mediation. Grievance mediation assists the parties in reaching an agreement over a dispute concerning the administration or application of the labor contract.

### **Referral of Arbitrators**

A majority of labor contracts contain a grievance procedure which ends in arbitration as the means to resolve a dispute concerning the application or administration of a contract. The arbitrator, after conducting a hearing at which the employer and the union have presented pertinent evidence and testimony, makes a binding decision concerning the grievance. The bureau maintains a master list of arbitrators from which panels of arbitrators are referred to labor and management representatives upon request. From the list provided the parties alternately strike names until a single arbitrator remains who will hear and decide the grievance.

### **Labor-Management Cooperation**

The bureau's newest effort is the establishment and support of labor-management cooperation efforts. This activity takes the form of a grant program and a worksite labor-management cooperation effort. The purpose of the grant program is to assist geographic

regions or specific industry labor-management councils in developing labor-management cooperation programs. The second priority is providing technical assistance to organizations and unions in the formation and operation of a worksite partnership to jointly solve problems.

#### **Fair Share Fee Issues**

Labor unions which are exclusive representatives of public employees may assess employees who are represented by the union, but who are non members, a fair share fee. The fee is a reflection of the costs of representing employees who do not financially support the union through dues. Employees assessed such a fee may challenge the fee under certain conditions. Valid challenges are decided based on a public hearing at which the affected employee and the union present evidence and testimony.

#### **Education and Training**

The bureau sponsors individually, and with other organizations, training programs concerning labor relations and the collective bargaining process. In addition, individual mediators work directly with employers, unions, and educational institutions in developing and participating in their individualized training activities.

## **Board of Medical Practice**

**2700 University Avenue West, #106, St. Paul, MN 55114-1080**

**H. Leonard Boche, executive director (612) 642-0538**

*Minnesota Statutes, Chapters 146-148, 319A; Minnesota Rules 5600-5615*

The board is an administrative agency of the State of Minnesota responsible for licensing, regulating and disciplining physicians. In addition, the board has statutory authority for licensure of midwives and registration of physical therapists, physician assistants and professional corporations. To file a complaint against anyone covered by the board's statutory authority, telephone or write the board office and request complaint forms. If investigations are required, they are conducted by the attorney general's office. The board has authority to issue a letter of reprimand, require uncompensated public service, levy a civil penalty, or restrict, suspend or revoke a license. Complaints and investigative reports are reviewed by the board, which makes final decisions regarding discipline. Depending on the complexity of the case, the number of complaints awaiting processing and a variety of legal factors, the length of time for the complaint process varies from several weeks to more than a year.

Fees are levied by the board for licensing, registration and some other services. Fees are reviewed annually and must be set at a level high enough to cover all funds appropriated by the Legislature. Please write or telephone the board to verify current fees.

Initial application for a **physician licensure** is \$200, and the annual registration fee is \$144. The FLEX (Federal Licensing Exam) examination is given in June and December, and the fee is \$490. Certification of licensure to other states is \$10. Each physician is required to complete 75 hours of continuing medical education every three years, and forms for reporting are provided with annual registration materials at no cost.

Initial registration for **physician assistants** is \$100, plus \$30 for each supervisory agreement, and annual renewal fees are \$20.

Initial registration for **physical therapists** is \$75, and the fee for annual renewal is \$35. The board administers the PES examination three times yearly, at a fee of \$110.

**Medical corporations** are registered by the board. The first year registration is \$100, and annual renewal thereafter is \$25.

The board meets at least six times a year, and those parts of the meeting not dealing with disciplinary or personnel matters are open to the public. In addition, the board convenes meetings of the Physician Assistant Advisory Council and the Physical Therapist Advisory Council as needed. For information concerning meeting schedules and other information, contact the board office.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Medical Practice**, 2700 University Ave. W., Room 106, St. Paul 55114-1080. (612) 642-0538. *Minnesota Statutes 147.01*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board examines, licenses, and registers medical doctors and doctors of osteopathy, physician assistants, midwives, and physical therapists and enforces the Medical Practices Act. The board consists of sixteen members, including 10 licensed M.D. physicians; one licensed Doctor of Osteopathy; and five public members. Monthly meetings, and some committee meetings. Members must file with the Ethical Practices Board.

**Physical Therapy Council**, 2700 University Ave. W., St. Paul 55114. (612) 642-0538. *Minnesota Statutes 148.67*.

**Appointing Authority:** Board of Medical Practice. **Compensation:** \$55 per diem plus expenses. The council advises the Board of Medical Practice on all matters relating to physical therapy. The council also registers physical therapists and takes action against them. The council consists of seven members including three physical therapists (one professor in the school of physical therapy), two doctors of medicine and surgery, one aide or assistant to a physical therapist, and one public member.

**Physician Assistant Advisory Council**, Board of Medical Practice, Suite 106, 2700 University Ave. W., St. Paul 55114-1080. (612) 642-0538. *Minnesota Rules 5600.2665*.

**Appointing Authority:** Commissioner of Health. **Compensation:** \$55 per diem plus expenses. The council advises the Board of Medical Practice regarding physician assistant registration standards and the complaint/discipline process, and provides for distribution of information regarding standards. The council consists of seven members including two public members, three physician assistants, two licensed physicians (one of whom must be a representative of the Board of Medical Practice). Bimonthly meetings..

## Ombudsman for Mental Health and Mental Retardation

Suite 202, Metro Square Building, 7th and Robert Streets, St. Paul, Minnesota 55101

Bruce Johnson, ombudsman, (612) 296-3848 or Toll-Free 1-800-657-3506

Minnesota Statutes 245.91-245.97

The Ombudsman has been given a broad mandate to "promote the highest attainable standards of treatment, competence, efficiency, and justice for all people receiving care and treatment for mental illness, mental retardation, chemical dependency, or emotional disturbance."

To carry out the statutory mandate, the Ombudsman has been given the power to prescribe the methods by which complaints to the office are made, reviewed, and acted upon; mediate or advocate on behalf of the clients; investigate the quality of services provided to clients; determine the extent to which quality assurance mechanisms work to promote the health, safety, and welfare of clients; gather information about and analyze the actions of an agency, facility, or program; enter and view premises of an agency, facility, or program; examine records of an agency, facility, or program on behalf of a client; subpoena a person to appear, give testimony, or produce documents relevant to a matter under inquiry; and attend Department of Human Services Review Board and Special Review Board proceedings.

### Background

The Office of the Ombudsman for Mental Health and Mental Retardation was created by the 1987 Minnesota Legislature.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Ombudsman Committee for Mental Health and Mental Retardation**, Suite 202, Metro Square Bldg., St. Paul 55105. (612) 296-0941. *Minnesota Statutes 245.97*.

**Appointing Authority:** Governor. **Compensation:** Reimbursed for expenses. The committee advises and assists the Ombudsman for Mental Health and Mental Retardation. The committee consists of fifteen members that are appointed on the basis of their knowledge and interest in the health and human services system subject to the ombudsman's authority. Meetings four times per year.

## Complaints

A complaint may be received from any source concerning an action of an agency, facility, or program. A complaint may be made by telephone, letter, or direct contact with the Ombudsman Office.

Ombudsman Office shall determine if the complaint is an appropriate matter for review. In selecting matters for review, the office shall give particular attention to unusual deaths or injuries of a client served by an agency, facility, or program, or actions of an agency, facility, or program that:

- may be contrary to law or rule;
- may be unreasonable, unfair, oppressive, or inconsistent with a policy or order of an agency, facility, or program;
- may be mistaken in law or arbitrary in the ascertainment of facts;
- may be unclear or inadequately explained, when reasons should have been revealed;
- may result in abuse or neglect of a person receiving treatment;
- may disregard the rights of a client or other individual served by an agency or facility;
- may impede or promote independence, community integration, and productivity for clients; or
- may impede or improve the monitoring or evaluation of services provided to clients.

Listed below are the Client Advocates and their respective service areas:

Regions 1 and 4, **Fergus Falls:** Jerry Hanson, (218) 739-7364

Regions 2 and 5, **Brainerd:** Cheryl Turcotte, (218) 828-2366

Region 3, **Moose Lake:** Joyce Hultberg, (218) 485-4411 ext. 302

Region 6, **Willmar:** Roger Schwab, (612) 231-5962

Region 7, **Cambridge:** James Tausch, (612) 689-2121 ext. 337

Regions 8 and 9, **St. Peter:** Glenda Bode, (507) 931-7105

Region 10, **Faribault:** Kathy Dohmeier, (507) 332-3380

Region 11, **Anoka:** Claudia Hulleman, (612) 422-4269

**Metro Area, St. Paul:** Jane Brink, Sandra Newbauer, and Bill Wyss (612) 296-3848

## Death and Serious Injury Reports

**Jane Koch, medical review coordinator, deaths, (612) 296-7995; Lisa Nikunen, clinical reviewer of serious injuries, (612) 296-8671.** The law requires that, within 24 hours after a client's death or serious injury occurs, the facility or program director shall notify the Ombudsman of the death or serious injury.

When a death or serious injury of a client occurs, the facility or program director will call the Office of the Ombudsman. Long distance calls may use the Office's toll-free number. If the death or serious injury occurs after working hours, leave a message on the telephone answering machine and the call will be returned at the earliest possible time.

The Medical Review Coordinator or Clinical Reviewer will ask a series of questions designed to elicit the information needed by the Office. The initial reporting process for serious injuries should take approximately five minutes. The initial reporting process for deaths will take a little more time and will be followed-up with a written questionnaire.

## **Medical Review Subcommittee (MRS) (612) 296-7995**

**Jane Koch, medical review coordinator.** The Medical Review Subcommittee (MRS) consists of six members of the Ombudsman Advisory Committee. The MRS meets on a regular basis to review the causes and circumstances surrounding the deaths of clients. The MRS makes a preliminary determination as to whether each death is unusual or appears to have resulted from other than natural causes. The MRS then aids the Ombudsman in the review of the deaths. Special attention is given to client deaths by suicide and accident. When appropriate, the MRS makes recommendations to the Ombudsman in an effort to improve the quality of care and prevent deaths under similar circumstances. The MRS reviews selected serious injuries when requested by the Ombudsman.

## **Ombudsman Advisory Committee (612) 297-7288**

The Ombudsman Advisory Committee consists of 15 members appointed by the governor to three-year terms. All members of the Committee have a special knowledge of and interest in facilities and programs serving persons with mental illness, mental retardation or a related condition, chemical dependency, or emotional disturbance. The committee shall meet at least four times a year. Meetings are open to the public.

## **Informational Materials**

An Annual Report is published and is available in the Legislative Reference Library, 645 State Office Bldg., St. Paul, MN 55155, (612) 296-8338.

The Ombudsman Office also produces a quarterly newsletter, "The Ombudsman News," and an informational brochure. Copies are available at no charge by contacting the Office.

## **Metropolitan Airports Commission**

**6040 - 28th Avenue South, Minneapolis, MN 55450**

**Hugh K. Schilling, chairman,**

**Jeffrey W. Hamiel, executive director**

**612-726-8100**

**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 Airport (Holman Field), Lake Elmo Airport, Airlake Airport, Flying Cloud Airport, Crystal Airport and Anoka County-Blaine Airport.

The commission's air carrier airport, Minneapolis-St. Paul International Airport, handled more than 19 million passenger enplanements and deplanements in 1990. 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 1990 more than 1,300,000 aircraft operations took place on MAC's system of airports, one of the largest systems in the nation in terms of operations.

The commission 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 full 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.



**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Metropolitan Airports Commission**, 6040 28th Ave. S., Mpls. 55450. (612) 726-8100. *Minnesota Statutes 473.603* as amended by Laws of 1989, Chapter 279.

**Appointing Authority:** Governor. **Compensation:** \$50 per diem. The commission promotes air transportation locally, nationally, and internationally by developing the Twin Cities as an aviation center. The commission consists of fifteen members including the chair and twelve members appointed by the governor, including eight residing in precincts determined by the governor, and four residing outside the metro area, two from cities, towns or counties containing a key airport, and two from cities, towns or counties containing an intermediate airport. The mayors of Minneapolis and St. Paul, or designees, are ex-officio members. The chair receives \$19,263 per year plus expenses and serves at the pleasure of the governor. Monthly meetings. Members must file with the Ethical Practices Board

The commission possesses the authority to levy a property tax for operations and/or debt service 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-St. 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 the Public Relations Department (726-8172) for more information and for availability.

Over the past two years, and for the next five years, the Metropolitan Airports Commission will be deeply involved in developing a recommendation to the Minnesota Legislature regarding the future of air transportation activities in the Twin Cities area. The legislature, in 1989, directed the Metropolitan Airports Commission and the Metropolitan Council to carry out a planning process which was designed to evaluate expansion potential at Minneapolis-St. Paul International Airport, while concurrently selecting a site for a potential replacement airport. The intent of the process is to allow the legislature to make an informed decision between the two options, based on recommendations from both the Metropolitan Airports Commission and the Metropolitan Council in 1996. MAC has recently completed a Long-Term Comprehensive Plan for Minneapolis-St. Paul International Airport, and the Metropolitan Council has selected a search area for a new major airport in central Dakota County. The Metropolitan Airports Commission will select a specific airport site within this search area, prepare a detailed development plan for an airport on the site, and complete all necessary environmental reviews prior to developing a recommendation to the legislature in mid-1996.

The commission owns and operates six reliever airports. For additional information on the reliever airports system contact Mr. Gary Schmidt, Manager of Reliever Airports, 726-8100; Mr. Greg Fries, Assistant Manager of Reliever Airports, 224-4306 (St. Paul, Lake Elmo and Airlake Airports); or Jack Eberlein, Assistant Manager of Reliever Airports, 537-2058 (Flying Cloud, Crystal, and Anoka County-Blaine Airports).

- **Airlake Airport – Dakota County.** This airport consists of approximately 550 acres and includes a northwest-southeast runway (11/29) which is 4,100 feet long by 75 feet wide. The runway is equipped with medium intensity runway lights, an Instrument Landing System and medium intensity approach light system with runway alignment indicator lights on Runway 29, and runway end identifier lights as well as a visual approach slope indicator on Runway 11. The airport is served by two fixed base operators.

- **Anoka County/Blaine Airport – Anoka County.** The airport is comprised of approximately 1,900 acres, and includes one north-south Runway (17/35) which is 4,855 feet

long by 100 feet wide, and one east-west Runway (8/26) which is 4,000 feet long by 75 feet wide. Medium intensity runway edge lights are located on Runway 17/35 and high intensity runway lights are located on Runway 8/26. A visual approach slope indicator serves both ends of Runway 17/35. Also runway end identifier lights are located on Runways 17,35, and 8. The airport is served by several fixed base operators.

- **Crystal Airport – Hennepin County.** The airport is served by parallel northwest-southeast Runways (13/31 R & L) which are 3,265 feet long by 75 feet wide; a northeast-southwest Runway (5L/23R) which is 2,500 feet long by 75 feet wide; and a northeast-southwest turf Runway (5R/23L) 2,100 feet long by 200 feet wide. Runways 13L/31R and 5L/23R have medium intensity runway lights and visual approach slope indicators. Runways 13L and 31R also have runway end identifier lights. The airport is served by an FAA control tower and several fixed base operators.

- **Flying Cloud Airport – Hennepin County.** The airport consists of 561 acres and is served by parallel east-west runways (9/27 R & L) and a single north-south Runway (18/36). Runway 9R/27L is 3,900 feet long by 75 feet wide; Runway 9L/27R is 3,600 feet long by 75 feet wide; and Runway 18/36 is 2,695 feet long by 75 feet wide. Runway 9R/27L has high intensity runway lights, and Runway 18/36 has medium intensity runway lights. Visual approach slope indicators are available on Runways 9R, 27L, 18, and 36. Runways 27L and 36 also have runway end identifier lights. Runway 9R is served by an instrument approach landing system as well as a medium intensity approach light system. The airport is served by an FAA control tower and several fixed base operators.

- **Lake Elmo Airport – Washington County.** This airport consists of 640 acres and includes a northwest-southeast Runway (13/31) which is 2,850 feet long by 75 feet wide, and a northeast-southwest Runway (3/21) which is 2,500 feet long by 75 feet wide. Medium intensity lights have been installed on Runway 13/31. Three fixed base operators serve the field.

- **St. Paul Downtown Airport (Holman Field) – Ramsey County.** The airport is comprised of approximately 560 acres and has a northwest-southeast Runway (14/32) which is 6,700 feet long by 150 feet wide; a northwest-southeast Runway (12/30) which is 4,115 feet long by 150 feet wide; and an east-west Runway (8/26) which is 3,650 feet long by 100 feet wide. Visual approach slope indicators serve Runways 12, 26, and 30. Precision approach path indicators serve Runways 14 and 32. Runways 12/30 and 14/32 have high intensity runway lights, while Runway 8/26 has medium intensity runway lights. Runways 30 and 32 also have runway end identifier lights. An instrument landing system is available on Runway 32. The airport is served by an FAA control tower and several fixed base operators.

## Metropolitan Council

Mears Park Centre, 230 East Fifth Street

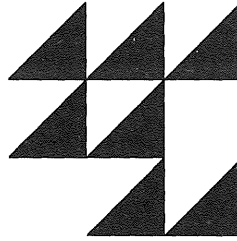
St. Paul, MN 55101

Mary E. Anderson, chair

Sharon Klumpp, executive director

General Offices (612) 291-6359

Data Center (612) 291-8140



*Minnesota Statutes, Sections 473.121-473.249; Minnesota Rule 5800*

The Metropolitan Council was created by the Minnesota State Legislature in 1967 to “coordinate the planning and development of the metropolitan area.” The legislation established a regional government agency uniquely capable of dealing effectively with the problems of an entire metropolitan area.

Through its policies and plans, the Council influences the development of the seven-county Metropolitan Area and its quality of life. The Council is authorized by state and local law to plan for the four big regional systems—airports, parks, highways and transit, and sewers—as well as for air and water quality, solid waste, land use, aging, health and housing. It sets broad public policies for the four regional systems.

Council plans and policies are carried out in two major ways. One is by the metropolitan agencies, including the airports commission, the parks and open space commission, sports facilities commission, waste control commission and the Regional Transit Board. The Council oversees these agencies’ operating budgets.

A second major way Council plans are carried out are through other units of government, including cities and counties in the region. The Council reviews each community’s long-range comprehensive plan to make sure it conforms with region-wide plans for sewers, airports, transit and highways, and parks.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes, Sections 15.014 and 15.0575-.066.* For more information on citizen participation and appointment, see pages 2 and 409.

**Metropolitan Council,** Mears Park Centre, 230 E. Fifth St., St. Paul 55101. (612) 291-6390. *Minnesota Statutes 473.123*

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$50 per diem plus expenses. The Council coordinates planning and development of the seven-county Metro Area and establishes policies for regional transportation, sewer, airports, parks, human services and housing systems. The Council consists of seventeen members including sixteen members selected from districts of roughly equal population, and a chair representing the Metro Area at large. The chair serves at the pleasure of the governor. A member cannot hold elected public office and must reside in the council district he or she represents. Meeting twice a month, St. Paul. Members must file with the Ethical Practices Board.

The Council has a full-time professional staff of about 195 employees. The organization operates through a committee structure. It has four standing committees that meet weekly. Council business is conducted at the committee level first. Committee recommendations are then considered by the full Council.

Several citizen advisory committees advise and assist the Council in its planning and development programs: Advisory Committee on Aging, Developmental Disabilities Advisory Committee, Land Use Advisory Committee, Metropolitan Housing and Redevelopment Authority Advisory Committee, Metropolitan Health Planning Board, Metropolitan Waste Management Advisory Committee, Minority Issues Advisory Committee and the Transportation Advisory Board. People interested in appointment to any of the Metropolitan Council’s advisory committees should contact the Council at (612) 291-6390, or write to the appropriate committee at the Council’s address. See below for a description of what each committee does and how often it meets.



The Council's *Metropolitan Development and Investment Guide* is its long-range plan for the Twin Cities Area. It 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, development and investment framework (a generalized growth and financial plan), health, housing, recreation and open space, solid waste disposal, transportation, and water resources management (including sections on sewage treatment, surface-water management, and water availability and use). The Council reviews a wide variety of physical development and human services-related proposals in the Twin Cities Area to ensure 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. Copies of each development guide chapter, or summaries, are available to the public at a small cost.

The Council actively encourages the public to participate in the preparation of regional plans and encourages citizen participation in Council activities. Council meetings are open to the public. The full Council meets on the second and fourth Thursday of the month at 4 p.m. in downtown St. Paul offices at Mears Park Centre, 230 E. Fifth Street.

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.

The Council collects data from other sources in the Twin Cities Area and makes it available through its Data Center. People needing planning-related information should contact the Data Center at (612) 291-8140 for assistance. In addition, the Council has consumer information on a number of topics, including health and housing. Except as noted below, the publications and services listed are available by calling 291-8140.

#### **Direct-Service and Grant Programs**

- **Housing Assistance** – The Council is predominantly a planning organization. However, it administers one large direct-service program for the public in its role as metropolitan housing and redevelopment authority. This is the federal Section 8 housing assistance program. Under the program, individuals and families with low incomes 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 private market rental housing that meets U.S. Department of Housing and Urban Development (HUD) rental limits and local housing codes. Approximately 4,200 individuals and families are under the program. Information about the program can be obtained by calling the Metro HRA at 291-7428. Also, see description below.

- **Grant Programs** – The Council also administers several grant programs. People interested in securing grants should call the following numbers grants for services to elderly people, 291-6445; housing rehabilitation grants and Section 8 moderate rehabilitation housing programs, 291-6596; and solid waste grants, 291-6536.

#### **Publications**

Publications are available to keep people informed about activities of the Metropolitan Council. People can, by request, have their names added to a mailing list to receive the following free publications:

- The Council plans to produce a quarterly publication beginning in 1992 that will contain articles on regional issues, a summary of Council actions, a list of coming meetings of metropolitan agencies and a list of new publications. To get on the mailing list, call 291-6465.
- *Metro Digest* is a publication summarizing Council actions and listing coming meetings of metropolitan agencies. It will be produced in the eight months when the quarterly publication described above is not published.
- *Metropolitan Council Publications Directory* lists publications, videos, newsletters, brochures and other recent information products available through the Council's Data Center. Free.

### Special Public-Service Publications

- **1990 Census Data.** The Council receives data from the U.S. Census Bureau and analyzes it for purposes of planning for the Twin Cities Metro Area. The Council provides data upon request dealing with the seven Metro Area counties. Data is also available for cities, townships, census tracts and census blocks – within the seven counties.
- ***The Twin Cities Economy in Profile.*** 1991. Booklet gives quick snapshot of information about region's economy. \$2.
- ***Meeting the Region's Housing Needs in the 1990s: A Three-Part Proposal.*** 1991. Additional funding for housing, a policy framework and a comprehensive planning strategy are needed to deal with current housing market forces, says this report of the Council's Regional Housing Task Force. \$3.
- ***Consumer's Guide to Housing Options for Older People.*** 1988. Report helps older people select the kind of housing that best meets their needs. \$3.50.
- ***Directory of Nursing Homes and Supportive Living Arrangements, Twin Cities Metropolitan Area.*** 1990. Report lists region's nursing homes and summarizes factors to be considered in selecting nursing homes and explores living arrangements that are alternatives to nursing homes. \$3.50.
- ***Regional Parks.*** 1991. 32 x 37 inches. Map of the seven-county area lists regional parks and the type of activities they offer. Free.
- ***Public Boat Launch Guide,*** 1991. 17 x 22 inches. Map shows locations of public boat launch sites in the Twin Cities Area. Joint publication of the Council and the Minnesota Department of Natural Resources. Free.
- ***1989 Legislative District Map.*** 17 x 22 inches. Shows legislators and legislative district boundaries in the Twin Cities Area Free.
- ***1990 Census Tracts, Twin Cities Metropolitan Area.*** 17 x 22 inches. Map shows census tract boundaries. Map is necessary to use data from the 1990 federal census. Free.
- ***Aerial Photo Prints.*** 36 x 36 inches. Shows 14-square-mile section of Twin Cities Area. Scale is 1 inch to 800 feet. 231 photos in all. Prices vary from \$6 to \$12. Call 291-8140 for an order form.
- ***Citizen's Guide to the Metropolitan Council.*** 1991. Four-page tabloid summarizes organization and activities of the Council. Free.
- ***Council Advisory Committee brochures.*** Each of 10 free brochures summarizes the responsibilities of a metropolitan commission or advisory committee to the Council. Brochures also explain how citizens can become candidates for appointment to regional committee posts.
- ***Metropolitan Council Data Center.*** Brochure describes services of Data Center, which distributes data, research and publications. Free.
- ***Audiovisual Presentations.*** The Council has several videos about the Council and regional programs available for loan. The Council also has speakers available to talk to groups. No honorariums are accepted.
- The Council has many other publications including reports on the economy of the Metro Area, health, housing, population, transportation, planning and others. Several other maps also are available. To receive any Council publications, or a directory of them, call 291-8140.

### Chair's Department

**Mary E. Anderson, chair, (612) 291-6414.** The chair provides leadership and public policy direction for the Council. The office coordinates state, federal and local governmental relations, and directs a legislative program.

**Sharon Klumpp, executive director (612) 291-6390.** The office directs the operations of the Council and its staff. This includes coordinating strategic planning, directing the work program and budget, managing the Council meeting agendas, performing internal audits and administering equal opportunity and affirmative action goals.

**Denise Legato, human resources manager (612) 291-6316.** The human resources function prepares the payroll; maintains employee records; recruits for the hiring of new staff; oversees employee benefit programs; and administers the labor agreement, personnel code and employee classification and compensation plans.

### **Administration Department (612) 291-6456**

**Richard P. Johnson, director.** The department operates the Council's internal support systems, including the divisions of Information Systems, and Finance.

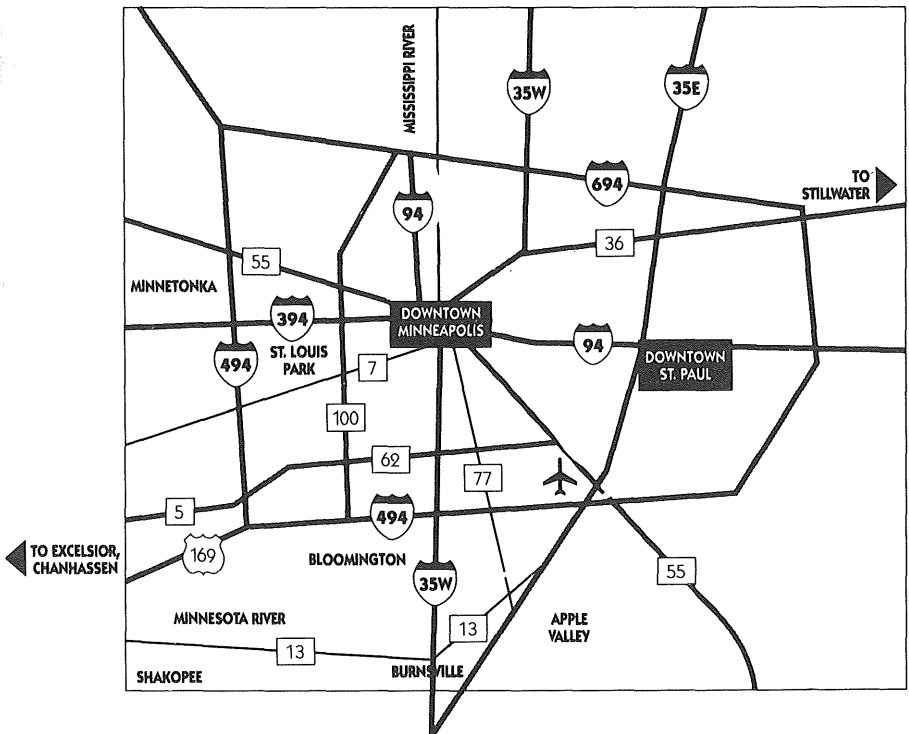
### **Information Systems Division (612) 291-6480**

**Roy Larson, manager.** The division operates and maintains the Council's word and data processors, prints Council documents and assembles mailings to Council committees. It also includes a regional data base file that includes information on census tracts, zip codes, traffic assignment zones and health planning areas.

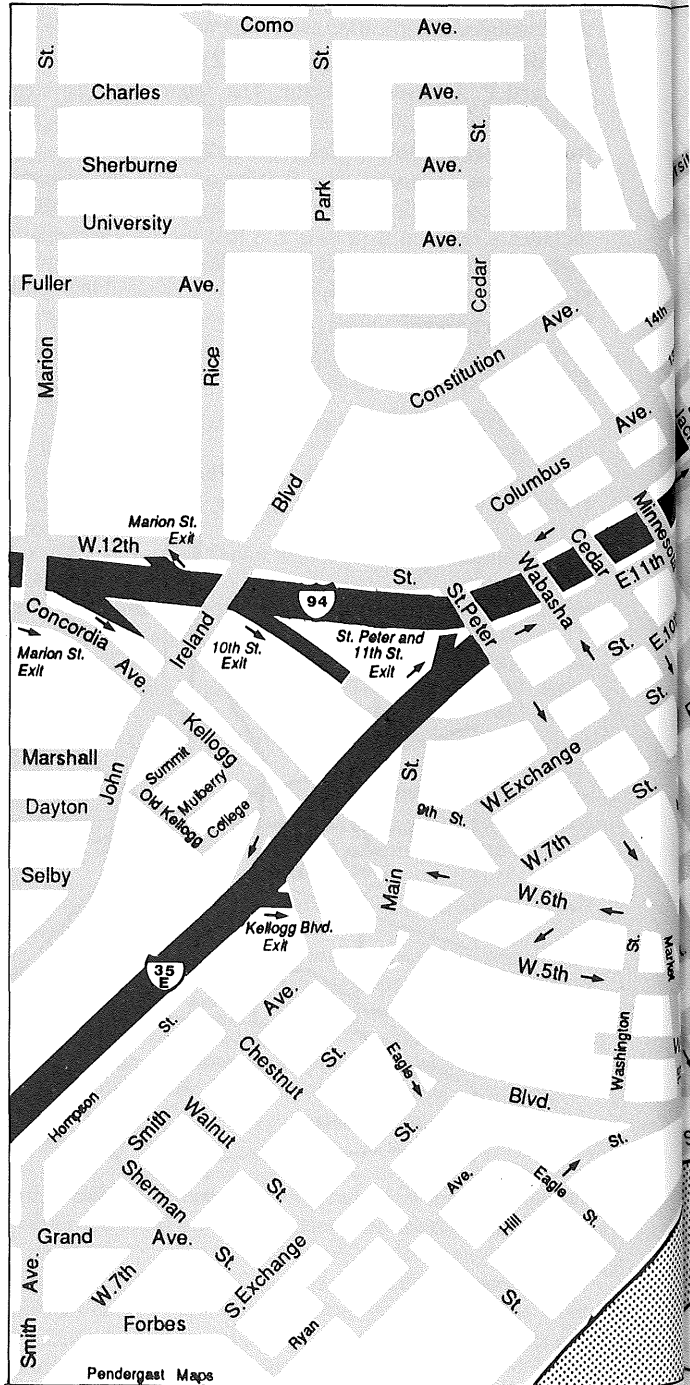
### **Finance Division (612) 291-6576**

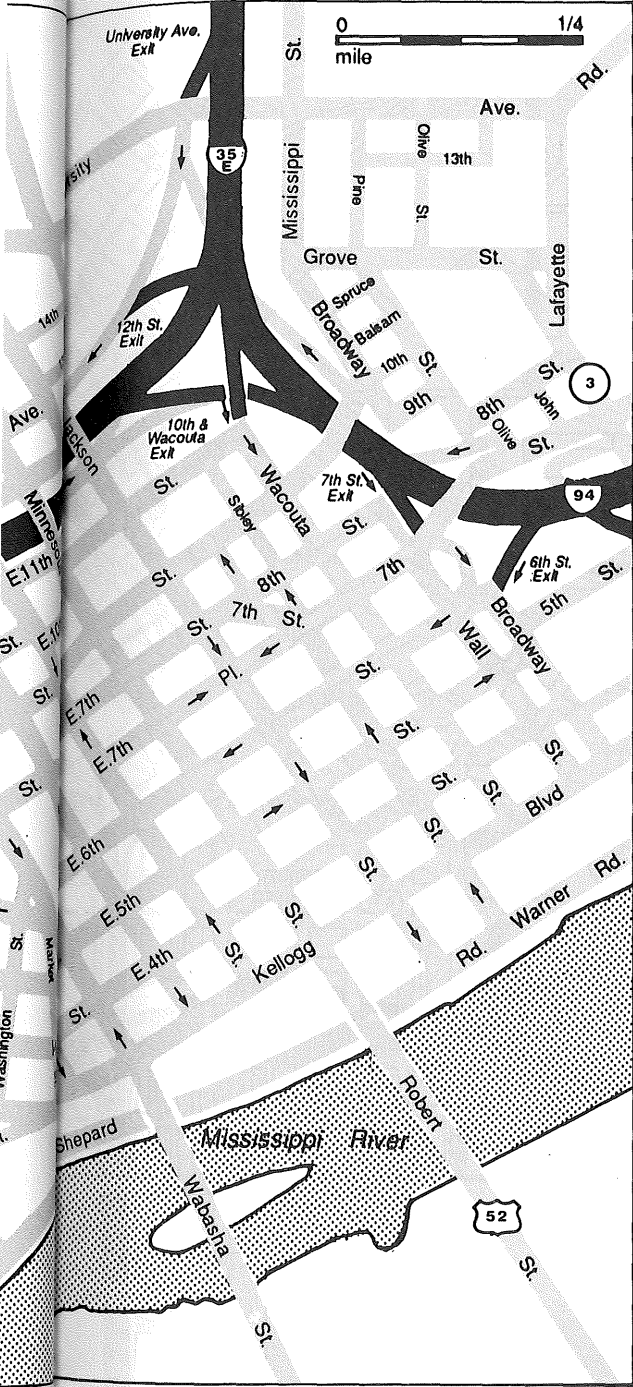
**Brian Buchmayer, manager.** The division manages the Council's financial resources, including its cash management system, long-range financial planning, accounting and financial review. Duties also include overseeing bonding and debt management of other metropolitan agencies.

### **Greater Minneapolis Saint Paul Area**



# Saint Paul Downtown Street Map





# Minneapolis Downtown Street Map



— INDICATES SKYWAY ROUTE

■ SHOPPING

E. TWENTY-SECOND  
E. TWENTY-FOURTH  
TO AIRPORT



**Downtown Hotels**

- A. Best Western Regency Plaza Hotel
- B. Crown Sterling Suites
- C. Holiday Inn Metrodome
- D. Hotel Luxeford Suites
- E. Hyatt Regency Minneapolis
- F. The Marquette Hotel
- G. Minneapolis Marriott City Center
- H. Minneapolis Metrodome Hilton
- I. Normandy Inn Best Western
- J. Omni Northstar Hotel
- K. Park Inn
- L. Radisson Hotel Metrodome, U of M
- M. Radisson Plaza Hotel Minneapolis
- N. The Whitney Hotel

**Points of Interest**

- 1. Ard Godfrey House
- 2. Cedar Cultural Center
- 3. City Center
- 4. City Hall
- 5. The Conservatory
- 6. The Cricket Theatre
- 7. Crystal Court
- 8. Dudley Riggs' Theatres
- 9. Gaviidae Common
- 10. The Guthrie Theater
- 11. Hennepin Center for the Arts
- 12. Hennepin County Historical Society
- 13. HHH Metrodome
- 14. Minneapolis Convention Center
- 15. Minneapolis Institute of Arts
- 16. Minneapolis Planetarium
- 17. Minneapolis Sculpture Garden
- 18. Mixed Blood Theatre
- 19. Orchestra Hall/  
Minnesota Orchestra
- 20. Historic Orpheum Theatre
- 21. Padelford Packet Boat Co.
- 22. St. Anthony Main
- 23. Riverplace
- 24. Target Center
- 25. Theatre in the Round
- 26. University Theatre
- 27. Walker Art Center

**Community Services Department (612) 291-6447**

**Marge Hols, director.** The department develops and implements the Council's public affairs and information program through its Data Center, and Publications and Outreach Division.

**Metropolitan Council Data Center (612) 291-8140**

**John Post, manager.** The Data Center provides data and information about the seven-county Twin Cities Area in the fields of aging, demographics, the economy, housing, health, government, minority populations, natural resources, parks and open space, solid waste and transportation. The information comes in the form of publications, brochures, newsletters, maps, videos and computer discs. The Data Center provides custom tabulations of computerized information to businesses, agencies or individuals. Anyone may review and use information at the Data Center office or Council library.

**Publications and Outreach Division (612) 291-6423**

**Marge Hols, manager.** The division produces print and audiovisual information to inform and educate Council constituencies about the Council and the regional problems and issues it addresses. Activities include a news media program to help newspapers and TV report on regional issues; a monthly digest of Council activities; a citizen's guide to the Council; an annual report to the legislature; a weekly list of meetings and agendas; and occasional videotapes shown on Regional Cable Channel 6. In its outreach function, the division plans and coordinates Council public meetings; develops plans to communicate Council activities; helps the Council gain participation and consensus among target groups such as local governments, businesses, minorities and civic groups; and coordinates special events, such as the Council's annual State of the Region event.

**Human Services Department (612) 291-6566**

**Marion Angelica, director.** The department seeks to maintain and enhance opportunities for people, including people who are disabled, economically disadvantaged or members of minority groups. Areas covered are housing, health, criminal justice and aging. The department administers the Metropolitan Housing and Redevelopment Authority (Metro HRA), which provides assistance to about 4,200 low-income households in 132 suburban and rural communities annually.

**Housing, Health and Human Services Division (612) 291-6427**

**Susan Baxter, manager.** In housing, the division studies regional housing issues, including homelessness and the need for low-cost housing. The division also reviews applications for new housing mortgage insurance and housing bond applications. In health, the division plans and coordinates regional health services to promote wellness, contain costs, and improve the quality and access to health care. It does this by publicizing trends in health care usage and costs, and implementing joint projects with other organizations to reach these goals.

**Aging Division (612) 291-6445**

**Andrea Skolkin, manager.** The division plans and coordinates regional services for elderly people and distributes federal grant funds. It also works to reshape the region's long-term care system for people who are chronically ill or disabled. The goal is to help older people maintain their independence by living in their own homes as long as possible, and being less dependent on institutional care, such as that provided in nursing homes.

**Metropolitan Housing and Redevelopment Authority (612) 291-7428**

**Tom McElveen, manager.** The Metro HRA helps Metropolitan Area suburbs provide affordable housing opportunities for households with low and moderate incomes. The HRA provides rental assistance through the federal Section 8 program, which provides certificates, housing vouchers and moderate rehabilitation units. The HRA also administers rehabilitation loan and grant programs in 10 Ramsey County cities and in Brooklyn Center.

**Metro Systems Department (612) 291-6312**

**Bob Mazanec, director.** The department develops plans for the future of the region's highways, transit, airports, parks and open space, sewers and solid waste. The department



works to integrate the Council's planning with the work of metropolitan implementing agencies in the areas listed above, in addition to sports facilities (the Metrodome and Met Center). The department also conducts special studies on other regional concerns.

#### **Metro Governance Division (612) 291-6320**

**Pat Pahl, manager.** The division oversees the finances, system management and performance of the metropolitan agencies. The agencies are the Metropolitan Airports Commission, Metropolitan Parks and Open Space Commission, Metropolitan Transit Commission, Metropolitan Waste Control Commission, Metropolitan Sports Facilities Commission, and Regional Transit Board.

#### **Solid Waste Division (612) 291-6468**

**John Rafferty, manager.** The division's policy plan for the region's solid waste system emphasizes waste reduction and recycling, greater cooperation among waste facilities and programs, county management of their entire waste streams (not just municipal solid waste), and a metro-wide recycling goal of 50 percent by 2000. Division activities include performing environmental reviews of landfills, overseeing county solid waste plans and activities, administering grants and loans to encourage reduced dependence on landfills, promoting recycling, and conducting environmental reviews of solid-waste processing facilities.

#### **Natural Resources and Parks Division (612) 291-6401**

**Marcel Jouseau, manager.** The division manages the region's water resources in three areas. One area is planning for the region's sewer and sewage treatment plant system, plans that the Metropolitan Waste Control Commission carries out. In a second area, the division plans for the management of the region's surface water, and problems caused by runoff from snowmelt and storm water. In a third area, the division is developing a region-wide approach to water availability and use.

The division also plans for the growth and development of a regional park system that includes park reserves, trails and special recreation features. The division works with the Metropolitan Parks and Open Space Commission in preparing a plan and capital improvement program for the system. The region's 29 regional parks, 10 larger park reserves, 4 trail corridors and other recreation features are owned and operated by five metropolitan counties, the Suburban Hennepin Regional Park District, the Minneapolis Park and Recreation Board, and the cities of Bloomington and St. Paul.

#### **Transportation Division (612) 291-6308**

**Natalio Diaz, manager.** The division plans for the long-range needs of the region's transit, highway and airport systems. In transit, the division makes recommendations for capital investments in areas such as light rail transit, bus ways, and special lanes for high-occupancy vehicles. In highways, the division works in concert with other agencies to identify major road design alternatives that will help highways handle increasing amounts of traffic. In airports, the division is helping the Council designate a broad search area for a possible new airport in case the region needs it.

#### **Research and Long-Range Planning Department (612) 291-6363**

**Roger Israel, director.** The department seeks to improve decision-making at the Council and in the region by producing policy-based research, a comprehensive planning perspective for the Council, and a long-range horizon for regional research, policy and decision-making.

#### **Comprehensive Planning and Local Assistance Division (612) 291-6501**

**Anne Hurlburt, manager.** The division maintains the Council's *Metropolitan Development and Investment Guide*, the framework that metropolitan agencies, local governments and the private sector use to make planning decisions in areas ranging from regional growth and finances to airports, housing, health and solid waste. Other activities include providing planning assistance to local governments, administering a planning assistance loan program, and providing a regional perspective on major metropolitan development projects.

#### **Research Division (612) 291-6521**

**Chuck Ballentine, manager.** The division carries out research activities that measure and anticipate social, demographic, land use and other changes occurring in the region. The

division performs fiscal and economic analysis for both the Council's planning and policy work. It also reviews other plans and projects. The division is currently analyzing and interpreting data from the 1990 U.S. census.

### **Metropolitan Council Advisory Committees**

The Council is assisted by eight citizen advisory committees. They are listed below with a brief description of what they do and when they meet.

#### **Advisory Committee on Aging**

This 25-member committee focuses on the needs of the more than 300,000 elderly people in the Twin Cities Area and helps the Council develop plans and programs to meet those needs. Members serve on two subcommittees and attend monthly meetings.

#### **Developmental Disabilities Advisory Committee**

This 25-member committee advises the Council on the needs of persons with developmental disabilities and promotes services for them. Members serve on a subcommittee that meets monthly and meets as a full committee every other month.

#### **Metropolitan Health Planning Board**

This 25-member board works to contain rising health care costs and improve people's health in the Twin Cities Area. Members serve on at least one subcommittee and attend monthly meetings.

#### **Metro Housing and Redevelopment Authority Advisory Committee**

This nine-member committee advises and assists the Council in carrying out its responsibilities as a housing and redevelopment authority for the Twin Cities Area. The Metro HRA committee meets monthly and may also hold special meetings.

#### **Land Use Advisory Committee**

This 18-member committee provides the Council with a citizens' advisory board concerning various regional issues and helps the Council carry out land use planning in the region. The committee meets four times a year.

#### **Minority Issues Advisory Committee**

This 25-member committee advises the Council on issues of concern to minority communities in the Twin Cities Area. Members serve on subcommittees and attend monthly meetings.

#### **Transportation Advisory Board**

This 30-member board focuses on transportation needs in the Twin Cities Area and assists in developing plans and programs to meet those needs. Members attend monthly meetings and serve on a subcommittee, which usually meets once a month.

#### **Metropolitan Waste Management Advisory Committee**

This 30-member committee helps the Council plan for the reuse, recycling and safe disposal of the region's solid waste. Members meet monthly and occasionally twice a month, usually serving on at least one subcommittee.

## Metropolitan Parks and Open Space Commission

Mears Park Centre, 230 East Fifth St., St. Paul, MN 55101

Roberta Opheim, chair; Jack Mauritz, parks coordinator (612) 291-6602

Minnesota Statutes, Sections 473.301-473.341

The commission is a nine-member group of citizens, established by the state legislature, to advise and assist the Metropolitan Council in developing long-range plans and funding for adequate park and open space facilities in the region.

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, nature interpretation and trail activities. Regional trail corridors and special use facilities are also included in the system.

The Parks Policy Plan, last revised in 1991, plans for a system of 36 regional parks, 10 park reserves, 18 regional trails and one freestanding special feature. It calls for acquisition of approximately 54,000 acres of land. In mid-1990, 44,900 acres had been acquired by the regional park implementing agencies: Anoka, Carver, Dakota, Ramsey, Scott and Washington Counties, the cities of Bloomington and St. Paul, and the Minneapolis Park and Recreation Board and Suburban Hennepin Regional Park District.

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 regional recreation open space system planning and funding. Initial funding for the program came from bonds sold by the Metropolitan Council. 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 Data Center. (612) 291-8140.

As of December 30, 1990, a total of \$191 million in capital grants has been authorized to park implementing agencies by Metropolitan Council, using \$20 million in regional bonds, \$133 million in state bonds and \$38 million in interest earnings as its revenue source. In 1985, the state legislature first authorized supplementary Operations and Maintenance grants to the regional park implementing agencies, and appropriated \$4 million for that purpose. It has made biennial appropriations ever since. In 1991, the Fiscal Year 1992 appropriation was for \$3 million, an appropriation for Fiscal Year 1993 was the subject of a line item veto.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Metropolitan Parks and Open Space Commission,** Mears Park Centre, 230 E. 5th St., St. Paul 55101. (612) 291-6333. *Minnesota Statutes* 473.303.

**Appointing Authority:** Metropolitan Council. **Compensation:** \$50 per diem. The commission assists the metropolitan council in planning the regional recreation open space system, advises the council on grants for the acquisition and development of facilities, and reviews the master plan for facilities. The commission consists of nine members including eight selected from districts of equal population and chair representing the region at large. Members may not be members of any other metropolitan agency, board or commission, or hold judicial office. Members must reside in the district to which appointed, except the chair. Meetings twice monthly. Members must file with the Ethical Practices Board.

The commission meets on Monday afternoons twice a month. Commission members are appointed by the Metropolitan Council. Eight members are selected from districts of equal population, plus the chairman who represents the metropolitan area at large. Terms are for four years. To be considered for appointment when vacancies occur on the commission, contact Sandi Lindstrom, (612) 291-6390, in the office of the Metropolitan Council chair for more information.

A map of the parks open to the public in the regional system has been published, title "Regional Parks: A map and Guide to Regional Parks in the Twin Cities Metropolitan Area."

This map shows where regional parks are located, who operates them, and what recreational opportunities are available at each. Copies may be obtained free of charge from the Metropolitan Council Data Center. Mail orders cost \$1.00 for postage and handling.

## Metropolitan Sports Facilities Commission

900 South 5th Street  
Minneapolis, MN 55415  
William R. Hunter, chair  
William J. Lester, 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 negotiable depending on the event. The stadium is available at the times in which the major tenants, the Minnesota Twins, Minnesota Vikings and the University of Minnesota Gophers, are not using the facility. Parking is available throughout the downtown area and can handle approximately 20,000 vehicles. The Metrodome parking lot can handle up to 230 buses at any one time.

In 1990, the commission received revenue of \$26.9 million and had appropriations of \$26 million for a \$900,000 surplus. The operating surplus in prior years resulted in the suspension of the hotel/motel/liquor tax in the city of Minneapolis since January 1, 1985. Since the Metrodome opened in 1982, 27.6 million people have purchased tickets for various events.

The commission handles complaints dealing with the administration of the Metrodome. Public speakers are available occasionally, depending upon the work flow of commission-staff members. There is no charge for a speaker.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Metropolitan Sports Facilities Commission,** Hubert H. Humphrey Metrodome, 900 S. 5th St., Mpls. 55415. (612) 332-0386. *Minnesota Statutes 473.553.*

**Appointing Authority:** Governor, Minneapolis City Council. **Compensation:** \$50 per diem plus expenses. The commission is responsible for the location, design, construction, and operation of the Hubert H. Humphrey Metrodome. The commission also owns but does not operate the Metropolitan Sports Center in Bloomington, MN. The chair is appointed by the governor and six commissioner members are appointed by the Minneapolis City Council. Members must file with the Ethical Practices Board.

The commission members' term of appointment is four years. Six members are appointed by the Minneapolis City Council and the Chair is appointed by the Governor. Regular commission meetings are held the fourth Wednesday of every month in the commission offices at the Metrodome and are open to the public. Committee meetings are held as needed and are also open to the public. The committee structure includes long range planning, concessions, marketing, consultant review and personnel committees. The commission publishes an annual review and a quarterly newsletter. Also, various Metrodome photographs, slides, brochures and pamphlets are available upon request.

For more information, contact the commission administrative offices.

# Metropolitan Transit Commission

560-6th Avenue North,  
Minneapolis, MN 55411-4398

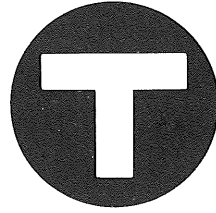
Todd Paulson, chair

Mike Christenson, chief administrator

General Information: (612) 349-7400

Bus Schedule Information (612) 827-7733

Minnesota Statutes, Sections 473.401-473.451



The Metropolitan Transit Commission (MTC) serves 70 million customers. It has 820 peak-hour buses and 125 routes in the seven county metropolitan area, including 58 express and 57 local "trips." Buses travel nearly 28 million miles a year.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Metropolitan Transit Commission**, 560 6th Ave. N., Mpls. 55411-4398. (612) 349-7400. *Minnesota Statutes 473.404 as amended by Laws of 1989.*

**Appointing Authority:** Regional Transit Board: advice and consent. **Compensation:** \$50 per diem plus expenses. The commission provides transit services within the metropolitan area in conformance with the implementation plan of the Regional Transit Board. Five members include one resident of Minneapolis, one resident of St. Paul, two who reside in the service area of the commission outside Minneapolis and St. Paul, and one who may reside anywhere in the metropolitan area. At least one of the members outside of St. Paul and Minneapolis must reside in the full-peak and off-peak service area. Each member must have transit, governmental, or management experience. Members may not, during term of office, be a member of the Metropolitan Council, the Regional Transit Board, the Metropolitan Waste Control Commission, the Metropolitan Airport Commission, the Metropolitan Sports Facilities Commission or any other independent regional commission, board or agency or hold any judicial office. Members must file with the Ethical Practices Board.

The MTC is a publicly-funded agency created by the Minnesota Legislature in 1967. A number of features have been built into the bus system to increase customer satisfaction. They include:

- Providing easy access for buses on I-35W through bypass ramps.
- Giving buses traffic priority in downtown Minneapolis with reverse flow lanes.
- Having a freeway lane on I-394 designed for buses and car/vanpools.
- Designating the Nicollet Mall exclusively for transit vehicles.
- Creating 134 park and ride lots with 5,300 parking spaces.
- Offering nearly 950 passenger waiting shelters.

Besides bus service, the MTC gives Twin Citians another option. **Minnesota Rideshare** provides help to individual commuters in forming carpools and vanpools. It also provides technical assistance to companies in the metro area for employee transportation programs. Nearly 15,000 people are now on Minnesota Rideshare's computerized matching service. Those registered are eligible for free or reduced-rate parking in downtown Minneapolis and St. Paul. Minnesota Rideshare's phone number is 349-RIDE.

Customers who need help planning a bus trip or want schedule information can call the **Transit Information Center** at 827-7733. For schedule information only, customers also can use MTC's automated phone-information number-341-4BUS. Those filing a commendation or complaint should call Customer Relations at 349-7415. Lost and found inquires should be directed to 349-7418.

Bus fares must be paid in exact change or by using a prepaid fare. The MTC sells **SuperSaver** tokens, 10-ride cards and monthly passes. They are sold at two MTC transit

stores in downtown Minneapolis and St. Paul. Or they can be bought at more than 100 business and government agencies in the metro area. These prepaid fares are less costly than paying cash in the farebox. For more information, call 349-7681.

Customers also can get a price break when busing in the Minneapolis and St. Paul downtown areas. The area, known as the Downtown Zone, enables customers to ride for a substantially reduced fare during peak and off-peak hours. Peak hours are weekdays from 6 a.m. to 9 a.m. and 3:30 p.m. to 6:30 p.m. Off-peak is all other times. Additionally, there is a bus shuttle service in downtown Minneapolis to the Hubert H. Humphrey Metrodome for athletic events.

Reduced bus fares are available during off-peak hours for people 65 years or older, those under 18 and persons with disabilities. For identification, seniors must use a Medicare card, a driver's license or a state I.D. card. Youths, ages 14 through 17, should carry a **Youth Discount Card** - available from their schools.

Those with disabilities must show the driver a **Metro Mobility Card** or **Limited Mobility Card** to pay reduced fares. These cards can be applied for by writing to: Metro Mobility Administrative Center, 570-6th Avenue North, Minneapolis, MN 55411-4398. MTC now has more than 120 accessible buses.

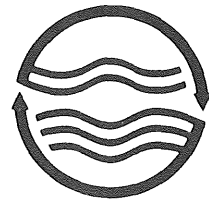
Another option for persons with disabilities is Metro Mobility. This service provides door to door transportation. Metro Mobility users must be certified. Information about the service can be obtained by calling Metro Mobility at 349-7480.

The MTC also publishes an annual report available to the public without charge. Copies of other reports, studies and publications can be received by calling the Communications Department at 349-7683.

MTC Commission meetings are held every Tuesday and are open to the public. They are held at the Commission Chambers in the Heywood Office Facility, 560-6th Avenue North, Minneapolis.

## Metropolitan Waste Control Commission

Mears Park Centre, 230 E. 5th Street,  
St. Paul, Minnesota 55101-1633  
Charles R. Weaver, chair  
Gordon O. Voss, chief administrator  
(612) 222-8423



Minnesota Statutes, Sections 473.501-473.549; Minnesota Rules 5900

The Metropolitan Waste Control Commission (MWCC) was created by the state legislature as the Metropolitan Sewer Board in 1969. It is responsible for collecting and treating wastewater in the Twin Cities area, to protect the public health and environment. Homes, businesses and industries serving two million people are connected with MWCC's central collection and treatment system. MWCC currently serves 105 municipalities and treats more than 275 million gallons of wastewater per day at 11 treatment plants. Agency policies are set by the Board of Commissioners who represent geographic precincts throughout the seven-county area.

The goal of all Commission programs is to responsibly manage the collection and treatment of wastewater in the Twin Cities area, to protect the public health and environment.

The Commission owns and operates the entire collection and treatment system in the Twin Cities area, including 500 miles of interceptor sewers, 174 remote flow metering stations, 65 lift stations and 11 treatment plants: Anoka, Bayport, Blue Lake (Shakopee), Chaska, Cottage Grove, Empire (Farmington), Hastings, Metropolitan (St. Paul),

Rosemount, Seneca (Eagan) and Stillwater. Two plants, Anoka and Bayport, are scheduled to be phased out in 1993-94 and their flows conveyed to other plants.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Metropolitan Waste Control Commission**, Mears Park Center, 230 E. 5th St., St. Paul 55101. (612) 222-8423. *Minnesota Statutes 473.503*

**Appointing Authority:** Metropolitan Council. **Compensation:** \$50 per diem. The commission plans, constructs, and operates a regional wastewater treatment system. The commission consists of eight members (one from each commission district, A through H) appointed by the Metropolitan Council. The chair is appointed by the governor with senate confirmation. Members may not be members of the Metropolitan Council or any other metropolitan agency, or hold judicial office. Monthly meetings. Members must file with the Ethical Practices Board.

The Board of Commissioners is comprised of a Chair, appointed by the Governor, and eight Commissioners, appointed by the Metropolitan Council, who serve staggered four-year terms. Vacancies are announced and applications are accepted by the Metropolitan Council. The full Board meets the third Tuesday of each month, and meets in committee the second Tuesday of each month. Special meetings are held pursuant to public notice. Meetings are in the central office and are open to the public.

A citizens' adjunct to the Commission, the General Advisory Committee, was formed in 1990 and is comprised of 25 representatives from elected municipal government, municipal professional staff, industry and environmental groups. The committee meets monthly to review Commission strategies and make recommendations on long-range issues such as non-point source pollution, toxics control, odor control, nutrient removal, public education and the budget.

The Commission is regulated by the federal Environmental Protection Agency and the Minnesota Pollution Control Agency.

The regulatory bodies enforce standards for effluent discharges, air emissions and solids disposal at MWCC treatment plants. The Commission constructs and upgrades facilities to accommodate future development needs of municipalities in accordance with the Metropolitan Council's Wastewater Treatment and Handling Policy Plan. The wastewater collection system is coordinated through the comprehensive plan each community submits to the Metropolitan Council. The Metropolitan Council also reviews the Commission's implementation plan every two years.

Internally, the Commission is organized into five major departments and several smaller offices. The Office of the Chief Administrator directs the agency's staff and is the single link between the staff and the policy-making Board of Commissioners. The Engineering and Construction Department plans and designs facilities for both short and long-range needs, maintains and upgrades present structures, and manages construction of all MWCC physical facilities. The Quality Control Department provides extensive laboratory services, monitors air quality and water quality testing, tracks regulatory compliance and interacts with federal and state regulators, and administers an aggressive industrial waste control program. The Operations and Maintenance Department provides operation and maintenance of all plants and the collection system and manages the residual solids program. The Human Resources Department administers personnel programs for employees, including staffing, compensation and benefits, employee development and training, labor relations, and health and safety. The Administrative Services Department controls business and financial services including budget development and reporting, accounting, inventory, purchasing and payroll. Smaller offices reporting directly to the Chief Administrator include General Counsel, Internal Auditor, Equal Opportunity/Diversity Management, Communications, Strategic Planning and Management, and Government Relations. MWCC employs a staff of approximately 1,100.

The Commission is essentially a fee-for-service agency that relies principally on three sources for revenue. The primary source of revenue, 85 percent of total revenue, is the user charge assessed to each of 105 municipalities in the system. The charge is based on the volume of wastewater the municipality discharges into MWCC's collection system. The municipality, in turn, bills residential, commercial and industrial customers within its jurisdiction for these costs, as well as the costs of maintaining the local municipal system, which it owns. The second source of revenue is the sewer Service Availability Charge (SAC), a one-time charge assessed for each new sewer hook-up, which accounts for 10 percent of the Commission's total revenue. This charge is used to pay off major sewer system construction. The third source of funding is the industrial strength charge assessed to industries that discharge relatively strong wastewater into the collection system, accounting for about four percent of total revenue. Additionally, about one percent of revenue is provided through other sources like industrial stipulation penalty fees, which are used as an enforcement mechanism, and investment earnings in securities, as allowed by law.

In 1990 the Commission issued its first "Wastewater Treatment Handling and Implementation Plan," a long-range planning document that describes in detail the agency's projections and strategies for meeting a variety of challenges in the next two decades. As required by *Minnesota Statutes* Section 473.161, Subdivision 2a, the Commission's Implementation Plan is reviewed and revised as necessary every two years. The plan is built around several "Focus Areas," or priorities, on which MWCC will be concentrating the next several years. They are: 1. Meeting ever-stricter environmental expectations from regulators and the public alike, in terms of better wastewater treatment and better solids handling programs to substantially reduce risks to the public and the environment; 2. Managing finances effectively and responsibly with greater analysis of short-term and long-term considerations; 3. Shifting the emphasis from expanding and upgrading the system to improving maintenance and repair of the existing facilities; and, 4. Employee development, recognizing that employees are MWCC's key resource for providing quality wastewater treatment and customer service.

Expertise and information from Commission staff is relied on by diverse groups, including the Minnesota Pollution Control Agency, both the Minnesota and Wisconsin Departments of Natural Resources, the U.S. Geological Survey, the U.S. Army Corps of Engineers, the University of Minnesota, barge owners, citizen and environmental groups, media, nationwide consulting firms, and several libraries. The Commission works cooperatively with these and other public agencies to avoid redundancy, exchange new information and acquire technical data in a cost-effective manner.

The Commission provides information services directly to the public through numerous channels. A Speaker's Bureau provides Commission employees for presentations on a variety of environmental and technical issues related to wastewater treatment. The Commission also has video presentations available for school groups, civic and business organizations, and professional forums. General information publications are produced regularly that describe the Commission's mission, goals, activities and progress on a variety of environmental issues. The Commission's external newsletter, the Link, with a circulation of 5,000, carries articles describing current issues and activities. All general interest publications are available by request from the Office of Communications. The Commission also produces numerous technical reports and documents about engineering projects, water and air quality monitoring, plant technical performance, and agency finances, all of which are also available from the Office of Communications.



## Department of Military Affairs

Veterans Service Bldg., 4th Floor  
Capitol Complex, 20 W. 12th Street  
St. Paul, MN 55155-2098

**Major General Eugene R. Andreotti**

Adjutant General (612) 296-4666

**Brigadier General Rodney R. Hannula,**

Assistant Adjutant General (Army)

(612) 296-4662

**Brigadier General Joseph A. Kazek**

Assistant Adjutant General (Air)

(612) 296-4667



### 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 dual-mission forces. They are the organized militia of the State of Minnesota, under command of the Governor. At the same time, National Guard men and women are members of a reserve component of the active U.S. Army and Air Force and may be called into federal service by the President of the United States.

The Minnesota National Guard's state mission is to provide units that are organized, equipped and trained to function efficiently at existing strength in the protection of life and property and in the preservation of peace, order and public safety under orders from 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.

### Executive Director (612) 296-4671

**Chief Warrant Officer 4 (Retired) Thomas J. Ryan, executive director.** The Executive Director assists the Adjutant General in the general management and operation of the Military Affairs department with specifics and oversight on all state and certain federal fiscal matters. The Executive Director also is the primary liaison with the State Legislature, Congressional Delegation and other federal and state agencies as directed by the Adjutant General.

### Chief of Staff (612) 296-4665

**Colonel Gary E. Le Blanc, chief of staff.** The Chief of Staff manages the total mission for the Minnesota Army National Guard and insures that the essential services and support are available for Army Guard functions. He also manages the Minnesota National Guard headquarters staff to ensure that all assigned and standing missions are accomplished.

### U.S. Property and Fiscal Office (612) 632-6631, ext. 331

**Lieutenant Colonel James R. Buxton, U.S. property and fiscal officer.** All federal money and equipment issued to the Minnesota Army and Air National Guard must pass through this office which is located at Camp Ripley. The office 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 office is accountable for the receipt, storage, issue, maintenance and accounting of state-owned property used by the Minnesota Guard.

### **Directorate of Personnel (612) 296-4040**

**Colonel Steven E. DeMars, director.** The directorate manages and provides staff supervision and administration of all military manpower and personnel aspects of the Minnesota Army National Guard. It maintains both Army Guard current and historical personnel records and a reference library of military regulations, directives and circulars.

### **Recruiting and Retention Section (612) 296-4235**

**Lieutenant Colonel Ronald L. Halverson, manager.** 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. In addition, 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. The Family Assistance Center is also co-located and under the direction of this office.

### **Directorate of Plans, Operations, Training and Military Support (612) 296-4535**

**Lieutenant Colonel Leonard K. Grein, director.** The directorate budgets and manages all military school activities, provides broad training guidance to all Minnesota National Guard members, and plans and programs troop units into Camp Ripley of annual and weekend training periods. The Military Support section of the directorate develops plans for military support to civilian authorities in domestic emergencies, disturbances and natural disasters. It helps state and local government officials plan the best use of National Guard personnel and equipment for community service support projects or emergency use. The section provides information to the public about the various types of community service and emergency programs. For information contact Colonel Ronald L. Deppa, military support officer, (612) 296-4238.

### **The Minnesota National Guard Academy (612) 296-4210**

**Lieutenant Colonel Lyle D. Lalim, training administrator.** The academy operates the Guard's Officer Candidate School and the Non-Commissioned Officer (NCO) Education System. The officer training school is the primary source of officers for the Minnesota Army Guard. Under the non-commissioned officer system NCO's can complete their required military education. The Winter Operation School which is regarded as the Army National Guard's experts on cold weather training and maintenance operations, and the Regional Training Site – Maintenance Section which provides maintenance training in support of newly acquired equipment and prepares reserve component non-divisional maintenance units for mobilization are both under the jurisdiction of the academy.

### **Support Personnel Management Office (612) 296-4668**

**Colonel Duane D. Paisley, support personnel management officer.** This office manages the full-time employees who support the Minnesota National Guard throughout the year. These employees are either on active duty status or are federal civilian employees. With few exceptions, the full-time employees are members of the National Guard and perform the day to day duties of recruiting, maintenance, administration and training.

### **Human Relations/Equal Opportunity Section (612) 296-4472**

**Captain Janel K. Bennett.** This section coordinates with supervisors, managers and the Support Personnel Management Officer in administering the EEO Affirmative Action Plan; investigating and detecting instances of discrimination of employees and recommending corrective action to the Adjutant General; minority community relations; EEO incentive awards; and assisting in implementing the Federal Women's Program and the Hispanic Employment Program.

### **Public Affairs Section (612) 296-4684**

**Major Lucy L. Kender, public affairs officer.** This section handles public information, community relations and internal information for the Army and Air Guard. News media and public inquiries should be channeled to this section.

### **Information Management (612) 297-1232**

**Major William A. Hose, director.** The Directorate of Information Management (DOIM) serves as the principle advisor to the Adjutant General and his staff on matters of automation, telecommunications and visual information. The DOIM has overall staff responsibility for support of existing systems in these areas, and is tasked with instituting new programs and/or systems as appropriate.

### **Army Aviation Support Facility, St. Paul Downtown Airport (612) 296-4585**

**Lieutenant Colonel Dennis J. Lord, facility commander.** The Army Aviation Support Facility (AASF) manages the Army Aviation Program. Facility personnel perform aircraft maintenance, flight operations, aircraft standardization, tactical training, aviation safety and administrative support.

### **Camp Ripley Training Site (612) 632-6631 ext. 321**

**Colonel Benton D. Murdock, camp commander.** Camp Ripley is the state-owned National Guard training site located seven miles north of Little Falls, MN. The 53,000 acres site has accommodations to house over 11,000 troops during moderate weather and 2500 for winter training. The camp's winter operations training facilities have earned the designation of the primary winter training site in the nation for the National Guard.

### **Office of the Military Architect and Engineer (612) 632-6631 ext. 315**

**Lieutenant Colonel Wayne A. Johnson, facilities management officer.** This office, located at Camp Ripley, supervises the construction, maintenance and repair of all Army National Guard facilities throughout Minnesota. The office serves as the State's representative for all contracted Army National Guard construction, maintenance and repair.

### **Surface Maintenance Office (612) 632-6631 ext. 384**

**Colonel Leroy T. Laforce, surface maintenance manager.** The manager of Maintenance supervises the state-wide maintenance program for surface equipment assigned to the Minnesota Army National Guard. The responsibilities include providing technical supervision to 19 Army Guard Organizational Maintenance Shops (OMS) throughout Minnesota. Exercise operational control over the Minnesota Army Guard's Combined Support Maintenance Shop (CSMS) and the Mobilization and Training Site (MATES), both located at Camp Ripley.

### **Air National Guard State Headquarters (612) 296-4673**

**Colonel Verne P. Burque, executive support staff officer.** This section is the link between the Adjutant General and the Minnesota Air Guard and its two air bases. Major Air Guard personnel actions-enlistments, separations, discharges-are processed by the 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 the 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 retention.

### **133rd Tactical Airlift Wing (612) 725-5632**

**Brigadier General John D. Broman, commander.** The 133rd Tactical Airlift Wing, headquartered at Minneapolis-St. Paul International Airport flies four-engine C-130E Hercules transports in state and federal missions. The wing includes a flying squadron and several other units in the Twin Cities and similar organizations on the east coast. The wing also provides air traffic control service.

### **148th Fighter Interceptor Group (218) 727-7200**

**Colonel Raymond T. Klosowski, commander.** The Duluth-based 148th Fighter Interceptor Group maintains 20 mission-ready F-16 fighters. Their wartime mission is to intercept and identify hostile airborne targets and launch an attack with conventional air-to-air munitions.

A permanent detachment consisting of three aircraft and 17 personnel are assigned to Tyndall Air Force Base, Florida. The mission at Tyndall is 24 hour alert to protect the airspace over the southeast United States.

### **34th "Red Bull" Infantry Division (612) 296-4702**

**Major General David H. Lueck, commander.** The 34th Infantry Division, one of our nation's ten National Guard Divisions is headquartered in St. Paul. The division has units in Minnesota as well as in Iowa, Illinois and Wisconsin. The 34th Division consists of infantry, armor, artillery, aviation, engineer and support and service units-the full compliment of an infantry division.

### **Troop Command (612) 296-4140**

**Colonel Ross S. Fortier, commander.** The Minnesota Army National Guard's Troop Command is the parent headquarters of all Army Guard units not assigned to the 34th "Red Bull" Division. Included are a high priority mechanized infantry battalion and a field-artillery battalion, plus specialized military police and maintenance units.

## **Minnesota Municipal Board**

**Suite 475 McColl Bldg., 366 Jackson Street, St. Paul, MN 55101**

**Terrence Merritt, executive director (612) 296-2428**

**Minnesota Statutes, Chapter 414; Minnesota Rules 6.0100-6.3400**

The Minnesota Municipal Board is the sole agency that reviews, adjudicates, and facilitates boundary expansion, contraction, or unification in Minnesota. The quasi-judicial agency was created by the Legislature in 1959 in response to boundary chaos. The vast majority of requests come from property owners and the remainder from cities and townships. All adjustments affect local government and have the potential for conflict or agreement.

There are four major types of boundary adjustments: annexations of unincorporated land to municipalities; detachments of incorporated land to townships or detachment of incorporated land from one municipality and annexation to an adjacent municipality; consolidation of two or more municipalities into a single municipality; incorporation of a municipality.

The Board provides assistance in understanding boundary change and incorporation statutes, information to citizens on proper filing procedures, and sample forms. It also provides information relating to the factors which the Board must consider in making its decision. These forms may be obtained from the Board office at the above address.

Depending on the type of proceeding, there is a filing fee ranging from \$25.00 to \$600.00.

All proposed boundary changes or incorporations are resolved within two years from the date of the first Board hearing.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Municipal Board**, Suite 475 McColl Bldg., 366 Jackson Street, St. Paul, 55101. (612) 296-2428. *Minnesota Statutes 414.01.*

**Appointing Authority:** Governor. **Compensation:** \$50 per diem plus expenses for public members. the board acts on all boundry adjustments between a city and the adjacent land, and rules on incorporations of cities. The board consists of three members of whom at least one must be learned in the law, and one must be a resident from outside the metropolitan area. Monthly meetings and numerous hearings. Members must file with the Ethical Practices Board.

## Department of Natural Resources

500 Lafayette Road,  
St. Paul, MN 55155-4001  
Rod Sando, commissioner  
(612) 296-2549

Minnesota Statutes, chapters 84, 84A, 85, 86, 86A,  
88-94, 97-112; *Minnesota Rules* 6100-6299



### Background

A forestry association was founded in 1876 to protect the state's timber resources. By 1895 the state named its first chief fire warden, who later became forestry commissioner and secretary of the state's forestry board. The department of conservation was created in 1931 and was renamed the Department of Natural Resources (DNR) in 1971 to reflect the agency's broader responsibilities.

Minnesota's rich natural resources include 26,000 square miles of forestland; about 12,000 lakes; tens of thousands of miles of boatable rivers; game animals, rare species, and other wildlife of many kinds; some of the richest mineral lands in the nation; and hundreds of areas for camping, hiking and other outdoor recreation. The stewardship of Minnesota's resources is handled by about 1,500 full-time employees and up to 2,500 part-time employees who work for the DNR, and thousands of volunteers from across the state and nation. About two-thirds of the full-time employees and nearly all of the seasonal workers work in the field, close to the resources they manage.

From its St. Paul headquarters to home offices for conservation officers, the DNR staffs more than 350 offices in Minnesota's cities, small towns, woods, and farmlands. Crucial to the DNR's field operations are its six regional offices in Bemidji, Grand Rapids, Brainerd, New Ulm, Rochester, and St. Paul. The department is organized by divisions, according to the resources it manages: Forestry, Fish and Wildlife, Parks and Recreation, Minerals, Trails and Waterways, Enforcement, and Waters.

In 1984, the DNR moved into its new headquarters at 500 Lafayette Road, St. Paul.

### Office of the Commissioner (612) 296-2549

**Ron Nargang, deputy commissioner (612) 296-2540.** The commissioner of the Department of Natural Resources (DNR) has authority over all of the public lands, parks, timber, waters, minerals, and wildlife of the state and their use, sale, leasing, or other disposition. He is also responsible for encouraging programs, promoting the safe use of watercraft and firearms, and has jurisdiction over the harvest of wild rice from public waters. He has jurisdiction over 65 state parks, and 16 waysides, about 900 state-owned wildlife management areas, lands within state forest boundaries, and 1,460 miles of recreational trails. He also is responsible for providing fire protection within the state's forested areas. The deputy commissioner is next in charge.

**Eugene Gere, assistant commissioner for administration (612) 296-0533.** This office provides administrative and support services to the department through the bureaus of Financial Management, Human Resources, Field Services, Real Estate Management, Engineering, Management Information Systems, Records and Office Services, and Licenses.

**Raymond B. Hitchcock, assistant commissioner for operations (612) 296-5229.** This position is involved with the daily operations oversight of DNR division directors. The position is responsible for the general direction of all operations divisions, including Enforcement, Fish and Wildlife, Forestry, Minerals, Parks, Trails and Waterways, and Waters. He weekly facilitates interdepartmental communication in the areas of policy, public response, divisional strategic planning, and interaction with the Legislature.

**Luci Botzek, assistant commissioner for human resources and special programs (612)296-9556.** This assistant commissioner directs a number of diverse programs, including the DNR Bureau of Human Resources, DNR Volunteer Programs, DNR Youth Programs, and the DNR Library.

**Wayne Edgerton, DNR agricultural policy director (612) 297-8341.** This official plans and directs a consistent communication and coordination program between the DNR Commissioner's Office and the state's agricultural constituents. He works closely with agricultural interests in solving common problems and preserving the resources that both are charged with managing.

**Norman Moody, local government liaison officer (612) 296-4944.** This official serves as a special assistant to the DNR commissioner, planning and directing a program to strengthen working relationships between the DNR and local governmental units. He works directly with local governmental bodies on issues of common interest. He also oversees the DNR Volunteer Services Program.

## Regional Offices

**Region I – Merlyn Wesloh, administrator. (218) 775-3955**

2115 Birchmont Beach Road Northeast  
Bemidji, Minnesota 56601

**Region II – Joe Day, acting administrator. (218) 327-4455**

1201 East Highway 2  
Grand Rapids, Minnesota 55744

**Region III – Robert Hance, administrator. (218) 828-2561**

1601 Minnesota Drive  
Brainerd, Minnesota 56401

**Region IV – James Schneider, administrator. (612) 359-6000**

Box 756, Highway 15 South  
New Ulm, Minnesota 56073

**Region V – William Johnson, administrator. (507) 285-7420**

P.O. Box 6247  
Rochester, Minnesota 55903

**Region VI – Karen Bowen, administrator. (612) 772-7900**

1200 Warner Road  
St. Paul, Minnesota 55106

## Enforcement Division (612) 296-4771

**Leo Haseman, 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 all-terrain vehicles (ATV), and enforce laws dealing with alterations of beds of lakes and streams. The division supervises the Firearms Safety Training Program, the Snowmobile Safety Program, the ATV Training Program, and Advanced Hunter Education 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 also 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 and 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 items and locations of disposal auctions, contact the division. There are no forms or fees. Most requests can be handled immediately.

### **Motor Vehicle-Killed Wildlife**

A new law passed and implemented during 1987 shifts most of the responsibility for the pick-up of car-killed deer from DNR Conservation Officers to "local road authorities," and provides for no-cost deer possession.

Under the new law, DNR Conservation Officers still coordinate the program, and will be issuing six-month possession permits to be distributed by state and local authorities.

In addition to transferring this responsibility for the pick-up of road-killed big game to local road authorities, the new law also requires the department to issue new possession permits which allow the driver claiming a salvageable animal to keep it at no charge. If they do not claim it, the carcass can still be released to another person at the scene or by a conservation officer for distribution to various public benefit groups or organizations.

Unsalvageable deer and deer for which there is no immediate salvageable demand must be referred to the road authority which has immediate responsibility, such as: the MnDOT on Interstate, U.S. and State highways; county highway departments on county-state aid highways and county roads; local (city/township) road authorities on all lesser streets and roads. Conservation officers will work with the various road authorities to implement this policy.

A monthly summary form will also be furnished to local road authorities by the DNR's Section of Wildlife which collects data on these accidents. Any injured deer still alive will be disposed of by the Conservation Officer responding to the incident, or other law enforcement officers at the scene if they are willing to assist in the disposal.

Other than road-killed deer, all other salvageable, big game shall be sold for the highest price. These animals, as well as confiscated deer kills and deer taken under permit, will still be sold and reported on confiscation and sale reports. The minimum prices for these animals are: deer (\$8), moose (\$50) and bear (\$10), plus \$1 per claw if sold with the animal.

### **Turn In Poachers (TIP) (612) 297-3999; Statewide toll-free: 1-800-652-9093**

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, depending upon the seriousness of the crime. The decision as to the amount of the reward will be determined by an impartial panel. The above telephone numbers are available 24 hours a day. 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) 296-0657**

**Bill Spence, support services supervisor.** This unit concentrates on illegal commercialization and interstate trafficking. It also 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 dumping of wastes.

### **Arrests and Confiscations Unit (612) 296-4883**

**Pat Watts, 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.

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 major 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.

### **Firearms, Snowmobile, and ATV Safety Section (612) 296-4819**

**Mike Hamm, coordinator.** This section provides 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, snowmobiles, and ATVs (all-terrain vehicles) 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 12 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 and ATV Safety** is taught to promote safe, courteous participation in the sport of snowmobiling and use of all-terrain vehicles. 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 or ATV on public lands and lakes which are under the control of the commissioner of the DNR. Between the ages of 14 and 18, youths may drive snowmobiles as an adult.

The cost for the programs is \$5. 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 \$5.

### **Bureau of Engineering (612) 296-2119**

**John Ernster, administrator.** The bureau provides mapping, landscape design, land surveying, engineering, and architectural services for the DNR. While offering traditional services such as construction plan and specification preparation, the bureau is also involved in contract management for department construction projects. Land surveys for acquisition, land exchanges, land management and development are also carried out within the bureau. Recently the ambitious Public Recreation Information Mapping Program (PRIM), which will map recreational activities for the entire state, was added to the bureau's list of services.

A complete set of U.S.G.S. quadrangle maps and the related high altitude photos resides at the bureau. Geographic Information System (GIS) base map development is also taking place at the bureau and a successful pilot program was recently completed. The bureau has an extensive amount of information relating to Public Land Corners within the state.

### **Field Services Bureau (612) 297-3758**

**Norm Kordell, administrator.** This bureau provides management and administrative support services necessary to maintain DNR operations so that resource professional staff are able to maximize time spent managing the state's natural resources.

Services provided by the bureau include: facility management; coordination of purchasing activities; administration of the department's safety and health program; management of departmental assets, inventory, and surplus property disposal; maintenance



of an emergency support equipment cache; wood routed sign production; fleet and equipment management for vehicles and heavy equipment used by the department; and various other support activities. The bureau maintains two service centers to aid in carrying out these tasks:

**Northern Service Center** (218) 327-4442

1201 East Highway 2, Grand Rapids, MN 55744

**Southern Service Center** (612) 772-7550

1200 Warner Road, St. Paul, MN 55106

### **Financial Management Bureau (612) 296-8340**

**Allen Yozamp, 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.

### **Fish and Wildlife Division (612) 297-1308**

**Roger Holmes, 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 provides 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 Natural Resources Information Center. Depth contour maps of lakes are available from the Department of Administration's Minnesota's Bookstore. Copies of hunting, fishing, and trapping rules are available from the Natural Resources Information Center 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. For a free catalog listing available lake depth and other maps, contact Minnesota's Bookstore, 117 University Ave., St. Paul, MN 55155, (612) 297-3000, or statewide toll free 1-800-657-3757.

### **Ecological Services Section (612) 296-2835**

**Bruce Hawkinson, acting chief.** The section serves as a planning, fact-finding, monitoring, and environmental reviewing 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 reenhancement of these resources in project plans. It sounds and maps lakes, provides laboratory services, 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 in to the laboratories for diseases, parasites, pesticides, mercury, PCBs (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.

The section also contains a planning unit and is facilitating the development of a planned management system in the Division of Fish and Wildlife.

## **Fisheries Section (612) 296-3325**

**Jack Skrypek, 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. A fish survey program is operated to provide current information on the status of the fish populations, fish pressure and harvest, and as a basis for the distribution of management effort. A fisheries research program is conducted to develop new management methods, improve techniques and supply basic information for understanding problems. Projects include the improvement of game fish habitat, propagation and distribution of fish, rough fish control, and lake rehabilitation.

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 – Red Lake, Lake of the Woods, Mille Lacs, Winnibigoshish, Leech, Rainy – annually produce more than 2 million walleye for anglers.

Each year, about 210 million fish are raised and distributed from the following facilities: 17 walleye spawning stations, 7 muskellunge spawning stations, 7 sucker spawning stations (to supply food for muskellunge rearing), 15 walleye hatcheries (9 of which also hatch sucker eggs and 5 which also hatch muskellunge eggs) 6 trout hatching and rearing stations, 300 walleye rearing ponds, 113 controlled northern pike spawning areas, and 50 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 obtained immediately from the fisheries office in the area involved.

Information on aquatic education is available through MINNAQUA, a cooperative program between the DNR and Minnesota Extension Service.

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 to three weeks.

Application for permits to operate lake aeration systems are available from local fisheries stations.

A report, "*Key to Common Aquatic Plants*," is available at cost from the Minnesota Documents Division, 117 University Ave., St. Paul, MN 55155, (612) 297-3000.

The following reports and guides are available from the Fisheries central 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 Stream Trout*," "*Trout Streams of Southeast Minnesota*," "*Designated Trout Lakes*" (list of lakes by county with geographical description).

Lake survey report and stocking records are available for inspection at the Fisheries offices for the involved areas and informational leaflets on most fish species are available for handout at the same location.

## **Fisheries Area Headquarters Statewide**

**DNR Region I Northwest-Fisheries Regional Headquarters**, 2115 Birchmont Beach Road N.E., Bemidji, MN 56601, (218) 755-3959

### **Fisheries Area Offices**

**Baudette**-Route 1, Box 1001, 56623, (218) 634-2522

**Bemidji**-2114 Bemidji Ave., 56601, (218) 755-2974

**Detroit Lakes**-P.O. Box 823, 56501, (218) 847-1579

**Fergus Falls**-1221 Fir Ave. East, 56537, (218) 739-7576

**Glenwood**-1110 North Lakeshore Dr. HCR 73, Box 172, (612) 634-4573

**Park Rapids**-301 So. Grove Ave., (218) 732-4153

**Walker**-HCR 73, Box 172, 56484, (218) 547-1683 DNR

**Region II Northeast**-Fisheries Regional Headquarters, 1201 East Highway 2,  
Grand Rapids, MN 55744, (218) 327-4415

**Fisheries Area Offices**

**Duluth/French River**-5351 North Shore Drive, 55804, (218) 723-4785

**Ely**-1429 Grant McMahan Blvd., 55731, (218) 365-7280

**Finland**-P.O. Box 546, 55603, (218) 353-7591

**Grand Rapids**-1201 East Highway 2, 55744, (218) 327-4430

**Grand Marais**-P.O. Box 146, 55604, (218) 387-2535

**International Falls**-Route 8, Box 8, 56649, (218) 286-5220

**DNR Region III Central**-Fisheries Regional Headquarters, 1601 Minnesota Drive,  
Brainerd, MN 56401, (218) 828-2624

**Fisheries Area Offices**

**Aitkin**-116 2nd Ave. NE., 56431, (218) 927-3751

**Brainerd**-1601 Minnesota Drive, 56401, (218) 828-2550

**Hinckley**-P.O. Box 398, 55037, (218) 384-7721

**Little Falls**-Route 4, 56345, (612) 632-6675

**Montrose**-Route 1, Box 175, 55363, (612) 675-3301

**DNR Region IV Southwest**-Fisheries Regional Headquarters, Highway 15 South, Box  
756, New Ulm, MN 56073, (507) 359-6046

**Fisheries Area Offices**

**Hutchinson**-RR5, Box 85A, 55350, (612) 587-2717

**Ortonville**-RR2, Box 172A, 56278 (612) 839-2656

**Spicer**-P.O. Box 457, 56288, (612) 796-2161

**Waterville**-P.O. Box 86, 56096, (507) 362-4223

**Windom**-Route 2, Box 245, 56101, (507) 831-3394

**DNR Region V Southeast**-Fisheries Regional Headquarters, 2300 Silver Creek Road  
NE, Rochester, MN 55906, (507) 359-6046

**Fisheries Area Offices**

**Lake City**-P.O. Box 69, 55041, (612) 345-4219

**Lanesboro**-Route 2, Box 85, 55949, (507) 467-2442

**DNR Metro Region VI**-1200 Warner Road, St. Paul, 55106, (612) 772-7950

**Fisheries Area Offices**

**Metro East**-1200 Warner Road, St. Paul, 55106, (612) 772-7950

**Metro West**-1200 Warner Road, St. Paul, 55106, (612) 772-7950

**DNR Fisheries Section**, 500 Lafayette Road, St. Paul, MN 55155-4012, (612) 296-3325

**Wildlife Section (612) 296-3344**

**Tim Bremicker, 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, develops, and manages 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 DNR Wildlife Section, 500 Lafayette Road, St. Paul, MN 55155-4007.

### **Natural Heritage Program (612) 296-4284**

**John Almendinger, acting 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 process 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) 297-0700**

**Carrol 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 to the state, 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 first or second in the nation in the number of donations received and amount of money raised. In 1990, nearly \$1,100,000 was received from taxpayers.

For more information, contact the program at the DNR, 500 Lafayette Road, St. Paul, MN 55155-4007.

### **Scientific and Natural Areas Program (612) 297-2357**

**Bob Djupstrom, supervisor.** This is a statewide program established to preserve and manage Minnesota's rare and/or endangered natural features. The program, created by the 1969 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 and 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 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 at the DNR, 500 Lafayette Road, MN 55155-4007.

### **Farmland Wildlife Population and 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. Road 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, Route 3, Box 127, Madelia, MN 56062.

### **Forest Wildlife Population and Research Group (218) 327-4432**

**Mark Lenarz, group leader.** The group designs and analyzes all the census and survey data, and conducts original research, dealing with wildlife in the northern forested area of Minnesota. The group conducts deer, moose, and aerial beaver censuses; surveys deer reproduction; conducts ruffed grouse drumming and sharp-tailed grouse dancing ground counts; and conducts furbearer scent-post surveys.

Research projects involving the group are ecology of forest predators, dynamics of deer populations, habitat selection by white-tailed deer, physiology of deer, an experimental census of otter, studies of deer and timber wolf interactions, and studies of black bear populations. In addition, the group operates a wildlife forensics laboratory.

The group is located in the DNR Regional Headquarters on Highway 2 in eastern Grand Rapids. For more information write the station at 1201 East Highway 2, Grand Rapids, MN 55744.

### **Wetland Wildlife Populations and Research Group (218) 755-2973**

**Todd Eberhardt, group leader.** The group conducts surveys, censuses, and research on the state's wetland wildlife. The group conducts statewide waterfowl breeding population estimates and fall distribution and abundance of waterfowl on selected areas. It bands locally reared ducks during the summer and determines the breeding populations of waterfowl on selected automobile transects and lakes. The group cooperates with the Mississippi Flyway Council and assists in a project of pre-season banding of waterfowl in the early fall and helps conduct brood counts in the Chippewa National Forest.

Current research projects involving the group are ecology and life history of the ringnecked 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 St., Bemidji, MN 56601.

**Region I Northwest** – Regional Wildlife Headquarters, 2115 Birchmont Beach Road N.E., Bemidji, MN 56601, (218) 755-3955

#### **Wildlife Area Offices:**

**Baudette**-Route 1, Box 1023, 56623, (218) 634-1705

**Bemidji**-2114 Bemidji Ave., 56601, (218) 755-2964

**Crookston**-203 West Fletcher St., 56716, (218) 281-3287

**Detroit Lakes**-P.O. Box 823, 56501, (218) 847-1579

**Fergus Falls**-1221 Fir Ave. E., Box 122, 56537, (218) 739-7576

**Glenwood**-Route 3, Box 1A, 56334, (218) 634-4573

**Karlstad**-P.O. Box 154, 56732, (218) 436-2427

**Middle River**-N. E. Star Route, Box 17, 56737, (218) 222-3747

**Morris**-701 1/2 Iowa Ave., 56267, (612) 589-1030

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**Park Rapids**-P.O. Box 166, 56470, (218) 732-8452  
**Roosevelt**-Red Lake WMA, Box 100, 56673, (218) 783-6861  
**Roseau**-Roseau River WMA, Star Route 5, Box 103, 56751, (218) 463-1557  
**Thief River Falls** 123 Main Ave. N., 56701, (218) 681-7789

**Region II Northeast** – Regional Wildlife Headquarters, 1201 East Highway 2, Grand Rapids, MN 55744, (218) 327-4413

### **Wildlife Area Offices:**

**Cloquet**-S. Hwy 33, 55720, (218) 879-0883  
**Ely**-55731, (218) Eveleth-2005 Hwy 37, 55734, (218)749-7748  
**Grand Marais**-Fish & Wildlife Bldg., 55604, (218) 387-2370  
**Grand Rapids**-1201 E. Hwy. 2, 55744, (218) 327-4428  
**International Falls**-Route 8, Box 8, 56649, (218) 286-5434  
**Two Harbors**-804 15th St., 56616, (218) 834-5097

**Region III Central** – Regional Wildlife Headquarters, 1601 Minnesota Drive, Brainerd, MN 56401, (218) 828-2615

### **Wildlife Area Offices:**

**Aitkin**-936 Second St. NW, 56431, (218) 927-6915  
**Brainerd**-1601 Minnesota Dr., 56401, (218) 828-2555  
**Cambridge**-915 Hwy 65 S., 55008, (612) 689-2832  
**Hinckley**-P.O. Box 398, 55037, (218) 384-6148  
**Little Falls**-Route 4, Box 19A, 56345, (612) 632-6677  
**Onamia**-Mille Lacs WMA, Route 2, Box 217, 56359, (612) 532-3537  
**St. Cloud**-3725 12th St. N., Box 370, 56301, (612) 255-4279

**Region IV Southwest** – Regional Wildlife Headquarters, Box 756, Highway 15 South, New Ulm, MN 56073, (507) 359-6030

### **Wildlife Area Offices:**

**Appleton**-Appleton Civic Center, 323 Schlieman Ave. W., 56208, (612) 289-2493  
**Dundee**-Talcot Lake WMA, 56126, (507) 468-2248  
**Gaylord**-230 4th N., 55334, (612) 237-5274  
**Madison**-National Guard Armory, 56256, (612) 598-7641  
**Mankato**-Nichols Office Center, #180, 56001, (507) 389-5370  
**Marshall**-1400 Lyon E., 56258, (507) 537-6250  
**Nicollet**-329 Pine St., Box 79, 56074, (507) 225-3572  
**Redwood Falls**-231 2nd St. E., 56283, (507) 637-2320  
**Slayton**-2431 26th St., 56172, (507) 836-6919  
**Watson**-Lac qui Parle WMA, 56295, (612) 734-4451  
**Willmar**-1025 19th Ave. SW, 56201, (612) 231-5163  
**Windom**-Route 2, Box 245, 56101, (507) 831-2465

**Region V Rochester/Metro** – Regional Wildlife Headquarters (Rochester), 2300 Silver Creek Road NE, Rochester, MN 55903, (507) 285-7435

### **Wildlife Area Offices:**

**Altura**-Whitewater WMA, 55910, (507) 932-4133  
**Forest Lake**-Carlos Avery WMA, 18310 Zodiak, 55025, (612) 296-5290  
**(Metro) Carlos Avery Game Farm-Forest Lake**, MN 55025, (612) 296-5200  
**Owatonna**-285 18th St. SE, 55060, (507) 451-9282  
**Shakopee**-223 Holmes St., #101, 55379, (612) 445-9393  
**Winona**-305 Exchange Bldg., 55987, (507) 457-5486

## **Division of Forestry (612) 296-4491**

**Gerald A. Rose, 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 19 Area Supervisors have line authority for field operations. Three 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 three main program areas: forest management, planning and information, and wildfire protection.

### **Forest Administration Section (612) 296-4495**

This section is responsible for business management; including economics, statistics, and legislative coordination.

#### **Business Management (612) 296-4487**

**Joyce Nyhus, business manager.** This unit provides a variety of services to the Division of Forestry, including accounting, bill processing, coding of time sheets, expense reimbursements, and handling personnel transactions for the St. Paul Staff.

#### **Economics and Statistics (612) 296-4486**

**Doug Ford, forest economist.** The Forest Economist provides economic statistical analysis 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.

### **Forest Management Section (612) 296-4499**

**Bruce ZumBahlen, assistant to the director.** The section consists of two major program areas: State forest management and cooperative forest management assistance.

#### **State Forest Management (612) 296-4482**

**C. Barry Morse, supervisor.** State forest management includes the silviculture, state forest roads, timber sales and forest recreation programs.

#### **Silviculture (612) 297-3513**

**Bob Pajala, supervisor.** Silvicultural specialists are located at Regional offices in Bemidji, Grand Rapids, and Brainerd and at most areas in the north. The silviculture 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.

#### **Nursery Operations (612) 297-2973**

**Miles Wiegand, nursery coordinator.** 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 18 to 20 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 Badoura Nursery, DNR Forestry Headquarters, Akeley, MN 56433, (218) 652-2385.

#### **State Forest Roads (612) 297-3509**

**Eric Geisler, specialist.** The division is responsible for the planning, construction and maintenance of 1,900 miles of state forest roads.

### **Recreation and Lands (612) 297-3508**

**John Hellquist, specialist.** 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.

### **Timber Sales (612) 296-4498 and Scaling (218) 327-4441**

**Bill Berndt, timber sales supervisor; Eugene Jamrock, timber scaling specialist.** 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. Some scaling is completed by district personnel with check scales by area personnel and the scaling office. Many wood-using industries have been granted authority to scale state timber under terms of Consumer Scale Agreements.

### **Cooperative Forest Management (612) 296-5965**

**S. Olin Phillips, cooperative forest management supervisor.** Cooperative forest management includes county, private and urban forest management, insect and disease, soils, and pesticide programs.

### **Cooperative County Forestry Program (612) 296-5965**

**S. Olin Phillips.** The Cooperative Forestry Program works with county land departments in 16 northern Minnesota counties with the administration and management of approximately 2.8 million acres of tax-forfeited forest lands. Coordination of technical support and cooperative projects with the counties on division programs is a project role.

### **Forest Insect and Disease Management (612) 296-5965**

**S. Olin Phillips.** The division's forest insect and disease management specialist conducts pest surveys, evaluates pest management techniques, directs pest control projects, and works 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 a newsletter and annual Forest Pest Report which is available upon request.

### **Private Forest Management Assistance (612) 296-5970**

**Tom Kroll, cooperative forest management specialist.** Over 8,000 of Minnesota's approximately 120,000 non-industrial 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) 296-5970**

**Jon Stiegler, program coordinator.** Annually the Division of Forestry provides approximately 300 local Minnesota communities and thousands of urban and suburban residents with technical advice and assistance in urban forest management. Assistance with tree planting, care and maintenance, management planning, wood utilization, urban development and multiple use management has helped municipalities wisely use their urban forest resources, and efficiently utilize their forestry budgets.

### **Pesticide and Forest Soils Programs (612) 297-4924**

**Michael J. Phillips, Ph.D., supervisor.** The division maintains an active pesticide program with the objective of reducing mortality and enhancing productivity of forest stands by minimizing impacts due to weed competition, insects and disease. The role of the soil specialists is to apply technical land form, soil and vegetation information in providing forest soil interpretations and recommendations to natural resource managers. Site analysis prior to the initiation of management activities is emphasized.



### **Resource Planning and Information Section (612) 296-5953**

**Larry Hegstad, assistant to the director.** This section is responsible for planning, environmental studies, forest resource inventory, information management and for providing utilization and marketing studies.

### **Forest Resource Planning (612) 297-2143**

**John Olson, supervisor.** Forest resource planning provides strategic and land management planning support for the Division of Forestry and for the Department of Natural Resources. Major planning activities include development and implementation of the Minnesota Forest Resource Plan, assisting in the development of program plans and land management plans for each of the division's administrative areas, recreational plan development, annual work planning and accomplishment reporting, and policy and environmental review. The planning staff also provides legislative and administrative support, manual review and revision, and staff support to the director on numerous other special projects.

### **Environmental Studies (612) 297-2145**

**Jon Nelson, environmental review supervisor.** The environmental review forester serves as the division's technical representative on the DNR's Environmental Review Team and the Commissioner's Council. The Environmental Review Team is responsible for developing a department position on environmental issues and project proposals submitted from outside the department. The Commissioner's Council reviews the division's long range plans; department policy statements; and management plans for parks, trails, wildlife management areas, and other units.

### **Information Management (612) 297-3516**

**Jack Shea, forest information systems supervisor.** The Information Management Program is a Legislative Commission on Minnesota's Resources (LCMR) funded effort to increase forest management efficiency through the improved use of computer-based information systems within the Division of Forestry. This unit has designed and implemented an integrated information system for the Division of Forestry.

### **Forest Inventory (218) 327-4449**

**David Heinzen, 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.

### **Utilization and Marketing Program (612) 296-6491**

**John Krantz, utilization and marketing specialist.** The program goal is to increase the use of Minnesota's wood resources, the economic benefits derived from industrial use of wood, and the wood-using efficiency of Minnesota's forest products industry. Program strategies include identification and promotion of wood resource based industrial development opportunities, promotion of commercial wood energy, increasing the flow of market information, and providing wood-products manufacturers with processing improvement assistance.

### **Public Affairs (612) 296-5958**

**Meg Hanisch, public affairs specialist.** This program informs various publics and clientele of division programs and services; supplements efforts made by the department's Information and Education Bureau; cultivates public appreciation for natural resource management, protection and development; forms a central link for region information and education programs/representatives; develops feedback mechanisms to collect input from key clientele, cooperators, and the public; and trains division personnel in public affairs techniques and applications.

## **Resource 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, fire 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 radio manual are maintained by the fire section. The division has three overhead teams, equipment caches, and airtanker bases to respond to fires that exceed initial attack capabilities.

### **Air Operations (218) 327-4436**

**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 airtankers are hired on contract during fire seasons. The Air Operations Program maintains an aviation manual and provides training for air attack personnel.

### **Rural Fire Protection (218) 327-4436**

**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 and Analysis (218) 327-4436**

**Barbara Meyer, fire management analyst.** This program is designated to collect, analyze and maintain wildfire information and records pertinent to the Wildfire Protection Program. Factors such as response times, dispatch strategies, available equipment and potential resource losses are analyzed to determine if changes would result in a more cost efficient or effective wildfire protection program.

**Backus Forestry Headquarters, Box 6, 56435, (218) 947-3232**

#### **Forestry Stations:**

Nimrod-Rt. 2, Box 49, Sebeka, 56477, (218) 472-3262

Pequot Lakes-Box 27, 56472, (218) 568-4566

Washburn Lake-HCR, Box 370, Outing, 56662, (218) 792-5383

Baudette Forestry Headquarters-Route 1, Box 1001, 56623, (218) 634-2172

#### **Forestry Stations:**

Birchdale-Rt. 3, Box 201, 56629 (218) 634-2351

Williams-Route 1, Box 82, 56686 (218) 783-6935

Bemidji Forestry Headquarters-2220 Bemidji Ave., 56601, (218) 755-2890

#### **Forestry Stations:**

Bagley, 56621, (218) 694-2146

Cass Lake, 56623, (218) 335-6647

Guthrie, 56451, (218) 224-2424

Lake Itasca, 56460, (218) 266-3661

Roy Lake-Mahnomen, 56557, (328) 935-5951

**Blackduck Forestry Headquarters, MN 56630, (218) 835-6684**

#### **Forestry Stations:**

Kelliher, MN 56650, (218) 647-8268

Northome, MN 56661, (218) 897-5254

**Brainerd Forest Headquarters**, 1601 Minnesota Dr., 56401, (218) 828-2616

**Forestry Stations:**

- Crosby-1601 Minnesota Dr., Brainerd, 56401, (218) 828-2565
- Little Falls-Route 4, 56345, (612) 632-6674
- Long Prairie-720 Commerce Road, 56347, (218) 732-6996
- Pillager-1601 Minnesota Dr., Brainerd, 56401, (218) 828-2565

**Cambridge Forestry Headquarters**, 915 S. Hwy 65, 55008, (612) 689-2832

**Forestry Stations:**

- Onamia-P.O. Box 92, 56359, (612) 532-3137
- St. Cloud-3725 12th St. N., Box 370, 56302, (612) 255-4277
- Zimmerman-Route 2, Box 13, 55398, (612) 856-4826

**Cloquet Forestry Headquarters**, Box 220, 55720, (218) 879-4544

**Forestry Stations:**

- Cotton, 55724, (218) 482-3219
- Floodwood, 55736, (218) 476-2349

**Deer River Forestry Headquarters**, Box 157, 56636, (218) 246-8343

**Forestry Stations:**

- Effie-Box 95, 56639, (218) 653-2691
- Grand Rapids-1201 E. Hwy. 2, 55744, (218) 327-4434

**Duluth Forestry Headquarters**, 6163 Rice Lake Road, 55803, (218) 723-4669

**Forestry Stations:**

- Finland-P.O. Box 495, 55603, (218) 353-7397
- Hovland, 55606, (218) 475-2210
- Grand Marais, 55604, (218) 387-1075
- Two Harbors-804 15th Street, 55616, (218) 834-4730

**Hibbing Forestry Headquarters**, 1208 E. Howard St., Box 705, 55746,  
(218) 262-6764

**Forestry Stations:**

- Side Lake, 55781, (218) 254-2370
- Virginia-Hwy. 135, 55792, (218) 749-7749

**Hill City Forestry Headquarters**, P.O. Box 9, 55748, (218) 697-2476

**Forestry Stations:**

- Aitkin, 56431, (218) 927-2414
- Jacobson-P.O. Box 9, Hill City, 55748, (218) 697-2476
- McGrath, 56350, (612) 592-3248
- Sandy Lake-McGregor, 55760, (218) 426-3407

**Lewiston Forestry Headquarters**, Box 278, 55952, (507) 523-2183

**Forestry Stations:**

- Caledonia-603 N. Sprague St., 55921, (507) 724-5261
- Lake City-Box 69, 55041, (218) 345-3216
- Preston-Box 212, 55965, (507) 765-2740

**Littlefork Forestry Headquarters**, 56653, (218) 278-6651

**Forestry Stations:**

- Big Falls, 56627, (218) 276-2401
- International Falls-Box 8, Route 8, 56649, (218) 286-3334

**Mankato Forestry Headquarters**, Nichols Off. Ct., Suite 180, 410 Jackson St., 56001,  
(507) 389-6713

**Forestry Stations:**

- Faribault-1400 Cannon Circle, 55021, (507) 332-3247
- New Ulm-Box 756, Hwy. 15 South, 56073, (507) 354-2196
- Willmar-905 W Litchfield, 56201, (612) 231-5164

**Metro Forestry Headquarters**, 1200 Warner Road, St. Paul, 55106, (612) 296-3572

**Forestry Stations:**

Waconia-219 East Frontage Road, 55387, (612) 442-2317

**Moose Lake Forestry Headquarters**, Route 2, 701 S. Kenwood, 55767, (218) 485-4474

**Forestry Stations:**

Hinckley-P.O. Box 74, 55037, (612) 384-6146

Mora-460 W. Maple, 55051, (612) 679-3683

Sandstone-Eaglehead District, Route 2, Box 123, 55072, (612) 245-2022

Wrenshall-Nickerson Station, Rt. 1, Box 160D, 55797, (218) 496-5721

**Orr Forestry Headquarters**, 55771, (218) 757-3274

**Forestry Stations:**

Cook, 55723, (218) 666-5385

Kabetogama-Star Route, Orr, 55771, (218) 757-3489

Tower, 55790, (218) 753-4500

**Park Rapids Forestry Headquarters**, Box 113, 607 W. 1 st St., 56470, (218) 732-3309

**Forestry Stations:**

Alexandria-110 Aga Drive, 56308, (612) 762-2131

Detroit Lakes-Box 823, 56501, (218) 847-1579

Rochester Region Office-P.O. Box 6247, 55903, (507) 285-7428

**Warroad Forestry Headquarters**, 56763, (218) 386-1304

**Forestry Stations:**

Grygla, 56727, (218) 294-6115

Wannaska, 56761, (218) 425-7666

Warroad-Clear River Station, Route 1, Box 28, 56763, (218)386-1671

**Human Resources Bureau (612) 296-6492**

**Mary O'Neill, 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.

**Information and Education Bureau (612) 296-3336**

**Marcy Dowse, administrator.** The bureau provides news and information to the public concerning Minnesota natural resources and DNR programs, policies, activities, and regulations.

**Audio-Visual Section (612) 296-0896**

**Lawrence Duke, supervisor.** 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, Minnesota schools and organizations have access to a film loan library. For film loan 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 free of charge.

**Media Section (612) 296-3336**

**Scott Pengelly, coordinator; Bob Bystrom, information officer.** 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. This section also produces a wide variety of pamphlets, brochures, booklets, maps, and other publications that are distributed free to the public and to Minnesota schools.

### **Publications Section (612) 296-3336**

**Kathleen Weflen, editor; Greg Breining, associate editor.** Now in its 51st year of publication, *The Minnesota Volunteer*, official bimonthly magazine of the department, circulates free to 100,000 Minnesota subscribers, including all public schools and libraries in the state. The magazine features articles on natural resources written by specialists in their field. Authors, artists, and photographers volunteer their work free of charge, which is how the magazine took its name.

### **Boat and Water Safety Section (612) 296-3310**

**Kim Elverum, coordinator; Timothy Smalley, boating safety specialist.** This section provides the public with safety information and education programs and coordinates the efforts of other safety agencies and groups throughout the state. The section handles the free mandatory boating and safety education program for 13- to 17-year-olds, water surface use management, 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.

Total boat registrations for 1990 were 714,802. Minnesota's total boat registration is one of the top three in the nation along with Michigan and California. There is one boat for every 6.1 residents in Minnesota, the highest per capita boat registration figure in the country.

### **Information Center (612) 296-6157 or 1-800-766-6000**

**Robin Persons and Judy Melander, supervisors.** Questions on Minnesota's natural resources and outdoor recreational opportunities are answered by six information specialists at the DNR Information Center. The most up-to-date reports on river and snow depth levels plus free brochures on numerous topics are available. Walk-in visitors are welcome from 8 a.m. to 4:30 p.m. Monday through Friday. Twin Cities (612) 296-6157; Minnesota toll-free (800) 652-9747 (ask for the DNR).

### **Marketing Section (612) 297-4192**

**Tom Baumann, coordinator; Sheila Gebhard, specialist.** This section works to improve public awareness of current DNR services, to measure public perception of DNR customers and to help DNR units modify existing services to better meet public needs. Marketing coordinates efforts within the DNR to develop and implement programs and services which reflect the needs and expectations of citizens of Minnesota. The section gathers public input through customer satisfaction surveys and focus groups. They assist in the development and implementation of marketing and communication plans for DNR sections or projects and facilitate quality improvement workshops.

### **Library Services (612) 297-4229**

**Colleen Miecch, director; Madeline Douglass, reference librarian.** The central purpose of the DNR Library is to give personal assistance to DNR staff in identifying, gathering and using information resources. Our services are directed at providing specific and timely answers to your questions, tailored to meet your information needs within your timeframe. The public is welcome to use the information resources in the DNR Library. Hours Monday through Friday 7:00 am - 4:30 p m.

### **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, snowmobiles, and all-terrain vehicles (ATVs). The bureau, located at 500 Lafayette Road, St. Paul, MN 55155, sells state park motor vehicle entrance permits. The bureau maintains a record of all boats, snowmobiles, and ATVs registered in the state. The department requires licenses for the use of boats, snowmobiles, and ATVs within the state, harvesting wild rice, hunting, fishing, and trapping. The bureau issues most licenses immediately. Licenses requiring evidence of eligibility are issued when the evidence is provided to the department.

### Qualifications and Special Licenses

The bureau issues resident and nonresident licenses. To qualify as a resident, a person must be a U.S. citizen or resident alien and have maintained a legal residence in Minnesota for the 60 days immediately preceding the purchase of the license. Personnel of the U.S. Army, Navy, Marine Corps, Air Force, and Coast Guard officially stationed in Minnesota qualify as residents of Minnesota. This does not pertain to moose hunting. A nonresident who is a bonafide full-time student at a public or private educational institution and resides in the state during the full term of the school year may obtain licenses as a resident upon proof of status as a student; however, a nonresident student who wishes to hunt big game 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 bureau for information on necessary hunting or trapping licenses. The bureau issues a free fishing license to any citizen of a foreign country who is attending a public, private, or parochial school in the state as an exchange student. 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

### 1992 Minnesota Hunting & Fishing Licenses Guide to Issuing Agents

Type of License	Sale Price	Price Plus License Fee
Res. Sr. Citizen Small Game	9.00	10.00
Res. Individual Fishing	13.00	14.00
Res. Combination Fishing	17.50	18.50
Res. to Spear from Dark House	13.00	14.00
Res. Whitefish, Tullibee or Herring	8.00	9.00
Res. Dark House or Shelter	9.00	10.00
Res. Dark House or Shelter (rental)	20.00	21.00
Nonres. Shelter	24.00	25.00
Nonres. Individual Fishing	27.50	28.50
Nonres. Family Fishing	37.50	38.50
Nonres. Short Term Fishing (7 day)	19.00	20.00
Nonres. Married Couple (14-day)	27.50	28.50
Nonres. Short Term Fishing (3-day)	16.00	17.00
Trout and Salmon Stamp	5.00	5.00
Res. Small Game	14.00	15.00
Res. Deer Firearms	22.00	23.00
Res. Deer Bow & Arrow	22.00	23.00
Res. Statewide Antlered Deer	44.00	45.00
Res. Regular Trapping (18 years & older)	18.00	19.00
Res. Junior Trapping (13-18 years)	5.50	6.50
Res. Individual Sportsman	21.50	22.50
Res. Combination Sportsman	28.00	29.00
Nonres. Small Game	60.00	61.00
Nonres. Deer Firearms	110.00	111.00
Nonres. Deer Bow & Arrow	110.00	111.00
Nonres. Furbearer	137.50	138.50
Migratory Waterfowl Stamp	5.00	5.00
Wild Rice Harvesting	12.50	13.50
Pheasant Stamp	5.00	5.00
Res. No-quota Bear	33.00	34.00
Nonres. No-quota Bear	165.00	166.00

**1992 Boat, Snowmobile  
and Park Permits**

Canoes, Kayaks, Sailboats, Sailboards, and Rowing Shells for 3 years	7.00
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	30.00
ATV Licenses	18.00
State Park Annual Resident Permit	18.00
Second Vehicle	12.00
State Park Annual Sr. Citizen Permit	12.00
State Park Annual Handicapped Permit	12.00
State Park daily vehicle permit	4.00
Camping Fees	
Backpack or canoe-in sites	6.00
Rustic sites (pit toilets)	7.00
Modern sites (with showers)	9.00
Sites with electricity	add 2.00
Res. 65 and older or handicapped:	
Sunday-Thursday	half price

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 and may be purchased November 1 of one year and valid through December 31 of the following year. Licenses for boats, snowmobiles, and ATVs 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.

**Management Systems Bureau (612) 297-3906**

**Larry Hegstad, acting 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 procedure 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 Management Bureau 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.

**Minerals Division (612) 296-4807**

**William Brice, director.** The division is responsible for the leasing of mineral rights and of industrial minerals and peat associated with the state-owned lands the DNR is charged with managing. This responsibility here includes managing the mineral rights of lands held in trust for public schools and the university, lands acquired by the DNR, lands forfeited for delinquent taxes, and other miscellaneous state-owned lands. Specifically, the division manages rights associated with:

- 10 million acres of state-owned trust-fund and tax-forfeited lands
- the state's 18 percent ownership of the Mesabi Range
- large copper/nickel, titanium, and manganese resources
- a high potential for gold, platinum, other precious metals, copper, zinc, and industrial minerals.

The division also manages the 3 million acres of state and county peatlands and the construction materials (sand, gravel, and stone) on another 2.6 million acres of state lands.

**Other key programs the division administers include:**

- **Minerals Diversification**, seeking the discovery and development of minerals chiefly through improvement in the geologic data base, cooperative research, and environmental research.
- **Reclamation of Mined Lands**, ensuring the advantageous reclamation of mined lands and pre-development site planning.
- **Environmental Review for Minerals Projects**, satisfying the requirements for impact statements and other review procedures under Minnesota law.
- **Registration of Exploratory Borers**, providing a mechanism for collecting geologic drilling data developed by private industry.
- **Iron Ore and Taconite**, seeking to aid the existing industry in achieving greater efficiencies and cost cutting.
- **Industrial Minerals**, providing inventory and resource characterization for industrial minerals and peat and identification and support for industrial minerals development throughout Minnesota.

The resources and activities the division administers account for significant government and state economic income. In 1987, these included (estimated):

- Mineral development royalties-iron ore, taconite, copper/nickel, and peat-of \$3.2 million
  - Private company expenditures on exploration of \$15 million
  - Direct employment of about 7,000 people in a state industry that is third largest in the U.S.
- The division is organized to most effectively implement its considerable responsibilities.

**Mining Operations and Field Services (218) 262-6767**

**Marty Vadis, manager.** Regulates the iron ore and taconite industry operating on state lands; registers exploratory borers; provides public information on mining activities.

**Mineral Leasing (612) 296-4807**

**Kathy Lewis, manager.** Conducts public lease sales on state-owned properties; negotiates leases under special circumstances; manages severed minerals.

**Minerals Potential (612) 296-4897**

Evaluates minerals potential of state lands, including industrial minerals; develops geologic information for distribution to the public and mineral exploration companies; conducts innovative geologic field work to identify mineral potential areas.

**Reclamation (218) 262-6767**

**Arlo Knoll, manager.** Administers the state's metallic and peat mineland reclamation program; reviews applications for permits to mine; administers the state's abandoned mine fencing program.

**Environmental Services (612) 296-4807**

**Kathy Lewis, acting manager.** Administers the division's responsibilities under the Minnesota Environmental Policy Act, including the review of minerals projects for impacts and the preparation of impact statements when required; coordinates land management planning within and outside the division; coordinates land exchange requests for the division.

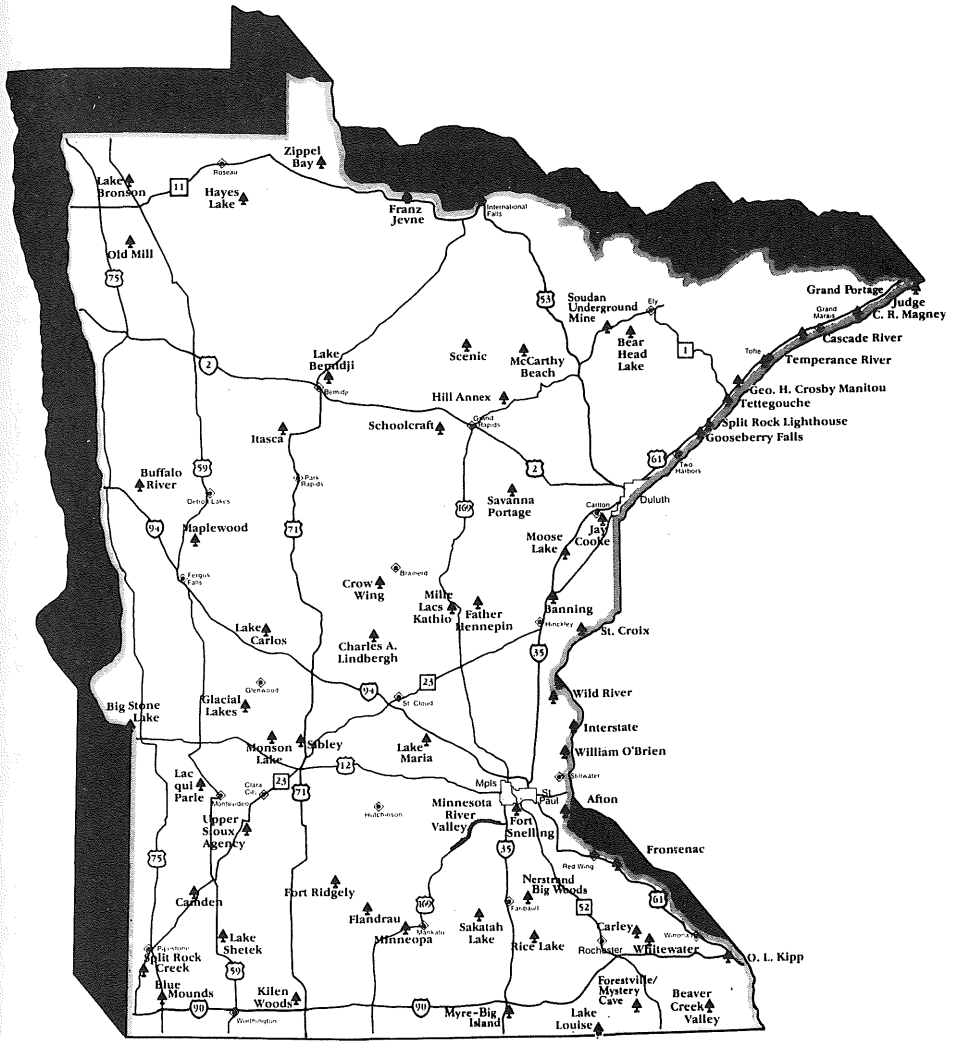
**Development (612) 296-4807**

**Ronald Visness, manager.** Seeks technical and entrepreneurial innovation that will stimulate mineral development; builds state-private partnerships to further mineral development; demonstrates technical and economic feasibility of new mineral commodity production systems.

**Parks and Recreation Division (612) 296-9223**

**William Morrissey, director; Kathleen Wallace, assistant director.** The division develops and manages a system of 66 state parks and 16 waysides that contain examples of Minnesota's most scenic lands. Recreational facilities in parks include 61 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 Natural Resources Information Center in St. Paul or from park offices.

**Administrative Services (612) 296-0744**

**Wayland Porter, manager.** Administrative services manages the division's fiscal and personnel functions, including labor negotiations and contract administration.

**Fiscal Programs (612) 296-2760**

**William Brinker, business manager.** This section manages the division's fiscal matters including development of budget spending plans, management of cost accounting procedures and divisional revenue, review and processing concessionaire contracts.

**Park Development (612) 296-8289**

**John Strohkirch, manager.** This section implements state park development and land acquisition programs; selects and decides on new development and major rehabilitation projects.

**Park Operations (612) 296-2609**

**Ron Hains, manager; Dan Brevia, coordinator.** This section coordinates all parks maintenance, operations, resource management and interpretive programs including cost accounting, policy development and compliance.

**Visitor Services (612) 296-8396**

**Bobbie Gallup, coordinator.** This section plans, develops, and administers the interpretive 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.

**Planning & Marketing (612) 296-4781**

**Bill Weir, manager.** This section manages the division's planning, marketing, merchandise (gift sales), public information and management information systems programs.

**Public Affairs (612) 297-7979**

**Kate Brady, information officer; Carmen Diestler, information officer.** This section administers the division's information, public relations, publications, media and fund raising activities.

**Park Planning (612) 297-1155**

**Dennis Thompson, park planner.** The section administers the planning functions of the division to include state park unit planning, strategic planning and special projects and program plans.

**Computer Program (612) 297-1154**

**Suzanne Jenkins, programmer/analyst.** This section plans and implements the division's computer hardware and software programs and cost accounting program; develops and maintains division data management systems; and provides employee training. It also administers the installation and operation of personal computers in field locations.

**Marketing and Merchandising (612) 296-8162**

**Patricia Arndt, coordinator.** This section plans and administers the division's marketing, gift sales, and promotional programs.

**Planning Office (612) 296-6235**

**Avonell Hagen, administrator.** The office provides planning, research, policy development, organization and management analysis, and interdisciplinary review to the commissioner's office and the operating divisions within the department.

**Activities include:**

- Interdisciplinary review and position-policy consensus
- Environmental document preparation under Environmental Quality Board rules
- Analysis and development of resource management policies, procedures, and organizational structures
- Strategic planning
- Automated resource information base utilization and analysis
- Resource analysis and development of alternative management strategies for a wide variety of activities including recreation development, river management, wildlife regulations, hazardous and nuclear waste siting, shoreland development and water surface use

- Assessment of economic impact and value of Minnesota's resources
- Survey design, collection, and analysis of data on resource characteristics and use with primary emphasis on statewide programs and issues
- Statewide Comprehensive Outdoor Recreation Plan
- Administration of the Land and Water Conservation Fund program.

### **Real Estate Management Bureau (612) 296-4097**

**James Lawler, acting 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) 296-0659**

**James Lawler, 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) 296-0625**

**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.

### **Records and Office Services Bureau (612) 296-4825**

**Ron Winkel, administrator.** The bureau provides essential services and assistance to regional offices; operates a mail room; furnishes messenger services; maintains liaison with central motor pool for dispatching vehicles and coordinating in-state travel; maintains liaison with plant management for the department; maintains copy machine services; coordinates statewide telecommunications for the DNR; records management with the state record center and state archives; and manages DNR forms, providing design or redesign, storing, inventory, and shipping.

### **Trails and Waterways Unit (612) 297-1151**

**Dennis Asmussen, director.** The Trails and Waterways Unit is responsible for the operations of over 2,600 miles of state park and forest trails 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 10,200 miles of snowmobile and 900 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 20 Minnesota rivers for boaters and canoeists. As a service to canoeists, the unit also provides river level reporting from April 15 to October 30.

Nineteen 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 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. A map is also available for the Vermilion River in northern Minnesota, a non-designated Canoe and Boating Route.

### State Trails

Eight trail maps are available for developed state trails in Minnesota:

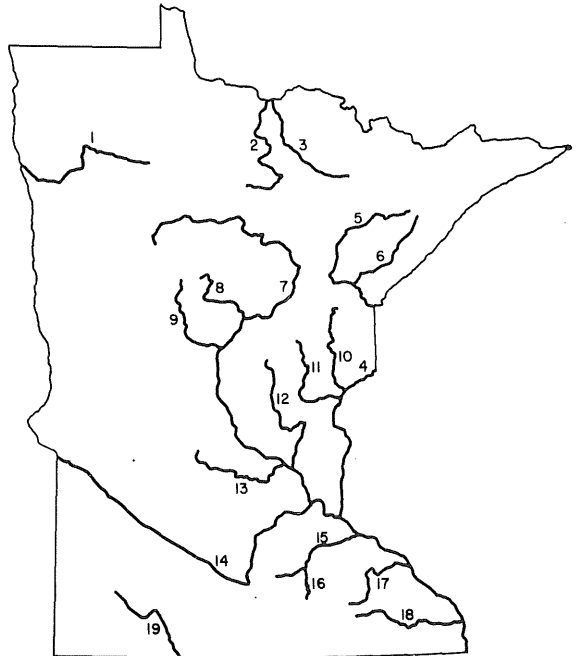
- The **Douglas State Trail** is 12 miles of bituminous treadway and is open to hiking, bicycling, snowmobiling, and horseback riding.
- A 51 mile **Heartland State Trail** is open for hiking and snowmobiling and a 27 mile section used for bicycling and horseback riding.
- The **Luce Line State Trail**, 28 miles long, is developed for snowmobiling, hiking, biking and horseback riding. Seven miles are available for cross-country skiing.
- The **Willard Munger State Trail** has 49 miles paved for bicycling, 97 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; 4 miles developed for bicycling from Shakopee to Chaska; and two loop trails primarily for hiking and skiing, one at Carver Rapids Wayside and the other at Lawrence Wayside.
- The **Root River State Trail** has 35 miles developed for skiing and hiking, 30 miles for bicycling, and 6 miles for horseback riding. The trail stretches from Rushford to near Fountain.
- The 170-mile **North Shore State Trail** is open for snowmobiling and some hiking.
- The 37-mile **Sakatah Singing Hills State Trail** is open for bicycling, hiking, and snowmobiling.
- The **Taconite State Trail** has 172 miles open to snowmobiling and some hiking.
- The 128-mile **Arrowhead State Trail** is open to snowmobiling; 75 miles are available for hiking, and 69 miles are available for horseback riding.

### Public Water Access Program (612) 297-1151

This program has become very popular with anglers 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

### Minnesota Canoe Routes

- |                     |                                 |
|---------------------|---------------------------------|
| 1 Red Lake River    | 11 Snake River                  |
| 2 Big Fork River    | 12 Rum River                    |
| 3 Little Fork River | 13 North Fork of the Crow River |
| 4 St. Croix River   | 14 Minnesota River              |
| 5 St. Louis River   | 15 Cannon River                 |
| 6 Cloquet River     | 16 Straight River               |
| 7 Mississippi River | 17 Zumbro River                 |
| 8 Pine River        | 18 Root River                   |
| 9 Crow Wing River   | 19 Des Moines River             |
| 10 Kettle River     |                                 |



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 or the Natural Resources Information Center listed at beginning of the department section. All maps are free, but persons are asked to limit their requests only to those maps they will use in a year. A checklist is sent out to general inquiries. The unit is located at 500 Lafayette Road, St. Paul, MN 55155-4052.

### **Volunteer Programs Office (612) 297-1449**

**Renee Vail, director.** The contributions of over 12,000 volunteers enables the DNR to expand and improve services to the public. This unit administers statewide DNR volunteer programs. Its scope includes the recruitment, selection, referral, and recognition of volunteers. Training in volunteer management and supervision is provided to DNR staff working with volunteers. Volunteers work individually and in groups undertaking projects in both field and office settings. Volunteer programs administered through this office are:

- **DNR Retiree Volunteer Program** – a program which utilizes retired DNR employees in a partnership with an environmental magnet elementary school in St. Paul and in special projects throughout the state.
- **Take Pride In America** – state contact for distributing information and facilitating entries in the national competition.

### **Waters Division (612) 296-4810**

**Kent Lokkesmoe, director.** The Division of waters is the principal water resources management agency of state government involved primarily with water quality and regulatory issues, including ground and surface water appropriation or diversion, dam safety, construction in public water, and water-related land-use issues.

The mission of the division is to maintain surface water and ground water supplies that meet long-term requirements for basic necessity, environmental protection, and economic production.

#### **Regional Waters Hydrologists**

**Region I** Gerald L. Paul, 2115 Birchmont Beach Rd. N.E., Bemidji, 56601, (218) 755-3973

**Region II** Daniel G. Retka, 1201 East Highway 2, Grand Rapids, 55744, (218) 327-4416

**Region III** David L. Hills, 1601 Minnesota Drive, Brainerd, 56401, (218) 828-2605

**Region IV** Ray Nyberg, Box 756, Highway 15 South, New Ulm, 56073, (507) 359-6050

**Region V** James F. Cooper, P.O. Box 6247, Rochester, 55903, (507) 285-7430

**Region VI** (Metro), John Linc Stine, 1200 Warner Road, St. Paul, 55106, (612) 772-7910

### **Groundwater, Data Management and Climatology Section (612) 297-2431**

**Sarah Tufford, administrator**

#### **Groundwater Unit (612) 296-0434**

**Brian Rongitsch, supervisor.** The basic mission of the Groundwater Unit is to provide technical support for the ground water portion of the Division of Waters appropriation permit program; assess the impacts of resource development on ground water; initiate studies to quantify ground water supply potential; provide the technical framework for ground water/surface water resources management.

#### **Data Management Unit (612) 296-9231**

**Jack Bradford, supervisor.** This unit provides planning, coordination and implementation of data systems for the division.

#### **Climatology Unit (612) 296-4214**

**Jim Zandlo, state climatologist.** This unit address questions involving the climate of Minnesota. Archives, retrieves and analyses historical temperature and precipitation data. It also produces weekly, seasonal and special condition maps to assess current conditions.

## **Surface Water and Hydrographic Section**

### **Surface Water Unit (612) 296-4806**

**Kenneth Reed**, supervisor.

### **Surface Water Engineer (612) 296-0437**

**David Ford**. This unit provides lake and stream gaging information, hydrologic modeling, lakes database (a menu driven water resource database designed to simplify data input and retrieval which results in customized reports) and monitors surface water technology.

### **Hydrographics Unit (612) 296-4805**

**Glen Yakel**, supervisor. This unit provides hydrographic surveys, state-owned dam inspections and maintenance, division graphic arts/printing needs and drafting needs. It also provides technical information about lakes including high water, highest known water and benchmarks as well as general information and education including geographic names.

## **Permits and Land Use Section (612) 296-0440**

**Paul Swenson**, acting administrator.

### **Permits Unit (612) 296-0516**

**David Milles**, supervisor. The permit unit oversees the administration of the Division of Waters' permitting programs. The unit also oversees the administration of the State Water Bank program and the division's interaction with special districts and environmental review.

### **Protected Waters Permit Coordinator (612) 297-2404**

**John Fax**.

### **Water Appropriations Program Coordinator (612) 297-2835**

**James Japs**.

### **Water Bank Coordinator (612) 296-0515**

**Bruce Gerbig**.

### **Land Use Unit (612) 296-0444**

**Ogbazghi Sium**, supervisor. This unit supervises and participates in the development, implementation and administration of the floodplain, shoreland, and wild and scenic rivers management programs.

### **Floodplain Management (612) 296-2773**

**Joe Gibson**, supervisor. Floodplain management is responsible for overall floodplain management coordination and administration; federal flood control project coordination and review; and administration of the state flood damage reduction grant program.

### **Shoreland Management (612) 297-4601**

**Peder Otterson**, supervisor. Shoreland management is responsible for the Shoreland Management Program and supervising division involvement in land use aspects of Wild and Scenic Rivers Program. Primary activities include administration of Shoreland Management Grant Program, maintaining shoreland classification listings, reviewing planned unit developments, updating regulations, and coordination of programs with other agencies.

### **Administrative Services (612) 296-4801**

**Jeanne Matczynski**, business manager. Administrative services provides personnel, contracting, equipment, clerical and fiscal support to Division of Waters operations in Central Office.

### **Youth Programs Office (612) 296-5042**

**Larry Fonest**, director. The office administers the Minnesota Conservation Corps (MCC) programs and other labor force programs available to the DNR. The corps has two main objectives: to enhance and protect our state's natural resources and to provide meaningful employment and public service opportunities to the state's young people.

The MCC has two components. A summer program for high school students and a year around program for 18- to 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-around program, the young adults are eligible to work 40 hours a week for up to 12 months. The youth in both programs are paid the federal minimum wage.

The youth build bridges, construct shelters, plant and prune forests, prevent soil erosion, and preserve historic sites. They work on trails, fisheries and wildlife projects, campground development, and are available for natural disaster relief, such as fighting forest fires and controlling floods.

### **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. (3,300 acres.) Contact: Park Ranger, Hwy. 5 & Post Road, St. Paul, MN 55111, 612/725-2389.

**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, campgrounds and canoe rental await to send visitors on secluded adventures, (1,580 acres.) Contact: Park Ranger, Rt. 1, Box 128, Monticello, MN 55362, 612/878-2325.

**Minnesota River Valley:** A trail connects Shakopee to Belle Plaine inviting hikers, bikers, skiers, horseback riders, canoeists, historians, and bird watchers to enter a mosaic of prairies, woodlands, meadows and wetlands. (8,000 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-the-St. Croix, MN 55047, 612/433-2421.

### **State Forest Campgrounds: Northern Minnesota**

State Forest campgrounds are of the primitive type designed to furnish only the basic needs of individuals who camp for the enjoyment of the outdoors. Each campsite consists of a cleared area, fireplace and table. In addition, vault toilets, garbage cans and drinking water from a hand pump may be provided. Some campgrounds charge a fee per night per campsite. The honor system is used. A number of campgrounds are on lakes and rivers.

#### **Beltrami Island State Forest**

**Bemis Hill Campground**-from Warroad take 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, 1/2 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.

#### **Big Fork State Forest**

**Harrison Landing Campground**-from Wirt take Co. Rd. 29 E. 2 mi. to Co. Rd. 14; continue E. 2 1/2 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. 15 campsites, camp fee, 3 picnic sites, concrete boat ramp, fishing. Forester, Deer River, MN 56636.





**KEY**  
TO GRAPH

- B — Boat
  - C — Canoe
  - CA — Carry-In
  - D — Drive-In
  - E — Enclosed
  - L — Lake
  - MI — Miles
  - O — Open
  - R — River
  - S — Seasonal
  - ST — Stream
  - Y — All Year
  - ♿ — Handicapped Access
  - — Near Park
  - ▲ — In Park
  - — Under Construction
- BOATING RESTRICTIONS**
- M — Electric Motors Only
  - I — Inquire At Park
  - N — No Motors
  - SP — Speed Limit Restrictions
  - W — No Water-Skiing

- OTHER**
- 1 — Fishing Pier
  - 2 — Canoe Shuttle
  - 3 — Excursion Boat Tours
  - 4 — Skating Rink
  - 5 — Ski Rental
  - 6 — Bike Rental
  - 7 — Snacks
  - 8 — Groceries
  - 9 — Gift Shop
  - 10 — Cabin(s)
  - 11 — Lookout Tower
  - 12 — Winter Sliding Hill
  - 13 — Snowshoe Rental
  - 14 — Mine Tours
  - 15 — Cave Tours
  - 16 — Lodge & Restaurant
  - 17 — Golf Course & Club Rental

	Lake Louise 616 Acres	Lake Minn 1,280 Acres	Lake St. Charles 1,172 Acres	Maplewood 9,150 Acres	McCarthy Beach 2,036 Acres	1056 Laas Kathio 1,146 Acres	1,146 Acres	8,000 Acres Minnesota Valley	187 Acre Moose Lake	1,215 Acres	Myre Big Island 1,800 Acres	Nerstrand and Big Woods 1,280 Acres	Old Mill 287 Acres	O.L. Kiss 2,835 Acres	Rice Lake 3,060 Acres	Rt. Croix 31,037 Acres	Sakarrah Lake 822 Acres	Savanna Portage 15,318 Acres	Schmitt 2,992 Acres	Schoolcraft 295 Acres	Sibley 2,924 Acres	Soudan Underground Mine 1,300 Acres	Spill 400 Acres	Spill 1,872 Acres	Temperance River 200 Acres	Tartagouche 4,691 Acre	Upper St. Louis Agency 1,280 Acres	Whitewater 2,862 Acres	Wind River 1,000 Acres	William O'Brien 1,350 Acres	Zippel Bay 2,346 Acres				
<b>DAY</b>	Visitor Center	S	Y	S		Y	S				Y			S	Y	S			S		Y	S	S	Y		Y	S	Y	Y	Y					
	Picnic Shelter	O	E	O/E		E	O	O/E	O		O/E	O	E	O	E	O	E	O	E	O		O	O	O/E		O	O/E	O/E	O	O	O				
	Playgrounds	▲	▲	▲		▲					▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	
	Volleyball Court	▲*	▲	▲		▲	▲			▲																									
	Interpretive Program			S		S	Y				Y	S	S	S	S	S	S	S	S	S	Y	S						Y	Y	Y					
	Historic Site	▲	▲	▲		▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	
	Hiking Trails (MI)	12	13	7.9	25	18	35	4.5	46	1	4	16	13	7	6.5	4.3	127	5	17	14	2	18	5	2	12	8	16	18	10	35	9.5	6			
	Self-Guide Trails (MI)	1		1	1		2				3		1	2.7		1					1	1					2	1	2	2 3/4	3				
	Bike Trails (MI)								4						6.5	42					5						2		2						
	Horse Trails (MI)	10	6		20	18	27		31						75						9						18		20				6		
<b>WATER RECREATION</b>	Swimming	▲	▲	▲	▲	▲	▲				▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲		
	Fishing	L/ST	L	L	L	L	L/R	ST/R	R	L	L			R/ST	L	L	L	R	L	L	L	L	L/ST	L/R	L/ST	R	ST	R	L/R	L					
	Boat Access	CA	D	9/CA	9/CA	9/CA	D	CA	9/CA	D	D			D	D	D	9/CA	9/CA	D	D	D	D	B/C	CA	CA	D	D	D	D	D	D	D	D		
	Boat/Canoe Rental	B/C	B/C	B/C	B/C	B/C	B/C				B/C			C	D	C	B/C	B/C	B/C	B/C	B/C	B/C	B/C	B/C	B/C	B/C	B/C	B/C	B/C	B/C	B/C	B/C	B/C		
	Boat Restrictions	N/W	I		I	I								I	I		I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	
<b>CAMPING</b>	Drive-In Sites	22	98	61	92		62	25	20	18	100	52	26	31	42	213	63	59	117	37	138		26		50	28	45	106	96	125	60				
	RV Length Limit	60'	35'	35'	50'	60'	60'	50'	60'	30'	60'	37'	55'	60'	42'	45'	60'	40'	50'	20'	55'	52'		30'	30'	40'	40'	60'	40'	30'					
	Electric Sites	11	67								32	28Y	10	16	42	25Y	14Y	18	20Y		52	14Y								17Y					
	Shower	▲	♿	♿	♿	♿	♿				♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿		
	Flush Toilet	▲	♿	♿	♿	♿	♿				♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿	♿		
	Dumping Station	▲	▲	▲	▲	▲					▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	
	Walk-In Sites		10	3				8			13'				4									20		6		4	1						
	Backpack Sites		15	3			8				4				4	6	6							4				6							
	Canoe Sites			2	4	8									5	13		5	2																
	Horse Camp	▲	▲	▲	▲	▲	▲	▲	▲		▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	
	Group Camp/Center	▲	▲	▲	▲	▲	▲	▲	▲		▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	
<b>OTHER ACTIVITIES</b>	Cross-Country Ski (MI)	2	12	2.8	13	9	19.6	4	12	7	8	8	3.5	9.2	4	21	5	17	10		10		2	8	12	12		5	35	9.5	2				
	Skate Ski (MI)		2								5					6.5		1.6			2									4.3	6				
	Snowmobile (MI)	10		5	15	12	19		34	2	7	5	3.5		2.5	80	42	60	12		6				5	7	16			1	6				
	Warming House	▲			▲	▲	▲	▲			▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲	▲
			4.12	7.9	10		5.11	12	13			4.12	12		2.6,7	8.9	11		1	9.10	11		1.6,7	8.9	11	9.14	1.12	9		12	1.5	2.5	2.5	1	

**Birch Lakes State Forest**

**Birch Lake Campground**-from Melrose take Co. Rd. 13 N. 5 1/2 mi. to Co. Rd. 17; turn right (E.) 10 1/2 mi.; turn left (N.) 2 mi.; turn right (E.) on Forest Rd. 612/689-2832. 29 campsites, camp fee, 8 picnic sites, swimming, concrete boat ramp, fishing, 2 mi. hiking trail. Forester, Cambridge, MN 55064.

**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.) 1/2 mi.; turn right (E.) 1/2 mi.; turn left (N.) and follow signs about 1 mi. 218/246-8343. 15 campsites, 2 picnic sites, swimming, concrete boat ramp, fishing. Forester, Box 157, Deer River, MN 56636.

**Crazy Jim's Canoe Site**-about 2 1/2 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. 1/2 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**

**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 5 1/2 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.

**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.) 1 1/2 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.

**D.A.R. State Forest**

**D.A.R. Campground**-from Askov take State Hwy. 23 N. E. 2 mi. (not on lake or river). 218/485-4474. 6 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. 31 campsites, camp fee, fishing. Forester, 6163 Rice Lake Rd., Duluth, MN 55803.

**Finland Campground**-from Finland take Co. Rd. 6 E 1/4 mi. (on Baptism River). 218/723-4669. 21 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) 1/2 mi.; turn left (S.) about 1/2 mi. 218/723-4669. 10 campsites, 2 picnic sites, camp fee, fishing, boat ramp, 1 1/2 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.) 1/2 mi. (on Willow River Flowage). 218/485-4474. 41 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.) 2 1/2 mi. 218/262-6760. 30 campsites, camp fee, swimming, boat ramp, fishing, 2 hiking trails. Forester, 1208 E. Howard, Hibbing, MN 55746.

**Button Box Lake Campground**-from Togo take State Hwy. I W 4 1/2 mi. to ranger station, turn right (N.W) 4 mi. 218/262-6760. 12 campsites, 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 1 1/2 mi. to jct. (1/2 mi. S. of Bass Lake); turn right (W.) 1 mi. 218/246-8343. 12 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 3 1/2 mi. 218/246-8343. 22 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 3 1/2 mi. 218/2468343. 27 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 4 1/2 mi. to ranger station, turn left (S.) 2 mi. 218/262-6760. 20 campsites, camp fee, 9 picnic sites, swimming, concrete boat ramp, fishing. Forester, Deer River, MN 56636.

### 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. 1/2 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 6, 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 6, Backus, MN 56475.

### Kabetogama State Forest

**Ash River Campground**-from Orr take US. Hwy. 53 N. 26 mi. to Ash River Rod. (Co. Rd. 129); 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). 218/7573274. 11 campsites, fishing, boat access. Forester, Orr, MN 55771 .

**Wakemup Bay Campground**-from Cook take Co. Rd. 24 N. 2 1/2 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.

### Land O'Lakes State Forest

**Clint Converse Memorial Campground**-from Outing take State Hwy 6 N. 2 miles 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

**Iron Bridge Landing Campground** from Bemidji take Co. Rd. 7 W about 7 1/2 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.) 2 1/2 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.

**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.) 1 1/2 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. 1 1/2 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.

### Nemadji State Forest

**Gavert Campground**-from Doquette take State Hwy. 23 N.E. 3 mi. to Nickerson; turn right (E.) 2 1/2 mi. to Nett Lake Forest Rd.; turn right (S.) 1 1/2 mi.; turn left (E.) about 1/2 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.

### Paul Bunyan State Forest

**Gulch Lake Recreational Area**-from Lake George take Co. Rd. 4 S. 2 1/2 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.) 1/2 mi. to Co. Rd. 104; turn left (N.) and follow signs 3/4 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 1/2 mi. to Co. Rd. 1; turn right (N.) 6 mi.; turn left (W.) and follow road along lake. 218/828-2565. 25 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. 1 1/2 mi.; turn left (W.) and follow signs 3 1/2 mi. (on Bigford 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 3 1/2 mi.; turn right (N.) 1 1/2 mi. (at jct. of Sturgeon & Bigfork Rivers). 218/278-6651. 2 campsites, boat access by portage, fishing, canoe route. Forester, Littlefork, MN 56653.

#### **Sand Dunes State Forest**

**Ann Lake Campground**-from Elk River take State Hwy. 169 N. mi. to Co. Rd. 4 (Zimmerman); turn left (W.) 6 mi.; turn left (S.) and follow signs 1 1/2 mi. 612/689-2832. 36 campsites, group camp, 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. 2 1/2 mi.; turn left (E.) 3 mi.; turn right (S.) 1 mi. 218/697-2476. 20 campsites, camp fee, group camping available, 10 picnic sites, swimming, boat ramp, fishing, mike 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.) 1 mi. to Tamarack Forest Rd.; turn left (E.) about 5 mi.; (on Rock Lake on hiking & riding trail). 218/485-4474. 19 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. 3/4 mi., Tamarack Forest Rd. 4 mi. (on Rock Lake). 218/485-4474. Horse corral, 12 campsites, camp fee, horse trail. Forester, Rt. 2, 701 S. Kenwood, Moose Lake, MN 55767.

#### **Two Inlets State Forest**

**Hungry Men Lake Campground**-from Park Rapids take State Hwy. 71 N. 10 mi. to Co. Rd. 41; turn left (W.) 1/2 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, 71 mi. N. on Hwy. 17, 19 mi. W on Hwy. 113, N. 5 mi. on Height of Land Forest Rd., walk in 2 mi. (on Big Rock Lake). 218/732-3309. 6 campsites, boat access, fishing. Forester, 607 W 1st St., Park Rapids, MN 56470.

#### **Not in State Forest**

**Coffee Pnt Landing Campground**-from Lake Itasca take Co. Rd. 2 N. 6 mi. to Co. Rd. 40; turn right (E.) 2 mi.; turn left (N.) 1/2 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

**Gambler's Point Landing Campground**-from Ball Club 1 1/2 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.

**Island Point Landing Campground**-from Bemidji take Co. Rd. 8 E. 7 mi. to Co. Rd. 411; turn left (N.) 3/4 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.

**Moose Lake Campground**—from Deer River take State Hwy. 6 N. 4 mi. to Co.Rd. 19; turn right (E.) 5 1/2 mi.; turn left (N.) 1 mi. 218/246-8343. 13 campsites, camp fee, 1 picnic site, swimming, concrete boat ramp. Forester, Deer River, MN 56636.

**Waskish Campground**—at Waskish just S. of bridge (on Tamarack River). 218/835-6684. 33 campsites, camp fee, 22 picnic sites, boat ramp, fishing. Forester, Blackduck, MN 56630.

### State Parks: Northern and Central Minnesota

**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 stonemasons as a valuable building material. The park 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. (6,237 acres.) Contact: Park Manager, P.O. Box 643. 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 Ely greenstone, granite 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. (4,384 acres.) Contact: Park Manager, 9301 Bear Head State Park Road, Ely, MN 55731, 218/365-7229.

**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 Manager, R.R. 2, Box 256, Glyndon, MN 56547, 218/498-2124.

**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, HCR 3, Box 450, Lutsen, MN 55612, 218/387-1543.

**Charles A. Lindbergh:** The Minnesota Historical Society conducts tours of the boyhood summer home of Minnesota's famous aviator whose solo trans-Atlantic flight made history in 1927. The site is 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 Manager, P.O. Box 364, 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 Manager, 7100 State Park Rd. S.W., 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 blazing fall splendor. (316 acres.) Contact: Park Manager, Box 397, Isle, MN 56342, 612/676-8763.

**Hill Annex Mine:** Just north of Calumet, this park features an open-pit iron-ore mine. Bus tours travel down into the 300-foot deep mine. Visitors can see, close up, the buildings, shops, and equipment that were used in one of the richest mines in the nation. Contact: Park Manager, Box 376, Calumet, MN 55716. (218) 247-7215.

**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 Manager, Birchdale Forestry, Rte. 3, Box 230, 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: Tettegouche State Park.

**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. (1,940 acres.) Contact: Park Manager, Route 2, Box 126, Starbuck, MN 56381, 612/239-2860.

**Grand Portage:** This park was approved by the Legislature in May, 1989. An important trading center on the 18th-century fur-trade route, Grand Portage was the site of a North West Company post from 1778 to 1803, when it was moved north to avoid American taxation. A careful reconstruction of the post, with a great hall, stockade, kitchen, canoe warehouse and fur press, brings the fur-trade era back to life at the Grand Portage National Monument. From Grand Portage, three-hour boat trips travel Lake Superior to Isle Royal National Park, a 40-mile-long island of dense forest with inland lakes. A travel information center just north of town provides more information on area attractions. The new Grand Portage State Park, opened in 1991, includes the state's highest waterfall, the 130-foot High Falls on the Pigeon River, separating Minnesota from Ontario. Contact DNR Info. Center, St. Paul, MN: 1-800-652-9747.

**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 Manager, 1300 Highway 61 E, Two Harbors, MN 56616, 612/834-3855.

**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. Wooded trails offer recreation to hikers, skiers, snowmobilers and snowshoers. (2,950 acres.) Contact: Star Rt. 4, Box 84, Roseau, MN 56751, 218/425-7504.

**Interstate:** On the wild and scenic St. Croix River, 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 Manager, Box 254, Taylors Falls, MN 55084, 612/465-5711.

**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. (32,000 acres.) Contact: Park Manager, Lake Itasca, MN 56460, 218/266-3656.

**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 Manager, 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 Manager, Grand Marais, MN 55604, 218/387-2929.

**Lake Bemidji:** Featuring Rocky Point bluff in the pine-moraine setting high above the blue water 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, pitcherplants, insect eating sundews, and other plants. (1,688 acres.) Contact: Park Manager, 3401 State Park Rd. N.E., Bemidji, MN 56601, 218/755-3844.

**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, waterskiing, 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 Manager, 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. (1,250 acres.) Contact: Park Manager, Route 2, Box 240, Carlos, MN 56319, 612/852-7200.

**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 hardwoods 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 Manager, Route 3, Box 422, Pelican Rapids, MN 56572, 218/863-8383.

**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. (10,585 acres.) Contact: Park Manager, HC-67, Box 85, Onamia, MN 56359, 612/532-3523.

**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 Manager, 7622 McCarthy Beach Rd., Sider Lake, MN 55781, 218/254-2411. **Beatrice Lake Campground**-from Hibbing take Hwy. 169 N. 5 mi., Co. Rd. 5 N. 17 mi. W 3 1/2 mi. 218/254-2411. 25 campsites, camp fee, boat access, fishing. Park Manager, Star Rt. 2, Hibbing, MN 55746.

**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). (1,215 acres.) Contact: Park Manager, Route 2, 1000 County 137, Moose Lake, MN 55767, 218/485-4059.

**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 once a year 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 Manager, Route 1, Box 42, Argyle, MN 56713, 218/437-8174.

**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 Manager, HCR 3, Box 591, 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 Manager, HCR 2, Box 17, Bigfork, MN 56628, 218/743-3362.

**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 Manager, HCR 4, Box 181, Deer River, MN 56636, 218/566-2383.

**Soudan Underground Mine:** 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 miles, 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 Manager, P.O. Box 335, Soudan, MN 55782, 218/753-2245.

**Split Rock Lighthouse:** Featuring a redeveloped cart-in campground, this Lake Superior park is home to the Minnesota Historical Society's Split Rock Lighthouse, built in 1909-10 after a tragic shipwreck. Historic mine and fishing sites join spectacular vistas, trails, picnic areas and some of the best fishing on the North Shore to entice visitors. (1,872 acres.) Contact: Park Manager, Box 2010A, Highway 61E, Two Harbors, MN 55616, 218/226-3065.

**St. Croix:** Largest of Minnesota's state parks, it has miles and 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 Manager, Rt. 3, Box 450, 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. (200 acres.) Contact: Park Manager, Box 33, Shroeder, MN 55613, 218/663-7476.

**Tettegouche:** The Baptism River falls 100 feet into the trout pools of this 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 Manager, 474 Highway 61E, Silver Bay, MN 55614, 218/226-3539.

**Wild River:** Excellent year-round canoeing, boating, fishing, and camping area located in the primitive St. Croix River Valley. Ski trails and a trail center with equipment rental, excellent horse trails and separate horse riders' campground, and a heated sanitation building. All amid a mixed hardwoods forest and bounding wildlife with eagle and osprey. (7,000 acres.) Contact: Park Manager, 39755 Park Trail, Center City, MN 55012, 612/583-2125.

**Zippel Bay:** Ocean like 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 Manager, Williams, MN 56686, 218/783-6252.

### **State Forest Campgrounds: Southern Minnesota**

**State Forest campgrounds** are of the primitive type designed to furnish only the basic needs of individuals who camp for the enjoyment of the outdoors. Each campsite consists of a cleared area, fireplace and table. In addition, 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. 1/2-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: Southern Minnesota**

**Beaver Creek Valley:** In the crystalline purity of spring fed Beaver Creek watercress grows year-round, 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 Manager, Rt. 2, Box 57, Caledonia, MN 55921, 507/724-2107.

**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 Manager, R.R. 1, Box 153, Ortonville, MN 56278, 612/839-3663.

**Blue Mounds:** Buffalo roam and 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, Longfellow'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 Manager, Rt. 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. (1,712 acres.) Contact: Park Manager, Route 1, Box 9, Lynd, MN 56157, 507/865-4530.

**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 bluff lands. The north fork of the White water 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 Manager, Rt. 1, Box 256, Altura, MN 55910, 507/534-3400.

**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 sand bottom swimming pool and beachhouse, picnic and campgrounds welcome visitors to a restful stay. (805 acres.) Contact: Park Manager, 1300 Summit Ave., New Ulm, MN 56073, 507/354-3519.

**Forestville/Mystery Cave:** Variety delights visitors here: horseriding trails through the hundreds of acres of virgin hardwoods; 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. (2,691 acres.) Contact: Park Manager, Rt. 2, Box 128, Preston, MN 55965, 507/352-5111.

**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 Manager, Rt. 1, Box 65, Fairfax, MN 55332, 507/426-7840.

**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. (1,754 acres.) Contact: Park Manager, Rt. 2, Box 134, Lake City, MN 55041, 612/345-3401 .

**Myre Big Island:** 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 wildflowers 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. (1,600 acres.) Contact: Park Manager, Rt. 3, Box 33, Albert Lea, MN 56007, 507/373-5084.

**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. (200 acres.) Contact: Park Manager, 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 US. 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 Manager, Rt. 5, Box 74A, Montevideo, MN 56265, 612/ 752-4736.

**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. (816 acres.) Contact: Park Manager, Rt. 1, Box 184, LeRoy, MN 55951, 507/324-5249.

**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 Manager, Rt. I, 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 Manager, 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 Manager, Sunburg, MN 56289-9519, 612/366-3797.

**Nerstrand Woods:** Picturesque Hidden Falls highlights these magnificent secluded valleys with their many trails through an ever changing 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 Manager, 9700-120th St. E. 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 on one of the most popular crosscountry ski facilities in southeast Minnesota. (2,835 acres.) Contact: Park Manager, 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. (1,060 acres.) Contact: Park Manager, Rt. 3, Owatonna, MN 55060, 507/451-7406.

**Sakatah Lake:** From pasque flower and bloodroot to goldenrod and aster, delicate wildflowers 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 Manager, Rt. 2, Box 19, Waterville, MN 56096, 507/362-4438.

**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 snowmobile trails ring the park's camp and picnic grounds and interpretive center. (2,926 acres.) Contact: Park Manager, 800 Sibley Park Rd. N.E., New London, MN 56273-9664, 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. (400 acres.) Contact: Park Manager, Rt. 2, Box 102, Jasper, MN 56144-9343, 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 old field 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 Manager, Rt. 2, Box 92, Granite Falls, MN 56241, 612/564-4777.

**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 blumop trails, and cool waters in the spring-fed beach beckon visitors to the park's modern and walk-in camping. (2,862 acres.) Contact: Park Manager, Rt. 1, Box 256, Altura, MN 55910, 507/932-3007.

## Board of Nursing

2700 University Avenue West, 108, St. Paul, MN 55114

Joyce M. Schowalter, executive director (612) 642-0567

Minnesota Statutes, Sections 148.171-148.299; *Minnesota Rules* 6300-6399

The board was created by the legislature in 1907 for the purpose of setting standards for the practice of nurses in Minnesota. At that time the names of professional nurses who met board requirements were placed on a register, and the qualified nurses became known as Registered Nurses (RN). Through the years credentialing procedures and terminology have changed but the title has remained. Registered Nurses are now licensed by the board. In 1991 approximately 47,000 registered nurses held active Minnesota licenses.

Practical nurses were first licensed by the board in 1947. Approximately 23,000 licensed practical nurses (LPN) held active Minnesota licenses in 1991.

The board meets every two months at the board office. All meetings are open to the public.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Board of Nursing**, 2700 University Ave. W., #108, St. Paul 55114. (612) 642-0567. *Minnesota Statutes* 148.181.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board licenses professional and practical nurses, registers public health nurses, disciplines licensees, renews licenses, approves nursing schools, lists professional nursing organizations which certify certain advanced nurse specialists for the purpose of third party reimbursement, identifies nurse practitioners eligible to prescribe drugs and therapeutic devices, approves training programs and competency evaluation programs for nursing assistants in nursing homes and maintains a registry of the nursing assistants. The board consists of eleven members, including three public members, three LPN's, and five RN's (one educator in a professional nursing program, one educator in a practical nursing program, and three others). Meetings at least six times a year. Members must file with the Ethical Practices Board.

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 \$75 for registered nurses and \$50 for licensed practical nurses. License by endorsement for registered nurses and licensed practical nurses is \$55. The reexamination fee is \$50 for registered nurses and \$40 for licensed practical nurses. Licenses are issued after applicants have met all requirements.

The board renews licenses for 24-month periods based on a nurse's birth month and year (even or odd). The renewal fee is \$35. Late renewals incur a \$20 penalty fee.

Licenses are verified upon request for a nurse moving out of state and wishing to obtain a nursing license in a new location. Verification of license costs \$20.

If a nurse chooses 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 and evidence that the nurse meets continuing education or competency requirements.

The board processes complaints about nurses or individuals posing as nurses. There is no fee for handling complaints.

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 must 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 public health nurses who meet qualifications. This program is voluntary. The fee is \$25. Application forms are supplied by the Board.

Since 1990 the board has authorized nurse practitioners to prescribe drugs and therapeutic devices if they meet specific criteria. The initial registration fee is \$50 and the biennial renewal fee is \$20. Application forms are available from the Board.

The board also sets standards and approves curricula and training programs for nursing assistants in long term care as well as conducting a registry of these nursing assistants. These activities are performed under contract with the Minnesota Department of Health, in accordance with *Minnesota Statutes*, Section 144A.61, subd. 1.

The board registers nursing businesses incorporated under Chapter 319A. 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.

The Board collects a \$5.50 voluntary surcharge from nurses who desire to support a nursing grant program which is administered by the Minnesota Higher Education Coordinating Board. The grants are provided through educational institutions to licensed nurses desiring to continue their nursing education.

A newsletter, "*For Your Information*," is published three times a year and sent to all nurses holding active registration. There is no charge.

Contact the following people for details about the board activities: Joyce M. Schowalter-administrative, general information, nursing program approval; Carol A. Manteuffel-nursing practice, complaint processing, discipline; Sandra J. MacKenzie-examination, endorsement, licensing, registration renewal, verification, continuing education, newsletter; Mary Tyrrell-nursing assistants.

## **Board of Examiners for Nursing Home Administrators**

**2700 University Avenue West, Room 104, St. Paul, MN 55114-1082**

**Phillip C. Newberg, executive director (612) 642-0595**

**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 approved continuing education (workshops, seminars, etc.) annually. Every three years, the administrator must also complete an additional 30 approved clock hours of continuing 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 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 service, financial management, personnel management and organizations of health services;

- **Pass the state rules test** (testing knowledge of the rules of the State Dept. of Health and the Life Safety Code as they pertain to nursing homes and boarding care homes);
- **Satisfactorily complete twelve college level** courses in health care administration including a board approved practicum course (internship) in long term health care administration of at least 400 clock hours or have one year of experience as an assistant administrator in a health care facility.
- **Have a baccalaureate degree** from an accredited institution.

Examinations are scheduled approximately every 90 days. Applications are accepted anytime. To receive the application form or specific information on licensing contact the board. The application fee is \$100.00, the State Rules Examination fee is \$75.00, and the original and annual renewal fee each July 1 is \$125.00. Reciprocity fee is \$30.00. An "acting license," issued for no longer than six months, costs \$125.00. A late fee is charged on the following basis: between 7-1 and 12-31 it is \$30.00, and between 1-1 and 6-30 it becomes \$50.00.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Examiners for Nursing Home Administrators**, 2700 University Ave. W. St. Paul 55114. (612) 642-0595. *Minnesota Statutes 144.952.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem. The board licenses administrators of nursing homes, board/care homes and mental retardation facilities; conducts studies of nursing home administration; approves continuing education programs for administrators; investigates complaints and allegations of rule violations. The board consists of eleven members including four owners or managers of nursing homes, one doctor, one nurse, and three public members. Representatives of the Department of Health and the Department of Human Services are ex-officio members. Quarterly meetings. Members must file with the Ethical Practices Board.

## Board of Optometry

2700 University Avenue West, Suite 103 St. Paul, MN 55114

(612) 642-0594

Laurie Mickelson, executive director

*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, registers professional corporations, certifies optometrists to use topical ocular drugs and investigates complaints from the public.

About 750-800 optometrists are licensed by the board. Nearly 50 new applicants take the examination each year. Close to 70 professional corporations are licensed by the board.

A licensed optometrist must have 45 clock hours of academic or non-academic (workshop, seminars, etc.) education within a three year compliance period. For information regarding allowable continuing education, contact the board.

The board issues new licenses and renewals. A new applicant must fulfill the following requirements: proof of good moral character; proof of graduation from an approved school or college of optometry requiring at least two academic years of preprofessional training for admittance, or proof of current enrollment in the final year of study at such school or college, and pass an examination including both the written test presented by the National Board of Examiners in Optometry and a practical demonstration presented by the Minnesota Board of Optometry 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 \$75.00, the reciprocity fee is \$75.00, and the license issuance fee is \$12.00. The annual license fee, renewable before January 1, is \$90.00. A late penalty fee of \$30.00 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 violation of the optometry statutes may be filed by writing to the board. The board has the authority to revoke or suspend licenses as a result of investigation instigated by a complaint.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Optometry**, 2700 University Ave. W. Suite 103, St. Paul 55114. (612) 642-0594. *Minnesota Statutes 148.52.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board licenses optometrists, adopts rules, and investigates complaints. The board consists of seven members, including five licensed optometrists and two public members. Members must file with the Ethical Practices Board.

## Board of Pardons

300 Bigelow Building, 450 North Syndicate Street, St. Paul, MN 55104

Jean M. Whitney, secretary (612) 642-0284

*Minnesota Statutes, Chapter 638; Minnesota Rules Chapter 6600*

The board consists of the governor, the chief justice of the Supreme Court, and the attorney general. The board may grant absolute pardons, conditional pardons and commute the sentence of any person convicted of any criminal offense against the laws of the State of Minnesota. It can also grant a pardon extraordinary to a previously convicted person who has been discharged from the sentence imposed and has been law-abiding for a reasonable period of time after the discharge. The commissioner of the Department of Corrections or his designee is secretary to the board.

A pardon extraordinary has the effect of setting aside and nullifying the conviction and purging the individual's record. After a pardon extraordinary has been granted, a copy of the certificate is 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 subsequent judicial proceedings. Each applicant 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, such as residence outside the state, applicants for pardon extraordinary are required to attend the meeting at which their application is to be heard and considered.

Any person may apply for a pardon, commutation, or pardon extraordinary. Applications are available from the secretary of the board. The board meets twice each year and meetings are open to the public.

To request information or the proper application form, contact the board at the above listed address or phone number. There are no fees for the Board of Pardons' services.

## Board of Peace Officer Standards and Training

1600 University Ave., Suite 200, St. Paul, MN 55104  
Executive director (612) 643-3060

Minnesota Statutes, Chapters 214,367; Sections 382.28, 626.84-626.88; Minnesota Rules 6700-6700.2704

# MINNESOTA POST

Board of Peace Officer Standards and Training

The Board of Peace Officer Standards and Training (POST) licenses approximately 7,250 officers, of whom about 7,000 are active; and approximately 1,100 part-time peace officers, about 800 of whom are active. The board regulates both the pre-service and continuing education of peace officers; and it sets minimum selection standards and standards of professional conduct for peace officers. Minnesota established its present peace officer licensing system in 1978. At that time Minnesota was the only state to license law enforcement officers, and has since served as a model for other states seeking to institute similar systems of their own.

- **Selection Standards.** To become licensed, a peace officer must be a citizen of the United States and possess a valid Minnesota driver's license (or a driver's license from a contiguous state if the officer is not a resident of Minnesota). The officer must have no history of a felony conviction or other serious misconduct, and must successfully complete the POST Board'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.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Peace Officer Standards and Training**, Suite 200, 1600 University Ave., St. Paul 55104-3828. (612) 643-3060. *Minnesota Statutes 626.841.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem. The board licenses peace officers and part-time peace officers, establishes minimum qualifications and standards of conduct, and regulates pre-service law enforcement education and continuing education for peace officers. The board consists of fifteen members, including two sheriffs, four municipal peace officers (at least two chiefs of police), two former law enforcement officers, two elected city officials from cities of under 5,000 outside of the metropolitan area, two peace officers, one who is a member of the Minnesota Trooper's Association, and two public members. The superintendent of the Bureau of Criminal Apprehension is an ex-officio member. Quarterly meetings. Members must file with the Ethical Practices Board.

A part-time peace officer must have no history of a felony conviction, must successfully complete a medical examination and a psychological evaluation, must successfully complete POST approved training in first-aid and firearms, and must pass a licensing examination for part-time peace officers.

- **Pre-service education.** There are two components to the professional peace officer education system in Minnesota: an academic component and a skills component. (Individuals who have completed basic law enforcement training in another state may become licensed in Minnesota through a system of reciprocity.) Professional Peace Officer Education may be completed in one of two ways.

**Option 1: College followed by clinical skills training.** The candidate completes the academic program at a POST approved college. (Twenty schools have such approved programs.) Once the individual passes the academic portion of the licensing test, that person may then enroll in a skills training courses. The clinical skills portion of the licensing test is given to the student upon completion of the skills course.

**Option 2: 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.** Law enforcement officers who have been trained and certified in other states may become licensed in Minnesota through our reciprocity system. The POST board staff will evaluate the training and experience of an officer who has been trained in another state to determine eligibility to take the licensing examination.
- **Appointment and licensing.** An applicant who has completed all of the training an examination requirements must be appointed by a city, county or state law enforcement agency and must meet all statewide selection standards applied by that agency in order to obtain a peace officer license. Both the appointee and the employing agency must verify that the candidate has completed the minimum selection standards for new officers.
- **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. Part-time peace officers also renew their licenses every three years. There is no state-mandated continuing education requirement for part-time peace officers.
- **Fees.** The fee for the Peace Officer Licensing Examination and the Reciprocity Licensing Examination is \$40.00. The Part-time Peace Officer Licensing Examination is \$12.50. The Peace Officer license fee is \$15.00 and the Part-time Peace Officer License is \$7.50 for each three-year renewal period.
- **Sites for examinations.** The POST Board's staff conducts peace officer licensing examinations several times each year in the Twin Cities metropolitan area. Examinations are also offered outside of the Twin Cities area when there is a sufficiently large number of applications for a particular test.

The Part-time Peace Officer and Reciprocity Licensing Examinations are offered weekly at regular times at the POST Board's office in St. Paul by appointment.

- **Complaints against licensees.** The POST Board receives and processes citizen complaints about unprofessional conduct by peace officers and other licensees. The board's jurisdiction is limited to violations that are specified in the board's agency rules. These specific violations consist of the following: a licensee has: (1) been convicted of a specific felony; (2) has used deadly force in a manner not authorized by law; (3) has made a false material statement while under oath; (4) has made a false material statement while obtaining or renewing his or her license; (5) has failed to complete the continuing education requirements for renewal; (6) has failed to pay the licensing fee; or (7) has violated one of the board's other rules.

Citizen complaints are referred to the law enforcement agency which employs the officer(s) whose conduct is in question, unless the board's committee on complaints determines that some other agency should investigate the complaint. When the local investigation is completed, the committee reviews the report and determines whether or not there are grounds for a hearing by an administrative law judge. The final disciplinary action, if any, is the responsibility of the full board. The hearings procedure may take several months to complete.

- **Publications.** The POST Board publishes a bi-monthly newsletter, *Keeping POSTed*, which is distributed without charge to law enforcement agencies and inactive licensees. The board also publishes the following documents which are on sale at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000. If ordering by mail or phone, be sure to add \$2.00 for shipping and handling. Minnesota residents add 6% for Minnesota sales tax. Below are the 1991 prices and publication code numbers:
  - *Background Investigation Process for Minnesota Law Enforcement Agencies*, #14-15, \$7.00.
  - *Criminal Code and Selected Statutes for Peace Officers*, #2-68, \$17.95.
  - *Evaluation Checklists for Skills Courses in Law Enforcement*, #10-80A, \$5.00.
  - *Learning Objectives for Post-Secondary Courses in Law Enforcement*, #10-80, \$22.95.
  - *Manual for Part-Time Peace Officers*, #14-8, \$6.95.
  - *Peace Officer's Guide to the Minnesota Rules of Criminal Procedure*, #14-10, \$10.00.
  - *Police Report Writing Style Manual*, #14-13, \$15.00.
  - *A Study of the Minnesota Professional Peace Officer Education System*, 14-19, \$10.95.



**NOTE:** One other publication, *Administrator's Guide to Peace Officer Licensing and Hiring*, is provided to chiefs of police and sheriffs at no charge. This manual is not available for purchase.

- **Reimbursement to local units of government.** The Minnesota legislature has established a surcharge on fines imposed for violations of certain traffic laws. The board disburses this revenue to local units of government to reimburse them for expenses of providing continuing education to peace officers 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 practices act. Many questions can be answered immediately. More detailed requests for information may require a few days in which to compile the information or arrange a meeting with a staff person. As a rule, there is no charge for this kind of service unless photocopying is required.

## Board of Pharmacy

2700 University Avenue West #107, St. Paul, MN 55114

David E. Holmstrom, executive director (612) 642-0541

Minnesota Statutes, Chapters 151 and 152; *Minnesota Rules* 6800-6899

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Pharmacy,** 2700 University Ave. W. Room 107, St. Paul 55114. (612) 642-0541. *Minnesota Statutes* 151.02.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem. The board regulates the pharmacy profession and the quality, labeling and distribution of drugs. The board consists of seven members including five pharmacists with at least five years experience in the state, and two public members. Monthly meetings. Must file with the Ethical Practices Board.

The board enforces rules dealing with drug, distribution by drug manufacturers and wholesalers, pharmacies, physicians, dentists and other practitioners, as well as, adulterated misbranded and illicit drugs; provides information about drugs to other health professionals; and develops rules governing drug storage, distribution and recordkeeping; for individuals, institutions and facilities. The board tests and licenses all pharmacists and inspects and licenses all pharmacies, drug wholesalers and drug manufacturers. The board determines the continuing pharmacy education requirements for all pharmacists and approves continuing education programs.

The board issues all licenses dealing with pharmacists and pharmacies. applicants for a pharmacist's license must be graduates of an accredited college of pharmacy and have at least 1,500 hours of internship experience. For application forms and information regarding licensing requirements, contact the board office.

Licenses must be renewed annually. **Pharmacist's** licenses are \$65.00 and must be renewed by March 1 of each year. **Pharmacy licenses** are \$100.00 and must be renewed by June 30 of each year. **Drug wholesalers and manufacturers** licenses are \$100.00 and must be renewed by June 1 of each year. **Pharmacists examinations** cost \$200.00 and are given winter and summer. **Reciprocity examinations**, which cost \$165.00, are given quarterly. The dates of examinations vary from year to year.

The board licenses approximately 4,500 pharmacists, 1,200 pharmacies, 150 drug manufacturers, 125 drug wholesalers, and about 40 distributors of medical gasses.

Also issued by the board, are **permits to conduct drug research**. Currently, about 60 permits are issued each year at a cost of \$25.00 per year with renewal on an annual basis.

**Pharmacist-interns** must also obtain a permit, issued by the board, before beginning the internship required for licensure. There is a one time only fee of \$20.00 for this registration. Currently, about 250 pharmacist-intern permits are issued annually.

The board investigates all complaints against all licensed pharmacies, 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.

## Minnesota Planning

658 Cedar Street, St. Paul, MN 55155

Linda Kohl, director (612) 297-2325, FAX (612) 296-3698

John Hustad, deputy director

Minnesota Statutes, chapter 4A.01



The Legislature created the Minnesota Planning office (Office of Strategic and Long-Range Planning) in 1991. Minnesota Planning is charged with developing a long-range plan for Minnesota, stimulating public participation in the state's future, and coordinating public policy with state agencies, the legislature, and other units of government. Its predecessor was the State Planning Agency, which operated from 1983 to 1991.

### Minnesota Planning Communications Staff

**George Boosey, director (612) 296-3985; Kathryn Guthrie (612) 297-3273.** The office handles requests for information from the public, and distributes copies of the office's reports. Media inquires may be addressed to this office for prompt attention.

### Long-Range Planning (612) 296-3985

**Ann Jaede, program director.** The Minnesota Planning office is organized around a number of workteams, which carry out a variety of strategic and long-range planning activities. These include conducting public meetings to gather information from Minnesotans about their vision for the state's future, researching and analyzing statistics and information about critical public issues that involve more than one state agency, and providing useful information about those issues to policy makers and the public. The planning agenda follows.

### Minnesota Milestones (612) 296-3985

**George Boosey, director.** Minnesota Milestones is a citizen-driven long-range planning process. It began in 1991 with Minnesotans sharing their visions for the future in a series of 15 statewide community meetings. The Milestones process is unique because it relies on concrete and measurable goals. It will give Minnesota policy makers a tool to measure the state's progress. During 1992 the team will develop "milestones" or benchmarks to measure the state's progress toward its vision. A final report will be presented to the governor and legislature in December 1992.

### Action for Children (612) 296-4156

**Marilyn Larsen, executive director.** The Action for Children Commission was created in 1991 by Governor Arne H. Carlson to develop strategies to improve opportunities for all children to reach their full potential. After completing public discussions about what Minnesotans value and want for their children, the team will prepare a "Vision for Children and Youth in Minnesota" that will include recommendations for improving services for children. In 1992 the team will mobilize business, government, community institutions, and private citizens to improve conditions for all children.

### **Adolescent Pregnancy Prevention Project (612) 296-2908**

**Katheryn Crow, director.** Through education and improved decision making skills, this 5-year project is to prevent unwanted teenage pregnancy. Formed in 1991, the program will fund and evaluate six innovative pilot projects and set up information services for use by individuals and organizations. Other goals of the program are to increase statewide coordination and collaboration to prevent teen pregnancy. Annual progress reports will be available and the final report will be completed in 1996.

### **Criminal Justice Statistical Analysis Center (612) 297-7518**

**Dan Storkamp, director.** The Minnesota Criminal Justice Statistical Analysis Center analyzes the entire criminal justice system to provide better policy development. The center has been in operation for over 10 years and is the only state organization to analyze all aspects of crime and the criminal and juvenile justice systems. The following are current reports available through the center:

- *Crime and Arrests At-A-Glance (1991)*
- *Felony and Gross Misdemeanor Convictions At-A-Glance (1991)*
- *Minorities in the Juvenile Justice System At-A-Glance (1991)*
- *Minnesota 1990 Narcotic Task Forces At-A-Glance (1991)*
- *Minnesota 2000: A Projection of Arrests and Convictions in Minnesota (1986)*
- *Victims of Violent Crimes (1989)*
- *Violent and Chronic Juvenile Crime (1989)*
- *What Can I Do To Prevent Harm to Children (1986)*

### **Government Services (612) 296-3985**

The Government Services Team provides staff support to the **Dyrstad Commission on Local and State Government Relations**. It was created in 1991 to strengthen cooperation and service delivery by local and state governments. All state mandates will be compiled and reviewed. In 1992, the commission will recommend reductions and modifications to state mandates. The Government Services Team **provides information** to citizens, other governments and the legislature and offers **planning assistance** in such areas as land-use planning, zoning regulations, and recycling to help local governments manage growth. The team also **reviews the state's executive branch legislative proposals** for conflict, duplication, and efficiencies. The review process enables the executive branch to keep abreast of proposals under development in state agencies. Also, the team provides staff support for sub-cabinet review of federal priorities.

### **Commission on Post-secondary Education (612) 296-8953**

Minnesota Planning provides staff support to the Commission on Post-secondary Education. The commission will review Minnesota's higher education resources; determine its needs; and make recommendations for an integrated, effective, and economical system. The commission will release a report of its recommendations to the governor and legislature in January 1992.

### **Office of the State Demographer Help Line (612) 296-2557**

**R. Thomas Gillaspay, state demographer.** The office collects, analyzes and distributes demographic information. The Demographer's Office prepares annual estimates of the state's population and households for counties, cities and townships. Projections of the state's population and labor are also prepared. The State Data Center and U.S. Census Data Center Programs are coordinated through this office to make census and business information is available throughout the state. The office publishes the "Population Notes" series and provides information to the public through a telephone Help Line.

### **Environmental Quality Board Operations Section (612) 296-2603**

**Michael Sullivan, director.** Minnesota Planning provides staff support to the Minnesota Environmental Quality Board (see page 143). Staff members manage the state's Environmental Review (EIS), Critical Areas, Power Plant Siting Programs, Water Resources Planning, and Pipeline Routing Programs. Also, staff members provide information and assistance to local government on the environment and natural resources.

## Board of Podiatry (Chiropody)

2700 University Avenue W., #101, St. Paul, MN 55114

Lois E. Mizuno, executive director (612) 642-0588

Minnesota Statutes, Chapter 153; Minnesota Rules 6900-6999

The board was created by the legislature in 1917 for the purpose of licensing chiropodists. In 1959 the term podiatry became synonymous in meaning with the word chiropody and in 1961 was substituted throughout the practice act. In 1987 a new practice act became law, establishing requirements for licensure. The seven member board has five podiatrists and two public members.

Meetings are held quarterly in the board office and are open to the public.

The board establishes standards for the practice of podiatry, now commonly called podiatric medicine. Functions of the board include licensing doctors of podiatric medicine (DPM) by examination or endorsement from another state, processing complaints against licensees and registering podiatric corporations.

Requirements for licensure include graduation from an approved school of podiatric medicine as well as passing the national licensing examination and a clinical examination. Applicants licensed in another state must show evidence of licensure status in the other state. The licensure fee is \$450, good for two years.

In 1991 approximately 120 doctors of podiatric medicine held active Minnesota licenses.

Licenses are renewed biennially on July 1; the fee is \$450. Late renewals incur a \$100 penalty fee.

The board processes complaints about podiatrists. There is no fee for handling complaints. They are acted upon as soon as they are received.

Podiatric corporations are registered by the board. The fee is \$100 for initial registration and \$25 each year thereafter.

Applications and additional information are available from the board office.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Podiatric Medicine**, 2700 University Ave. W., #101, St. Paul 55114. (612) 642-0588. *Minnesota Statutes 153.02*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board licenses podiatrists, disciplines licensees, and registers corporations. The board consists of seven members including five doctors of podiatric medicine and two public members. Meetings every third month. Members must file with the Ethical Practices Board.

## Pollution Control Agency

520 Lafayette Road, St. Paul, MN 55155

Charles W. Williams, commissioner

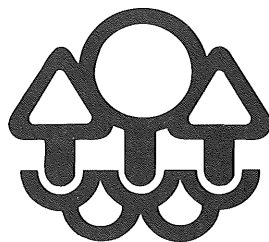
(612) 296-6300

24-hour emergency number (612) 296-8100

Toll-free in Minnesota 1-800-652-9747

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 Citizens Board (612) 296-6300

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Pollution Control Agency**, 520 Lafayette Rd. N., St. Paul 55155. (612) 296-6300. *Minnesota Statute 116.02*.

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem. The citizens board shall meet the variety and complexity of problems relating to water, air and land resources of the state consistent with the maximum enjoyment and use thereof in furtherance of the welfare of the people. The citizens 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 boardroom and are open to the public. Appointments to the board are handled through the governor's office. Members must file with the Ethical Practices Board.

**Van R. Ellig, chairman.** The MPCA staff is organized into four major divisions: Air Quality, Water Quality, Ground Water and Solid Waste, and Hazardous Waste, which conduct the following fundamental pollution control activities:

### Environmental Monitoring

The MPCA regularly measures specific environmental conditions throughout the state. Air pollution is measured at more than 50 locations. Lakes, rivers and ground water aquifers are monitored at hundreds of sites. Additional water and soil samples are collected at solid waste facilities, hazardous waste dumps, spill sites, and other locations. The information gathered is critical to setting standards, detecting problems and devising solutions.

### Enforcement

The MPCA enforces state and federal pollution control laws and standards in Minnesota. The most important enforcement tool is the environmental permit, required of all major facilities that discharge to the air, land or water. A permit contains a set of specific enforceable conditions under which such facilities may operate. Permitted facilities are inspected regularly to assure compliance with the permit conditions. In 1985, the legislature directed the agency to begin collecting fees for permits. The fee amount varies, depending on the type and complexity of the permit. Call 612/296-6300 for more information on fees.

If permit violations occur, the MPCA begins enforcement actions to correct the pollution problems. These activities range from informal phone calls to the permittee, formal notices of violation, administrative penalty orders, out-of-court settlements (stipulation agreements), and if necessary, legal action.

Enforcement actions may also be triggered by tips from concerned citizens, who report suspected violations and provide valuable assistance to agency investigators.

### **Emergency Response**

Sometimes oil leaks, chemical spills, or air pollution emergencies require immediate action. The MPCA has staff on-call 24 hours a day to respond to pollution emergencies and to direct cleanup or containment measures. Citizens are encouraged to report spills and other emergencies to the MPCA at (612) 296-8100 at any time.

### **Technical Assistance and Planning**

In conjunction with enforcement, MPCA staff frequently provide technical assistance and guidance to communities, companies and individuals with pollution problems, and assistance in planning to prevent the occurrence of pollution.

The agency's Environmental Analysis Office carefully scrutinizes development proposals such as new highways and major industrial projects to make sure possible environmental impacts are anticipated before construction. This preventive planning approach has proven effective in allowing needed development to proceed without harming the environment.

### **Regional Operations**

**(612) 296-7319**

**John Chell, assistant commissioner.**

The MPCA's five regional offices provide local response to pollution problems throughout Minnesota, and help local officials and citizens access programs and services at MPCA headquarters in St. Paul.

#### **Northeast Region**

**(218) 723-4660:**

Duluth Government Service Center, Room 704, 320 West Second St., Duluth, MN 55802

#### **North Central Region**

**(218) 828-2492:**

1601 Minnesota Drive, Brainerd, MN 56401

#### **Northwest Region**

**(218) 847-1519:**

714 Lake Ave., Lake Ave. Plaza, Suite 220, Detroit Lakes, MN 56501

#### **Southwest Region**

**(507) 537-7146:**

RLC Building, 109 South Fifth St., Marshall, MN 56258

#### **Southeast Region**

**(507) 285-7343:**

2116 Campus Dr. S.E., Rochester, MN 55904



## **Administrative Services Division (612) 296-7224**

**Elaine Johnson, division manager.** The division includes the offices of Administrative Services, Environmental Analysis, Fiscal Services, Personnel Services, and Public Information.

### **Administrative Services Office (612) 297-1605**

**Robert Einweck, director.** Administrative Services provides support services to all divisions of the agency, including consulting, professional and technical services contract management; purchasing; lease management; inventory control; motor pool coordination; mailing and copying. 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.

### **Environmental Analysis Office (612) 296-7799**

**Paul Hoff, director.** The office reviews and prepares environmental assessment worksheets and environmental impact statements for major projects such as power plants, solid waste incinerators, paper mills, feed lots, wastewater treatment plants, and landfills. These environmental reviews assess the potential environmental effects of such projects prior to permitting and construction. The office also evaluates and prepares recommendations on agency policy for issues of statewide concern such as pollution prevention, health and ecological risk assessment, and non-ferrous mineral mining. For information about the environmental impact statement process, contact the office or the Environmental Quality Board.

### **Fiscal Services (612) 296-7369**

**John Retzer, director.** Fiscal Services provides budget management and accounting to all divisions of the MPCA, including budget preparation, accounting, and payroll.

### **Personnel Services (612) 296-7759**

**Kathleen Lilly, director.** Personnel Services recruits, places and trains personnel for the MPCA, directs the Affirmation 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. Personnel provides management analysis services to the agency and directs the MPCA's Total Quality Management program.

### **Public Information Office (612) 296-7283**

**Elaine Johnson, director.** The office provides a variety of communication, information and education services to MPCA staff and the public. Staff members respond to telephone, written, and drop-in inquiries about general pollution control issues and refer to appropriate staff experts for more specific information.

News media relations for the MPCA are coordinated by the office, which issues news releases, gives or arranges interviews, and monitors media coverage of agency activities. A speakers bureau matches agency staff to requests received from schools, clubs, and community groups.

The office produces newsletters and brochures on many environmental issues. Newsletters produced for the public and the regulated community are:

- Minnesota Environment
- Minnesota Superfund Quarterly
- RAP Report
- Solid Waste News
- Generator News
- The Tank Monitor
- Tire Tracks
- Lake Watch
- Auto Focus

Materials for teachers and children are available on some topics. Contact the MPCA for a list of publications. There are no fees for general audience publications, newsletter subscriptions, or speakers.

### **Legal Services (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, litigations, rulemaking and contracts and ensures that agency procedures comply with statutory law.

## Management Information Systems Office (612) 296-7339

**Janet Cain, manager.** MIS provides information systems development, management and support to the MPCA's administrative and technical staff.

## Air Quality Division (612) 296-7331

**Lisa J. Thorvig, manager.** The division enforces and administers all state statutes and federal laws relating to air pollution. In addition to attaining 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 and odor standards.

## Program Development and Air Analysis Section (612) 296-7265

**J. David Thornton, section manager.** The section collects information about air pollution and air quality in the state. The section is divided into a Program Development Unit, a Monitoring Unit, a Mobile Sources Unit and an Air Toxics Unit. 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) 297-1630. 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 Program Development Unit** develops specific strategies for achieving national air quality standards. The unit prepares the State Implementation Plan, as required by the federal Clean Air Act, 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). The unit also assists in developing state air quality rules, which includes the division's program to reduce airborne lead and provides meteorological support for other air quality division programs.

The unit studies and helps control noise pollution, and at the request of local officials will work with local governments to develop appropriate noise ordinances. Furthermore, local officials can be trained in noise enforcement and 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. 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.

- **The Monitoring Unit** monitors and reports on air quality throughout the state. Data on five pollutants is routinely gathered: particulate matter less than 10 microns in size, carbon monoxide, sulfur dioxide, nitrogen oxides and ozone. This unit also administers the state's **Acid Rain Control Program**. The unit gathers air and water quality data to assess the success of the Acid Deposition Standard and develops programs to achieve compliance with the standard.

- **The Mobile Sources Unit** oversees the state contractor for the vehicle inspection and maintenance program required for the seven-county metropolitan area of the Twin Cities. The **Minnesota Vehicle Inspection Program** requires 1976 and new gas-powered passenger vehicles to complete an annual inspection of pollution control equipment and measurement of exhaust emissions before license tabs can be renewed.

Staff conduct quality assurance and quality control checks of vehicle testing equipment, monitor the testing results and waiver issuances, issue exemptions and extensions to the testing requirement when appropriate, and administer the fleet inspection permit program. Inspection fee of \$8 per vehicle is added to tab renewal fees. Applications for extensions, exemptions or fleet inspection permits may be requested from the section. Recorded messages about the program are available upon request by calling (612) 296-6300.



The unit also performs all other air quality related planning and reviews **Indirect Source Permit Applications**, which are required for new facilities (such as shopping centers and sports arenas) that are expected to attract large volumes of traffic. For application forms, contact the section. Review of applications normally takes approximately 90 days.

- **The Air Toxics Unit** assesses potentially toxic compounds and develops rules and permit limits to prevent airborne toxic chemicals from impairing human health or the environment.

### **Permits Section (612) 296-7512**

**Joel C. Smith, section manager.** This section includes two units that issue permits for sources of air pollutants as required under state and federal laws. Permits are typically required for power plants, refineries, asphalt plants, incinerators, boilers, grain elevators and many industrial facilities. The permits include limits to assure compliance with state and federal rules, protect the ambient air quality, human health and the environment. Permits are normally issued for a period of five years.

### **Compliance and Enforcement Section (612) 296-7371**

**Michael J. Sandusky, section chief.** This section is committed to the enforcement of all state statutes and federal laws pertaining to air and noise pollution. The section is divided into a Compliance Determination Unit and an Enforcement Unit.

- **The Compliance Determination Unit** is responsible for determining the compliance status of permitted and unpermitted air emissions facilities. Compliance status is determined through review and evaluation of inspection reports, test reports, continuous emissions monitoring reports, required permit submittals and Emission Inventory System data. In addition, persons with general air quality complaints may call the unit. Complaints received about facilities outside the seven-county metropolitan area are referred to one of the five MPCA regional offices in Greater Minnesota. General complaints usually are processed within two weeks.

- **The Enforcement Unit** assures that industries comply with emission limits.

The unit conducts inspections of emission sources and develops compliance schedules for polluters violating emission limits. This unit also ensures that persons removing asbestos-containing materials remove it properly so that release of the fibers into the environment is prevented. Any building demolition that includes the removal of asbestos-containing materials must be reported to the MPCA at least 10 days prior to the start of asbestos removal. Asbestos removed during building renovation must also be reported, under certain conditions.

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 (623) 296-7300; persons outside of the metropolitan area should contact their local MPCA regional office.

### **Division of Water Quality (612) 296-7202**

**Tim K. Scherkenbach, division manager.** 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 nonpoint sources, administers a grants and loan program with the Minnesota Public Facilities Authority 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.

### **Assessment and Planning Section (612) 296-8852**

**Duane L. Anderson, section manager.** The section develops water quality standards, sets effluent limitations, conducts ambient monitoring, and investigates specific water quality problems (including toxics).

The section monitors lakes and waterways in Minnesota by collecting and making available water quality information, and establishes limits for the amount of effluents discharged into lakes and waterways. Trends indicated by analysis of the monitoring data are used in program planning to prevent degradation of the state's water resources.

**Water quality data** from over 2,000 miles of critical stretches of streams and rivers and more than 1,000 lakes throughout Minnesota are entered in the STORET computer system. Data are available from 1953 to the present. For information, contact the section at (612) 296-7241. Normally, there are no fees or forms for this service; however, requests for unusually large data retrievals may involve a fee. There is normally a two-week waiting period for data requests.

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.

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 St. Paul office. Processing normally takes about three months, including a possible 30-day public notice comment period.

The **Citizen Lake-Monitoring Program** is sponsored by this section. Under this voluntary public program, citizens measure the relative clarity of a lake's water by submerging an eight-inch, white metal (Secchi) disk 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 one-time fee of \$10 to cover the cost of the Secchi disk.

### **Nonpoint Source Section (612) 296-8856**

**Kathy Svanda, section manager.** This section develops and implements programs for the control of nonpoint source pollution under section 319 of the federal Clean Water Act. It provides financial and technical assistance to local communities through the **Clean Water Partnership**, established and funded by the state legislature, and the **Clean Lakes Program**, funded through section 314 of the Clean Water Act, the federal lake restoration grants program.

The section issues permits for construction and operation of animal waste facilities. Applications may be obtained from the section, county zoning offices, or from county and conservation officers. The form needed is the **Permit Application for Construction and Operation of a Livestock Feedlot, Poultry Lot, or Other Animal Lot.**

The section provides technical assistance to counties involved in local water planning and coordinates an interagency project, funded by the Legislative Commission for Minnesota Resources, to assess and control nonpoint source pollution on the Minnesota River. Special lake studies and general statewide lake assessment reports are prepared by section staff.

The section plans and conducts training, in conjunction with the Minnesota Extension Service, for persons involved in designing, installing and maintaining on-site wastewater treatment systems, and administers a program certifying competency in those areas.

### **Industrial Section (612) 297-1831**

**Debra McGovern, section manager.** This section incorporates all division activities that relate to industrial wastewater discharges. The section issues National Pollutant Discharge Elimination System (NPDES) Permits for any industrial discharge of wastewater into surface waters, including industrial stormwater, noncontact cooling water, and air-conditioning or heat-pump water. NPDES permits are not required if the discharge is to a publicly owned sanitary sewer system.

**State Disposal System Permits** are required for disposal of wastewater other than to surface waters; this includes large septic tank and drainfield systems (treating domestic waste only) and spray irrigation of wastewater. Discharge of wastewater, washdown water, or other nondomestic type wastewater generated from a commercial/industrial facility cannot be seweraged to subsurface systems, such as a septic tank and drainfield.

Any industry or business that operates a disposal system would need a SDS permit.

Permit applications are available from the MPCA. Applications must be submitted 180 days ahead of the anticipated activity or beginning of construction. SDS and NPDES permits are issued for a period of up to five years.

Certain types of industries are required to be regulated under a NPDES permit even if they discharge their wastewater to a municipal sanitary system. Examples of these industries are: pulp and paper mills; most food processing plants; textile mills; chemical manufacturing plants; electroplating companies; fertilizer plants; and companies producing leather, glass, asbestos, rubber and timber products. These "categorical" industries are subject to U.S. Environmental Protection Agency pretreatment regulations.

A number of large sanitary districts and cities have been delegated authority to issue categorical industry permits. **Categorical industry permits** are issued by this section for cities without delegated authority. The permits are issued for up to five years. Permit applications should be submitted 180 days ahead of the commencement of the proposed activity.

The section monitors the compliance of industrial permittees and conducts various enforcement activities when industries are out of compliance with their permit requirements. It collects the required monthly monitoring reports from industrial and municipal wastewater treatment facilities and enters them into a computer tracking system.

### **Municipal Section (612) 296-7201**

**Richard Sandberg, section manager.** This section incorporates all division activities that relate to municipal wastewater treatment. In conjunction with the Public Facilities Authority, the section administers grants and low-interest loans that provide assistance to communities for the planning and building 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 section. Public hearings are held on the needs list and a final project list is approved by the agency's Citizens Board. The agency then automatically mails applications to municipalities with projects ranking high enough to receive funds from the annual state grants appropriations. No fees are charged for applying for state assistance. There are no more federal grants available for this program.

The section checks 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 municipal treatment works and proposals for landspreading of sludge, and provides technical review of projects receiving construction grants and loans funds.

The section issues all water quality permits for municipal dischargers, monitors compliance with permits, and conducts various enforcement activities when municipalities are out of compliance with their permit requirements. Application for a permit must be submitted at least 180 days prior to a new discharge. A permit must be obtained prior to the solicitation of bids for the construction of new wastewater treatment facilities.

**State Disposal System Permits** are issued for sanitary sewer collection systems, extensions, replacements, or relocations. The application form required is **MPCA Form PQ-00139-02**. Direct discharges to surface waters require a **National Pollutant Discharge Elimination System (NPDES)** permit.

For information, or for municipal permit applications contact the section. Processing usually takes about 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 wastewater treatment facilities, plans and specifications may also need approval prior to permit issuance.

The section contains the **Operations/Training Unit**, which certifies wastewater (sewage) treatment plant operators. The application fee for examination is \$15, and issuance of a certificate is \$15. Re-examination is \$15, renewal for expired certification is \$15, and reinstatement of reciprocity is \$20.

The unit also conducts workshops and seminars to train wastewater treatment facility operators. Certification examinations are given at various locations around the state and metro area at the completion of wastewater operator training programs. For information and application forms, contact the unit at (612) 296-7251. Fees for most seminars are \$50, and they usually last three or four days.

The unit offers a program to assist in proper operation and maintenance of municipally owned wastewater 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 that is not operating properly. For information or to request assistance, contact the unit at (612) 296-7251. No initial forms are necessary; only a letter requesting assistance is needed from municipality. There are no fees for this service. Requests are received and evaluated as quickly as possible.

### **Division of Hazardous Waste (612) 297-8502**

**Gordon Wegwart, division manager.** The Hazardous Waste Division has a well-established program to regulate the treatment, storage, and disposal of hazardous waste and to prevent the mismanagement and release of hazardous waste that could become a threat to human health and the environment. The Hazardous Waste Division is organized into three sections:

#### **Program Development Section (612) 297-8355**

**Sharon Meyer, section manager.** This section is responsible for developing hazardous waste rules and management programs, including special projects such as household hazardous waste management, waste reduction, and assistance to very-small-quantity generators.

- **The Disclosures Unit** provides technical waste management and waste reduction assistance to hazardous waste generators through phone calls, fact sheets, letters, quarterly newsletters, and site visits. The unit also reviews generators' disclosure forms and annual reports; maintains an extensive computer tracking system that collates information on generators, wastes, and manifests (shipping papers); and has primary responsibility for assessment and collection of hazardous waste generator fees.

- **The Rules Unit** incorporates federal hazardous waste regulations into Minnesota rules, and develops and amends state rules related to the management of hazardous waste, including sources of environmental lead and hazardous waste management for Minnesota's small businesses. The Rules Unit is also responsible for the used oil and used lead-acid battery programs.

- **The Special Wastes Unit** manages the household hazardous waste program, including regional collection programs, public education, and assistance. The Special Wastes Unit is also responsible for studying ways to reduce the amount of metal entering Minnesota's waste stream from household batteries.

#### **Regulatory Compliance Section (612) 297-8512**

**Roger Bjork, section manager.** This section is responsible for regulating businesses that generate, store, treat or dispose of hazardous waste, and does this by conducting inspections, permitting facilities, and enforcing Minnesota's hazardous waste rules. The section also provides on-site technical assistance and training workshops and conferences for Minnesota's hazardous waste generators.

- **The Permit and Review Unit** reviews and issues hazardous waste treatment, storage, and disposal permits and provides engineering and hydrologic assistance to clientele and staff.
- **Two Compliance and Enforcement Units** inspect treatment, storage, and disposal facilities and hazardous waste generators for compliance with federal and state hazardous waste and PCB rules. The units also respond to citizen's complaints, provide hazardous waste management training to Minnesota generators, review manifests (shipping papers), and provide information to the U.S. Environmental Protection Agency.

### **Tanks and Spills Section (612) 297-8564**

**Michael Kanner, section manager.** The section was created to better regulate the use of petroleum and certain chemical storage tanks as well as to address the results of tank failure. The section includes the spills response and aboveground tank permit programs.

**Storage Tank Program.** There are more than an estimated 50,000 above and underground storage tanks in Minnesota. More than 3,850 tank leaks have been reported since the program's inception. Cleanup, including soil excavation, removal of free product, ground water pump-out, etc., has been initiated at more than 2,450 leaking storage tank sites. Cleanups have been completed at more than 1,100 of those leak sites.

The section also oversees the reimbursement process of the **Petrofund**. Tank owners or operators who clean up their sites in cooperation with the MPCA are eligible to receive reimbursement up to 90 percent of their cleanup costs up to \$1 million per leak if the MPCA determines the cleanup was or will be adequate.

There has been a high priority and emphasis on conducting an active outreach program directed at providing information and education to tank owners and operators, and consultants and contractors involved with the installation, repair and removal of tanks. Outreach activities include compliance workshops; annual seminars for both storage tank consultants and contractors; a quarterly newsletter; fact sheets; presentations; certification classes for installers, repairers and removers of underground tank systems; and office technical assistance by telephone. The section also works with the development of rules regarding above and underground storage tanks.

The trained response personnel with the **Spills and Aboveground Tanks Unit** respond around the clock in conjunction with the five regional offices as investigators, enforcers, cleanup overseers and advisors to responsible parties. The primary goals of the Spills team staff are public health and environmental protection.

### **Division of Ground Water and Solid Waste (612) 296-7333**

**James Warner, division manager.** The division administers solid waste programs and the **Superfund**, including cleaning up Superfund sites, issuing permits for solid waste facilities, and overseeing the development of solid waste management plans. The division is divided into three sections:

#### **Solid Waste Section (612) 296-7340**

**Art Dunn, section manager.** The section performs technical reviews and issues permits for solid waste facilities such as sanitary landfills, demolition waste landfills and transfer stations. The section also performs technical reviews on permits for industrial waste disposal facilities. For information or applications, contact the section. The form needed for solid or industrial waste facilities is **Permit Application for Construction and Operation of a Solid Waste Disposal System**. Forms may be obtained by mail or in person.

The section ensures compliance with the agency's regulations at permitted solid 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 originates in a county that has a county solid waste ordinance or has taken an active role in enforcing state regulations, the regional office may forward the complaint to an appropriate county official, usually the county solid waste officer.

The section also is responsible for implementing the state and federal Superfund programs to clean up contamination around permitted landfills that are no longer open. The

section registers transporters of infectious waste. Compliance monitoring and responding to complaints about infectious waste management are the responsibility of this section.

### **Program Development Section (612) 296-8612**

**John Holck, section manager.** This section is responsible for developing programs for solid waste management and ground water protection, including such programs as developing rules for soil lead management, for the utilization, treatment, disposal, management of ash, and for solid waste permit fees; a solid waste economics report; a four-season garbage study; developing alternatives to the Superfund program for remediation of closed landfills; and training for owners/operators of landfills, compost facilities, and other solid waste facilities. The section is also developing a state ground water protection strategy and operating a ground water quality monitoring program to establish baseline data for the state's principal aquifers.

### **Site Response Section (612) 296-7290**

**Gary Pulford, section manager.** This section manages the majority of state and federal Superfund investigations and cleanups of past hazardous waste, as well as all emergency cleanup responses not covered by the Hazardous Waste Division. The section is divided into Response Units 1 through 4. The section includes **Property Transfer Technical Assistance**, which oversees voluntary investigations and cleanups of sites undergoing property transfer. Site Response staff also manage the **Waste Tire Program**, which cleans up old tire dumps, licenses tire transporters, and administers rules on proper disposal and recycling of tires.

## **Private Detective and Protective Agent Services Board**

1246 University Avenue, St. Paul, MN 55104

**Marie Ohman, executive director (612) 642-0775**

*Minnesota Statutes, Sections 326.32 - 326.339; Minnesota Rules 7506.0100-.0180*

The board was created in 1974 to review applications for licensing, determine whether statutory requirements have been met, and subsequently render a decision to grant or deny licensing. The board also reissues licenses and deals with complaints and irregularities affecting the public, as well as the license holder community.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes, Sections 15.014 and 15.0575-.066.* For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Private Detective and Protective Agent Services,** 1246 University Ave., St. Paul 55104. (612) 642-0775. *Minnesota Statutes 326.32-326.339.*

**Appointing Authority:** Commissioner of Public Safety. **Compensation:** \$55 per diem plus expenses. The board licenses private detectives and protective agents. The board consists of five members including the superintendent of the Bureau of Criminal Apprehension or designee, a licensed protective agent, a licensed private detective and two public members. Monthly meetings. Members must file with the Ethical Practices Board.

During the first months of 1991, the board had 262 licensees: 206 private detectives and 56 protective agents. The licenses granted by the board are at various levels; individual, partnership and corporation. The individual and corporate levels are the majority areas where licensing is achieved.

The initial application and license fees for licensing are dependent upon the type of license, and level of licensing being applied for. The license fees for private detective are; individual \$500, partnership \$850 and corporation \$950. The license fees for protective agent are; individual \$400, partnership \$800 and corporation \$900. Each application must be accompanied by a nonrefundable \$15 application fee.

A license holder is eligible to seek license reissuance every two years. Fees for license reissuance vary depending on the number of employees that a license holder may have. Private detective license reissuance fees are: 0 employees \$400, 1 to 10 employees \$525.00,

11 to 25 employees \$650.00, 26 to 50 employees \$775, and 51 or more employees \$900. Protective agent license reissuance fees are: 0 employees \$350, 1 to 10 employees \$475, 11 to 25 employees \$600, 26 to 50 employees \$725, and 51 or more employees \$850.

There is a requirement by statute for a \$10,000 surety bond, and documentation of proof of financial responsibility. The later can be demonstrated in one of three ways: 1) liability insurance as prescribed in statute, 2) a net worth statement as prescribed in statute, or 3) an irrevocable letter of credit from a banking institution as prescribed by statute.

The board adopted administrative rules, 7506.0100-7506.0180, effective July 1, 1991.

## Board of Psychology

2700 University Avenue West, #101, St. Paul, MN 55114-1095

Lois E. Mizuno, executive director (612) 642-0587

Minnesota Statutes, Sections 148.88-148.98; *Minnesota Rules* 7200-7299

The board was created by statute in 1973, succeeding the certification board, and began licensing in November, 1974. In 1982, the rules underwent major change, and further major amendments were made in 1989. As of July 1, 1991, 2,600 psychologists were licensed to engage in private practice. Major changes were made in the law, effective August 1, 1991. Board meetings are held about 10 times per year, generally on the first Friday of the month.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Psychology**, 2700 University Ave. W. Room 101, St. Paul 5114-1095. (612) 642-0587. *Minnesota Statutes* 148.90.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board examines and licenses psychologists, and investigates complaints. The board consists of eleven members, including eight psychologists and three public members. Monthly meetings. Members must file with the Ethical Practices Board.

The board grants and renews licenses for the independent and supervised practices 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 31 9A.

Licensure is granted to individuals who meet the statutory educational, employment, and ethical requirements and who pass both the objective and oral examinations required by the rules. Educational requirements for licensure as a licensed psychologist (LP): at least a master's degree with a major in psychology as defined in the rules; for licensure as a psychological practitioner (PP): a master's degree or equivalent of a master's degree in a doctoral program with a major in psychology as defined in the rules. Employment requirements for LP licensure are at least two years of post-degree full time supervised employment (or the equivalent in part-time employment) in providing psychological services. There are no employment requirements for PP licensure.

Applicants who meet education requirements may sit for the objective examination at any time after receiving the degree upon which licensure is based, upon filing an exam application with the current examination fee. The 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 Minnesota's cut score in another state. Examinations are held every year in April and October. An application for admission to the exam must be submitted at least 60 days prior to date of exam. The cut score for examinations through 10/82 was 1 standard deviation (S.D.) below the mean for LCP, 1 1/2 S.D. below the mean for LP; 4/83 through 4/86, 60% correct; 10/86,

70% correct. 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 any licensee found guilty of infraction of law or board rule enforced by the board. Complaints must be in writing and may be submitted on forms obtained from the board office.

Information in licensees' application files is public and may be given by phone.

Professional corporations organized by psychologists under *Minnesota Statutes*, chapter 319A must register with the board and file annual reports by January 1st each year.

Fees: examination, \$160; licensure, \$250; license renewal, \$250 biennially late renewal fee, \$160; corporation registration, \$100; corporation re-registration, \$25 annually.

## **Public Employees Retirement Association**

**Suite 200 - Skyway Level, 514 St. Peter Street St. Paul, MN 55102**

**Laurie Fiori Hacking, executive director (612) 296-7460**

**Nationwide Toll-Free No: 1-800-652-9026 Fax No:**

**(612) 297-2547**

**Minnesota Statutes Chapter 353; Minnesota Rules 7950-7999**

The Public Employees Retirement Association (PERA) was established by the Legislature in 1931 in recognition of the need to create a retirement system for public employees of county and local government. Today, PERA serves approximately 2,250 governmental units and more than 151,000 public employees and their beneficiaries, making it the largest provider of retirement, survivor, and disability benefits in the state. On July 1, 1985, PERA became a state agency. As of 1990 fiscal year-end, PERA's assets totaled approximately \$4.1 billion.

PERA is governed by a ten-member Board of Trustees, consisting of the State Auditor and one appointed representative from each of the following groups: cities, counties, school districts, police and fire fund members, retired annuitants, and a public representative knowledgeable in pension matters. Three trustees are elected by the general PERA membership to serve four-year terms. Board meetings are held monthly, generally on the second Thursday of the month at 9:30 a.m. at the agency office. The Board has three committees: Finance, Legislative, and Personnel. The committees meet as needed. The management of the agency is vested in the executive director, who, by statutory definition, is its chief executive officer.

Membership in PERA extends to any person meeting minimum salary requirements who performs services for a governmental subdivision whose salary is paid in whole or in part from revenue derived from taxation, fees, assessments, or other public sources. The principal membership categories are: Coordinated plan members who contribute 4.23 percent of their salary to PERA (and who also contribute to Social Security); Basic plan members who contribute 8.23 percent of their salary to PERA only; and Police and Fire Fund members, including all police and peace officers and fire fighters, who contribute 8 percent of their salary to PERA. Police and Fire Consolidation Fund members, made up of the local police and fire relief associations who have chosen to consolidate with PERA, who contribute 8 percent of their salary to the fund. Governmental employer units match the employee contributions and make an employer additional contribution under each plan. In 1989 a Defined Contribution Plan, administered by PERA, was added for volunteer ambulance personnel. In 1990 this plan was expanded to include eligible local government elected officials.

PERA provides information on benefits through written correspondence and individual and group meetings. PERA staff provide a comprehensive retirement planning program at various sites throughout the state. Benefit counselors also make periodic visits to locations throughout the state to conduct individual pre-retirement sessions by appointment.



Information is also made available to all members through the *PERAgraph*, PERA's newsletter, which is published approximately four times a year. To receive application forms and assistance by mail, members need only contact the PERA office. When applications are properly filed, benefits are payable as of the date of eligibility. In addition, members are sent an annual Personal Benefit Statement, which provides as itemized history of a member's earnings and deductions on a fiscal-year basis and reflects the total unaudited account balance and service credit. The statement also contains personal data and projections of monthly benefits. For comprehensive financial information, PERA also publishes an annual financial report.

## Minnesota Racing Commission

7825 Washington Avenue South, Suite 800-Olympic Place

Bloomington, MN 55439

Richard Pemberton, chairman; Richard G. Krueger, executive director

(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 horse racing and pari-mutuel betting, and to grant licenses to and regulate 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.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Racing Commission**, 11000 W. 78th St., Suite 201, Eden Prairie 55344. (612) 341-7555. *Minnesota Statutes 240.02.*

**Appointing Authority:** Governor, Senate confirmation. **Compensation:** \$35 per diem. The commission licenses persons to operate racetracks, conduct horse racing, conduct pari-mutuel wagering on horse racing, enforces and collects all applicable taxes and license fees, and establishes a Minnesota Breeders' Fund. Prescribed qualifications include Minnesota resident for five years before appointment, no more than five members of the same political party, appointees must file a bond of \$100,000. Terms are staggered. Members must file with the Ethical Practices Board.

All meetings of the commission and its subcommittees are open to the public. Commission meetings are generally held the third Wednesday of every month at 2:00 PM in the Commissioners' Board Room of the Hennepin County Government Center during the winter, and at 5:00 PM in the Executive Board Room of Canterbury Downs during the live racing meet. Subcommittee meetings are held at the call of the chair of each respective committee or subcommittee.

### Licenses

**Class A (Racetrack Owner)** licenses require a \$10,000 fee and must include the following affidavits and disclosures: ownership and control, character information, improvements and equipment, development process, financial resources, financial plan, governmental actions, management, public service, impact of facility, public support and opposition, effects on competition, assistance in preparation of application, and personal information and authorization for re lease.

Applications for a **Class B (Racetrack Operator's)** 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. The cost for a Class B license is \$100 for each race day on which racing is actually conducted.

Applicants for Class A and B licenses must, by law, pay for the actual costs of a background investigation conducted by the Division of Gambling Enforcement, Department of Public Safety. License applications must be accompanied by a certified check or bank draft in the amount of \$10,000. Actual costs exceeding \$10,000 must be paid within ten days after receipt of a bill from the Commission.

The Commission issues **Class C (Occupational)** licenses to all persons employed at licensed racetracks. This is done to insure the integrity of horse racing in Minnesota. Class C licenses are renewable on a yearly basis at the discretion of the commission, and are subject to suspension or revocation, upon misconduct and/or violation of racing laws and rules. Class C license fees are as follows:

Groom/Hotwalker	\$5.00	Assistant Trainer	\$15.00	Veterinary Assistant	\$25.00
Stable Foreman	\$5.00	Harness Driver	\$25.00	Racing Official	\$25.00
Valet	\$5.00	Farrier	\$25.00	Bloodstock Agent	\$100.00
Concession/Vendor Employee	\$10.00	Horseperson's Bookkeeper	\$25.00	Veterinarian	\$100.00
Farrier's Assistant	\$10.00	Jockey	\$25.00	Concessionaire	\$100.00
Pari-Mutuel Clerk	\$10.00	Apprentice Jockey	\$25.00	Multiple Ownership	\$25.00
Pony Rider	\$10.00	Owner	\$25.00	Stable Name	\$50.00
Association Employee	\$10.00	Trainer	\$25.00		
Exercise Rider	\$15.00	Security Officer	\$10.00		

Many of these Class C license categories carry certain requirements for licensure, i.e., prior experience, references, etc. Applicants for Class C licenses are advised to contact the commission office at 612-341-7555 or its licensing office at 612-496-7739. No licenses will be issued to those persons with past or pending felony convictions.

**Class D (County Fair)** licenses will be issued to County Agricultural Societies, or nonprofit corporations, operating county fairs, who conduct and manage horse racing on which pari-mutuel wagering is conducted at County Fairs. The Class D license fee is \$50 for each racing day on which racing is actually conducted. Pursuant to Minnesota Law, applicants for a Class D license must pay the costs of a background investigation conducted by the Division of Gambling Enforcement, Department of Public Safety up to a maximum amount of \$1,000. License applications must be accompanied by a certified check or bank draft in the amount of \$1,000. Any portion of the \$1,000 not expended during the investigation will be returned to the applicant at the conclusion of the investigation.

**Class E (Teletheatre Facility Operator's)** licenses will be issued to holders of Class B licenses to own and operate teletheatre wagering facilities throughout the State. This legislation was passed during the 1991 session of the Minnesota Legislature and, as of the date of publication of this issue of the Guidebook, rules, regulations, policies and procedures have not been formulated. Interested persons may contact Richard Krueger, Executive Director or Carolyn Allmon, Director of Pari-Mutuels and Finance, for further information.

## Forms

The following forms are available from the commission, for license applications and Minnesota Breeders' Fund Registration programs. There is no charge for any of these forms.

**Pertinent to Class A & B Licenses:** Instructions for Filing Applications, Identification of Applicant, Affidavit of License Applicant, Applicant's Consent to Inspection, and Applicant's Personal Information and Release, available from Richard Krueger, Executive Director or Sharon Beighley, Office Manager.

**Pertinent to Class C Licenses:** Class "C" License Application, Appointment of Authorized Agent, Appointment of Jockey Agent, Multiple Owners Application, Concessionaire/Vendor application, Stable Name Registration and Individual Owners License, available from Sherry Kiser, Licensing Supervisor.

**Pertinent to Minnesota Breeders' Fund:** Registration of Foal, Registration of Minnesota-bred Horse (Quarter Horse, Standardbred, Thoroughbred), Broodmare Registration Application, Stallion Registration Application, available from Martha Cusimano, Breeders' Fund Administrator.

## Complaints

The commission handles complaints from the public regarding events and occurrences at licensed pari-mutuel racetracks in Minnesota. The commission investigates the merits of each complaint in a timely manner, and reports back to the complainant. Complaints should be made in writing and addressed to Richard Krueger, Executive Director, or Patrick Shannon, Director of Security/Licensing.

The **Minnesota Breeders' Fund**, which was created pursuant to *Minnesota Statutes* 240.18, serves as an incentive to the horse industry in the State of Minnesota. According to *Minnesota Statutes* 240.15, the fund earns 1% of the amount wagered on each racing day.

Three separate funds have been established; one each for thoroughbred, quarter horse and standard bred. Each fund provides incentives to breeders, owners, and/or stallion owners. During the 1990 race meeting, approximately \$625,000 was returned to owners, breeders, and/or stallion owners of Minnesota-bred horses.

To participate in the Minnesota Breeders' Fund program, broodmares, stallions and foals must be registered with the Minnesota Racing Commission. For further details and registration forms, please contact Martha Cusimano at 341-7555.

Twenty percent of the available money in the Breeders' Fund is expended in the form of grants for equine research and related education at the School of Veterinary Medicine, University of Minnesota and to fund the commission's substance abuse awareness and chemical dependency programs at licensed racetracks, as well as public information and education projects.

**Equine Research** proposals should include objectives, justification of need, methods proposed, names and roles of persons who will provide the services, a detailed itemized budget, duration of the project, a contact individual should more information be required, and any other information which will aid the Commission in evaluation of the proposal. Educational proposals must be received at least six months prior to the onset of the project for consideration for funding. Research proposals must be received at least eight months prior to the onset of the project for consideration for funding. Further information may be obtained from Dr. Camille McArdle, Veterinary Director, at 612-341-7555.

The Minnesota Racing Commission maintains its **Racing Analytical Laboratory** at the University of Minnesota. Blood and urine samples from several horses in each race are tested at this laboratory for the presence of prohibited drugs. The cost of this testing is borne by the racetrack at which the races are run. The Racing Analytical Laboratory participates in the Quality Assurance Program of the Association of Racing Commissioners International.

Copies of Minnesota's Rules of Racing are available from the commission for a fee of \$4.00. Requests should be submitted to the administrative offices in Eden Prairie.

The commission maintains mailing lists for meeting agendas, meeting minutes, rule making processes, media/press information, and variance requests. If you wish to be added to any of these mailing lists please contact Sharon Beighley at 612-341-7555.

## Department of Revenue

10 River Park Plaza, St. Paul, MN 55146

Mailing address: Mail Station 5555, St. Paul, MN 55146-5555

Dorothy A. McClung, commissioner (612) 296-3403

John Lally, deputy commissioner (612) 296-1507

### Tax information:

**Income tax:** Twin Cities (612) 296-3781; nationwide toll-free 1-800-652-9094;

**Business tax:** (612) 296-6181; 1-800-657-3777;

**Forms order:** (612) 296-3781; TTY (612) 297-2196.

**Minnesota Statutes, chapters 270-299; Minnesota Rules 8000-8199**

The Department of Revenue is responsible for managing the state's tax systems. Minnesota relies on the voluntary compliance of its citizens with those tax laws.

The department works to win compliance through a balanced interaction of efforts that focuses on developing sound tax policies, educating citizens and listening to their concerns; facilitating compliance through good customer service; providing performance feedback on compliance; and using progressive enforcement measures.

The department processes more than 5 million documents every year and collects over \$6 billion in tax dollars used to support school aids, property tax relief, local government aids, individual assistance programs, and other state programs and operations.

The Commissioner of Revenue is directly responsible to the governor for the supervision of Minnesota's revenue system. In addition, the commissioner provides information and advice on tax policy and operations to the governor and legislature, acts as the State Board of Equalization to review individual property tax appeals and to direct equalization efforts, and, with the executive team, leads the department's strategic planning process.

## Background

Taxes have been around a long time in Minnesota. In fact, they predate statehood: the first territorial assembly in 1849, provided for a property tax levy. Gross earnings taxes were enacted in the 1890s as an alternative to property taxes. Then as now, most of the money paid for schools.

Minnesota relied on property taxes as its main source of revenue until the 1920s, when the growing number of automobiles forced lawmakers to look for new sources of revenue to pay for a state highway system to accommodate them. A constitutional amendment in 1920 authorized the creation of a trunk highway system and established a 2 percent registration tax on the purchase of new motor vehicles. Five years later, a two cent per gallon gas tax was established to meet the growing need for additional highway revenues.

The Great Depression dealt a serious blow to all sources of state revenue, but the property tax was especially hard hit; property tax delinquencies nearly doubled between 1929 and 1933. With so many people out of work, property taxes became harder and harder to collect. At the same time, costs continued to rise as people turned to the state for the services that local governments and private resources could not provide. There was a need for both tax relief for hard-pressed property owners and a new source of revenue to meet growing state expenses. To solve this double problem, the legislature in 1933 passed a bill providing for an income tax.

Although Minnesota no longer collects a state property tax, the state, through the revenue department, has remained heavily involved in the administration of local property taxes and provision of property tax relief. It establishes statewide standards for fair and uniform valuation and taxation of property, and it administers property tax relief in the form of state aids to local government. Funding for those aids is provided in part by the sales tax, which was established in 1967, the same year that the state completely stopped collecting property taxes.

The interaction of the state and local tax structures combine to form a revenue system of great breadth and complexity. Operating within a constantly changing economic environment, the tax systems must strive to be fair, efficient, reliable, competitive and understandable.

In fiscal year 1990, the sales tax brought in more than \$1.9 billion. Income tax produced \$2.9 billion or 43% of the state's taxes. Of the \$6.2 billion in income, sales, and other taxes collected by the revenue department, over half was returned to local units of government.

## **Commissioner's Office**

**Assistant Commissioners:** Morris Anderson (612) 296-0990; CynDee Hawbaker; Dwight Lahti (612) 297-2656; Connie Nelson (612) 297-4159; Don Trimble (612) 297-2165.

**Affirmative Action Officer, Thelma Andreasson (612) 296-5339.** Strives to create a diverse work place in which the unique characteristics and contributions of our workplace and customers are respected.

**Taxpayer Rights Advocate, Jill Ruzicka (612) 296-0992.** Provides individual assistance to taxpayers unable to resolve their problems through the department's normal channels; recommends changes in department processes and serves as spokesperson for taxpayers in the community.

**Chief Financial Officer, Mary Kim (612) 296-1709.** Responsible for developing financial management strategies for the department's budget.

### **Administrative Services Division (612) 296-3466**

**Paul Krenik, director.** This division is responsible for purchasing, inventory and building services; mail receiving and administrative support. It also handles statewide tax form distribution in collaboration with Minnesota's Bookstore, banks, libraries and post offices.

### **Appeals, Legal Services and Criminal Investigations Division (612) 296-1022**

**Michael Boekhaus, director.** Reviews taxpayer appeals; provides legal support and legislative coordination to the department; and conducts criminal investigations.

### **Audit Division (612) 296-6948**

**Larry Wilkie, director.** This division selects and conducts office and field audits of corporate, individual income, sales and withholding taxpayers throughout Minnesota and from five out-of-state offices.

### **Collection Division (612) 296-1895**

**Jerry McClure, director.** This division handles the collection of delinquent taxes including field, office, telephone and bankruptcy collections.

### **Communications Division (612) 297-1764**

**Alice Pepin, director.** Coordinates media relations; forms and publications design and printing services.

### **Data Management Division (612) 296-1976**

**Ed Eccleston, director.** This division maintains taxpayer data bases and physical records and taxpayer registration.

### **Document Processing Division (612) 296-3464**

**Dennis Louis, director.** This division receives current tax filings and operates data entry; machine audits; error resolution; and payment processing.

### **Fiscal Services Division (612) 296-3416**

**Dick Ristow, director.** Manages department accounts, budget and payroll.

### **Human Resources Management Division (612) 296-3414**

**Ron Olson, director.** This division is responsible for personnel functions; labor relations; and training and development.

**Local Government Services Division (612) 296-2286**

**Michael Wandmacher, director.** This division provides sales ratio studies, state-assessed property information; and property tax and aids coordination to counties, cities and townships.

**Management Services Group (612) 297-1881**

Provides management analysis and project management support for department initiatives.

**Petroleum Taxes Division (612) 296-0889**

**Larry Trimble, director.** This division handles gasoline, special fuel, aviation and road taxes and various fees; licensing; and petroleum tax audits.

**Revenue Accounting Division (612) 296-3431**

**Steve Kraatz, director.** Issues refunds to taxpayers and adjusts taxpayer accounts for revenue recapture and vendor intercepts.

**Revenue Information Systems Division (612) 296-0298**

**Don Saelens, director and chief information officer.** Responsible for applying information technologies to the changing needs of the revenue system. This includes development, enhancement, and maintenance of mainframe computer systems and the micro and Local Area Network environments.

**Special Taxes Division (612) 297-1882**

**George Hoyum, director.** This division manages environmental taxes; insurance and gross earning taxes; and alcohol, tobacco and gambling tax audits and regulations.

**Tax Research Division (612) 296-3425**

**Bob Cline, director.** This division conducts fiscal analysis of proposed legislation; forecasts revenue; monitors tax system performance and conducts special studies to develop and analyze tax policies. It also publishes information on state taxes, revenues and property taxes.

**Taxpayer Information Division (612) 297-4221**

**Dorothy Hanson, director.** This division responds to taxpayers telephone and letter requests for information about tax law changes or interpretations and billing processes. It conducts special education and service programs for seniors, non-English speaking, disabled and low-income taxpayers in collaboration with the Internal Revenue Service.

**Minnesota Safety  
Council, Inc.**



474 Concordia Avenue, St. Paul Minnesota 55103

**Carol A. Buffon, president (612) 291-9150, (800) 444-9150, FAX (612) 291-7584**

The Minnesota Safety Council (MSC) was founded in 1928 and chartered by the National Safety Council in 1932 as a public education organization in safety and health. It is a semi-state agency providing safety, health and environmental training services to state agencies and the citizens of Minnesota through a variety of programs. Its mission is to provide programs, public education, consulting and other resources to prevent or reduce personal and economic loss from injuries, accidents and health hazards in Minnesota.

MSC is the only staffed organization in Minnesota working in all areas of accident prevention and occupational and environmental health hazard reduction. It sponsors public safety education programs in cooperation with 20 volunteer community safety councils. Communities interested in forming local safety organizations 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 and state agencies.

MSC develops and conducts training to assist employers (private industries, cities, counties, schools districts, state and federal government units and other employers) and organized labor to comply with Occupational Safety & Health (OSHA) standards, Environmental Protection Agency (EPA) standards, Department of Transportation (DOT) regulations and other state and federal requirements including **Employee Right-to-Know** (hazard communication) and **Minnesota AWAIR laws**. Courses also provide basic and advanced skills in workplace health and safety to protect workers, customers and clients. Training ranges from full-week courses to half-day workshops on topics such as accident investigation, hazardous materials handling, hazardous waste disposal, back injury prevention, topics on ergonomics, drug testing in the workplace, construction safety, loss control for small business, safe handling of asbestos and lead, controlling workers compensation costs, and more.

Other training includes supervisor development, emergency first aid, audiometric technician training and management briefings on occupational safety and health issues. MSC also offers the **Advanced Safety Certificate** to participants who complete three week-long training courses on basic occupational safety and health, safety training methods and safety management techniques. Courses are aimed at all employees including line supervisors, personnel and benefits managers, occupational medicine professionals, industrial hygienists, professional safety staff, and other middle and top management.

MSC's **Northern Occupational Safety Division** meets monthly in Duluth to host half-day sessions for supervisors, line employees and managers. Seminars and workshops are regularly scheduled in other locations throughout the state. Communities or companies interested in training opportunities in their locations should contact MSC. MSC also conducts courses at company facilities, designing specialized courses to meet individual needs of each client. Consultation for program and policy development, on-site inspections and more is also available. A fee is charged for these services, and varies with services provided.

The Minnesota Safety Council is the statewide coordinator for the **National Defensive Driving Course (DDC)**, a classroom course for licensed drivers, teaching the principles of accident avoidance. The DDC course is available in an eight-hour, a four-hour and a home study version. MSC also has a special DDC course for drivers 55 years and older to assist them to qualify for a three-year 10% discount on their auto insurance policy (as provided by *Minnesota Statutes*). The DDC for Professional Truck Drivers training course is aimed at drivers of large trucks. MSC has more than a dozen additional short courses for training of drivers of specialized vehicles such as school buses, emergency vehicles, utility vans and more. MSC also provides tutorials to assist drivers to pass tests to obtain commercial vehicle driver licenses.

MSC operates court-referred traffic violator courses in the metropolitan area. The **Driver Improvement Clinic** and **DWI Driving Clinic** teach behavior modification in operating motor vehicles. Clients who are referred by courts in the seven-county metropolitan area may register for either clinic at the Minnesota Safety Council.

In addition to structured training programs, MSC has traffic safety programs in school bus, pedestrian, bicycle, school safety patrol and other traffic safety areas. The Minnesota Safety Council coordinates **Minnesota Operation Lifesaver**, a program funded by the railroads of Minnesota to reduce accidents, deaths and injuries at railroad crossings.

The Minnesota Safety Council administers **Minnesota Safe Kids**, a program to reduce accidental death and injury to children under 15 years of age. Accidents are the number one health risk to children, causing more deaths and injuries than drug use, child abuse and disease. A coalition of more than 70 private and public organizations assists in planning and implementing **Safe Kids** activities. As a part of **Minnesota Safe Kids**, MSC operates a free child auto safety seat loan program, and conducts the Minnesota Youth Safety Conference, at which young people are recognized for their achievements in safety.

MSC operates an audio-visual library with over 400 titles. A/Vs are available for use without charge to Minnesota Safety Council members and units of state government. A \$50 rental fee is charged to others.

The Minnesota Safety Council sponsors the Minnesota Safety & Health Conference each May. The conference features sessions on safety, health and environmental regulatory compliance, trends in training, technical safety, health and environmental topics, in-depth training, management updates and public education topics. Regional regulatory compliance updates are held throughout the state.

The Minnesota Safety Council sponsors the Governor's Safety Awards program to recognize excellence in accident prevention efforts for employers, communities and state departments. MSC also provides its **Honor Deed Citation** to people who have saved lives or prevented serious injury to others at personal risk to themselves. There is no charge to participate in any of MSC's awards programs. To participate, contact the Minnesota Safety Council.

The Minnesota Safety Council supplies monthly information on safety and health to newspapers, radios and television 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 on its board of directors, as speakers, resource people, program development consultants and technical advisors. People who wish to volunteer their services should write or call MSC.

The safety council sells resource manuals, technical publications, textbooks, posters, pamphlets, audio-visuials, packaged training programs, a family safety and health magazine, program guides and other training materials on safety and health. Contact MSC to receive catalog and ordering information.

## Minnesota Department of Public Safety

211 Transportation Building,  
St. Paul, MN 55155  
Tom Frost, commissioner  
(612) 296-6642

Minnesota Statutes, Chapters 12, 168-71,  
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.

### Background

The Department of Public Safety was established on July 1, 1970. The creation of the department was a part of the reorganization plan for state government under former Gov. Harold LeVander. The department was a recommendation by the Governor's Committee on Reorganization. This committee was comprised of 50 top level people from government, education and private industry. The purpose of the reorganization was to reduce the number of departments in state government, to consolidate divisions with similar functions and to provide better service to the public.

While the department is a relatively new department in state government, many of the divisions have been in existence for decades.

Driver's License, the State Patrol, the Office of Public Education/Media Relations and the Office of Traffic Safety were formerly a part of the old Highway Department. Capitol Security came from the Dept. of Administration.



Minnesota began licensing drivers in 1934. At that time the head of the family could purchase a driver's license for the entire family for twenty-five cents. It was not until 1948 that the state began requiring driving skill examinations.

The State Patrol (formerly the Highway Patrol) began patrolling in 1929. The Patrol began with 35 men and most of the patrolling was done on motorcycles. The first chief of the Patrol, Earle Brown, conducted the first training school in the barn of Chief Brown's farm in Brooklyn Center.

The Bureau of Criminal Apprehension was established in 1927 and was formerly under the Attorney General's Office. The BCA has evolved from the early crime fighting days of the gangs of the 1930's, including John Dillinger, to a highly technical investigatory agency with a sophisticated crime laboratory and criminal justice information system.

Motor Vehicle was part of the Secretary of State's Office when it began. Back in 1903 the first vehicle licenses were issued by boiler inspectors and vehicle owners had to paint the numbers on their vehicles.

Emergency Management, formerly the Office of Civil Defense, was a separate agency prior to coming to Public Safety. It was created during World War II to plan for defense against military attack, but not plans for all natural and man-made disasters.

The Fire Marshal's Office was in the Insurance Dept. and came into existence in 1905. At that time it was a one-person operation supported by a tax levied on insurance companies. Liquor Control was created in 1934 after the repeal of Prohibition and ratification of the 21st Amendment to the Constitution. At that time a major part of Liquor Control's activities were controlling the illegal production of alcohol (moonshine) and collecting taxes. Liquor Control came to the department in 1975.

In response to the pipeline explosion in Mounds View in 1986, the legislature in 1987 created the Office of Pipeline Safety which was placed in the Public Safety Department.

Over the years several boards have been attached to the department to share fiscal and administrative services including the Private Detectives and Protective Agents Board, the Peace Officer Standards and Training Board, and the Crime Victims Reparations Board.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**D.A.R.E. Advisory Council**, 102 State Capitol, St. Paul 55155. (612) 296-6196. *Minnesota Statutes 299A.331*.

**Appointing Authority:** Attorney General, Commissioners of Public Safety and Education, POST Board. **Compensation:** N/A. The council advises the Bureau of Criminal Apprehension in establishing a drug abuse resistance education program and works to expand the DARE program throughout the state. The council consists of seventeen members including the attorney general serving as chair; the commissioner of Public Safety; the commissioner of Education; three representatives of law enforcement appointed by the commissioner of Public Safety; three representatives of education appointed by the commissioner of Education; a representative of the DARE officers association appointed by the Peace Officer Standards and Training Board from among recommendations of the association; and seven citizens appointed by the attorney general. Meeting schedule and location undetermined at this time.

**Drug Abuse Prevention Resource Council**, Department of Public Safety, Office of Drug Policy, 316 Transportation Bldg., St. Paul 55155. (612) 297-4749. *Laws of 1989, Chapter 290*.

**Appointing Authority:** Governor. **Compensation:** Per diem plus expenses. The council is to foster the coordination and development of a statewide drug abuse prevention policy, developing guidelines for the development of drug abuse prevention programs and assisting in establishing community-based drug abuse prevention programs and services. The council consists of eighteen members: the commissioners of Public Safety, Education, Health and Human Services, the State Planning Agency, and the attorney general each appoint one member from their employees; the speaker of the house and the subcommittee for committees of the senate each appoint a legislative member; the governor appoints ten

members from throughout the state with demonstrated knowledge in drug abuse prevention, representing the following groups: parents, educators, clergy, local government, racial and ethnic minority communities, professional providers of prevention services, volunteers in private non-profit prevention programs, and the business community. Meetings held the second Thursday of each month, 1:00 to 4:00 p.m., at the Centennial Building (call 297-4749 for meeting room).

**Minnesota Crime Victim and Witness Advisory Council**, Dept. of Public Safety, 211 Transportation Bldg., St. Paul 55155. (612) 296-6642. *Minnesota Statutes 611A.70*. **Appointing Authority:** Commissioner of Public Safety. **Compensation:** None. The council reviews on a regular basis the treatment of victims by the criminal justice system and the need and availability of services to crime victims. The council consists of twelve members, including two members of the Minnesota legislature who have demonstrated expertise and interest in crime victim issues, one from each house; one district court judge; one county attorney; one public defender; one peace officer; one medical or osteopathic physician licensed to practice in this state; five members who are crime victims or crime victims assistance representatives; three public members. The appointments should take into account sex, race and geographic distribution.

**Emergency Response Commission**, 175 Bigelow Bldg., 450 Syndicate St., St. Paul 55104. (612) 643-3000. *Laws of 1989, Chapter 315*.

**Appointing Authority:** Governor. **Compensation:** Per diem plus expenses. The commission coordinates the implementation of the federal Emergency Planning and Community Right-To-Know Act, carrying out the requirements of a commission under the Act, and may adopt rules in order to do so. The commission consists of twenty-one members, including the commissioners of the Departments of Public Safety, Health, Agriculture, the commissioner of the Pollution Control Agency; and seventeen members (four from outside the metro area) to be appointed by the governor to include one representative each of: fire chiefs, professional firefighters, volunteer firefighters, fire marshals, law enforcement personnel, emergency medical personnel, health professionals, wastewater treatment operators, labor, local elected officials, three representatives of community groups or the public, four representatives from business and industry, at least one of whom must represent small business.

**Hazardous Materials Incident Response Advisory Task Force**, 211 Transportation Bldg., St. Paul 55155. (612) 296-6642. *Minnesota Statutes 15.059*.

**Appointing Authority:** Commissioner of Public Safety. **Compensation:** None. The task force advises the commissioner in the development of a plan for a statewide system of response to spills, emissions, or exposure of hazardous materials by regional teams established by the state, local government emergency responders, and private industry. The task force consists of ten members, including the commissioner of the Department of Public Safety and the commissioner of the Pollution Control Agency or their designees; three persons representing fire service; three persons representing private industry; a representative of the Minnesota League of Cities and a representative of the general public. Meeting schedule and location undetermined at this time.

**Pipeline Safety Advisory Council**, Dept. of Public Safety, 211 Transportation Bldg., St. Paul 55155. (612) 296-6642. *Minnesota Statutes 299J.06*.

**Appointing Authority:** Commissioner of Public Safety. **Compensation:** \$55 per diem plus expenses. The council advises the commissioner, director and other appropriate federal, state, and local government agencies and officials on matters relating to pipeline safety and operation. The council consists of nine members including one member from the hazardous liquid pipeline industry, one member from the gas pipeline industry, one member from personnel who design or construct pipelines, three members who are state or local government employees, and three members who are state residents unaffiliated with state or local government or the pipeline or utility industries.

### **Office of Public Education/Media Relations (612) 296-6652**

**Kevin Burns, 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 Driver's 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 316 Transportation Building, St. Paul, MN 55155. There are no charges for any of the materials.

### **Office of Personnel (612) 296-2905**

**Vonnie Mulcahy, director.** The office provides professional development and training opportunities for department employees and handles the personnel services for employees and job applicants. The office is responsible for screening all job applicants for the department, scheduling interviews and giving some civil service tests. Interested applicants can find out about current job openings and request application forms by calling or stopping at the Office of Personnel. Information regarding upcoming tests is available from the Department of Employee Relations, 2nd Floor, Centennial Office Building, 658 Cedar St., St. Paul, MN 55101, (612) 296-2616.

### **Office of Fiscal and Administrative Services (612) 296-6994**

**Frank Ahrens, director.** The office of Fiscal and Administrative Services provides budgeting, auditing, general accounting/financial reporting, accounts payable and administrative/warehousing services to the department. The administrative services section provides the procurement, storage and issuance of supplies and equipment utilized by the department. The section also provides storage for department records and it manages the department record retention schedules and the consumable and fixed asset inventory records.

### **Office of Traffic Safety (612) 296-6953**

**Thomas A. Boerner, director.** The office is responsible for the planning and administration of a statewide traffic safety program in accordance with the requirements of the Highway Safety Act of 1966. Federal funds are available to assist 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 of Traffic Safety. There is no charge for services.

### **Office of Information Systems Management (612) 296-7589**

**Kenneth A. Bentfield, director.** The office is responsible for the effective and efficient management of information collected, maintained and disseminated by the department. The proper use of information as a resource will support Public Safety's mission and various functions. In this age of technology it is necessary to establish a coordinated approach to properly manage department information. Through this office Public Safety receives department-wide assistance in both short and long range planning; the establishment of standards that will assure compatibility of equipment and systems; specific quality control for all data collected; assurance of information sharing; availability of information as necessary to assist in the delivery of services and availability of information to management for use in decision making and program management.

### **Gambling Enforcement Division (612) 643-3006**

**Thomas Brownell, director.** The division is responsible for criminal investigations relating to the Minnesota lottery, parimutuel horse racing, lawful gambling and illegal gambling. The division enforces and regulates the State/Indian Gaming Compacts and conducts background investigations on all persons and businesses licensed by the state for the purpose of gambling.

### **Office of Drug Policy (612) 297-7311**

**Alan J. Fredrickson, director.** The office is responsible for coordinating prevention and supply reduction activities, distribution of federal dollars for drug prevention and control, assisting agencies and public officials with drug awareness training, fostering cooperation among drug program agencies at all levels and supporting the Chemical Abuse Prevention Council. The office is responsible for developing a state chemical abuse and dependency strategy after consultation with other state agencies.

### **Bureau of Criminal Apprehension (612) 642-0600**

**Mark Shields, superintendent.** The Bureau of Criminal Apprehension (BCA) provides critical investigative support to law enforcement and criminal justice agencies throughout the State of Minnesota. The BCA's services include police training and development, forensic laboratory analysis, statewide criminal justice statistics and investigations.

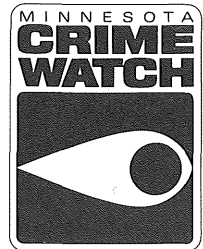
The Criminal Justice Information System (CJIS) manages a computerized data communications system which indexes criminal justice information concerning crimes and criminals of state and national interest. The system is a central repository for stolen property such as stolen vehicles, license plates, guns, boats and securities. CJIS also collects and disseminates information from all police departments and sheriffs' offices on crimes such as murder, rapes, robbery, aggravated assault, burglary, larceny, motor vehicle theft and arson.

The BCA Forensic Science Laboratory provides analytical services in the following areas: microanalysis of trace evidence, firearms and toolmarks, serial number restoration, questioned documents, forensic photography, forensic toxicology, latent fingerprints, drug identification, alcohol analysis of blood and urine, arson analysis and breath testing. In addition, the lab responds to requests from local law enforcement agencies for assistance in processing major crime scenes. The BCA Laboratory now offers DNA analysis for violent crimes.

The Investigative Division provides investigative services in such areas as narcotics trafficking, surveillance, homicide, child abuse, financial and white collar crimes and other crimes against persons and property. Agents of the bureau have statewide jurisdiction and are located in field offices across the state.

The Training and Development Section conducts specialized training for law enforcement offices throughout the state in subjects such as narcotics, child abuse and exploitation, criminal investigations, evidence collection, arson and supervision and management. The section also trains Drug Abuse Resistance Education (DARE) officers to teach drug abuse resistance to elementary school children. This program is considered highly successful in reducing drug abuse and improving students' self esteem by law enforcement, schools, students and parents.

Minnesota Crime Watch provides information, assistance and variety of materials to local crime watch and crime prevention officers around the state.



### **Driver and Vehicle Services Division (612) 296-6911**

**Katherine Burke Moore, 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. All information request made by phone are made to an information service center. Contact the Driver and Vehicle Services Division, 161 Transportation Building, 395 John Ireland Blvd., 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

**David Davies, program supervisor.** This 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. Handicapped parking permit applications are processed and mailed out by this section. Motor vehicle record information may be obtained by mail or in person at the public counter in the Transportation Building in St. Paul.

For copies of records write, visit or call. There are no forms for information requests. The charge is \$4 for record search by name or vehicle identification number. Most questions are answered immediately. Record information requested by mail requires at least 10 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.

### Vehicle Taxes and Fees

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 1/2% of vehicle sale price. Passenger vehicles and pickup trucks are taxed on their base value with declining tax over a ten year period. Minimum tax is \$35.00. Taxes and fees are:

<b>Motorcycle Tax</b> - \$10.00	<b>Street Rod Vehicle Tax</b> - \$25.00
<b>Motorized Bicycle Tax</b> - \$6.00	<b>Handicapped Plates</b> - no charge - \$12.00 reduction of annual tax
<b>Semi-Trailer</b> - not taxed	<b>Tax Exempt Plates</b> - \$5.00 per year
<b>Pioneer (antique) Car Tax</b> - \$25.00	<b>Personalized Plates</b> (issued for life) - \$100.00 plus annual tax
<b>Classic Car Tax</b> - \$25.00	<b>Amateur Radio Operators</b> - \$10.00 plus annual tax
<b>Collector-Type Vehicle Tax</b> - \$25.00	<b>Citizen Band Plates</b> - \$10.00 plus annual tax
All other trucks, trailers, recreational vehicles and buses are taxed on the basis of gross weight. Fees are:	
<b>Title Fee</b> - \$2.00	<b>Duplicate Title</b> - \$4.00
<b>File Lien on Title</b> - \$2.00	<b>Duplicate Registration Card</b> - \$1.00
<b>New or Replacement License Plate Fee</b> - \$2.00	<b>Reassignment of Security Interest</b> - \$1.00
<b>Duplicate plates</b> - \$5.00, except for classic, collector and Pioneer Plates which are \$5.50, and Street Rod Duplicate Plates are \$5.00	<b>Amend a Registration</b> - \$3.00

### Vehicle Title and Registration (612) 296-6911

**Michael Ryan, program 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.

### Mail, Titles, Registration Processing and Bicycle Registration (612) 296-6911

**Carl Peaslee, program supervisor.** The section examines and processes documents submitted through the mail. The section's functions are similar to those of the Vehicle Title and Registration 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.

Bicycles are registered 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 \$9.00 plus a \$1.00 service fee. The license is good for three years.

### **Prorate and Reciprocity Section (612) 296-2138**

**Marilyn Gaiovnik, program 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.).

### **Partial Pay Section (612) 296-6911**

**Sue Alvarez, 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.

### **Driver Services (612) 296-6911**

**J. Gary Cunningham, administrator.** These sections of the division process driver license applications, issue licenses for drivers, maintain drivers' records, provide written and road tests for drivers throughout the state, offer driver education and improvement programs, and license commercial driver training schools.

### **Licensing, Records and Control Section (612) 296-6911**

**Pierre Carpenter, program supervisor.** 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 that occur in other states and Canada as well as Minnesota.

Persons may apply for state picture **ID cards** whenever a drivers license can be renewed. 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 "**DONOR.**" To change that classification at a later date, the individual must complete another drivers license application and indicate his wish to remove the donor designation.

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 all licenses and identification cards and also contain a voter registration section. A request for a copy of violation and license status must include full name, date of birth, license number and return address.

A mailed or in person request for a copy of a driving record is \$4.00 and an additional \$1.00 is charged to certify the copy.

Under 21 license expire on the 21st 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.

Type of License	License Fee
Class A, valid for all types of vehicles	\$30.00
Class B, valid for all single-unit vehicles	\$22.50
Class CC	\$19.00
Class C, valid for all single-unit and two axle vehicles under 26,000 pounds gross weight	\$15.00
Under 21 class A	\$10.00
Under 21 class B	\$15.00
Under 21 class C	\$ 9.00
Moped (motorized bicycle) permit	\$ 6.00
Duplicate, all licenses	\$ 4.50
Duplicate, moped	\$ 4.50

### Accident Records & No Fault

**Virginia Lockman, program supervisor.** The section maintains a file of accident records, compares all accidents and places them on film, verifies insurance for all vehicles in reporting 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.

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.

### Driver Evaluation Section (612) 296-6911

**Rolland Hunter, chief evaluator.** The section interviews individuals whose record warrants possible license suspension, cancellation or revocation or commercial driver disqualification. Hearings are held for drivers with suspended, canceled 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 canceled. 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.

### Driver Clinics and Training Section (612) 296-6911

**Jerry Arvidson, 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**

**Wayne Jerrow, chief examiner.** This section conducts written and road tests for all persons attempting to qualify for any class of driver license. Tests are given throughout the state. Contact the local clerk of court office for location and time of examination in that area. The section prints a *Driver Manual* which is available to the public. For information or to receive the manual contact the section.

There are no forms or fees for the regular test. There is a fee for motorcycle, school bus, hazardous materials, double/triple trailer combination, passenger, and tank vehicle endorsement tests of \$2.50. A reinstatement fee of \$30.00 is required on all non-alcohol related revocations. A reinstatement fee of \$250.00 is required for alcohol/drug related revocation. 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 Examinations**

These times and dates are effective as of May 1, 1991. 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**

Minneapolis, 420 E. Lake St.	Mon. through Friday	12:00 p.m. to 8:00 p.m.
St. Paul, 1600 University Ave.	Mon. through Friday	12:00 p.m. to 8:00 p.m.

**Driver and Written Test**

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 Albert Lea, Anoka, Austin, Bemidji, Duluth, Fairmont, Faribault, Mankato, Marshall, Minneapolis, Rochester, St. Paul, St. Cloud and Virginia, all stations are closed 12 noon until 1:00 p.m. Windom closed 12:00 to 12:30 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 open extended hours from 8:00 a.m. to 8:00 p.m. from May 1 through October 30 on day of the week indicated by initial.

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	<b>Ada</b> - Law Enforcement Center.....	Thursday.....	9:30 a.m. to 3:30 p.m.
	<b>Aitkin</b> - Village Hall.....	Friday.....	9:00 a.m. to 4:00 p.m.
*	<b>Albert Lea</b> - Courthouse.....	Thursday, Friday.....	8:00 a.m. to 4:30 p.m.
*	<b>Alexandria</b> - 700 Cedar.....	Monday, Tuesday.....	8:00 a.m. to 5:00 p.m.
+	<b>Anoka</b> - 2665 4th Ave. N.....	Mon. through Fri.....	8:00 a.m. to 4:30 p.m.
+	<b>Austin</b> - 304 1st Ave. NE.....	Mon., Tues., Wed.....	8:30 a.m. to 4:30 p.m.
	<b>Bagley</b> - Courthouse.....	Wednesday.....	9:00 a.m. to 4:30 p.m.
**	<b>Baudette</b> - V.F.W. Club.....	1st, 3rd, 5th Thursday.....	10:00 a.m. to 2:30 p.m.
+	<b>Bemidji</b> - Johanson Ofc. Plaza.....	Tues., Thurs., Fri.....	8:00 a.m. to 4:30 p.m.
	<b>Benson</b> - Courthouse.....	Thursday.....	8:30 a.m. to 4:00 p.m.



*	<b>Blue Earth</b> - City Library.....	Thursday.....	8:30 a.m. to 4:30 p.m.
*	<b>Brainerd</b> - City Hall.....	Monday, Tuesday.....	8:00 a.m. to 5:00 p.m.
	<b>Breckenridge</b> - Courthouse.....	Tuesday.....	9:00 a.m. to 4:00 p.m.
*	<b>Buffalo</b> - Courthouse.....	Tues., Wed.....	8:30 a.m. to 4:30 p.m.
	<b>Caledonia</b> - Courthouse.....	Thursday.....	9:00 a.m. to 4:00 p.m.
*	<b>Cambridge</b> - Fire Hall.....	Tuesday.....	8:30 a.m. to 4:00 p.m.
	<b>Carlton</b> - Civic Center.....	Thursday.....	8:30 a.m. to 4:30 p.m.
+*	<b>Chaska</b> - 205 E. 4th St.....	Mon. through Fri.....	8:00 a.m. to 5:00 p.m.
	<b>Crookston</b> - Courthouse.....	Thursday.....	9:00 a.m. to 4:00 p.m.
*	<b>Detroit Lakes</b> - Courthouse Annex.....	Monday.....	8:00 a.m. to 5:00 p.m.
M W+	<b>Duluth</b> - 4212 Grand Ave.....	Mon. through Fri.....	8:00 a.m. to 4:30 p.m.
	<b>Duluth</b> .....	Mon. through Fri.....	8:00 a.m. to 4:30 p.m.
	.....	Monday (written tests only)	4:40 p.m. to 8:00 p.m.
+	<b>East Grand Forks</b> - City Hall.....	Wednesday.....	9:30 a.m. to 3:30 p.m.
	<b>Elbow Lake</b> - Courthouse.....	2nd & 4th Wed.....	8:30 a.m. to 4:30 p.m.
	<b>Elk River</b> - County Gov't Center.....	Thursday.....	8:00 a.m. to 4:30 p.m.
	<b>Ely</b> - Gov't. Service Bldg.....	Monday.....	9:30 a.m. to 4:00 p.m.
*	<b>Fairmont</b> - Law Enforcement Ctr.....	Monday, Tuesday.....	8:00 a.m. to 5:00 p.m.
*	<b>Faribault</b> - Town Square.....	Monday, Tuesday.....	8:00 a.m. to 4:30 p.m.
	<b>Fergus Falls</b> - Armory.....	Monday, Tuesday.....	8:00 a.m. to 4:30 p.m.
	<b>Foley</b> - City Hall.....	Tuesday.....	8:30 a.m. to 4:30 p.m.
	<b>Gaylord</b> - Courthouse Annex.....	Tuesday.....	9:00 a.m. to 4:00 p.m.
	<b>Glencoe</b> - Courthouse.....	Friday.....	9:00 a.m. to 4:30 p.m.
	<b>Glenwood</b> - City Hall.....	Monday.....	8:30 a.m. to 4:30 p.m.
**	<b>Grand Marais</b> - Courthouse.....	2nd, 4th Tuesday.....	8:00 a.m. to 2:30 p.m.
	<b>Grand Rapids</b> - City Hall.....	Mon., Tues., Wed.....	8:00 a.m. to 5:00 p.m.
	<b>Granite Falls</b> - Fire Station.....	Friday.....	9:00 a.m. to 4:00 p.m.
**	<b>Hallock</b> - Courthouse.....	2nd & 4th Tuesday.....	9:30 a.m. to 3:30 p.m.
+*	<b>Hastings</b> - 427 Vermillion.....	Mon., Tues., Thurs.....	8:00 a.m. to 5:00 p.m.
	<b>Hibbing</b> - Courthouse.....	Thurs., Fri.....	9:00 a.m. to 4:30 p.m.
*	<b>Hutchinson</b> - 31 Washington Av. W.....	Thursday.....	9:00 a.m. to 4:00 p.m.
*	<b>International Falls</b> - Civic Ctr.....	Tuesday.....	8:00 a.m. to 5:00 p.m.
	<b>Ivanhoe</b> - Courthouse.....	Tuesday.....	9:00 a.m. to 4:00 p.m.
	<b>Jackson</b> - Courthouse.....	Friday.....	9:00 a.m. to 4:00 p.m.
	<b>LeCenter</b> - Courthouse.....	Wednesday.....	8:30 a.m. to 4:30 p.m.
*	<b>Lindstrom</b> - Community Ctr.....	Wednesday.....	8:30 a.m. to 4:00 p.m.
+*	<b>Litchfield</b> - Armory.....	Tuesday.....	9:00 a.m. to 4:30 p.m.
*	<b>Little Falls</b> - Courthouse.....	Wed., Thurs.....	8:30 a.m. to 4:30 p.m.
	<b>Long Prairie</b> - Armory.....	Friday.....	9:00 a.m. to 4:00 p.m.
	<b>Luverne</b> - Cty. Hwy. Bldg.....	Wednesday.....	9:00 a.m. to 3:30 p.m.
	<b>Madison</b> - Courthouse.....	Wednesday.....	9:00 a.m. to 4:00 p.m.
	<b>Mahnomen</b> - Courthouse.....	Friday.....	9:00 a.m. to 4:00 p.m.
W+*	<b>Mankato</b> - 1002 Belle Ave.....	Mon., Tues., Wed.....	8:00 a.m. to 5:00 p.m.
	<b>Marshall</b> - Armory, So 2nd & 4th St.....	Monday.....	8:00 a.m. to 4:30 p.m.
	<b>Milaca</b> - Armory.....	Wednesday.....	9:00 a.m. to 4:00 p.m.

**392 / Safety, Department of Public**

M + *	<b>Minneapolis</b> - South Metropolitan Station - 2070 Cliff Rd., Eagan 55122 .....	Mon. through Fri .....	8:00 a.m. to 4:30 p.m.
	<b>Montevideo</b> - Courthouse.....	Friday .....	9:00 a.m. to 4:00 p.m.
*	<b>Moorhead</b> - Courthouse .....	Wed.,Thurs.,Fri .....	9:00 a.m. to 4:00 p.m.
*	<b>Mora</b> - Municipal Bldg. ....	Friday .....	8:30 a.m. to 4:00 p.m.
	<b>Morris</b> - Courthouse.....	Thursday.....	9:00 a.m. to 4:00 p.m.
	<b>New Ulm</b> - Courthouse.....	Thursday.....	8:30 a.m. to 4:30 p.m.
M + *	<b>North Metropolitan Station</b> - (St. Paul), 35W & Co. Rd. I, <b>Arden Hills</b> .....	Mon. through Fri .....	8:00 a.m. to 4:30 p.m.
*	<b>Olivia</b> - Armory .....	Wednesday .....	9:00 a.m. to 4:30 p.m.
	<b>Ortonville</b> - Courthouse .....	2nd & 4th Wed .....	9:30 a.m. to 3:30 p.m.
*	<b>Owatonna</b> - Four Seasons Bldg. Fair Grounds .....	Thursday.....	8:30 a.m. to 4:30 p.m.
	<b>Park Rapids</b> - 601 E. 1st St. ....	Tuesday .....	9:00 a.m. to 4:00 p.m.
+*	<b>Paynesville</b> - City Hall .....	Thursday.....	9:00 a.m. to 4:30 p.m.
	<b>Pine City</b> - Village Hall.....	Monday.....	8:00 a.m. to 5:00 p.m.
	<b>Pipestone</b> - Courthouse .....	Thursday.....	9:00 a.m. to 3:30 p.m.
+*	<b>Plymouth</b> (West Metropolitan Station), 2455 Fernbrook Lane .....	Mon. through Fri .....	8:00 a.m. to 4:30 p.m.
	<b>Preston</b> - Village Hall .....	Friday .....	9:00 a.m. to 4:00 p.m.
	<b>Red Lake Falls</b> - Courthouse.....	2nd, 4th Thursday.....	8:30 a.m. to 4:30 p.m.
	<b>Red Wing</b> - Courthouse.....	Wednesday .....	8:30 a.m. to 4:30 p.m.
	<b>Redwood Falls</b> - Courthouse.....	Thursday.....	9:00 a.m. to 4:00 p.m.
M + *	<b>Rochester</b> - Friedell Bldg., Rm. 175, 1200 S. Broadway .....	Mon. through Fri .....	8:00 a.m. to 4:30 p.m.
**	<b>Roseau</b> - Courthouse .....	Friday .....	9:30 a.m. to 3:30 p.m.
+*	<b>Sandstone</b> - Village Hall.....	Thursday.....	8:30 a.m. to 4:30 p.m.
+*	<b>Sauk Centre</b> - Armory .....	Wednesday .....	9:00 a.m. to 4:00 p.m.
	<b>Shakopee</b> - Courthouse .....	Wednesday .....	8:00 a.m. to 4:30 p.m.
M + *	<b>South Metropolitan Station</b> - 2070 Cliff Rd., Eagan 55122 .....	Mon. through Fri .....	8:00 a.m. to 4:30 p.m.
	<b>Slayton</b> - Courthouse.....	Friday .....	9:00 a.m. to 4:30 p.m.
+*	<b>St. Cloud</b> - 2700 1st St. No., #201.....	Mon.,Tues.,Wed.,Fri .....	8:00 a.m. to 5:00 p.m.
	<b>St. James</b> - Courthouse.....	Wednesday .....	8:30 a.m. to 4:30 p.m.
M + *	<b>St. Paul</b> - (North Metropolitan Station), 35W & Co. Rd. I, Arden Hills .....	Mon. through Fri .....	8:00 a.m. to 4:30 p.m.
	<b>St. Peter</b> - Courthouse .....	Friday .....	8:30 a.m. to 4:30 p.m.
*	<b>Stillwater</b> - Wash. Cty. Off. Bldg. ....	Wednesday .....	8:00 a.m. to 4:30 p.m.
	<b>Thief River Falls</b> - Courthouse.....	Monday.....	8:00 a.m. to 5:00 p.m.
	<b>Two Harbors</b> - City Hall .....	Friday .....	9:00 a.m. to 4:00 p.m.
+*	<b>Virginia</b> - State Trans. Bldg. ....	Wed.,Thurs.,Fri .....	8:00 a.m. to 4:30 p.m.
	<b>Wabasha</b> - Courthouse.....	Monday.....	9:00 a.m. to 4:00 p.m.
	<b>Wadena</b> - Armory .....	Wed., Thurs .....	9:00 a.m. to 4:00 p.m.
	<b>Walker</b> - Library .....	Monday.....	9:00 a.m. to 4:00 p.m.
	<b>Warren</b> - Courthouse .....	1st-3rd-5th Tuesday.....	9:00 a.m. to 4:30 p.m.
	<b>Waseca</b> - County Security Bldg. ....	Friday .....	8:30 a.m. to 4:30 p.m.

M + *	<b>West Metropolitan Station</b> - 2455 Fernbrook Lane, Plymouth.....	Mon. through Fri.....	8:00 a.m. to 4:30 p.m.
	<b>Wheaton</b> - Courthouse.....	1st, 3rd, 5th Wed.....	9:00 a.m. to 4:00 p.m.
+*	<b>Willmar</b> - Labor Home, 500 W. 12th.....	Mon., Fri.....	8:00 a.m. to 5:00 p.m.
	<b>Windom</b> - Courthouse.....	Monday.....	8:00 a.m. to 4:30 p.m.
*	<b>Winona</b> - 160 Franklin.....	Tues., Wed.....	8:00 a.m. to 5:00 p.m.
*	<b>Worthington</b> - Cty. Off. Bldg.....	Tuesday.....	9:00 a.m. to 4:30 p.m.

**Driver License Renewals**

With the exception of Anoka, Austin, Benson, Brainerd, Duluth, Fairmont, Faribault and Pine City, renewals may be made in all Courthouses and at the following locations.

<b>Apple Valley</b> , 15026 Glazier.....	Mon. through Fri.....	8:30 a.m. to 7:00 p.m.
.....	Saturday.....	9:00 a.m. to 12:30 p.m.
<b>Benson</b> , 200 13th St. So.....	Mon. through Fri.....	8:30 a.m. to 5:00 p.m.
<b>Blaine</b> , 11000 Hwy. 65.....	Mon. through Fri.....	8:00 a.m. to 5:30 p.m.
.....	Saturday.....	8:00 a.m. to 4:00 p.m.
<b>Brainerd</b> , 21 Washington St.....	Monday through Fri.....	9:00 a.m. to 5:00 p.m.
<b>Brookdale</b> , 6125 Shingle Creek Pkwy.....	Monday.....	10:00 a.m. to 9:00 p.m.
.....	Tues., Wed., Fri.....	9:00 a.m. to 6:00 p.m.
.....	Thursday.....	9:00 a.m. to 9:00 p.m.
.....	Saturday.....	9:00 a.m. to 3:00 p.m.
<b>Burnsville-AAA</b> , Office-Hwy. 13.....	Mon., Tues., Wed., Fri.....	8:00 a.m. to 6:00 p.m.
.....	Thursday.....	8:00 a.m. to 8:00 p.m.
.....	Saturday.....	9:00 a.m. to 3:00 p.m.
<b>Chisago City</b> , Municipal Bldg.....	Mon. through Fri.....	8:00 a.m. to 4:30 p.m.
<b>Columbia Heights</b> , 3892 Central Ave.....	Mon. through Fri.....	8:00 a.m. to 5:30 p.m.
.....	Saturday.....	8:00 a.m. to 4:00 p.m.
<b>Cottage Grove</b> , 7163 E. Pt. Douglas Rd.....	Tues. through Fri.....	8:30 a.m. to 5:00 p.m.
.....	Monday.....	8:30 a.m. to 8:00 p.m.
.....	Saturday.....	9:00 a.m. to 12:00 Noon
<b>Duluth</b> , 320 W. 2nd St., Rm 105.....	Mon. through Fri.....	8:00 a.m. to 4:30 p.m.
.....	Closed.....	1:00 p.m. to 2:00 p.m.
<b>East Grand Forks</b> , 712 DeMers Ave. N.W.....	Mon. through Fri.....	9:00 a.m. to 5:00 p.m.
<b>Elk River</b> , Sherburne Cty. Cthse.....	Mon. through Fri.....	8:30 a.m. to 5:00 p.m.
<b>Ely</b> , Gov't Services Bldg.....	Mon. through Fri.....	8:00 a.m. to 4:30 p.m.
<b>Fairmont</b> , 204 Lake Ave.....	Mon. through Fri.....	9:00 a.m. to 4:30 p.m.
<b>Faribault</b> , 24 W. Division.....	Mon. through Fri.....	8:30 a.m. to 5:00 p.m.
.....	Last Sat. of month.....	9:00 a.m. to 12 Noon
<b>Forest Lake</b> , 368 S. Lake St.....	Mon., Wed., Fri.....	8:00 a.m. to 4:30 p.m.
.....	Tues. and Thurs.....	8:00 a.m. to 6:00 p.m.
<b>Grand Rapids</b> , C.W.D.C. Industries, 11th St. S.E.....	Mon. through Fri.....	8:00 a.m. to 4:30 p.m.
<b>Granite Falls</b> , City Hall.....	Mon. through Fri.....	8:00 a.m. to 5:00 p.m.
<b>Hutchinson</b> , 35 Washington Ave. E.....	Monday.....	8:30 a.m. to 6:00 p.m.
.....	Tues. through Fri.....	8:30 a.m. to 4:30 p.m.
<b>Lakeville</b> , 8430 Upper 206th St. W.....	Mon. through Fri.....	8:00 a.m. to 6:00 p.m.
.....	Saturday.....	9:00 a.m. to 1:00 p.m.
<b>Maplewood</b> , 1830 E. Cty. Rd. B.....	Mon. through Fri.....	8:00 a.m. to 4:30 p.m.
<b>Minneapolis-AAA</b> , W. 39th at Park Ctr. Blvd.....	Mon. through Fri.....	8:00 a.m. to 5:30 p.m.
.....	Saturday.....	9:00 a.m. to 1:00 p.m.
<b>Minneapolis</b> , Henn. Cty. Gov't Ctr.....	Mon. through Fri.....	8:00 a.m. to 5:00 p.m.
<b>Moose Lake</b> , Municipal Bldg.....	Mon. through Fri.....	8:30 a.m. to 4:30 p.m.
<b>Northfield</b> , 801 Washington.....	Mon. through Fri.....	8:00 a.m. to 5:00 p.m.
<b>Pine City</b> , 445 6th St.....	Mon. through Fri.....	9:00 a.m. to 5:00 p.m.

<b>Prior Lake</b> , Hwy. 13 & Cty. Rd. 42 .....	Mon. through Fri.....	9:00 a.m. to 6:00 p.m.
.....	Saturday.....	8:00 a.m. to 12:00 Noon
<b>Ramsey County</b> , Sears Rice St. Store, 425 Rice St.....	Mon. through Fri.....	9:00 a.m. to 8:00 p.m.
.....	Saturday .....	9:00 a.m. to 4:30 p.m.
<b>Ridgedale</b> , Henn. Cty. Service Ctr. ....	Monday .....	10:00 a.m. to 9:00 p.m.
.....	Tues., Wed., Fri.....	9:00 a.m. to 6:00 p.m.
.....	Thursday .....	9:00 a.m. to 9:00 p.m.
.....	Saturday .....	9:00 a.m. to 3:00 p.m.
<b>Roseville</b> , Woodhill Dr. & Lex. Ave.....	Mon. through Fri.....	7:30 a.m. to 6:00 p.m.
<b>Southdale</b> , Southdale Regional Lib. ....	Monday .....	10:00 a.m. to 9:00 p.m.
.....	Tues., Wed., Fri.....	9:00 a.m. to 6:00 p.m.
.....	Thursday .....	9:00 a.m. to 9:00 p.m.
.....	Saturday .....	9:00 a.m. to 3:00 p.m.
<b>South St. Paul</b> , Municipal Bldg., 125-3rd Ave. No. ....	Monday .....	8:30 a.m. to 8:00 p.m.
.....	Tues. through Fri.....	8:30 a.m. to 5:00 p.m.
.....	Saturday.....	9:00 a.m. to 12:00 Noon
<b>Tracy</b> , 336 Morgan.....	Mon. through Fri.....	8:00 a.m. to 4:30 p.m.
<b>Wadena</b> , North Hwy. 71 .....	Mon. through Fri.....	9:00 a.m. to 5:00 p.m.
.....	Saturday.....	9:00 a.m. to 12:00 Noon
<b>Wells</b> , City Hall .....	Mon. through Fri.....	8:30 a.m. to 4:00 p.m.
<b>White Bear Lake-Lic. Bureau</b> , 4710 Highway 61 .....	Mon. through Fri.....	8:00 a.m. to 5:00 p.m.
.....	Saturday.....	8:00 a.m. to 12:00 Noon
<b>Woodbury</b> , City Hall .....	Mon., Wed., Thurs., Fri. ....	8:00 a.m. to 4:30 p.m.
.....	Tuesday .....	8:00 a.m. to 8:00 p.m.

## Division of Emergency Management (612) 296-2233

**James Franklin, director.** The division is responsible for planning and coordinating emergency operations within the state. This includes coordinating actions of other state agencies as defined in the governor's executive order assigning emergency responsibilities to state agencies. The division is responsible for the development and maintenance of the Minnesota Emergency Operations Plan, the Minnesota Emergency Response Plan for Nuclear Power Plants and the Minnesota Emergency Response Plan for High-Level Radioactive Waste Transportation Accidents/Incidents. Support for local emergency management programs by this division is provided through professional development training courses; emergency exercise development; emergency planning assistance, including the development of local emergency planning guidance; requesting and coordinating state and federal disaster recovery assistance; and distributing program funding assistance. Other emergency management program assistance includes warning and communications development, radiological instrument calibration and hazardous materials planning coordination.

The emergency management program is administered and coordinated with local government through regional program offices located in Rochester, Mankato, St. Paul, St. Cloud, Bemidji and Grand Rapids. Each regional program office assists county and city government in the development of their emergency management program and serves as a conduit for information between state and local government.

All actual and potential emergencies/disasters are reported to the state duty officer which is maintained and operated by this division. Some examples of calls are weather emergencies, hazardous materials spills, nuclear power plant incidents, missing or downed aircraft and search and rescue operations. The duty officer notifies state and federal agencies with emergency response capabilities unique to each emergency. The 24-hour numbers are 649-5451, or if calling long-distance, 1-800-422-0798.

## Emergency Response Commission (612) 643-3000

**Lee Tischler, director.** The commission directs the implementation of the Emergency Planning and Community Right-to-Know Act. The commission is a 21-member organization,

appointed by the governor, which includes representatives of fire, law enforcement, medical services, business and industry, labor, community groups and elected officials. As a result of various reporting requirements under the Act, the commission collects information on chemicals being stored at facilities throughout the state. The chemicals which are required to be reported include those on a federal list of 360 extremely hazardous substances which meet certain threshold planning quantities. In addition, all other chemicals which require a material safety data sheet by the Occupational Safety and Health Administration, and are stored on-site in quantities of 10,000 pounds or more, would be reportable. These sheets give health and safety information concerning the chemical or product. Annual fees are collected from facilities based on the number of chemicals reported: 1-9 chemicals is \$25; 10-49 chemicals is \$100; 50 or more chemicals is \$1,000. Fees reimburse costs for data management and the 24-hour state emergency number. Chemical storage information is available statewide to emergency responders through the Criminal Justice Information System. The public can view the information at designated county libraries and through the commission.

The information collected by the commission is used to coordinate planning for hazardous chemical emergencies within the state. The commission has appointed regional review committees to review and coordinate the plans prepared by political subdivisions within each of their districts. A regional review committee has nine members representing emergency response organizations, facilities regulated under the law and the public.

The commission also collects annual reports on routine and accidental releases of toxic chemicals from manufacturing facilities. In 1990, 532 facilities reported releases of 66 million pounds. This information provides a basis for tracking pollution prevention initiatives in the state. Annual summary reports are available through the commission.

### **Fire Marshal Division (612) 643-3080**

**Thomas R. Brace, 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, day care facilities, 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 the Minnesota Uniform Fire Code and amendments is available from Minnesota's Bookstore, (612) 297-3000, Department of Administration. For information relating to fire safety, contact the State Fire Marshal Division, 285 Bigelow Building, 450 North Syndicate St., St. Paul, MN 55104.

The division reviews plans for flammable and combustible liquids and gas installations subject to fire marshal rules. Two copies of the plans are required for review. Plans are given preliminary approval subject to compliance with the provisions of *Minnesota Statutes*, fire marshal rules and local ordinances and permits. For more information and plan review, contact this division.

The investigators and inspectors offer local presentations to interested groups and participate in various local and statewide fire school and fire association meetings. For information or to request a speaker, contact the Fire Marshal Division. There are no forms or fees. All requests are handled as they are received.

### **Office of Pipeline Safety (612) 296-9636**

**Walt Kelly, director.** The 1987 Legislature authorized the establishment of the Office of Pipeline Safety. The mission of the office is to protect lives and property through

implementation of a quality assurance program of gas and hazardous liquid pipeline inspection, accident investigation and public education.

The commissioner of Public Safety and director of the office are advised by a nine (9) member pipeline safety advisory council appointed by the commissioner.

Primary functions of the office are to establish and maintain an emergency notification center, an ongoing damage prevention program, assist local government in developing emergency response plans, gather technical data and pipeline release data and conduct safety inspections of all pipeline facilities as authorized by the U.S. Department of Transportation. The office is located at 175 Aurora St., St. Paul, MN, 55103.

### **Liquor Control Division (612) 296-6159**

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.

#### **License Section (612) 296-6159**

**Lance Boelter, assistant director** (acting). The Licensing Section processes all licenses and permits approved by the Liquor Control Division. Some of the licenses are issued directly by the division and some are issued by the county or municipality and approved by the division.

For information on policy matters and licenses, interpretation of liquor laws, application forms, or bond forms, contact the Liquor Control Division, Licensing Section, 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 \$1,000-3,000 for all off-sale liquor and \$3,000-5,000 for on-sale liquor licenses. Licenses issued directly by this division are:

<b>Type of License</b>	<b>Fee</b>
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	100.00
(duplicate)	10.00
Common carriers of retail Sunday liquor license	50.00
(duplicate)	5.00
Import liquor license	300.00
Transfers of liquor, wine, wholesale and import license	10.00
<b>Permits issued directly by this division</b>	
Public and private consumption and display permits	\$150.00
Distillery and winery representative identification card	5.00
Retailers and pharmacists identification card	12.00
Salesmen identification card	12.00
Vehicle permit	5.00
Doctors alcohol permit	12.00
Food manufacturers permit	12.00
Hospital or sanitarium permit	12.00
Pharmacists 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**

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**

Fees are determined by the size of the city.

Cities of the first class	\$1,000.00
Cities with a population of 5,000 or less	100.00
Cities between 5,000 and 10,000 population	150.00
Cities over 10,000 with the exception of cities of the 1st class	200.00

**Enforcement and Inspection Section (612) 296-6979**

**Mike McManus, acting 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.

**Price Filing and Affirmation Section (612) 296-6939**

**Dorothy Wallner.** This section receives wholesale price filing 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 cents 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 Anthony Kozojed, chief.** The mission of the State Patrol is to provide for the safe and efficient movement of traffic on Minnesota's roadways and to protect and serve all people in the state through enforcement, assistance and education.

The division is responsible for providing emergency first aid and traffic control in motor vehicle accident situations, enforcing all laws relating to the safe and proper use of state

**Minnesota State Patrol Offices**

- Brainerd,** (218) 828-2230, 424 Front St., MN 56401
- Detroit Lakes,** (218) 847-1584, 1000 Highway 10 West, MN 56501
- Duluth,** (218) 723-4888, Entrance: 901 East Central, Mailing: 1123 Mesaba Ave., Box 39, MN 55801
- Eveleth,** (218) 744-5578, PO Box 717, MN 55734
- Golden Valley,** (612) 591-4661, West Metro District, 2005 North Lilac Dr., MN 55422
- Mankato,** (507) 389-1171, Box 205, MN 56601
- Marshall,** (507) 537-6357, 1800 E. College Dr., Rt. 3, MN 56258
- Oakdale,** (612) 779-1254, East Metro District, 3489 Hadley Ave. N., MN 55109
- Rochester,** (507) 285-7406, Hwy. 52 N., Box 6177, MN 56901
- St. Cloud,** (612) 255-2915, 3725-12th St. N., MN 56301



trunk highways and the directing of traffic, as necessary, on state trunk highways. The division also serves warrants, legal documents and orders of the commissioner of public safety, conducts the roadside inspection of all types of motor vehicles on a random basis, inspects all stations authorized to test brake and light equipment on motor vehicles and provides security and protective services to the governor and other state officials. The division also approves wheelchair securement devices for use in motor vehicles and annually inspects each device installation. The division also provides assistance in accident reconstruction and safety education. Inquiries about the accident reconstruction program should be directed to the accident reconstruction coordinator at the New Brighton Training Center. Anyone interested in safety talks by uniformed troopers should contact the nearest State Patrol Office listed below or contact the coordinator at the training center.

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 or by dialing 9-1-1.

### Commercial Vehicle Section (612) 296-5949

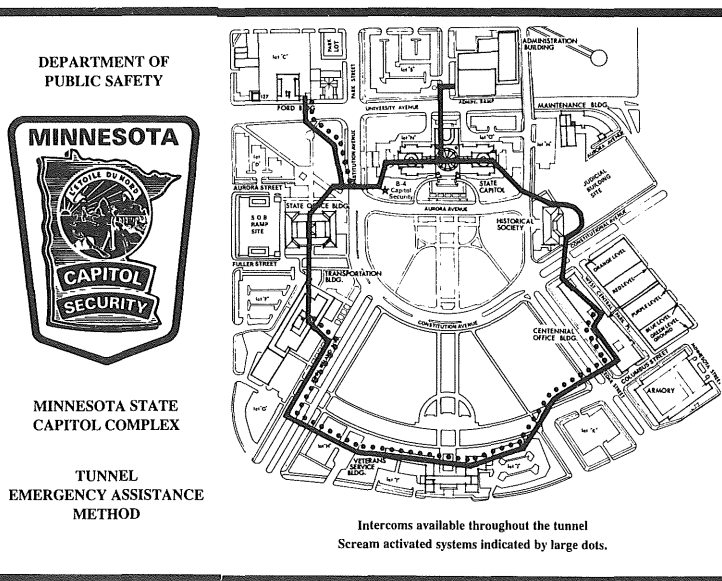
**Gene M. Halverson, district commander.** This section is responsible for the operation of all state weigh scales, annual safety inspection of all school buses, annual mandatory inspection of commercial vehicles, the training and certification of commercial vehicle inspectors and safety reviews of trucking companies. This section also conducts the random inspection and weighing of commercial vehicles through mobile commercial vehicle enforcement teams. A toll-free Commercial Vehicle Information Help Line is available to answer questions related to the operation of commercial vehicles in Minnesota; dial 1-800-475-7555.

### Capitol Security Division (612) 296-6741

#### EMERGENCY: 296-2100

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 Bill Lunz 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 area 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" area.

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 building in the complex. Call for more information.

## Minnesota Academy of Science

Room 583 Endicott Building, 350 N. Robert Street, St. Paul, MN 55101

Susan Kafka, 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: Undergraduate - \$8.00, Graduate - \$10.00, Adults regular membership - \$30.00, Adults sustaining membership - \$60.00, 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.

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 Minnesota Academy of Science publishes the *Journal of the Minnesota Academy of Science* two or three times a year. 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. Subscriptions are received with a membership in the organization.

## Science Museum of Minnesota

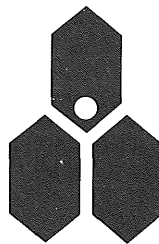
30 East Tenth Street, St. Paul, MN 55101

Dr. James L. Peterson, president

Recorded information, (612) 221-9415

Directions to the museum, (612) 221-9488

Laws of 1979, chapter 337, sections 4 and 11, subd 2, #5



The Science Museum of Minnesota (SMM), founded in 1907, was designated a semi-state agency in 1972 in recognition of the work it performs as archivist and science resource for a variety of state agencies and for its programs which draw participants from throughout Minnesota.

The Science Museum serves the state of Minnesota as an interdisciplinary museum, blending the traditional natural history museum with the more recent science/technology center model. In its natural history function, it boasts a collection of over 1.5 million documented and cataloged science specimens from paleontology, biology, ethnology, archaeology, geology, and geography. These objects are curated by a professional staff of trained scientists and volunteers. The collection is a resource not only for the state and region, but for the international scientific community, drawing scholars from all over the world. Major collections from the University of Minnesota and other state colleges have been transferred to the Science Museum, making it a remarkable repository of scientific objects and data.

In its science/technology center character, visitors can explore how technology applies scientific principles and conclusions. The Science Museum unfolds its research and collections into a program of exhibits that occupy over 45,000 square feet of space in the museum complex. It has pioneered the use of interactive techniques – demonstrations, live theater, and hands-on exhibits – in exhibit design and execution.

The museum maintains one of the finest education programs in the country, providing classes, field trips and lectures for adults, families, and children. Crowning the museum's interdisciplinary efforts is the William L. McKnight-3M Omnitheater, a technologically advanced museum theater which provides audiences with authentic science film experiences.

The Science Museum is a private, nonprofit institution governed by a board of trustees and administered by a professional staff of 400 paid individuals and 300 volunteers. The museum carries on research through its scientific staff. It develops its own exhibits through teams of design professionals working with content specialists.

Many of the Omnitheater films shown at the museum are produced by film companies working in conjunction with the Science Museum as coproducer. A school services department designs programs for students with consultation from educators in various fields. Through the museum president, the staff of the museum is responsible to a governing board of trustees who meet regularly with senior staff to determine policy and assess adherence to the museum's mission. The museum's clientele is made up of many publics: the general public of the upper midwest region; public and private school children from every county in the state, and also students from neighboring states; regional, national, and international scholarly communities; a loyal membership; other cultural institutions in the metropolitan area with whom it often joins to provide community-wide cultural experiences.

The Science Museum of Minnesota is organized to collect, study, and preserve objects of scientific significance for future generations, and to interpret the objects, discoveries, and insights of science for the general public through exhibits and education programs. It does this by communicating to the public a clear notion of how science affects our daily lives; by creatively designing and presenting science exhibits; by directing its scientists to work diligently in research and specimen care; by being a resource for the state's formal education system; by acting as a community forum for the discussion of science issues; by

cooperating with Minnesota corporations in presenting the outcomes of applied science; and by being a high-profile, well-attended cultural attraction for tourists and residents, making a major contribution to the regional economy.

## Background:

- 980,034 visitors attended the Science Museum, its course offerings, special events, and nature center in 1990-91. The museum's annual attendance places it among the nation's most popular science museums; many of which are located in more populous resident and tourist markets.

- 118,964 school groups visitors – 13% of the Minnesota school enrollment–visited the Science Museum in 1990-91.

- 199,918 persons took part in education programs for adults, families, and children in 1990-91, making the museum one of the largest providers of continuing education for the general public in the state.

- A membership of more than 25,000 households, representing 100,000 men, women, and children, one of the largest membership of any single science museum in the United States, provides the museum with repeat visitation and makes possible education programs for those most interested in science on a continuing basis, ensuring the state of an informed citizenry.

- The Science Museum is one of the world's leading producers of Omnimax films. In 1991, *Ring of Fire*, the museum's sixth large-screen production, premiered in the Omnitheater. Through *Ring of Fire*, viewers come heart-stoppingly close to the great circle of volcanoes and seismic activity that rings the Pacific Ocean. The Science Museum premieres its seventh film, *Tropical Rainforest*, in 1992.

- The Science Museum is part of a science museum consortium which provides Minnesotans with timely and lively science exhibits developed by the Science Museum and major institutions across the country. The Science Museum's contributions – *Wolves and Humans* (1985), *Bionics and Transplants: The World of Replacement Medicine* (1989), and *Bears: Imagination and Reality* (1990) have been viewed by over two million people.

- A continuing private-public partnership yielded \$32 million in annual income in 1990-91; 63% of it earned, 19% from public support; and 18% from private contributions. In return, the Science Museum generated an economic impact of an estimated \$70 million in the regional economy through direct, indirect, and audience spending.

- New exhibits have been developed in the permanent exhibit halls. **Hmong Odyssey: Tradition in Transition** traces the Hmong people, their traditional culture in Southeast Asia, and their resettlement in the United States and Minnesota. Visitors got involved in the dynamics of exhibit development in the **Experiment Gallery**, a testing area for **Labworks**, a new exhibit on physical sciences and technology scheduled to open in 1992. In the **Our Minnesota Lab**, visitors can test water quality and soils and see research done at the museum's St. Croix Watershed Research Station.

- Since 1971 the state has provided five to seven percent of the museum's operating budget. 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 and the St. Croix Watershed Research Station, both near Marine on St. Croix.

## Hours of Operation and Ticket Prices

Recorded information can be obtained at 612-221-9488.

The museum's hours of operation are: Tuesday through Friday 9:30 a.m. to 9 p.m.; Saturday 9 a.m. to 9 p.m.; Sunday 10 a.m. to 9 p.m.; and Monday, open Easter through Labor Day and holidays.

Omnitheater and museum ticket prices, subject to change, are: Omnitheater and exhibit halls, adults – \$6, seniors (65+) and juniors (12 and younger) – \$5. Omnitheater only, adults – \$5, seniors and juniors – \$4. Exhibits only, adults – \$4, seniors and juniors – \$3.

### **Administrative Division (612) 221-9488**

This division includes the president's office and the departments of Accounting, Finance and Investment, Building and Facilities, and Human Resources.

### **Human Resources (612) 221-9446**

The department handles all the hiring for the Science Museum of Minnesota. The museum does not operate on the civil service system. 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.

### **Science Division (612) 221-9424**

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 Science Museum's total collection numbers approximately 1.5 million specimens with a worldwide scope. Each of the scientific departments conducts research programs in their respective areas and provides free identification of natural history items brought to the museum.

### **Anthropology (612) 221-9436**

This department curates over 100,000 documented and cataloged 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.

### **Biology (612) 221-9424**

The 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 600 taxidermic mounts of birds.

### **Geography (612) 221-4761**

This department is engaged in exhibit development and research and has opened a major exhibit entitled **Our Minnesota: Changing Landscapes**. The exhibit interprets Minnesota through geographic perspective. The department also acts as a clearinghouse about Minnesota geography.

### **Paleontology (612) 221-9424**

This 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 – these collections are especially important for the late Mesozoic and early Tertiary periods.

### **Museum's Library (612) 221-9430**

The library's 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 used primarily for use by staff and members. The library participates in the interlibrary loan system.

### **Omnitheater (612) 221-4504**

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 achieves a unique capacity for putting audiences "into the picture" by means of its design and highly advanced technology.

The Omnitheater is a popular attraction; tickets must be purchased one day in advance. Advance tickets are available by calling (612) 221-9444. Omnitheater programs geared especially for school groups are held weekday mornings; arrangements can be made by calling (612) 221-9444.

### **Lee and Rose Warner Nature Center (612) 433-2427**

The museum currently operates the Lee and Rose Warner Nature Center near Marine on St. Croix, a 600-acre center of trails, animals enclosures, and trailside museum. The center's programs are family oriented with attendance by reservation only.

### **Public Programs (612) 221-4747**

This division includes visitor programs (theater, demonstrations, lab programs), visitor services, volunteers, and school services outreach (educational resources, on-site programs, off-site assemblies and residencies, and teacher workshops and classes).

### **Continuing Education (612) 221-4742**

The division 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. Short courses, field trips, travel study tours, and classes for families and children introduce a wide range of scientific topics.

### **Development Division (612) 221-9464**

This division conducts general operating support for the museum through an annual fund drive, special projects fundraising, and grant funding. The division handles gifts of money, stock, and materials to the museum from individuals, foundations, and corporations.

The yearly annual fund contributions total more than \$1.4 million. This goal increases each year to meet the ever-growing needs of the museum which include curation of the collections; continuation of classes and activities for more than 118,000 annual school visitors; statewide outreach programs for more than 138,000 students; and the availability of subsidized admission rates for school groups, low-income and disadvantaged children and families. The museum has developed special giving programs for individuals and corporations. For information, call (612) 221-9464.

### **Community Relations Division (612) 221-9449**

This division provides news releases, the bimonthly 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. All public complaints are referred to this office either by phone or writing.

### **Explore Stores (612) 221-9416**

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 is located in the east building.

## **Seaway Port Authority of Duluth**

1200 Port Terminal Drive

P.O. Box 16877

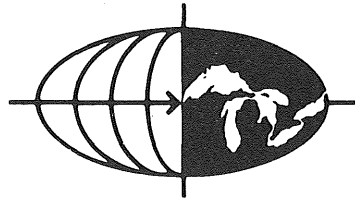
Duluth, Minnesota 55816-0877

Davis Helberg, executive director, (218) 727-8525, Statewide Toll-free 1-800-232-0703

Minnesota Statutes, Chapter 469

Serving the largest port on the Great Lakes and the 14th largest total tonnage port in the United States, the Seaway Port Authority of Duluth is unique when compared to several governmental units that are called "port" authorities in Minnesota.

The Seaway Port Authority of Duluth operates the Public Marine Terminal (Clure Public Marine Terminal), handles ships and cargo, and has as its primary function to perform the marketing and promotion of Minnesota's only direct import/export outlet to overseas trade. The Port of Duluth competes for ship cargoes with Atlantic, Gulf, and West Coast ports as well as other Great Lakes ports. It also runs the first operational Foreign Trade Zone (No. 51) in Minnesota.



**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Seaway Port Authority of Duluth**, P.O. Box 16877, Duluth 55816-0877. (218) 727-8525. *Minnesota Statutes 458.10 and 469.*

**Appointing Authority:** Governor; City Council; and County Board. **Compensation:** \$35 per meeting. The port authority promotes waterborne commerce in port district; may acquire or construct port facilities; responsible for sale of land in Airpark Industrial Park and Oneota Industrial Park. The authority consists of seven members. Two members are appointed by the governor, two by the St. Louis County Board, and three by the Duluth City Council. Regular meetings once a month, special meetings called as needed.

In 1990 total tonnage in the Port of Duluth-Superior was 37 million metric tons, of which 92 percent was export or outbound domestic cargo.

The Seaway Port Authority of Duluth was created in 1954 by the state legislature and is charged with "promoting the general welfare of the Port District and of the port as a whole; increasing the volume of commerce through the port and region, and to promote the safe and economical handling of such commerce."

Revenues generated by ships and cargoes moving through the Public Marine Terminal are used to cover operational and maintenance expenses, capital improvements and administrative costs. Revenue is also received from industrial bond issues which the port has provided for maritime industrial development, and income from management of the Oneota and Airpark Industrial Parks. The Minnesota legislature provides some funding for the port's promotional and marketing activity as mandated in the original act creating the Authority. The Authority is governed by a seven-member board of commissioners. All appointments are six-year terms and appointment dates are staggered.

### **Finance Section**

**John A. Kubow, controller.** The section provides the bookkeeping and accounting services for the port authority, including computerized records and financial systems. They provide no services directly to the public.

### **Business Development Section**

**Andrew J. McDonough, business development director.** This section oversees operations of two industrial park sites in the City of Duluth, Oneota and Airpark Industrial Parks. The section handles industrial development and expansion on the waterfront utilizing various financing incentives to locate business and industry in the area.

### **Government Resources Section**

**Henry K. Hanka, government resources director.** This section acts as liaison with all levels of government and promotes and protects the interests of the Port Authority in various local, regional, state and federal organizations.

### **Marketing and Sales Section**

**Sam L. Browman, marketing director.** This section solicits import, export and domestic cargoes for the port. The section works closely with managing agent of Public Marine Terminal and with growers, manufacturers, shippers, shipping companies and companies seeking shipping services to ensure increased cargo flow through the port.

**Ray Skelton, special projects director and foreign trade zone manager.** Oversees the operation of Foreign Trade Zone No. 51 located within the Public Marine Terminal. Promotes the Duluth port area and region by offering informational brochures, a quarterly magazine "*Minnesota's World Port*," films, speakers, and other presentations to customers and the public. Answers all written and phone inquiries from the public and provides the nationwide media with continuing information on the port and its related industries. In addition, promotes and markets the port and the region through advertising in periodicals and other publications aimed at increasing the utilization of the port and its facilities.

Inquiries may be made in person or by writing or calling the Authority (toll-free in Minnesota, 1-800-232-0703). There are no forms or fees. All requests are handled as they are received. Speakers, films, magazines, brochures and presentations subject to availability.

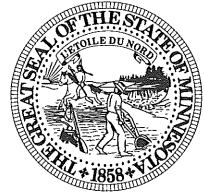
## Office of the Secretary of State

Room 180 State Office Building,  
St. Paul, MN 55155-1299

Joan Anderson Growe, secretary of state  
(612) 296-3266 FAX (612) 296-9073

Minnesota Statutes, Chapters 5, 15, 200-211B, 300,  
302A, 303, 308A, 317A, 319A, 322A, 333, 336;

Minnesota Rules 8200-8299



The secretary of state, an elected official, is the keeper of the great seal of the State of Minnesota and so files and certifies the authenticity of a wide variety of official documents. These include: gubernatorial proclamations, appointments and executive orders, the enrolled acts of the Legislature, rules, and some municipal documents. The secretary also maintains a computerized version of the original land survey notes from the 1800s and copies of the township plat maps. The original documents are maintained by the Minnesota Historical Society in a controlled environment.

The secretary registers a variety of business organizations including corporations, assumed business names, banks, insurance companies, cooperatives and limited partnerships. Other business-related filings include trade and service marks, auctioneer's licenses, legal newspaper registrations, and financing statements filed pursuant to the Uniform Commercial Code (UCC).

As commissioner of voter registration, the secretary maintains a statewide computerized network of information in conjunction with the county auditors. Other election activities include: certifying voting systems, conducting administrative recounts, accepting filings by candidates for multi-county offices, and training of local election officials. As chair of the state canvassing board, the secretary participates in the certification of election results.

A statewide computerized network with county recorders is also maintained so that the public may search Uniform Commercial Code records throughout the state from any filing office. Business information is also available at any county courthouse through this communications network.

Finally, the secretary of state publishes the *Minnesota Legislative Manual*, a compendium of state and county information and administers the open appointments process.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Voting Systems Advisory Task Force,** Election Division, Secretary of State, 180 State Office Bldg., St. Paul 55155. (612) 296-2805. *Minnesota Statutes 206.57.*

**Appointing Authority:** Secretary of State. **Compensation:** None. The task force examines voting machines or electronic voting systems proposed for use in Minnesota and advises the secretary of state on certification of this equipment for use at elections in this state. Members include representation from each major political party and from cities and counties using voting equipment. The task force meets only when new equipment is proposed for use.

## Administration

### Fiscal Services (612) 296-7976

**Kathy Hjelm, assistant director.** Fiscal Services handles income and disbursements for the Office of the Secretary of State. Any person purchasing materials from the Office of the Secretary of State must contact the appropriate unit which informs the individual of the cost (and refers the individual to Fiscal Services). Upon payment, Fiscal Services will issue a receipt which the individual uses to obtain the materials.

### Name Appeal Process (612) 297-5163

The name appeal process is an informal procedure that permits one business to challenge the use of a business name by another. The basis of the challenge is that the second name is

confusingly similar to the first and, as a result, the public will be misled. Both businesses present information for a decision by the Secretary of State. The challenger must deposit \$100 which is then awarded to the successful party. If one of the parties wishes, the dispute may be appealed to the District Court.

## Service Center

### Business Recording (612) 297-1455

**Bert Black, assistant director.** Business Recording reviews and files applications for incorporation by all business, nonprofit, foreign and professional corporations, cooperatives, banks, and insurance companies. Filings are also accepted from limited partnerships and holders of assumed business names and trade and service marks. The section also reviews and files changes to any of these business records, including amendments, mergers and dissolutions. The section may act as agent for service of process on corporations in certain circumstances. Sample forms for many filings are available by calling (612) 296-2803. All information on file is open to the general public.

### Business Corporations

One or more persons may form a Minnesota business corporation for any lawful business purpose. The corporation does not exist 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. There is a \$35.00 filing fee; new corporations must also pay an additional \$100.00 incorporation fee.

(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 these types of corporations.)

For more information, you may wish to read the Business Corporation Act, *Minnesota Statutes* Chapter 302A, available from Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.

### Nonprofit Corporations

Business Recording also reviews and files articles of incorporation for nonprofit corporations. A nonprofit corporation is a corporation formed for a purpose not involving monetary gain for its members and paying no dividends either directly or indirectly. A nonprofit corporation may form 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. The filing fee is \$35.00 for all nonprofit filings; new corporations must pay an additional \$35.00 incorporation fee.

### Limited Partnerships

Limited partnerships formed after January 1981 are also filed by Business Recording. (Limited partnerships formed before that date are generally on file in the county of their formation.) The actual limited partnership agreement need not be filed, although it will be accepted if it contains the items required by *Minnesota Statutes* Chapter 322A. Amendments to limited partnership certificates are filed when there is any change in the identity of any general partner, when a general partner has withdrawn and the partnership is continued, when any facts in the certificate change, or when the partnership deems an amendment to be appropriate. Foreign limited partnerships may also qualify in a manner similar to new partnerships. The filing fee for an amendment is \$35.00; new limited partnerships must pay a \$95.00 fee.

### 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 are available from Business Recording; to file, submit the original certificate and the \$25.00 filing fee. (Certificates and amended certificates that reflect changes in items required to appear in original certificates must be published in a legal newspaper for two successive issues after they have been filed with Business Recording.)



Assumed names may duplicate each other but may not duplicate corporate names. You may check the availability of a name by calling (612) 296-2803. Assumed names are valid for 10 years and may be renewed for an unlimited number of 10 year periods. The renewal fee is \$25.00. Any time a change occurs in facts on the original certificate, an amended assumed name certificate must be filed within 60 days of the change (and published); the fee for an amended certificate is \$25.00.

### **Trademarks**

Trademarks may be filed with both the state and federal governments. To file with the state, submit a completed trademark form and three examples of the mark along with the \$35.00 filing fee. If there are no conflicting names on file, your trademark will be filed for 10 years. After nine years, you will receive a renewal notice; the renewal fee is \$22.00. You may also transfer your mark to another owner for a \$15.00 fee.

### **Foreign Corporations**

Foreign corporations are corporations organized under the laws of another state or country. To do business in Minnesota, those corporations must file an application to qualify to do business in Minnesota. The application must include a certificate of good standing issued by the state of incorporation and a \$185.00 filing fee (\$35.00 for nonprofit corporations). Name changes, mergers and dissolutions must also be filed and require a \$35.00 fee.

### **Service of Process**

Business Recording accepts service of process for both foreign and domestic corporations. When a corporation cannot be served at its registered office in Minnesota, the document may be served through the Secretary of State. Send two copies of the document and the \$35.00 filing fee, along with an address to be used for service.

### **Uniform Commercial Code (612) 296-2434**

**Cheri Smith, assistant director.** The Uniform Commercial Code (UCC) section files financing statements on certain debts and notices of federal and state tax liens. All information in UCC files is available to the public. The statements give the name and address of the debtor and the secured party and the collateral covered. UCC also files amendments which are used to change the contents of 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.

Call for information regarding filing any of these forms. Fees are \$11.00 per standard form; \$14.00 per non-standard form; and \$7.00 for additional debtor's names required to be indexed. An acknowledgement copy will be sent within two days after receiving the proper fee and form.

UCC will conduct a search to determine whether an individual or business has financing statements on file in any filing office in Minnesota. A search may be requested using a standard UCC-11 form at a cost of \$11.00 per debtor name. If a non-standard form or a letter is used to make the request, the fee is \$14.00 per debtor name. An additional \$.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 will be charged. Any additional amount due will be billed. Response to mailed search requests is approximately five days. Walk-in inquiries are handled immediately.

### **Certification Section (612) 296-9216**

The Certification Section provides copies of corporate and other business documents and certifies to the authenticity of notary public signatures and other official signatures. Requests for copies of business documents cost \$3.00 for the original filing and an additional \$3.00 for any and all amendments filed. The only exception is that the cost of an entire assumed business name record, or any part of it, is \$3.00. Add \$5.00 if the copy is to be certified.

The Certification Section also issues a variety of certificates including good standing, not in good standing, name change, merger or showing all amendments that are on file. A certificate authenticating a notary public may also be requested and the cost is \$5.00. For

documents going to one of the countries which has signed the Hague Convention, an apostille may be obtained for \$5.00.

Copies or certificates may be obtained by making a written request and including the appropriate charges. If there is the possibility that more than one organization is registered with the same or similar name, include as much information (incorporation date, location of registered office) as you can concerning the organization about which you are interested.

Service may also be received by calling and placing your order with the Certification Section. Copies or certificates will be ready for pick-up at the counter three (3) hours later.

Expedited service is also available at the public counter (see below). There is an additional \$5.00 expedited charge for certified copies and certificates which are requested at the counter.

### **Walk-in Service and Other Services**

Filings for both the Business Recording and UCC sections may be presented in person at the public counter in Room 180 of the State Office Building, 100 Constitution Avenue, St. Paul, Minnesota (directly west of the Capitol) between 8:00 a.m. and 4:00 p.m. Monday through Friday.

Requests for copies and certificates from the Certification Section may also be presented at the public counter during regular business hours.

Search requests for the UCC section may be presented during regular business hours; the number of filings for the name requested will control when the search will be ready for pick-up.

Business Recording forms are also available at the public counter. The forms do not take the place of advice from legal and accounting professionals and are suggested only as guides to the legal requirements.

### **Information Services (612) 297-2594**

**Tim Hanson, director.** Information Services handles all the information needs of the Office of the Secretary of State. The emphasis is on computerized information dissemination. The division administers the mainframe computer system which runs applications for the Business Recording and Uniform Commercial Code sections as well as statewide voter registration, election night reporting and Uniform Commercial Code networks. The division performs all programming, systems analysis and computer operation functions.

### **Computer Services**

This section is responsible for the operation of the computer hardware and software and the communications equipment needed to operate the voter registration and Uniform Commercial Code (UCC) networks and the Business Recording database. Programmers and communications experts are on staff and provide direct support to the office and the networks.

Production of polling place rosters for all elections is done by this section. Election night vote tally is also done by this section which offers a help desk to assist county auditors and recorders with data entry and modification.

### **Records Processing (612) 296-6243 (direct access), (612) 296-6251 (lists, labels and tapes)**

This section is responsible for the marketing of the databases operated and maintained by the Office of the Secretary of State. This includes custom lists and labels created from the Business Recording database, lists of registered voters for election, political and law enforcement purposes and tapes of the voter registration, Business Recording and Uniform Commercial Code databases. The cost of any product ordered is based on the actual cost of producing the product.

Direct public access to the Business Recording and Uniform Commercial Code databases is also available via modem connected to a personal computer. No special type of personal computer, modem or software communications package is needed; contact the Direct Access Marketing Representative for information concerning the equipment which has been successfully used.

Fees for direct access include an annual subscription fee and a per transaction charge. Payment is made to an account and then the account is debited as transactions are done on the system. The annual subscription fee includes training, and a help line is available during regular business hours to answer technical questions.

### **Data Processing (612) 296-9247**

This section's primary responsibility is the data entry of all business and Uniform Commercial Code documents received by the Office of the Secretary of State. The section is also responsible for receiving voter registration cards from various state agencies and forwarding them to the appropriate county for processing.

Printing, sending and processing assumed business name and trade and service mark renewals are also done by this section. Preparation of documents for microfilming is also one of this section's responsibilities.

### **Annual Registration (612) 296-9214**

#### **Business Information Line (612) 296-2803**

Several business organizations are statutorily required to file an annual report or registration with the Office of the Secretary of State. In those cases where the registration form is mailed out, this section is responsible for that mailing. Also, the section reviews and accepts or rejects all annual filings.

Any amendments to articles of incorporation which are required to make the annual registration acceptable are also processed by this section. Legal newspapers are also required to register annually and this is done by this section.

Finally, the Annual Registration section is responsible for staffing the Business Information line, (612) 296-2803. This line responds to public inquiries concerning businesses registered in the state and also makes a preliminary determination if a business name is available for use by a new business organization.

### **Election Division (612) 296-2805**

**Joseph Mansky, director.** The division carries out the Secretary of State's election responsibilities, publishes the *Minnesota Legislative Manual* and other election publications, administers the Open Appointments process, and manages other administrative functions.

#### **Candidate Filings**

Candidates for election to state offices that are voted on in more than one county must file with the Election Division. Filing consists of submission of a notarized Affidavit of Candidacy (form available), payment of a filing fee (or submitting a petition in lieu of fee), and, for independent or minor party candidates, submission of a nominating petition. Filing must be performed during the designated filing period which, for state elections, typically falls during the first two weeks of July in even numbered years. Candidates may file in person or by mail. Complete filing information is available from the Election Division.

#### **Public Information**

The Election Division provides information directly to local election administrators and the public on election procedures, voter registration, precinct caucuses, absentee voting, and related topics.

Voter information pamphlets, *Minnesota Elected Officials* and *Minnesota Election Results* are available free of charge. The division publishes the *Minnesota Campaign Manual* for candidates and provides campaign financial report forms for local elections. *Minnesota Election Laws* and *Election Guides for Election Judges* are distributed to local jurisdictions. Voter registration cards and displays are available. Federal candidates and committees file copies of their Federal Election Commission financial reports with the division for public inspection.

#### **Voting Systems Certification**

The Secretary of State certifies voting equipment so it may be offered for sale in Minnesota. Equipment must meet the standards established in state statutes and administrative rules. All costs of testing and certification are borne by the vendor of the equipment; an initial payment of \$300 is required when the vendor submits a request for certification.

#### **Open Appointments**

Open Appointments informs the public of openings for voluntary service positions on state agencies (boards, commissions, councils, committees, task forces) and provides a uniform application process as directed by *Minnesota Statutes* Section 15.0597. Vacancies are published in the *State Register* every three weeks, and applications (forms available on request) are routed to the Governor or other appointing authorities. Each November an Annual

Compilation of State Agencies is published in the *State Register* that lists all participating agencies, their current memberships, and all vacancies occurring the following January. The compilation is available from Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155; (612) 297-3000; toll-free: 1-800-657-3757; FAX (612) 296-2265.

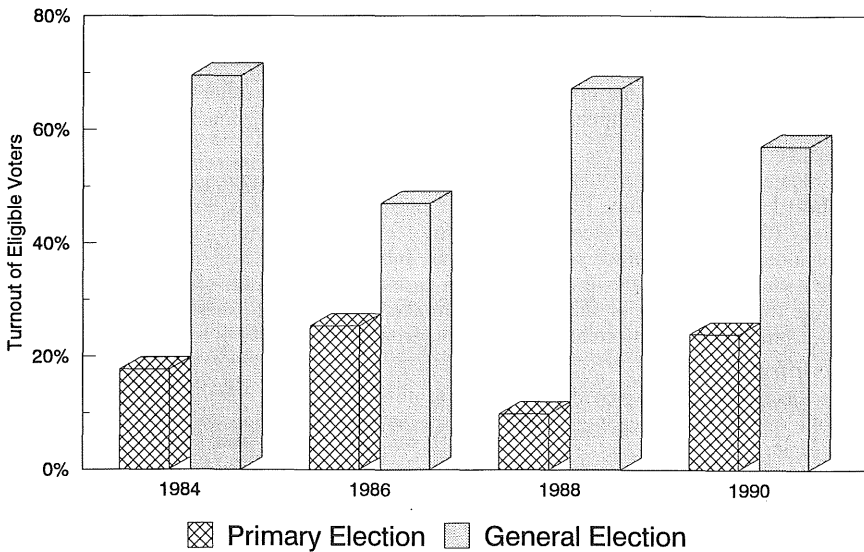
**Minnesota Legislative Manual**

The *Minnesota Legislative Manual* and an abridged edition are published each odd-numbered year. The manual describes and summarizes the major branches of the state government and the persons involved. After the manual is distributed to the legislature, libraries, schools, and public institutions, the remaining copies are available to the public.

**Session Laws**

The Election Division also files each law and resolution enacted during a legislative session. These laws are available for public inspection. For a \$5.00 fee, the division will certify copies of the laws that are obtained from Minnesota's Bookstore, 117 University Ave., St. Paul, MN 55155, (612) 297-3000. The division also files Certificates of Approval submitted by local governing bodies accepting "special laws" that affect their jurisdiction (forms available from the division).

**MINNESOTA VOTER PARTICIPATION  
1984 - 1990**



Note: Minnesota led the nation in voter turnout in 1984 and 1988.

Source: Minnesota Secretary of State

**Official Documents**

The Secretary of State is the custodian for all state documents not required to be filed elsewhere. In this role, the Election Division maintains records of the oaths and appointments of state officials, delegations of authority, and other official documents.

# Minnesota Sentencing Guidelines Commission

Meridian National Bank Building

205 Aurora Avenue, Suite 205, Saint Paul, Minnesota 55103

Debra L. Dailey, director

**Minnesota Statutes, Section 244.09; Minnesota Rules 3000-3099**

The commission was established to promulgate and submit to the legislature by January 1, 1980, sentencing guidelines for trial court judges. The guidelines are advisory to the court. The purpose of the guidelines is to reduce disparity in sentencing practices 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 the legislative directive, relied on appropriate combinations of offense and offender characteristics, 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. 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 justice procedures. It also studies the effects of sentencing guidelines on plea negotiations and charging practices before and after implementation of the guidelines. The commission modifies the sentencing guidelines annually to incorporate new offenses created by the legislature, any other legislative revisions, and any language revisions necessary for clarification.

The commission usually meets the third Thursday of each month, or as often as necessary. All commission meetings are open to the 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 Department of Administration's Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Sentencing Guidelines Commission,** Meridian National Bank Building., 205 Aurora Ave., Ste. 205, St. Paul 55103. (612) 296-0144. *Minnesota Statutes 244.09*

**Appointing Authority:** Governor. **Compensation:** \$50 per diem plus expenses. The commission will reduce disparity in sentencing practices throughout the state in terms of length of imprisonment as well as imprisonment versus probation and local incarceration. The commission consists of eleven members, each appointed for four years: the chief justice of the supreme court or his designee; one judge of the court of appeals appointed by the chief justice of the supreme court; one trial court judge 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 Minnesota County Attorneys Association; the commissioner of corrections or his designee; one law enforcement representative; one probation officer; and three public members appointed by the governor. The term of any member appointed or reappointed by the governor before the first Monday in January 1991 expires on that date. The term of any member appointed or reappointed after that date is coterminous with the governor. Members, other than judges, must file with the Ethical Practices Board.

## Department of Public Service

790 American Center Building, 150 E. Kellogg Blvd., St. Paul, MN 55101-1469

**Krista L. Sanda, commissioner (612) 296-6025**

**Ruth Grendahl, deputy commissioner (612) 296-7977**

**Burl Haar, assistant commissioner (612) 296-5283**

**Minnesota Statutes, chapters 216A, 216B, 216C, 237, 239; Minnesota Rules 7600-7799, 7810-7835**

The Department of Public Service (DPSv) is responsible for protecting the public interest in the areas of weights and measures, telecommunications, and energy. To ensure fair prices and reliable service, the DPSv acts as the public's advocate in the regulation of gas, electric and telephone utilities, investigates and enforces weights and measures standards, develops energy policy for the state, and is the primary source of information on current and future energy supplies, energy conservation, and alternative energy development.

### Background

The department's primary role as public advocate has its roots in regulation, evolving from the state's early efforts at regulating the railroad. What began with the Railroad Commission in 1871 soon grew to include regulating grain trade and warehouses; and, with the rise in commercial transactions came the responsibility for accurate measurements to ensure fair trade for both buyer and seller. Hence, the Weights and Measures Division was established in 1911. As time and technology progressed, the regulation of telephone, gas and electric utilities were eventually assigned to the department's regulatory functions.

Today, the Weights and Measures division is responsible for examining and evaluating all weighing and measuring devices used in commercial service in the state and for enforcing the correct use of the devices. Both functions are based on the original goal of protecting Minnesota's citizens from false weighing or measuring transactions.

Minnesota's telephone utilities have been supervised and regulated by the department, to some extent, since 1915. While the laws governing telephone regulation are in transition, the Telecommunications unit continues to intervene on the public's behalf in all regulatory matters, to ensure fair prices and quality service for Minnesota's telephone customers.

The department's involvement with energy began in 1974 when the Minnesota Energy Agency was established to manage the state's energy supplies and to serve as a center for information, analysis and policy development concerning energy resources, supplies, production, conservation, prices and trends. Today, the Energy Regulation and Resource Management division continues to provide those functions, as well as serving as public advocate in the regulation of gas and electric utilities.

### Weights and Measures Division, (612) 639-4010

2277 Highway 36, St. Paul, MN 55113

**Michael Blacik, director.** The Weights and Measures division examines and evaluates all weighing and measuring devices used in commercial service, from gas pumps to grain elevators, to protect Minnesota's customers from false weighing or measuring transactions. It is also responsible for monitoring the quality of petroleum products sold in the state.

### General Services

The division provides the following services to the public in accordance with Minnesota Statutes and Department of Public Service rules.

- Provide traceability to the National Institute of Standards and Technology for mass, volume, length, and temperature calibration.
- Monitor, on a regular basis, all commercial weighing and measuring equipment to ensure accuracy, suitability, correct installation, use and operation.
- Testing the quality of petroleum products.
- Provide information and education about recycling, methods of sale, suitability of commercial equipment, general unit conversions, and metric measurements.

## Laboratory Services

The division's Metrology Laboratory provides the following testing and calibration of **mass** measurements.

- Tolerance testing of commercial weights, including field weights, grain elevator on-site weights, and railroad calibration cars.
- Tolerance testing of private industry's weights, including quality and quantity control programs, conformance to military standards or Nuclear Regulatory Commission Specifications on traceability, and conveyor test chains.
- Calibration of private industry's precision weights used for scientific research and development, reference standards for other calibrations, and testing analytical balances.

The Metrology Laboratory provides the following **volume** calibrations.

- Calibration of commercial volume equipment, such as measures, provers, and pressurized provers.
- Calibration of non-commercial volume equipment, such as scientific glassware and other volume provers for quantity control.

The Metrology Laboratory provides calibration of the following **length** measurements.

- Calibration of commercial length measures, including DPSv length measures and conveyor test chains.
- Calibration of non-commercial length measures, including surveyor's tapes, tapes for quality control measurements, lever arm length determinations.

The Metrology Laboratory provides the following **thermometer** calibrations.

- DPSv petroleum laboratory thermometers.
- Private industry's quality control and research thermometers.

The Metrology Laboratory provides the following testing of **scales**.

- Portable wheel load weighers.
- Pharmaceutical balances.

## Certifications

With the Metrology Laboratory's calibration services the division provides certificates ensuring traceability to the National Institute of Standards and Technology.

## Complaint Filing

The division accepts complaints in writing and by phone from the public and are handled by a thirty person investigation staff. Action is started within one week of the filing, if possible, and the complainant is notified of the results of the investigation by phone or in writing.

Complaints generally fall into three categories:

- The correct volume in the sale of liquid products, such as the accuracy of gasoline pumps.
- The accuracy of pre-weighed products, such as retail packaging, or of weighing equipment, such as grain elevator scales.
- The quality of petroleum products such as heating fuel or gasoline.

## Continuing Education and Examination

The division offers a voluntary registration program for service technicians of commercial weighing and measuring devices. Technicians must pass an examination to be qualified to put new devices into operation and to remove repair orders placed on devices by Weights and Measures Investigators.

## Fees

A fee is charged for the following division services:

- Refined petroleum product inspection (\$0.75/1000 gallons charged for all products as they leave a terminal).
- Inspection of scales and some liquid measuring devices (\$10 to \$300).
- Metrology laboratory services (\$75 per hour).
- Placing-in-service permits (\$60).

## Registration and Permits

The division regulates several aspects of commercial trade through the following permit and registration requirements:

- Registration of placing-in-service permit holders.
- Preliminary approval of construction and site plans for railroad track and above ground scales.
- Permits for the installation of railroad track scales.

### **Pamphlets**

The Metrology Laboratory offers a pamphlet detailing services available. The pamphlet is free of charge and may be requested from the division office.

### **Contact persons**

Director, Michael Blacik

Metrologists, Bruce Adams, David Dikken

Regional supervisors, Mark Bucelli, Richard Johnson, Elden Plymate

### **Telecommunications Unit, (612) 296-5120**

**790 American Center Building, 150 E. Kellogg Boulevard, St. Paul, MN 55101**

**Nelson Updaw, manager.** The Telecommunications unit represents and protects Minnesota's consumers in all aspects of the regulation of the state's telephone industry to ensure that reliable telephone service is provided to citizens at fair and reasonable prices.

The unit advocates the public interest in all telecommunication matters presented to the Public Utilities Commission (PUC) by reviewing all telephone company filings (such as changes in rates or service area) and presenting recommendations to the PUC.

The unit also enforces the PUC's orders and those sections of the Minnesota Statutes which apply to telephone companies. This is accomplished by investigating company records, interviewing customers, delivering testimony or reports to the PUC, and through follow-up compliance investigations.

Services offered to the public include:

### **Complaint Filing**

The unit responds to complaints about excessive charges or inadequate service by initiating investigations, which may lead to a revision in service standards, service boundaries, or reconsideration of a company's rates by the PUC.

To file a complaint, you can contact the Telecommunications unit in person during business hours (8:00 to 4:40) Monday through Friday at 790 American Center Building, 150 E. Kellogg, St. Paul; or, by calling 296-5120. Written complaints or inquiries may be referred to Nelson Updaw, unit manager.

### **Information Requests**

Unit staff are available to answer questions regarding telephone rates and the quality of service during business hours (8:00 to 4:30) Monday through Friday. Public information available in the DPSv library includes:

- Annual report to the legislature covering the unit's implementation of Chapter 237 of the Minnesota Statutes.
- Numerous reports to the PUC, all of which have non-proprietary versions.
- Company tariffs (detailing terms, conditions and rates) are available for review or can be photocopied at 25 cents per page.

### **Certification and Fees**

The unit is responsible for certifying pay telephones and long-distance resellers who want to become telephone companies.

There is a filing fee of \$11 for pay phone certificates. Fees charged to long-distance resellers are based on the time spent reviewing the application. Once certified, pay phone owners and long-distance companies pay an annual assessment imposed on all regulated telephone companies; this assessment cannot exceed 0.125% of a company's intrastate revenues.



**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Telecommunications Access for Communications-Impaired Persons Board,** Minnesota Public Service Dept., 150 E. Kellogg Blvd., Room 790, St. Paul 55101. (612) 296-0412. *Minnesota Statutes 237.50.*

**Appointing Authority:** Governor. **Compensation:** None. The board determines the priority of eligible applicants for initial distribution of communication devices and the circumstances requiring more than one device per household, and is to develop, implement, and maintain a statewide toll-free telephone relay service to enhance communication between persons using TDD and persons without such special devices. The twelve member board includes five communications-impaired persons, one communication disabilities professional, one person representing the state's largest local exchange company, one member of the Minnesota telephone association, one person representing companies providing inter-LATA service, one person representing the organization the board contracts with to provide telecommunication service, and the commissioner of Public Service and the commissioner of Human Services or their designees. Members must file with the Ethical Practices Board. Monthly meetings until March 1989 and quarterly thereafter until June 1993. TDD: 612-296-9863.

## **Energy Regulation and Resource Management Division, (612) 296-5283**

**790 American Center Building, 150 E. Kellogg Boulevard, St. Paul, MN 55101**

**Burl Haar, assistant commissioner.** The Energy Regulation and Resource Management Division exists to ensure reliable, affordable and environmentally sound energy supplies for Minnesotans now and into the future. The division contains four program areas: Energy Planning and Intervention, Program Design and Delivery, Energy Technologies, and Energy Analysis and Support.

### **Energy Planning and Intervention (612) 296-0407**

**Judy Pofert, manager.** The Energy Planning and Intervention unit serves as the public's chief advocate in gas and electric utility matters to ensure that Minnesotans receive low-cost, reliable energy service from regulated utilities. To accomplish this goal, the unit's staff:

- Intervenes on the public's behalf in all gas and electric utility matters before the PUC.
- Works with the utility companies to develop cost-effective energy conservation programs.
- Represents Minnesota's interests in national energy policy development through advocacy and intervention at the Federal Energy Regulatory Commission, U.S. Department of Energy, the Environmental Protection Agency, and Congress.

The unit offers the following services to the public:

#### **Information requests**

Staff members are available during business hours (8:00 to 4:30) Monday through Friday to answer questions or provide information in the following areas:

- Inform people of which utility serves their property.
- Inform people of utility rates, company tariffs and service conditions.
- Inform potential cogenerators of buy-back rates and conditions.
- Provide and hear information at public hearings on major utility proceedings.
- Provide information on utility-sponsored conservation programs.

### **Program Design and Delivery (612) 296-5283**

The Program Design and Delivery unit provides guidance and technical assistance to local governments, community organizations, utilities, and others in designing and implementing conservation programs. This is accomplished through the following programs:

#### **Community Programs**

Staff members provide Minnesota communities with technical assistance to set up community energy councils and to operate conservation programs for local residents, businesses and commuters.

## Energy Education

A catalogue of energy and environmental education curricula is available to educators.

**For more information on the above programs, contact the Energy Information Center at 296-5175; or, call toll-free 1-800-652-9747 and ask for "energy."**

## Energy Analysis and Support (612) 297-2545

**Mike Roelofs, manager.** The Energy Analysis and Support unit provides Minnesota's citizens assurance of the state's ability to cope with energy supply and price issues by actively monitoring and maintaining statewide data on energy supplies, demand, price, forecasts, and trends. The unit serves as the state's clearinghouse for energy data and statistics and also provides limited financial assistance for certain public or institutional conservation programs.

The unit collects data, maintains historical databases, and conducts analyses pertaining to all aspects of energy use in Minnesota, from production to distribution, providing a comprehensive overview of Minnesota's energy supplies at any given time.

The unit provides the following services to the public:

- **Up-to-date information** on the status of Minnesota's energy supplies, including petroleum, #2 fuel oil, propane and electricity. Call the Energy Information Center at 296-5175; or 800-652-9747 (ask for "energy").
- **Publications** include the annual Electrical Advance Forecast Review, the biennial Energy Data Book, and the quadrennial Energy Policy Report, all available for review at the department library, (612) 296-7952.
- **Grants and loans** for energy audits and conservation measures in public and other institutional buildings. For information about these programs or for application forms, call (612) 297-2103.

## Energy Technologies (612) 297-2546

**Narv Somdahl, manager.** The Energy Technologies unit provides unbiased energy information to all sectors of Minnesota's consumers, including residential conservation, energy management for businesses, efficient building construction, and alternative energy sources. Other responsibilities include research, training, keeping the statewide energy code up-to-date, and developing and enforcing standards for residential insulation used in Minnesota.

The unit offers the following services to the public:

## Energy Information Center

The Energy Information Center features a toll-free "hotline" staffed by two full-time energy specialists who answer general energy-related questions and provide specific advice on improving the energy efficiency of homes and businesses. The center also offers numerous publications on understanding and improving your energy use. Telephone service is available during business hours, 8:00 to 4:30 Monday through Friday.

**Energy Information "Hot-line" 296-5175  
Toll-free 800-652-9747 (ask for "energy")**

## Alternative Energy

The unit conducts research, provides information and technical assistance to those interested in developing and using alternative sources of energy, including wood, hydro, solar, photovoltaic, wind, agricultural residues, energy crops and solid waste. Unit staff conducts technical and economic analyses, provides on-site engineering assistance, information and demonstration programs designed to promote cost-effective and environmentally appropriate development of Minnesota's indigenous fuels. Examples of the unit's activities are described below.

- Agricultural residues and other fuels are being tested to examine environmental impact, energy content and other factors in order to identify markets.
- In cooperation with Minnesota utilities, wind speeds are being monitored to identify appropriate locations for wind energy development.

- Energy crop demonstration programs are being carried out to determine their feasibility.

### **Energy Conservation for Businesses and Municipalities**

The unit develops and administers energy conservation programs to assist owners and managers of buildings in identifying and implementing appropriate, cost-effective strategies.

### **Builder Education and Training**

The unit provides information and training to builders, contractors and lumber dealers on energy efficient construction practices. A newsletter is distributed to 6,000 industry sources. Workshops for builders and remodelers cover topics such as indoor air quality problems in new construction and preventing indoor moisture problems.

### **Building Operator Training**

The unit conducts workshops designed for operations and maintenance staff of commercial, industrial and institutional buildings. The one-day workshops cover topics such as heating, ventilating, air conditioning and lighting and are held at Minnesota Area Technical Colleges.

### **Energy Auditor Certification**

The unit administers a certification exam at the conclusion of approved auditor training courses and offers continuing education.

Energy audits, which analyze a building's energy use and identifies energy saving opportunities, are available for homeowners or businesses through utility companies, local governments, or community organizations in most parts of Minnesota.

### **Publications**

Approximately 100 publications and factsheets are available through the Energy Information Center for homeowners, businesses, municipalities and builders covering a wide range of energy-related topics, with many including specific "how-to" instructions for implementing conservation measures. The major series include:

- **Minnesota House Warming Guide** for residential conservation ideas and strategies.
- **Small Business Energy Investment Portfolio** for money saving ideas through energy conservation and management.
- **Conservation Strategies for Municipal Governments**, helping local governments discover specific money saving opportunities through energy conservation.
- **Alternative Energy**, including practical information on Residential Wood Stoves, Wind Energy Systems, and Short Rotation Intensive Culture.
- **Home Builders' Energy Update** offering practical, proven energy-saving construction tips for Minnesota's builders.

## **Information and Operations Management (612) 297-1842**

**Harold Nicholson, manager; Karen Santori, supervisor of Regulatory Information and Library Services.** The Information and Operations Management unit oversees the department's internal information systems as well as maintaining library services for the staff and the public.

Services available to the public include:

- **A Utility Documents library** consisting of current and historical records pertaining to the regulation of telephone, gas and electric utilities in Minnesota. These records include all PUC orders, petitions, financial reports and tariff books. All documents are available for public review and certified copies can be ordered at a charge of \$2 per document plus 25 cents per page for duplication. To request duplicates and certified copies contact Karen Santori at (612) 296 0391, or write to the Department of Public Service, 790 American Center Building, 150 E. Kellogg Boulevard, St. Paul, MN 55101.
- A collection of 10,000 books and documents, 70,000 microfiche, and over 250 periodicals containing technical information on all aspects of energy use. The library also participates in an inter-library loan system to locate and obtain additional information as needed, or allowing access to materials through local libraries throughout the state. Although materials may not be checked out, the library may be used for research during regular business hours, 8:00 to 4:30 Monday through Friday.

## Sibley House Association

55 D Street

Mendota, Minnesota 55150

Judith A. Payne, site manager

(612) 452-1596

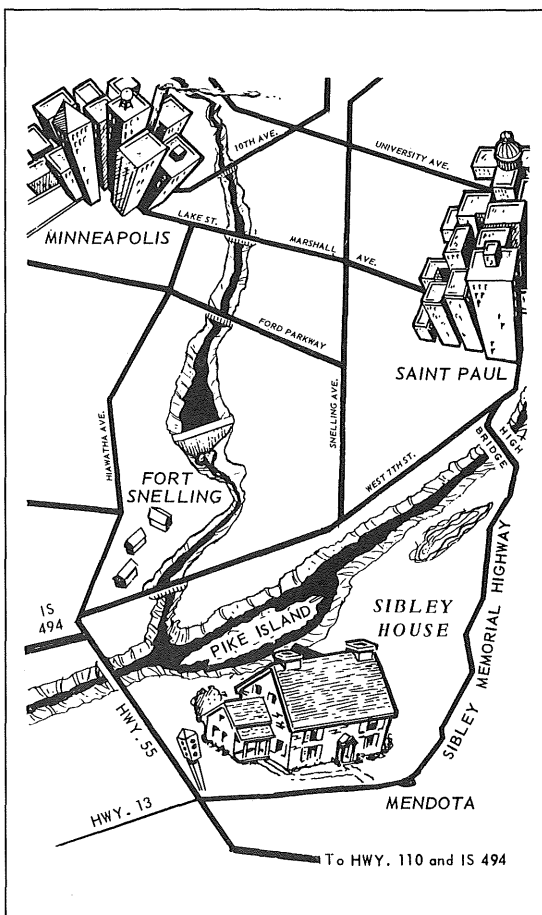
### Minnesota Statutes, Section 43A.27

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 private stone residence in Minnesota. The association also maintains the Faribault House, built in 1837 by fur trader Jean Baptiste Faribault. Located near the Sibley House, the Faribault House is used as a museum of Native American History.

Guided tours are conducted from May 1 to October 31. Hours are 10 a.m.-5 p.m. Tuesday through Saturday, and Noon-5 p.m. on Sundays. Groups of ten or more are requested to make reservations. For information call (612) 452-1596.

Admission fees for tours are: adults \$2.50; senior citizens \$2.00; students between six and sixteen years \$1.00. Scheduled tour rates are: adults and senior citizens \$2.00 and students six to sixteen years \$.50. For every ten students on a tour, one adult admission is free. Children under six years are admitted free. For reservations please call (612) 452-1596.

Home  
of the First Governor  
of Minnesota



## Board of Social Work

2700 University Avenue West, #225, St. Paul, MN 55114

Thomas M. McSteen, executive director (612) 643-2580

Minnesota Statutes, Sections 148B.01-148B.28; *Minnesota Rules* 8740

The board was created by statute in 1987. The board licenses social workers at four levels: Licensed Social Worker (LSW), Licensed Graduate Social Worker (LGSW), Licensed Independent Social Worker (LISW), and Licensed Independent Clinical Social Worker (LICSW). There are now over 9,000 persons licensed as social workers at all four levels combined.

Licensure is granted to individuals who meet the statutory educational, employment, supervision and ethical requirements and who pass the examination required by the rules. An individual must have a baccalaureate degree from an accredited program of social work to be licensed as an LSW. An individual must have a master's or a doctoral degree from an accredited program of social work to be licensed as a LGSW. A person licensed as either a LSW or LGSW must practice under supervision for a certain period of time. An individual must have a master's or a doctoral degree from an accredited program of social work and have practiced social work under appropriate supervision for at least two years in full-time employment or 4,000 hours in part-time employment to be licensed as a LISW or LICSW. To be licensed as a LICSW, a person's education must have included an advanced concentration of clinically oriented course work and a person's supervised social work practice must have been clinical social work. A person applying for any level of licensure must also pass the appropriate level examination.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Social Work Licensing Board**, 2700 University Ave., W. #225., St. Paul 55114. (612) 643-2580. *Minnesota Statutes* 148 B.19.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board adopts and enforces rules for licensure of social workers and for regulation of their professional conduct. The board consists of ten members including six licensed social workers and for regulation of their professional conduct. The board consists of ten members including six licensed social workers (two licensed independent clinical social workers, two licensed independent social workers, and two licensed social workers): three public members as defined in *Minnesota Statutes* 214.02; and one school social worker licensed by the Board of Teaching. The social workers shall represent the following employment settings: two shall represent public agencies, two shall represent private agencies, one shall be in private practice, and one shall be an educator engaged in regular teaching duties at an accredited program of social work. In addition, at least two members shall be persons of color, and at least four members shall reside outside the seven-county metropolitan area. Members must file with the Ethical Practices Board.

The examination is now being offered three times a year. A person enrolled in an accredited program of social work may take the examination six months prior to graduation if the person provides verification of the expected graduation date.

Licensed social workers are also required to obtain 30 hours of continuing education every two years.

The board may refuse to renew or to grant a license or may suspend, revoke, or restrict the license of an individual upon a finding of incompetence to engage in social work practice, practicing social work in a manner which is harmful or dangerous to a client or the public, or a violation of the board's rules.

Information in a licensee's application file is public information and may be obtained by either a telephone or a written request.

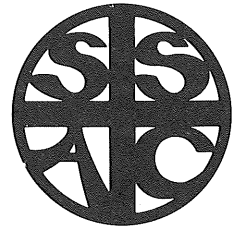
Current fees: application, \$25; examination, \$90; initial license, \$60 (LSW), \$100 (LGSW), \$150 (LISW), \$150 (LICSW); biennial renewal, \$60 (LSW), \$100 (LGSW), \$150 (LISW), \$150 (LICSW).

## Spanish Speaking Affairs Council

506 Rice Street, St. Paul, MN 55103

Eduardo Wolle, executive director

(612) 296-9587



### Minnesota Statutes, Section 3.9223

The seven member council advises the governor and the legislature on the interests and concerns of Hispanic people in Minnesota and it serves as a liaison between state government, private organizations and Minnesota's Hispanic community. An estimated 70,000 (SSAC figures) permanent residents are of Hispanic descent, and an average 12,000 to 18,000 Hispanic migrant agricultural workers come to Minnesota every summer. The arrival of Caribbean, Central and South American immigrants added to this fast growing population.

The primary mission of the council is to create opportunities for Hispanics to realize their full potential and to secure a productive/satisfying existence in the state of Minnesota. The council's priorities are centered in the areas of legislation, communications, strategic planning and research and special projects. The council has served as a catalyst for the creation of programs such as: **Hispanic Chamber of Commerce; Hispanic Technical and Professional Education Project; Hispanic Women's Development Corporation; Casa de Esperanza** – a shelter for Hispanic women and their children; and **Un Primer Paso** – a motivational program for young women.

The council serves as a referral agency and assists individuals in securing access to state agencies and community programs. The Spanish Speaking Affairs Council recommends legislation designed to improve the economic, social and educational status of Minnesota's Hispanic community.

The council has been instrumental in the passage of legislation such as the ***Bilingual Education Act, Communications Services Act, Migrant Minimum Wage Act, Migratory Labor – Prompt Payment and Contract Acts, and Field Sanitation Standards Act.***

In addition, at the local and federal levels the council monitors legislation that has an impact on Minnesota's Hispanic community, e.g. human rights, social and human services, equal employment opportunities, health, education and immigration.

The council in cooperation with other organizations has proposed the creation of a state commission to commemorate the contributions made by Hispanics in the state of Minnesota. At the same time, the council has opposed the designation of English as the official state language.

The council has produced the ***Bilingual Resource Directory*** consisting of over one hundred organizations and resources that provide bilingual services for Hispanics.

The council performs studies designed to suggest solutions to problems encountered by Minnesota's Hispanic community and has initiated the development of a research unit which will compile data to address issues in the areas of education, employment, human rights, health, housing, social welfare and others. The council also implements and/or recommends programs designed to solve these problems. The council also sponsors conferences, seminars and workshops to inform the general public on relevant issues and concerns.

The council created the **Community Advocate Project** in December 1990 as an off shoot of the Minnesota Hispanic Leadership Program. The Community Advocate Project is designed to: a) develop a core group of interdependent individuals (five per community) who could serve as a "first call" intervention group on issues in the local Hispanic communities around the state; b) provide information to SSAC on issues affecting Hispanic Minnesotans, especially in the out-state areas; and c) train Hispanics at the local level in identifying resources, working within the community, and dispute/negotiation techniques.

Appointments to the council are made by the governor with the consent of the senate according to the state's open appointments process. The council meets once a month. For exact meeting times, dates and places call the council. Copies of brochures, information manuals, and bilingual resources directory can be obtained by contacting the council.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Council on Affairs of Spanish-Speaking People**, 506 Rice St., St. Paul 55103. (612) 296-9587. *Minnesota Statutes* 3.9223.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem. The council advises the governor and legislature on issues affecting the Spanish-speaking community. Monthly meetings.

**Hispanic Learner Task Force**, 649 Capitol Sq. Bldg., 550 Cedar St., St. Paul 55101. (612) 297-7156. *Minnesota Statutes* 15.059.

**Appointing Authority:** State Board of Education. **Compensation:** None. The task force will gather information and provide the MN State Board of Education with a set of recommendations to improve the educational, social and cultural experiences of Hispanic learners in Minnesota. The task force consists of fifteen members: diverse state-wide membership inclusive of several Hispanic ethnic groups, both genders, parents, and general community members as well as educational representatives. Meeting locations and times undetermined.

**Minnesota Hispanic Quincentennial Commission**, Spanish Speaking Affairs Council, 506 Rice St., St. Paul 55103. (612) 296-9587. *Laws 1988 Chapter 442*.

**Appointing Authority:** Governor. **Compensation:** None. The commission promotes greater awareness of the meaning of 500 years of Hispanic presence in the United States and shall design appropriate quincentennial projects. The commission consists of seven members, three members knowledgeable in hispanic history and culture appointed by the governor; the director of the Minnesota Historical Society or designee; one member appointed by the Council on Affairs of Spanish-Speaking People; one member of the Hispanic Chamber of Commerce appointed by the chamber; one member of the Minnesota Migrant Council appointed by the council. The commission shall meet at least quarterly.

## Minnesota Amateur Sports Commission

1700-105th Avenue N.E.,

Blaine, MN 55434-4500

Paul D. Erickson, executive director

(612) 785-5630

Minnesota Statutes, Chapter 240A



The goal of the Minnesota Amateur Sports Commission, MASC, is to support and promote the state's amateur sport associations while establishing Minnesota as a center for national and Olympic team training. Through these activities the state promotes physical fitness while increasing economic and social benefits for all Minnesotans. Since its creation in 1987 the MASC has administered more than \$35 million in capital bonding for development of amateur sports facilities throughout Minnesota. The MASC continues to recommend capital bonding to the Minnesota Legislature for the development of a state wide network of sport facilities.

The MASC has also completed research and authored studies on amateur sports participation in Minnesota, girl's and women's participation in Minnesota and economic impact of amateur sports in Minnesota.

Also since 1987, the MASC has assisted with bidding of major events such as: The 1990 U.S. Olympic Festival, 1991 International Special Olympics Games, 1991 U.S. National Figure Skating Championships, 1991 Phillips 66 U.S. Indoor Diving National Championships, 1991 National Junior TAC Championships, 1992 NCAA Division I Men's Basketball Final Four, and the 1992 U.S. Olympic Trials for Track Cycling.

The Commission is a 12-member governing body appointed by the Governor and legislature composed of individuals with extensive backgrounds in sports promotion, organization, management and business. The Commission meets monthly and all meetings are open to the public.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Amateur Sports Commission**, 1700 105th Ave. N.E., Blaine 55434. (612) 785-5630. *Minnesota Statutes 240A.02*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The commission works and supports the amateur sports associations in the state and promotes amateur sports events. There are twelve voting members of whom four must be experienced in promoting amateur sports. In addition the legislature will appoint one senator and one representative who will be non-voting members. Quarterly meetings and at other times as determined by the commission. Members must file with the Ethical Practices Board.

The MASC oversees four committees. They are: (1) Minnesota Amateur Sports Commission Foundation, (2) the Governor's Council on Physical Fitness and Sports, (3) Home Grown Events Task Force, and (4) The Star of the North State Games (see below).

The **Minnesota Amateur Sports Commission Foundation**, MASF, is the charitable fundraising arm of the MASC. It's mission is to provide social and physical benefits of healthy sport and recreational activity to all Minnesotans through grants. The target groups of the MASF include economically disadvantaged youth, female athletes, senior citizens, persons with disabilities, and Greater Minnesota communities. So far, more than \$30,000 has been distributed to needy youth for participation in sport camps and programs.

As a research advisory group for the MASC, the **Governor's Council on Physical Fitness and Sports** studies and recommends programs to enhance general fitness, awareness and sports participation.

The **Home Grown Events Task Force** is comprised of leaders who have made their events some of the best in the world. The Task Force and Sport Promotion Board represent these event's first organized effort to work with the State of Minnesota to enhance the tourism aspect of amateur sports.

The MASC has also created the **Minnesota Amateur Sports Congress**, an annual seminar designed to service Minnesota's amateur sport organizers and leaders, and the National Sports Center Foundation, to operate the National Sports Center in Blaine.

Through the MASC publications, information and program support are available to all amateur sport associations and communities in the state. Two primary publications of the MASC are the *Minnesota Medalist* and the *MASC Update*. The *Medalist* is the official publication of the Star of the North State Games, and also contains news about Minnesota's amateur sport associations and facilities. Produced biannually, the *Medalist* goes out to more than 20,000 people. The *Update* is the news and informational newsletter of the MASC which contains pertinent information to all amateur sport associations in the state. As a state agency, the MASC offers the following services: Calendar of state, national, and international events in Minnesota; contacts for Minnesota, national and international sport governing bodies; general sport information, event management and creation consulting; state funding and facility development assistance; access to state of Minnesota resources and amateur sport speaker's bureau. The MASC hosts the Wall of Fame, to recognize Minnesota Olympians.

#### **Star of the North State Games (612) 785-5678.**

The MASC created and administers the state's premier amateur sports event, the Star of the North Winter and Summer Games. The State Games are hosted by a different Minnesota community each year. Since the inaugural Games in 1988, more than 40,000 Minnesotans of all skills, ages and backgrounds have participated in the Star of the North State Games.



## Minnesota State Retirement System

175 W. Lafayette Frontage Road South, St. Paul, MN 55107-1425

Douglas Mewhortor, acting executive director (612) 296-2761

*Minnesota Statutes, Chapters 3A, 11A, 352, 352B-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.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes, Sections 15.014 and 15.0575-.066.* For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Retirement System,** 529 Jackson St., St. Paul 55101. (612) 296-2761. *Minnesota Statutes 352.03*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem for public members. The system establishes rules and regulations for the administration of the State Retirement System; approves agency budget; handles covered employee appeals. The system board of directors consists of eleven members including three members appointed by the governor, one must be a constitutional officer or appointed state official, and two must be public members: one employee member appointed by the Metropolitan Transit Commission-Transit Operating Division (MTC-TOD) union; and six elected members: four elected from the general plan, one elected from state trooper plan, one elected from the correctional employees plan; and one elected retired state employee. Bi-monthly meetings. Members must file with the Ethical Practices Board and are subject to the provisions of the Fiduciary Responsibility and Liability Act of 1989 (Section 356A).

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 January, March, May, July, September and November. 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 \$2.388 billion. The following funds include post retirement funds: \$2.068 billion for state employees, \$183 million for the state troopers fund, and \$28.7 million for the judges fund. The legislators fund, \$12.9 million, is made up only of post retirement funds. Only participating in the supplemental fund are unclassified employees with \$74.3 million and the deferred compensation plan which has \$491 million in assets. These figures cover the period to June 30, 1990.

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 three to five weeks after receipt of application depending upon the plan in which the employee participates. 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.

## Minnesota Tax Court

520 Lafayette Road, 2nd Floor, St. Paul, MN 55155

Arthur C. Roemer, chief judge (612) 296-2806

Minnesota Statutes, Chapter 271; *Minnesota Rules* 8600-8699

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Tax Court**, 2nd floor, 520 Lafayette Rd., St. Paul 55155. (612) 296-2806. *Minnesota Statutes* 271.01.

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$74,027 per year. The tax court is maintained for taxpayers to file appeals related to any state or local tax, except special assessments. The tax court consists of three members who must have knowledge of taxation and tax laws. Full time positions.

A full-time three judge court with state-wide jurisdiction, the Minnesota Tax Court is authorized to handle every kind of tax dispute or issue arising under Minnesota law, except special assessments. Taxpayers may appeal any final order of the commissioner of revenue assessing taxes or denying refunds of any kind of tax imposed by the state of Minnesota. Taxpayers may also appeal the valuation of any real or personal property or its classification by the local assessor, the local or the county boards of equalization or the commissioner of revenue under *Minnesota Statutes*, chapter 278. District courts may also transfer any property tax case filed with them to the tax court.

Appeals from orders of the commissioner of Revenue may be filed in person or by mail at the tax court's office in St. Paul or at the office of the court administrator of district court in the county where the taxpayer resides. Property tax petitions must be filed with the district court where the property is located. 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 \$5,000 in the case of appeals from orders of the Commissioner. In the case of property tax petitions, the value of the property cannot exceed \$100,000. However, property tax cases filed in the small claims division can exceed the \$100,000 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 \$50.00 and in the small claims division the fee is \$5.00. District courts also charge an additional library fee. Decisions of the regular division are appealable to the Minnesota Supreme Court by either party.

Motions, pre-trial conferences and trials are held in district courthouses 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 personnel the court sets a schedule of hearings throughout the state, but attempts to hold the hearing within six months after the date of filing of the petition or the appeal.

Decisions on orders of the commissioner of revenue made in the regular division are published via *WestLaw*, *Lexis*, *Commerce ClearingHouse*, *Maxwell MacMillan*, and the *Minnesota Legal Register*. Copies are available from the Department of Administrations' Print Communications Division, Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000, and main branch public libraries. Decisions involving real estate appeals made in the regular division are also published by the above entities. However, copies of these decisions may be obtained through Minnesota's Bookstore if issued within the preceding two years. If you are unable to locate an earlier property tax decision or a decision on an Order of the Commissioner of Revenue, copies may be obtained from the office of the Tax Court by special request.

For free forms and instructions on how to file an appeal, contact the tax court administrator or the court administrator of your district court.

## **Minnesota Teachers Retirement Association**

**Suite 500, Gallery Bldg., 17 W. Exchange St., St. Paul, MN 55102**

**Elton Erdahl, executive director (612) 296-2409 Toll free: 1-800-657-3669**

### **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 covered public school employer units make equal payments into the fund. These employer units also make 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. Total assets as of December 1991 include \$5.54 billion.

Newsletters are published three times 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 or a continuing teaching contract.

Retirement benefits take approximately three months to begin. If a person retires in May, June, July or August, the initial 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 and 8750**

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 that have approved programs of teacher preparation.

All teachers employed by a public school district must hold a Minnesota teaching license. The fee for the issuance or renewal of a license is \$40. If a teacher has never held a Minnesota teaching license, an original application must be completed. An original application will be sent to persons upon request. Renewal of a Minnesota teaching license can be accomplished by completing a renewal form available from a school district office or from the board office. To be granted a two-year entrance license, an applicant must complete an approved teacher education program. To be granted a five-year teaching license, a teacher must earn 125 clock hours approved by a local continuing education/relicensure committee. To renew a five-year continuing secondary vocational teaching license an applicant must obtain 108 clock hours of preapproved continuing education during the previous five years.

The board has the authority 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.

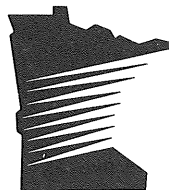
For information regarding teacher licensure in Minnesota, contact the board office. Applications for licensure may be obtained at the board office. The licensing process requires two to three weeks.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Teaching**, 608 Capitol Bldg., 550 Cedar At. St. Paul 55101. (612) 296-2415. *Minnesota Statutes 125.183.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board establishes rules governing education, licensing and relicensing of teachers. The board consists of eleven members including six classroom teachers, one higher education representative who must be a faculty member preparing teachers, one school administrator, who must be fully licensed for the position he or she holds and have at least five years teaching experience in Minnesota, and three public members, two of whom must be present or former members of school boards. Monthly meetings. Members must file with the Ethical Practices Board.

**State Board of  
Technical Colleges**  
300 Capitol Square Building  
550 Cedar Street, St. Paul, MN 55101  
Carole M. Johnson, chancellor  
(612) 296-3995



**Minnesota  
Technical  
College  
System**

**Minnesota Statutes, Chapter 136C;**

*Minnesota Rules 8480*

The Minnesota Technical College System has always had as its mission the delivery of education for employment. In pursuit of that mission, it has offered a wide range of programs leading to certificates, diplomas, and associate of applied science degrees. Over the years, the programs have helped graduates secure entry to chosen fields and have supplied employers with a highly skilled, competent work force.

Success in delivering the mission has always been premised on the establishment of mutually beneficial alliances. Each technical college works closely with its surrounding community. Local differences and needs are reflected in the individual mix of programs offered, and the unique learning environments created. Decision making is shared by the state and the colleges. Shared decision making increases our collective sensitivity to local cultures and relationships. The board works with agriculture, business, industry, and labor to prescribe and validate curricula. This alliance assures the quality and relevance of programs. College staff build bridges for students, providing access to job skills and employment opportunities. The partnership between staff and students is undoubtedly the most important one of all. Much of what the students learn cannot be found in text books. They must rely on the guidance of teachers who have spent years in industry developing and refining their own proficiencies. These teachers help students to find jobs.

The economic, social, and political strength of the nation and state is dependent upon the development of *all* its people. The students of the Minnesota technical colleges make up a significant part of the state's population. In 1990, the student body was more diverse than it

has ever been. The average student age was 27; 46 percent had been employed prior to enrollment; 45 percent of them were women; and 8.1 percent were students of color. Although small, this last percentage is greater than the general population of persons of color in Minnesota, estimated to be less than 4 percent. Many of our students receive some form of public assistance which enables them to attend college. The Minnesota Technical College System encourages this diversity, for it sees employment opportunity as the right of every person. Collectively, the students reflect the open admissions policy of the State Board, the commitment of the state of Minnesota to education for employment, and the critical role of the technical colleges in making this opportunity available.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes, Sections 15.014 and 15.0575-.066.* For more information on citizen participation and appointment, see pages 2 and 409.

**State Board of Technical Colleges (Technical College System),** 306 Capitol Square Bldg., 550 Cedar St., St. Paul 55101. (612) 296-3995. *Minnesota Statutes 136C.03.*

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem plus expenses. The board has the power to manage postsecondary vocational education. The board consists of eleven members; one member from each congressional district; two at-large members and one student member. Except for the student representative, members may not receive compensation or be employed by any public or private postsecondary technical college. Terms are staggered. Members must file with the Ethical Practices Board.

The goals of the Minnesota Technical College System are:

- Provide realistic, effective distribution of programs that are cost efficient, meet the needs of business/industry/agriculture/labor, and maximize options for students, including the ability to transfer among higher educational systems.
- Increase administrative efficiencies and decrease administrative costs.
- Respond to business/industry/agriculture/labor needs by delivering collaborative and coordinated customized training.
- Work with business/industry/agriculture/labor and national accrediting bodies to achieve continuous quality improvement of programs and services.
- Ensure that students from diverse cultural, economic, and educational backgrounds enroll, persist through graduation, and are helped to find jobs that clearly relate to their chosen occupation.

Minnesotans have come to value and expect access to a broad range of choice in occupational education. Industry continues to rely on the technical colleges as a major supplier of education for the work force. Students seek occupational education to fulfill personal aspirations and satisfy economic realities. Meeting these needs has been the Minnesota Technical College System's history, and is its legacy.

### **Chancellor's Office (612) 296-3995**

**Carole M. Johnson, chancellor.** The purpose of this office is to provide leadership for system development and enhancement. Key functions include: Quality, Mission Delineation, Higher Education Coordinating Board's Higher Education Board, System Office Personnel Services, System Office Expenditure Authorization, Intersystem Collaboration and Intersystem Council Liaison, SBIC, Business alliances, Higher Education Advisory Committee, and Policy formulation issues management, grievances, and 2001 tracking.

### **Legislative Liaison's Office (612) 297-1482**

**John Ostrem, legislative liaison.** The purpose of this office is to provide leadership for intergovernmental relations. Key functions include: Legislation in coordination with the Chancellor's office, Lead technical college administrative consolidations, Legislative report tracking, Higher Education Advisory Committee staffing, Press inquiries and relations, and Legislative testimony, coordination, development, and delivery.

### **System Budget and Financial Services (612) 297-4154**

**Marge Kirchhoff, vice chancellor.** The purpose of this office is to develop and manage internal and external fiscal affairs. Key functional areas include: System Biennial Budget, System Functioning Policy Recommendations, Systems Funds (State and Federal) Distribution, Technical College Fiscal Reporting, Federal Fiscal Reporting, System Office Budget Policy Process Recommendations, System Office Expenditure Monitoring, System Office Business Services, and System Office Expenditure Authorization.

### **System Improvement Services (612) 296-2421**

**Melvin E. Johnson, vice chancellor.** The purpose of this office is to research, plan, and develop opportunities for enhancing quality, accountability, and management throughout the system. Key functions include: System Research and Development, System Accountability, State Council Liaison, System Policy Audits, Federal Compliance Monitoring, Data Systems, Industrial/Technical Committees, Program Alignment, Statutory Policy Analysis and Interpretation, and Federal Plan Coordination.

### **System Capacity Development Services (612) 296-6518**

**Robert M. Madson, vice chancellor.** The purpose of this office is to nurture, develop, and enhance state/local alliance initiatives. Key functions include: Resource and enterprise development, Major System Events, System Level Marketing, Libraries, Facilities, Telecommunications, Fire Center, and Business/Industry/Labor/Community Alliances.

### **System Operations Services (612) 296-0673**

**Francisco Trejo, vice chancellor.** The purpose of this office is to improve quality and responsiveness, and coordination of instruction, custom services, and student services delivered by the technical colleges. Key functions include: Instructional Capacity Development, Custom Services, Higher Education Coordinating Board Program Advisory Committee, JTPA, Supplemental Services, Equity, Single Parent, Homemaker, Admissions Assessment and Counseling Services, Diversity, Transfer Agreements, and Student Senate Liaison.

### **Minnesota Technical College System**

**Albert Lea:** 2200 Tech Drive, Albert Lea, MN 56007, (507) 373-0656

**Alexandria:** 1601 Jefferson, Alexandria, MN 56308, (612) 762-0221

**Anoka:** 1355 West Highway 10, Anoka, MN 55303, (612) 427-1880

**Bemidji:** Roosevelt and Grant, Bemidji, MN 56601, (218) 759-3200

#### **Brainerd/Staples – Brainerd Campus:**

300 Quince, Brainerd, MN 56401, (218) 828-5344

#### **Brainerd/Staples – Staples Campus:**

Airport Road, Staples, MN 56479, (218) 894-1168

#### **Dakota County:** 1300 - 145th Street,

Rosemount, MN 55068, (612) 423-8301

**Detroit Lakes:** Highway 34 East, Detroit Lakes, MN 56501, (218) 847-1341

**Duluth:** 2101 Trinity Road, Duluth, MN 55811, (218) 722-2801

**East Grand Forks:** Highway 220 North, East Grand Forks, MN 56721, (218) 773-3443

**Eveleth:** Highway 53, Eveleth, MN 55734, (218) 744-3302

**Hennepin – North Campus:** 9000 Brooklyn Blvd., Brooklyn Park, MN 55445, (612) 425-3800

**Hennepin – South Campus:** 9200 Flying Cloud Drive, Eden Prairie, MN 55344, (612) 944-2222

**Hibbing:** 2900 E. Beltline, Hibbing, MN 55746, (218) 262-6688

**Hutchinson:** Two Century Avenue, Hutchinson, MN 55350, (612) 587-3636

**Mankato:** 1920 Lee Blvd., Mankato, MN 56001, (507) 625-3441

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the  
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MINNESOTA TECHNICAL  
COLLEGES

**Minneapolis:** 1415 Hennepin Avenue, Minneapolis, MN 55403, (612) 370-9400  
**Moorhead:** 1900 28th Avenue South, Moorhead, MN 56560, (218) 236-6277  
**Northeast Metro:** 3300 Century Avenue North, White Bear Lake, MN 55110, (612) 770-2351  
**Pine:** 1100 Fourth Street, Pine City, MN 55063, (612) 629-6764  
**Red Wing:** Highway 58 and Pioneer Road, Red Wing, MN 55066, (612) 388-8271  
**Riverland – Austin Campus:** 1900 Eighth Avenue N.W., Austin, MN 55912, (507) 433-0600  
**Riverland – Faribault Campus:** 1255 SW Third Street, Faribault, MN 55021, (507) 334-3965  
**Riverland – Rochester Campus:** 1926 College View Road E., Rochester, MN 55904, (507) 285-8613  
**St. Cloud:** 1540 Northway Drive, St. Cloud, MN 56303, (612) 252-0101  
**St. Paul:** 235 Marshall Avenue, St. Paul, MN 55102, (612) 221-1300  
**Southwestern – Canby Campus:** 1011 First Street West, Canby, MN 56220, (507) 223-7252  
**Southwestern – Granite Falls Campus:** Highway 212 West, Granite Falls, MN 56241, (612) 564-4511  
**Southwestern – Jackson Campus:** 401 West Street, Jackson, MN 56143, (507) 847-3320  
**Southwestern – Pipestone Campus:** North Hiawatha, Pipestone, MN 56164, (507) 825-5471  
**Thief River Falls:** Highway One East, Thief River Falls, MN 56701, (218) 681-5424  
**Wadena:** 405 SW Colfax, Wadena, MN 56482, (218) 631-3530  
**Willmar:** P.O. Box 1097, Willmar, MN 56201, (612) 235-5114  
**Winona:** 1250 Homer Road, Winona, MN 55987, (507) 454-46002

## **Minnesota Technology, Inc.**

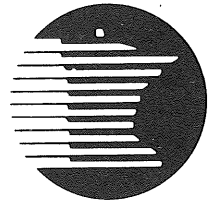
**111 Third Avenue South, Suite 400**

**Minneapolis, MN 55401**

**Jacques Koppel, president (612) 338-7722**

**1-800-325-3073 FAX: (612) 339-5214**

### **Minnesota Statutes, Chapter 1160**



Minnesota Technology, Inc. is a public, nonprofit corporation established to assist Minnesota industry use modern techniques and technologies to compete more effectively in the global marketplace.

The corporation provides a variety of services designed to encourage and support the development and adoption of appropriate technologies by Minnesota companies. These services are targeted to meet the needs of small and medium-sized firms statewide, with an emphasis outside the seven-county metropolitan region.

Minnesota Technology also serves as the focus for the state's technology development initiatives. In this capacity, the corporation is responsible for identifying policies and priorities that will enhance scientific and technological progress in Minnesota.

### **Technology Assistance Services**

Minnesota Technology has six offices located throughout the state whose purpose is to help Minnesota companies meet their quality, productivity, and profitability goals. Some of the services available to industry include, but are not limited to:

- information on the availability and cost of using technology to modernize business operations;
- assistance in learning about and implementing production techniques and technologies, such as Manufacturing Resource Planning (MRP I, MRP II), Just-In-Time inventory controls (JIT), Statistical Process Control (SPC), Total Quality Management (TQM), and Computer-aided Design/Computer-aided Manufacturing (CAD/CAM);
- assessments of business operations to determine potential cost and quality/productivity improvements from use of new or off-the-shelf technologies;
- demonstrations of new technologies.

### **Financing Services**

Minnesota Technology is in the process of establishing an early-stage seed capital fund to encourage new product development by small firms as well as the growth of new technology-related companies. The fund is expected to become operational in 1992.

Investments will be targeted primarily to companies in rural Minnesota and will be contingent on securing significant private sector investment.

### **Technology Information Services**

Minnesota Technology provides regular reports, information and analyses regarding technology trends in Minnesota.

The corporation also offers workshops designed to encourage discussion by industry of qualities that will enable small and medium-sized firms to become world-class competitors.

### **Minnesota Technology Affiliate Organizations**

In addition to these services, Minnesota Technology supports the following technology assistance organizations:

**Agricultural Utilization Research Institute** (218) 281-7600

**Natural Resources Research Institute** (218) 720-4298

**Minnesota Project Outreach** (612) 379-5988

**Minnesota Project Innovation** (612) 338-3280

**Minnesota Inventors Congress** (507) 637-2344

**Minnesota Technology Corridor Corporation** (612) 370-0111

**Minnesota Council for Quality** (612) 851-3181

### **Greater Minnesota Offices**

**Moorhead (218) 236-8584**, Jim Lambert, regional director, 725 Center Avenue, Moorhead, MN 56560, FAX (218) 236-2670.

**Redwood Falls (507) 637-2010**, Jim Marshall, regional director, 1030 East Bridge Street, Redwood Falls, MN 56283, FAX (507) 637-5929.

**Rochester (507) 285-7184**, Jeffrey Van Fossen, regional director, 851 30th Avenue S.E., Room E-106, Rochester, MN 55904-4999, FAX (507) 285-7496.

**St. Cloud (612) 654-5201**, Sandy Voigt, regional director, 1646 Highway 23 N.W., St. Cloud, MN 56304, FAX (612) 654-5207.

**Virginia (218) 741-4241**, Mark Mueller, regional director, 140 Olcott Plaza, 820 North Ninth Street, Virginia, MN 55792, FAX (218) 741-4249.



## Department of Trade and Economic Development

Minnesota Department of  
Trade and Economic Development

150 East Kellogg Boulevard, 900 American Center  
Building, St. Paul, Minnesota 55101

E. Peter Gillette Jr., commissioner

Jennifer Engh, assistant commissioner

612-297-1291 (Twin Cities); 800-657-3858 (Greater Minnesota)

Minnesota Statutes, Chapter 116J; Minnesota Rules 4100-4399

(This department plans to move to a new location sometime during 1992. Phone numbers may also change at that time.)

The Department of Trade and Economic Development (DTED) is the state of Minnesota's principal economic development agency with programs promoting business expansion and retention, international trade, community development and tourism.

The mission of the Department of Trade and Economic Development is to promote a balanced, competitive statewide economy through partnerships with business, communities, agriculture, labor and education. DTED develops and implements programs that create a favorable environment for economic development, based on an understanding of regional and structural economic conditions.

DTED's primary clients are businesses and communities. The department provides services to its clients by meeting shared goals for economic development in domestic and international markets. The department's Office of Tourism provides direct services to consumers seeking information about Minnesota travel, tourism and recreation opportunities.

### Background

Minnesota's first economic development agency was created in 1947. The Department of Business Research and Development was established to encourage "the prosperous development and protection of the legitimate interest and welfare of Minnesota business, industry and commerce."

Since its creation, the department has undergone several legislative reorganizations. In 1953 the department was renamed the Department of Business Development, and in 1967 the Department of Economic Development. In 1981 the department was reorganized to include many community development and energy development programs and was renamed the Department of Energy, Planning and Development. In 1983 its programs were again restructured, and the department was renamed the Department of Energy and Economic Development.

The department was renamed the Department of Trade and Economic Development in 1987 when the state's international trade activities were returned to the agency's purview and its energy programs were transferred to the Department of Public Service. The 1990 legislature further focused DTED's role as a business development organization by creating Advantage Minnesota as DTED's marketing arm and by moving technology policy matters to Minnesota Technology Inc. (formerly the Greater Minnesota Corp.).

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Natural Wild Rice Promotion Advisory Council**, MN Dept. of Trade and Economic Development, 900 American Ctr. Bldg., 150 E. Kellogg, St. Paul, MN 55101. (612) 296-3871. *Minnesota Statutes 116j.645* (1990).

**Appointing Authority:** Commissioner of Trade and Economic Development.

**Compensation:** None. The council is established for the promotion and marketing of hand-harvested natural lake or river wild rice. The council will address topics of trademarking, labeling, packaging, consumer awareness and marketing techniques. The council consists of fifteen members, which by statute must include representatives of natural wild rice hand harvesters, natural wild rice processors and natural wild rice dealers who are enrolled members of American Indian tribes as defined in *Minnesota Statutes 254B.01*, subd. 2, who are Minnesota residents. Applicants who are representatives of the above groups should

indicate which group they represent in their application. Appointments to the council will be made by the commissioner of the Department of Trade and Economic Development with recommendations from American Indian tribes as defined in *Minnesota Statutes 254B.01, subd. 2*. Applicants seeking a tribal recommendation of their individual application should directly contact the appropriate tribe. Quarterly meetings, or at the call of the chair, 4-6 hours per meeting. Meeting location to be determined.

**Minnesota Public Facilities Authority**, Dept. of Trade and Economic Development, American Center Bldg., 150 E. Kellogg Blvd., St. Paul 55101. (612) 296-5005. *Minnesota Statutes 446A.03*.

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem plus reimbursed for expenses. The authority is responsible for managing grant and loan programs for assisting state or local jurisdictions in financing water and wastewater treatment systems. The authority consists of seven members including three public members appointed by the governor and four ex-officio members. Members must file with the Ethical Practices Board.

**Rural Development Board**, Dept. of Trade and Economic Development, American Center Bldg., 150 E. Kellogg Blvd., St. Paul 55101. (612) 296-5005. *Minnesota Statutes 116N.02*.

**Appointing Authority:** Governor. **Compensation:** Reimbursed for expenses. The board is responsible for investigating, evaluating, and implementing new methods of rural development, including a Challenge Grant Program to assist rural businesses, and a Rural Investment Guide to offer recommendations for the legislature and state agencies. The board consists of fifteen members, including six public members, one from each region established by the board (to consist of two local elected officials, two members of farm organizations, one business representative, one labor representative), and nine ex-officio members. Members must file with the Ethical Practices Board.

**Committee on Science & Technology Research & Development**, 900 American Center Bldg., 150 E. Kellogg Blvd., St. Paul 55101. (612) 297-4368. *Minnesota Statutes 116J.971*.

**Appointing Authority:** Governor, Legislature. **Compensation:** Reimbursed for expenses. The committee, upon request by the governor or legislature, evaluates proposed science and technology research and development projects to determine if technically feasible and have economic potential; also approves peer review guidelines, advises the director on effectiveness of peer review processes, approves formation and reviews reports of ad hoc committees. The committee consists of thirteen members including the chair and eight members appointed by the governor. There must be at least one member from each of the six regions as defined by the Department of Trade and Economic Development. The legislature appoints four members of the committee.

**Minnesota Small Business Development Center Advisory Board**, MN Dept. of Trade and Economic Development, 900 American Center, St. Paul, MN 55101. (612) 297-5770. *Minnesota Statutes 116J.68 (n), Laws of 1989*.

**Appointing Authority:** Commissioner of Trade and Economic Development. **Compensation:** None. The advisory board is to advise, counsel and confer with the director of the Small Business Development Center Network on all policy matters pertaining to the operation of the network, to include advice and counsel on needs assessments, program offerings, and program evaluations. The advisory board also is to advise and assist in leveraging of local financial and other resources to support the statewide Small Business Development Center network and regional SBDC centers. The advisory board consists of eleven members, composed primarily of small business owners and representatives of small business associations; including one member from each of the eight regions served by the outstate regional centers and two representatives from the metro areas and one at-large member. Meetings will occur in March and July, 4 hours per meeting; meeting location to be rotated among SBDC regional center locations.

The department is organized into four operating divisions that serve communities, local units of government, commercial, industrial and agricultural sectors, and consumers in meeting shared goals for economic growth and development in domestic and international markets.

A fifth division, the Administration Division, encompasses the department's Commissioner's Office, Administrative/Fiscal Services, Personnel Services and Communications Office. This division provides administrative and management support to the department's operating divisions.

## **Business Development and Analysis Division** **612-296-8341 (Twin Cities); 800-657-3858 (Greater Minnesota)**

**David Leckey, deputy commissioner.** The Business Development and Analysis Division promotes economic development growth and healthy, self-sustaining communities through marketing, technical assistance, analysis, evaluation, publications and information services, training assistance and partnership activities. Businesses and other department programs are the primary customers of the division.

The services provided by this division are designed to: promote business investment and expansion in Minnesota by demonstrating the state's comparative advantages; provide information necessary for small businesses to make decisions about start-up, operation or expansion in Minnesota; assist in the development of state policy initiatives that will strengthen the state's competitive and comparative advantages for business development, expansion and growth; promote business expansion and growth through business/education partnerships in an effort to facilitate needed changes in the state educational system and continuing education and training of the state's work force; assist communities in more effectively marketing their economic strengths and creating an environment most conducive to economic growth; enhance program effectiveness and decision-making through analysis, evaluation and computer support services; and fulfill legislative mandates by administering grants to designated economic development organizations.

### **Advantage Minnesota**

Advantage Minnesota is a public-private partnership program that promotes and markets Minnesota among in-state and out-of-state companies, creating a positive image of the state that is conducive to economic growth and business opportunity. The program is designed to be proactive in retaining businesses, encouraging expansions within the state and aggressively competing for business investment.

### **Business Retention and Expansion Program**

The Business Retention and Expansion program is designed to help communities identify specific opportunities to assist existing businesses and to identify issues that may inhibit local business development. The program includes the implementation of an industry survey and an aggressive follow-up effort. The program emphasizes the importance of local business plans, location factors and adequacy of local services. Communities that participate in this program receive a customized report comparing local, regional and statewide information.

### **Industrial Recruiting**

The Business Development and Analysis Division has professionals who work with business prospects in the search of sites and facilities that will lead to businesses moving to and/or expanding within the state. These professionals also help prospects learn about other DTED programs and other state agency programs that could assist them in their business expansion plans.

### **Information, Analysis and Evaluation**

The Office of Information, Analysis and Evaluation provides analysis and computer services to DTED's operating divisions. Specific functions include business location information to promotion business location/expansion in Minnesota; program and project impact analysis and evaluation, and client assessment services; strategic economic trend analysis; policy initiative development to strengthen the state's competitive position for business development; computer programming, database development and management services; data entry and processing services; and computer technical assistance and training. This unit also maintains DTED's reference library.

### **Minnesota Job Skills Partnership**

The Minnesota Job Skills Partnership Program provides grants-in-aid to businesses, educational institutions and labor organizations to assist in new business development and expansion. These partnerships develop training programs which result in businesses obtaining needed employees, and people being trained and employed in skilled and technical jobs.

### **Minnesota Small Business Assistance Office (612) 296-3871**

The Minnesota Small Business Assistance Office provides information to individuals and firms to make decisions about the start-up, operation or expansion of a small business in Minnesota. It accomplishes this by writing and producing publications such as *A Guide To Starting A Business In Minnesota*, providing counseling in the areas of business planning, management and regulatory assistance; and by conducting workshops and seminars on topics important to small business.

### **Minnesota Small Business Development Centers**

The Minnesota Small Business Development Center (SBDC) statewide network is administered by the Department of Trade and Economic Development. The SBDC program is designed to provide assistance to small businesses to promote growth, expansion, innovation, increased productivity and management improvement. The Minnesota SBDCs link resources of the federal, state and local governments with the resources of the state's educational system and the private sector to meet the specialized and complex needs of the small business community. The 26 centers, located throughout the state, offer specialized individual counseling and training programs for firms, prospective firms and minority- and women-owned businesses.

### **Star City Program**

The Star City Program is a job creation/retention program designed to help Minnesota communities develop their organizational, marketing and problem-solving abilities through a rigorous course in economic development. Professional staff in this program work one-on-one with community leaders to implement an economic development strategy. Communities or clusters of communities participating in this program typically have a population of more than 1,500.



### **TOOLS Program**

TOOLS is a software program designed to provide communities and businesses with information on manufacturing and service industries. Economic developers use this database to target appropriate prospective industries, to assist existing companies in identifying new markets, and to help start-up businesses in defining and evaluating their market options. An updated version of the program will be introduced in early 1992. The sources of information include the Census of Manufacturing, U.S. Industrial Outlook and the Bureau of Labor Statistics. Any Minnesota community may purchase the software and manual at a nominal cost. On-site training ensures user understanding of the program. An IBM-compatible hard-drive computer is needed to run the program.

### **Community Development Division**

**(612) 296-5005 (Twin Cities);**

**(800)-657-3858 (Greater Minnesota)**

**Robert Benner, deputy commissioner.** The Community Development Division provides comprehensive planning and economic development assistance to local communities and businesses by providing grants for housing rehabilitation, recreational facilities, public facility improvements and economic development projects. Community officials, community development agencies, economic development corporations and businesses are this division's primary clients. Through a single application process introduced in 1989, the division works with all sizes of communities in an effort to assist in achieving a long-term, balanced statewide economy.

### **Agricultural and Economic Development Unit**

The Agricultural and Economic Development Unit administers the Agriculture Resource Project, the Small Business Development Loan Program, the Opportunities Minnesota Incorporated (OMNI) Loan Program and the Capital Access Program. These programs make direct loans, participate in loans, and purchase and guarantee loans utilizing tax-

exempt revenue bonds. Each program has its own requirements for eligibility. They all are designed to strengthen and diversify the state's economy, with particular emphasis in the rural areas, by stimulating employment and assisting in utilization, expansion and diversification of Minnesota's products.

### **Capital Access Program**

The Capital Access Program provides capital to businesses, primarily small and medium-sized businesses, to foster economic development. The program establishes a special reserve fund for participating banks. The reserve account is funded by premium lenders to address situations in which a fundamentally good loan does not quite meet the bank's underwriting standards. Because of the special reserve, the bank can afford to make a loan that may involve more than customary risk, but without the bank absorbing the entire risk. The bank is responsible to write off more than the reserve will cover. Eligible loans include those for industrial, commercial or agricultural purposes. Refinancing enrolled loans are also eligible. Loans used for housing or to refinance passive real estate ownership are not eligible. The interest rate and loan terms are negotiated between the lender and the borrower.

### **Community Assistance Unit**

#### **Small Cities Development Program**

The Small Cities Development Program assists Minnesota communities by providing federal Community Development Block Grant funds to rehabilitate owner-occupied or rental housing; construct new or rehabilitate public facilities; and expand economic opportunities by rehabilitating commercial structures. The program must primarily benefit people of low or moderate income. The program administers grants to non-entitlement townships and cities under 50,000 population and to counties of under 200,000 population.

#### **Minnesota Enterprise Zone Program**

The Minnesota Enterprise Zone Program uses state and local tax credits to assist businesses in reducing their operating costs. Assisted businesses must be located within established zones on Minnesota's western border. All businesses are eligible for Enterprise Zone credits except those engaged in the retail food and beverage industry, automobile service or financial institutions.

#### **Capital Improvement Program**

The county Capital Improvement Program allows counties to borrow monies for capital improvements without conducting a local referendum for voter approval. The CIP meets criteria established by the Legislature. The Community Assistance Unit conducts the formal CIP review process. All counties are eligible. To receive approval a county must submit the completed eight-step procedure established by the Legislature.

#### **Community Resources Program**

The Community Resources Program provides grants to Minneapolis, St. Paul and Duluth to provide public services to residents of distressed areas. Community Resources Program funds must be used to increase community safety and reduce crime; enhance family stability and increase school readiness; provide opportunities for residents to become self-supporting; and build capacity of neighborhood-based organizations to develop stability in their neighborhoods. Program funds may be channeled from the state, through the cities to neighborhood-based non-profit service organizations. As an alternative, services may be provided directly by the cities.

### **Economic Development Unit**

#### **Economic Recovery Fund Program**

The Economic Recovery Fund Program awards state and federal grants to communities. The grants may be used to provide loans to community-based businesses and/or for public improvements necessary to support business expansion or start-up of new business enterprises. All approved projects must meet at least two of the following objectives established by the state: retain or create permanent private sector jobs primarily for low- and moderate-income people; leverage new private investments in economic development

activities; and/or increase a community's tax base through new business development. Grant recipients may retain all or a portion of loan repayments to establish a locally-administered economic development revolving loan fund.

## **Outdoor Recreation Unit**

### **Outdoor Recreation Grant Program**

The Outdoor Recreation Grant Program helps local governments meet the outdoor recreation needs of their citizens, and the state as a whole, in accordance with the recreational priorities and goals established in the State Comprehensive Outdoor Recreation Plan (SCORP). The program recognizes outdoor recreation and open space protection as vital assets to a healthy community and as important components to a community's economic development strategy. Cities, counties, townships and recognized Indian tribal governments are eligible to receive matching grants, subject to a competitive evaluation and ranking of their proposals. The program is administered in coordination with, and receives additional federal funding from, the U.S. Department of the Interior's Land and Water Conservation Fund (LAWCON). The funded parks and recreational facilities are administered at the community level by local governments, in contrast to state parks, which are administered by the State of Minnesota.

### **Tourism Loan Program**

The Tourism Loan Program provides otherwise unavailable low-interest financing to existing tourism-related businesses that provide overnight lodging. State support for the program enables Minnesota tourism business operators to maintain attractive and competitive operations. The program can provide either direct loans or, more commonly, participation loans in cooperation with local banks. Loans can be used for building construction and renovation; site preparation; septic system replacement; equipment purchase; and other construction that will enhance property value and increase customer satisfaction. Loans cannot be used for the purchase of land, purchase of existing businesses or for new business start-ups. The program functions as a revolving loan fund whereby interest and principal payments by borrowers are made available for additional tourism loans.

## **Public Facilities Unit**

### **Public Facilities Authority**

The Public Facilities Authority (PFA) provides financial assistance to communities through the Water Pollution Control Revolving Fund and the State Independent Grant Program for the construction of essential treatment facilities, and to communities and school districts through the Energy Conservation Investment Loan Program, for cost-effective energy improvements to publicly-owned structures. Financial packaging for waste water treatment is the highest priority of the PFA. The PFA is responsible for the financing of such projects. It works closely with the Pollution Control Agency, which is responsible for environmental and regulatory compliance.

### **State Water Pollution Control Revolving Fund**

The State Water Pollution Control Revolving Fund was created by the 1987 Rural and Economic Development Act to provide a continuing source of financing for wastewater treatment facilities, replacing direct assistance from the U.S. Environmental Protection Agency (EPA) terminated in 1990. This program provides eligible communities with long-term, below-market rate loans from the proceeds of bonds issued by the PFA and capitalized by federal grants received annually from 1989-1994. Interest rates charged to loan recipients are set according to indicators of their ability to repay the loans.

### **Energy Conservation Investment Loan Program**

The Energy Conservation Investment Loan Program was created to reduce energy consumption in publicly-owned buildings through providing low-interest loans to municipalities and school districts for energy-efficient capital improvement projects. Borrowers must demonstrate that proposed projects will have a payback within 10 years. Program funding has been provided by the sale of State General Obligation Bonds and is supplemented by Exxon restitution funds authorized by the 1987 Legislature.

## Rural Development Board Unit

### Rural Development Board

The Rural Development Board was created by the 1987 Rural and Economic Development Act to give rural Minnesota a voice in the executive branch of state government. The board is comprised of seven rural community leaders, selected state agency directors, the heads of the state's four post-secondary education systems and the president of Minnesota Technology Inc. Its responsibilities include the Rural Investment Guide, a comprehensive analysis of rural Minnesota and a review-of-state rural development programs, and administering the Challenge Grant Program. It also is responsible for the Rural Rehabilitation Pilot Project Program, the Degradable Plastics Task Force and the Community Needs Assessment Model. Board activities emphasize state partnerships with local and regional citizens and entities to bring about improvements in the state's rural economy.

### Challenge Grant Program

The Challenge Grant Program has six regional revolving loan funds to stimulate job creation and private investment through low-interest loans to new and expanding businesses in rural Minnesota. These six loan funds were capitalized by \$6 million in grants from the board matched by \$6 million provided by the McKnight Foundation. State funds were derived through the Rural Rehabilitation Revolving Fund. The six regional Minnesota Initiative Funds share responsibility with the board for administration of the loan funds.

### Minnesota Trade Office

**612-297-4222 (Twin Cities);**

**800-657-3858 (Greater Minnesota)**

**George Crolick, executive director.** The Minnesota Trade Office (MTO) is the export and foreign investment development division of the Department of Trade and Economic Development. It assists small- and medium-sized businesses and those new to exporting through general export and market specific education programs; a network of public/private supported individualized foreign trade offices; foreign export counseling, export financing, trade shows and foreign trading delegations; targeted market research and selective reverse investment strategies to identify and expand export markets for Minnesota products. Small and medium-sized businesses, foreign buyers and investors, foreign trade delegations and ranking international governmental officials are the primary clientele of this division.



### Export Outreach and Education Program

The Export Outreach and Education (EOE) Program aims to increase Minnesota business awareness of export trade, available trade assistance and knowledge of export trade opportunities; and to improve Minnesota business export-related knowledge, skills and abilities. The major EOE service components that address these objectives include outreach to increase export awareness, export training, trade information through the MTO's international library, and one-on-one counseling. The EOE program offers a series of training seminars and workshops to assist Minnesota businesses as they attempt to expand their markets and sell their products internationally.

Through one-on-one client counseling, MTO staff assess a client's needs and recommend possible courses of action ranging from responding to a single information need and facilitating referrals where appropriate, to counseling clients on the development of an effective export strategy.

### International Library

The MTO's international library is a valuable resource to businesses as they explore exporting. It is an established repository for state international trade information and has electronic access to national sources of trade information. Other services that the MTO

International Library offers include a link-up to DTED's extensive business resources, access to other state and educational library holdings, and a room for viewing the MTO's collection of videos on basic exporting information and education, state and federal international trade resources, and state and industry promotion videos used at trade shows.

### **International Marketing and Investment Program**

The International Marketing and Investment (IMI) Program provides individualized assistance on specific export opportunities through targeted international marketing information and trade events. The major service components of the IMI program are: export-related information; catalog shows, trade shows and trade missions; foreign offices; agent/distributor lists; introductions to foreign buyers; the Minnesota Export Finance Authority (MEFA); and foreign investment assistance.

### **Minnesota Export Finance Authority**

The Minnesota Export Finance Authority (MEFA) provides Minnesota firms with export finance assistance. Applications for MEFA guarantees are reviewed by MEFA board members, who are appointed to staggered four-year terms by the governor and approved by the Senate. Access to export financing options and technical counseling continues to be a significant need for small exporters. MEFA helps businesses obtain financing through working capital guarantees as well as appropriate federal financing sources.

### **Minnesota Office of Tourism**

**612-296-5029 (Twin Cities);**

**800-657-3700 (toll free)**

**Hank Todd, director.** The Office of Tourism markets Minnesota's products and services that relate to travel, enters joint venture partnerships and offers tourism information through a statewide network of travel information centers. It generates travel and tourism into the state, provides information to travelers, and provides support services for the state's communities and tourism industry with the objective of increasing gross sales and market share. Travel-related organizations, tourism businesses and tourists are the primary clients of this division.

### **Tourism Customer Services**

Tourism Customer Services include three units of the Office of Tourism: Minnesota Industry Services, Travel Trade Services and Travel Information Services. Each unit represents a specific clientele of the office. The Minnesota Industry Services unit provides programs and contact with the businesses and organizations that make up the Minnesota travel industry. The Travel Trade Services unit provides programs and services to businesses that sell travel products as brokers. The Travel Information Services unit provides detailed travel planning services to consumers by phone, mail and in person.

### **Tourism Marketing Services**

Three areas of the Office of Tourism are included in Tourism Marketing Services: Advertising and Public Relations Services, Research and Computer Services, and Creative Services. The programs generate greater visibility for travel opportunities available in Minnesota; maximize advertising budgets to generate inquiries for travel information; generate partnerships that leverage funds for marketing initiatives; create and utilize technologies to convey travel information; identify and prioritize travel industry needs in the areas of marketing; track all marketing ventures and provide feedback and analysis of effectiveness; monitor changes in the travel industry including market trends, consumer behavior and economic impact; provide efficient services to the office in the areas of computer systems needs; produce travel information for all customer groups; produce the newspaper *Minnesota Explorer*; develop customized printed materials to meet specific needs; and produce and provide film, slide and other audio-visual services to the office as well as its customers.



MINNESOTA OFFICE OF TOURISM  
375 JACKSON ST., 250 SKYWAY LEVEL  
ST. PAUL, MN 55101 USA  
OUTSIDE MINNESOTA, 1-800-328-1461.  
IN MINNESOTA, 1-800-652-9747.  
IN TWIN CITIES, 296-5029.



## Regional Transit Board (RTB)

230 East Fifth Street, 7th floor

(612) 292-8789

Gregory L. Andrews, executive director

### Minnesota Statutes, Chapter 473

The Regional Transit Board was created by the Legislature in 1984 to conduct planning, policy making and administration of transit services in the seven-county metropolitan area. The RTB strives to ensure a basic level of mobility for all people in the metro area. The mission statement is: The Regional Transit Board plans, coordinates and administers a cost-effective system of transit services that is responsive to the needs of residents in the Twin Cities metropolitan area.

Working to build a comprehensive system, the RTB coordinates the planning and financing of new and existing services so the metropolitan area's 2.4 million residents have accessible and reliable public transportation available to them. The RTB staff consists of 35 professionals.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Regional Transit Board**, Mears Park Centre, 230 E. Fifth St., St. Paul 55101. (612) 292-8789. *Minnesota Statutes 473.373* as amended by Laws of 1989, Chapter 339.

**Appointing Authority:** Governor, Metropolitan Council. **Compensation:** \$50 per diem plus expenses. The board coordinates transit programs, conducts transit research and evaluation, and implements short to mid-range planning consistent with the long-range transit plans of the Metropolitan Council. The board consists of eleven members, including eight members appointed by the Metropolitan Council, one from each metropolitan agency district, six of the eight members are to be elected city, town or county officials; three members appointed by the governor, including a chair, one person age 65 or older, and one person with a disability. Appointments are with the advice and consent of the senate. Members must file with the Ethical Practices Board. Meetings at 4:00 every 1st and 3rd Monday at Mears Park Centre.

The board meets twice a month in the Board Chambers of Mears Park Centre, 230 East Fifth Street. The board's Policy Committee and Administration and Finance Committee meet once each month in Mears Park Centre. All meetings are open to the public.

The RTB works with the Metropolitan Council, the Metropolitan Transit Commission (MTC), Minnesota Department of Transportation, local communities and public and private transit providers to ensure metro area residents have efficient transit services.

### RTB Major Activities in Fulfilling Its Mission

- execute and administer more than 35 transit service contracts.
- fund all public transit programs and services in the metropolitan area.
- prepare transit implementation plans.
- prepare transit budgets, financial plans and staffing plans.
- administer the Metro Mobility, Minnesota Rideshare, and Jobseekers programs.
- develop new services.
- adopt a regional light rail transit plan, consisting of development and finance guidelines and regional coordination.
- approve LRT final facility design plans.
- appoint members to the Metropolitan Transit Commission.
- review and approve MTC budget.
- conduct research and render advice on transit issues.

### Advisory Committees

The RTB values citizen participation in the form of advisory committees. Seven advisory committees assist the RTB in its decision-making processes.

- |   |                                |
|---|--------------------------------|
| • Audit Advisory Committee                    | meets at the call of the chair |
| • Joint Light Rail Transit Advisory Committee | meets at the call of the chair |
| • Local Elected Officials Advisory Committee  | meets monthly                  |
| • Marketing Committee                         | meets monthly                  |
| • Provider Advisory Committee                 | meets bimonthly                |
| • Rideshare Advisory Committee                | meets bimonthly                |
| • Transit Accessibility Advisory Committee    | meets monthly                  |

### Publications, Newsletters and Videos

*The Five-Year Transit Plan* details the goals of the RTB for the next five years. (November 1991)

*The Regional Light Rail Transit Development and Financial Plan* is the first of two comprehensive plans that will guide LRT development in this region. It details financing and corridor selection. (February 1990)

*The Regional Light Rail Transit Coordination Plan* is the second of the plans. It details guidelines for implementation, including design, financing, construction and operation. (December 1990)

*The RTB Messenger* is a quarterly newsletter that reports on activities of the Regional Transit Board and is distributed to legislators, local elected officials, transit professionals and the public. Subscriptions are free.

*The LRT Report to the Legislature* is a 32-page publication that explains what light rail transit is, why it's important to the Twin Cities region and how it can help maintain the area's quality of life, strong central cities and mix of transportation.

*The LRT Information Guide* is a 24-page publication that details regional light rail transit development. It has specific information about corridors and financing.

*"LRT-A Metro Area Transit Option"* is a 16-minute video that shows how an LRT system could be incorporated into this region. It highlights alignment and funding issues.

Publications can be obtained by sending a written request to the Regional Transit Board at 230 East Fifth Street, St. Paul, MN 55101.

## Department of Transportation

Transportation Building,  
395 John Ireland Boulevard,  
St. Paul, Minnesota 55155  
(612) 296-3000

Minnesota Statutes, chapters 11A, 13, 15A, 16B, 17,  
84, 103A, 103C, 103E, 116, 116C, 117, 160-162, 165, 167,  
169, 173, 174, 216C, 218, 219, 221, 222, 360, and 505;

Minnesota Rules 8800-8870.

The Minnesota Department of Transportation (Mn/DOT) manages the state's transportation system to serve all the people in Minnesota. Mn/DOT emphasizes safety and provides quality service through people who make a difference.

Mn/DOT also stresses customer service, partnerships, continuous quality improvement in transportation services, social and environmental stewardship to improve our quality of life here in Minnesota. And Mn/DOT uses a trained and diverse work force and the latest technological innovations.

### Background

The Minnesota Legislature began passing laws directing the townships and counties in road and bridge building matters from its early days of statehood in 1858. Although a constitutional amendment passed in 1898 finally allowed the state to participate directly in road development, the state did not begin building roads and bridges until after the State Highway Commission was created in 1905. State licensing of motor vehicles started in 1903, except where municipalities had already done so.

From 1871 to 1905 the state gradually created a Railroad and Warehouse Commission and increased its powers from limited inspection of railways to establishing rates for railroads, regulating warehouse and grain handling, investigating carrier management, determining reasonable rates, ordering railroad companies to maintain safety devices and prosecuting cases before the U.S. Interstate Commerce Commission.

The period from 1911 to 1921 was very important to road building and highways. The Dunn Amendment of 1912 called for revising the road and bridge section of the constitution. Following the adoption of this amendment, an annual one mill tax levy was passed and rural roads were divided into three classes for construction and maintenance purposes: state, county and township roads.

### Department of Highways created

Abolishing the Highway Commission in 1917, the Legislature created a Department of Highways. Charles M. Babcock of Elk River was chosen to be the first commissioner and was empowered to employ a support staff and a deputy commissioner who must be an engineer as well as road builder.

A constitutional amendment adopted in 1920 allowed for the creation of a system of 70 trunk highways. Legislation was passed in 1921 to make such a highway plan possible. This legislation required the commissioner of highways to carry out the provisions of the trunk highway amendment. The mandate for the department was to acquire right of way, locate, construct, reconstruct, improve and maintain the trunk highways, let necessary contracts, buy needed material and equipment, and expend necessary funds. The same legislation authorized the commissioner to appoint two assistant commissioners, one of whom was to be an experienced highway engineer. The commissioner was also authorized to employ skilled and unskilled employees as needed.

Later in the 1920s, Babcock fought for and won an amendment to the state constitution to use taxes on gasoline solely to build and maintain roads. The organization of the Highway Department reflected the need for a roadway system able to handle the growing numbers of motor vehicles. There were 920 motor vehicles registered in 1903 and 324,166 in 1920.



The 1920s and 1930s brought growth to the Railroad and Warehouse Commission. The commission's jurisdiction steadily grew to regulating street railways, regulating common carriers with regular routes and regulating carriers on irregular routes.

### **Minnesota Aeronautics Commission created**

Created on April 22, 1933, the Minnesota Aeronautics Commission focused its efforts on two main goals: to make aviation in Minnesota safe and to promote interest in aviation throughout the state. In 1943, the Aeronautics Commission became the Department of Aeronautics. An amendment to the constitution was proposed by the Legislature that the state be permitted to construct airports, issue bonds, levy excise taxes and tax aircraft. This amendment was submitted to and accepted by the voters in the general election of 1944.

The Federal Aid Highway Act of 1944 authorized funding for the postwar programs to improve secondary rural and urban roads. As a result, the State Aid Division was created in 1945 in the Department of Highways to work with Minnesota's cities and counties.

In 1956, Congress enacted laws that set up funding for the National System of Interstate and Defense Highways. Also in 1956, the voters of Minnesota approved a constitutional amendment to provide for the orderly distribution of state road user funds. The percentages established were 62 percent state, 29 percent county and 9 percent municipal.

### **Department of Public Service created**

The Department of Public Service was created in 1967 and the functions of the Railroad and Warehouse Commission were transferred to it. And in 1969 the Legislature established the Department of Public Safety. The Highway Patrol and Drivers License Bureau, both formerly a part of the Highway Department, were transferred to this new department.

Mn/DOT, or the Minnesota Department of Transportation, was created in 1976 by the Legislature to assume the activities of the former Departments of Aeronautics and of Highways and the transportation-related sections of the State Planning Agency and of the Public Service Department. Today Mn/DOT develops and implements policies, plans and programs for aeronautics, highways, motor carriers, ports, public transit and railroads.

In creating the Department of Transportation in 1976, the Legislature determined that Mn/DOT would be the principal agency to develop, implement, administer, consolidate and coordinate state transportation policies, plans and programs (*Minnesota Statutes*, Chapter 174).

Mn/DOT makes special efforts to consider the social, economic and environmental effects of its decisions and aggressively promotes the efficient use of energy resources for transportation purposes. It also maintains close working relationships with the many public and private individuals, groups and associations involved in transportation.

## **Office of the Commissioner (612) 297-2930**

**James N. Denn, commissioner (612) 297-2930**

**Edwin H. Cohoon, deputy commissioner (612) 296-7942**

**Darryl E. Durgin, deputy commissioner (612) 296-8532**

The commissioner – as chief administrator of the Department of Transportation assisted by two deputy commissioners – assumes ultimate responsibility for these duties. Carrying out this duty entails two primary functions – representing the department externally to the public on Mn/DOT funding and state transportation issues and directing and managing the department internally.

The Legislature vested in the commissioner of transportation a number of powers and duties, including those to:

- Develop, implement, administer, consolidate and coordinate state transportation policies, plans and programs.
- Organize the department in a manner recognizing the administrative and staffing needs of all modes of transportation within its jurisdiction.
- Adopt an affirmative action plan to ensure equal employment opportunity.
- Appear on behalf of the public in any proceeding or matter before any other governmental agency that regulates public.

- Maintain close liaison, coordination and cooperation with the private and public sectors of transportation on both sides of the border.
- Participate in the planning, regulation and development of the port authorities of the state.
- Construct, maintain and regulate transportation facilities as authorized by law.
- Consider and make continuing efforts to mitigate any adverse effects resulting from existing and proposed transportation facilities.

### **Audit Section (612) 296-3254**

1959 Sloan Place, Maplewood, MN 55117

**Ronald W. Gipp, director.** This section conducts compliance and operational audits of all areas within the department to assist managers in the effective discharge of their responsibilities. 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.

### **Office of Equal Employment Opportunity Contract Management (612) 297-3594**

**Carl P. Fransen, director.** This office coordinates the department's Disadvantaged Business Enterprise (DBE) program to ensure that equal opportunity is extended to all certified DBE firms interested in participating Mn/DOT contracts.

The office develops and implements comprehensive support seminars to assist DBE firms in upgrading their individual technical and management skills. Technical training is also provided through workshops and informational seminars developed and conducted by the EEO office.

This office also coordinates the department's external affirmative action program to ensure that no discrimination takes place in regard to employment practices. Contact this office at Room 123, Transportation Bldg., St. Paul, MN 55155.

### **Government Relations (612) 296-3002**

**Richard D. Borson, director.** This section maintains liaison with the State Legislature in order to develop and secure passage of legislation that will improve the operation of and services provided by the department. It also assists legislators in making transportation-related decisions and in responding to constituent inquiries. It provides information to legislators and their staff about transportation issues and specific bills through individual briefings, assistance with bill drafting, testimony to legislative committees, and response to inquiries. The section also interacts with federal, regional, county, and municipal government officials and transportation-related organizations and individuals.

### **Communications (612) 296-0369**

This office represents Mn/DOT externally and internally by anticipating and addressing the transportation information needs of Minnesotans and other customers. Communications specialists provide information on Mn/DOT programs, activities and accomplishments. Public affairs coordinators located in eight district offices statewide address local information needs. The office also staffs an information center and a library of transportation-related materials.

### **Internal Communications (612) 296-1363**

**Elizabeth M. Brown, manager.** This section manages the planning and development of Mn/DOT's internal communications and library and information service units.

This section provides for the development and production of Mn/DOT publications including a monthly employee magazine, *Mn/DOT EXPRESS*, a weekly bulletin board newsletter, *Mn/DOT TODAY*, and other bulletin board materials. It also provides specialized communication services using written, audio-visual, and employee development activities. For copies of Mn/DOT EXPRESS magazine or other publications contact the section at Room 404, Transportation Bldg., St. Paul, MN 55155.

### **Transportation Information Center**

For further information about Mn/DOT, call or visit the Transportation Information Center in the first-floor lobby of the Transportation Building or the Library and Information Services Center in B-23. Both are open Monday through Friday, 8 a.m.-4:30 p.m.

**Transportation Information Center (612) 296-3000**  
**Telecommunications Device for the Deaf (612) 296-9930**  
**Library and Information Services (612) 296-2385**

### **Information Services Section (612) 297-4532; (Library 296-2385)**

**Jerome C. Baldwin, manager.** This group identifies, acquires, compiles, and distributes data, facts, opinions, and other forms of information in response to individual requests and in support of department programs. It also develops and maintains a collection of information materials pertinent to areas of interest to the department, and the equipment needed to use these materials.

The group has access to several hundred data bases used in searching for information and linking it with information centers and libraries throughout the country. The resource collection currently includes approximately 10,000 books and reports, 400 periodical titles, 12,500 technical reports on microfiche, and several hundred audio and video tapes. There also is a limited number of slide and motion picture projectors and other audio visual equipment.

The group publishes a number of informational items including a newsletter on topics of interest to department managers, an issues scanning newsletter, a guide to source of information within the department, an annual listing of reprints and audio tapes from the Transportation Research Board's Annual Meeting, and a recent accessions list of materials newly added to the resource collection.

The group will provide limited assistance to the public with transportation-related questions. The audio visual equipment held by the group is available for loan to other agencies but not the general public. Contact the Library Reading Room at 296-2385 in Room B-23, Transportation Bldg., St. Paul, MN 55155.

### **Highway Program Implementation (612) 296-3420**

**Francis C. Marshall, director.** This office administers a strategic program implementation process to maintain access for people and commerce to all parts of the state during the construction season. It maintains internal relations involving all other Mn/DOT Divisions, and external relations with federal, state, regional, county and municipal officials and transportation related interests. For additional information contact this office at Room 419, Transportation Building, St. Paul, Minnesota, 55155. Office of Human Resources (612) 296-3100.

### **Finance and Administration Division (612) 297-8316**

**Barbara L. Sundquist, assistant commissioner.** The Finance and Administration Division provides for the allocation and management of the Minnesota Department of Transportation's fiscal and human resources. The division directly provides a number of administrative services to the Department of Transportation divisions including personnel administration, labor relations, employee development, affirmative action, cost accounting, federal-aid billings, fiscal reporting, budget and investment management, central office supplies and services, inventory and fixed asset management, and central purchasing. It conducts studies in organizational, management, and administrative effectiveness. It provides, integrates and manages the use of automation within Mn/DOT, and is the focal point by which the department works with other agencies in the executive branch with similar responsibilities, including the Departments of Administration, Employee Relations, Finance, Revenue, the Office of Administrative Hearings and the Office of the Attorney General. It also maintains

close liaison with the State Board of Investment, the Minnesota Historical Society, the Federal Highway Administration, the Legislative Audit Commission and the Minnesota Legislature.

## Office of Human Resources

**Martha Watson, director (612) 296-3100, Michael A. Koebnick, operations manager (612) 296-3648.** The Office of Human Resources develops and implements human resource management policy and procedures for Mn/DOT. The Office: provides systems, policies and procedures designed to ensure that Mn/DOT's employees have a fair and equitable, healthful and safe work environment; ensures that Mn/DOT has a well-trained and qualified work force; manages classification, recruitment and selection activities; provides consultation and support to managers and supervisors in the areas of succession planning and organizational staffing; ensures meaningful employee development programs through the use of needs assessments, skills inventory, training services and performance feedback techniques; provides liaison with the Department of Employee Relations.

## Employment Services Section (612) 297-1895

**Wayne Brede, manager.** Employment Services Section is responsible for all classification, examination, recruitment, and selection activities within Mn/DOT. It provides consultation and support to managers and supervisors in the areas of succession planning and organizational staffing. It interacts with the Department of Employee Relations on various classification, examination, recruitment, and appointment issues.

The functions of the Employment Services Section are to:

- Maintain employee personnel records.
- Advise supervisors and managers on appropriate human resources policies and procedures.
- Recruit and refer qualified candidates for employment.
- Conduct job audits and make position allocation decisions for recommendation to the Department of Employee Relations.
- Provide guidance in preparing accurate position descriptions.
- Provide liaison with the Department of Employee Relations.
- Develop class specifications.
- Administer the Personnel Tracking System.
- Provide employee orientation.
- Provide supervisors and managers with organizational planning assistance.
- Provide union contract administration assistance.
- Administer the Graduate Engineer program.
- Coordinate the student intern and student worker programs.
- Administer the HAY Evaluation Committee structure.
- Develop and/or administer examinations in conjunction with the Department of Employee Relations.
- Make classification decisions on decentralized classes.

On occasion, the section places advertisements of 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 515, 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.

## Labor Relations Section (612) 296-7875

**James P. McKane, manager.** The Labor Relations functions are to:

- Direct the labor relations function for Mn/DOT.
- Provide a central authority on all labor relations matters concerning Mn/DOT employees.
- Represent Mn/DOT in all negotiations and formal meetings with exclusive representatives of Mn/DOT employees.
- Obtain, evaluate, and prioritize management needs for labor negotiations.
- Enter into formal written agreements with exclusive representatives of employees.
- Provide interpretations of labor agreements, compensation plans, and labor laws.
- Prepare policy statements on labor relations issues.
- Provide advice to managers and supervisors on contemplated disciplinary actions.
- Represent management in grievance meetings.
- Investigate and attempt to resolve employee grievances.
- Represent Mn/DOT in arbitration hearings and in Bureau of Mediation Services hearings.
- Provide consultation on developing and administering structured job interviews.
- Prepare seniority rosters.
- Prepare and distribute vacancy

postings. • Maintain records on grievances and other labor relations issues. • Prepare grievance reports for distribution to managers and supervisors. • Prepare summaries of arbitration awards for distribution to managers and supervisors. • Conduct training for managers and supervisors on labor agreement changes and other labor relations issues.

### **Employee Services Section (612) 296-3101**

**Roger W. Durbahn, director.** This section is responsible for maintaining a program of services in support of the health, safety and well-being of employees; for providing technical guidance on payroll, expense and benefit issues and; for maintaining a data base of employee and position information in support of other programs. Specific functions include: • management of an employee safety program to reduce on-the-job accidents and injuries • management of workers' compensation claims from injured employees • maintaining a data base accident and injury information to identify factors associated with accidents and injuries • coordinating the early return to work program • providing employee benefit information services to central office employees • serving as a resource on employee benefit information for district staff • coordinating orientation programs for new employees • providing guidance and consultation on relocation, travel and special expenses • planning and administering Mn/DOT employee assistance services • coordinating statewide employee health and well-being services • providing first aid and health services through the operation of the Employee Health Unit • Managing the Department's Industrial Hygiene Program.

### **Employee Development Section (612) 296-4133**

**Janet Jungclaus, manager.** This section provides training and development activities for department employees. It works with management to assess its needs, develop programs 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.

Activities focus on: • management development • technical training • technician certification • quality improvement program • supervisory training • individual development planning • sexual harassment prevention training • employee performance feedback • annual management conferences.

Arden Hills Training Center, with classrooms and dormitory facilities, is available to public agencies. These facilities may be used by employees of cities and counties within the state who participate in short courses conducted at the center. For additional information, contact the Arden Hills Training Center at 1900 W. County Road I, New Brighton, MN 55112, (612) 297-4429.

### **Office of Affirmative Action (612) 297-7196**

**Linda Dahlen, director.** The purpose of the Mn/DOT Affirmative Action Office is to ensure that Mn/DOT attains its affirmative action goals, and to provide a work environment free of harassment and discrimination. This is accomplished through plan development, complaint investigation, training, monitoring and other activities.

The Affirmative Action Office functions are to: Develop and update Mn/DOT Affirmative Action plans for compliance with State and federal highway administration (FHWA) requirements. • Investigate complaints filed under the internal affirmative action grievance process. • Advise Mn/DOT managers and supervisors on issues relating to affirmative action and nondiscrimination. • Assist the Attorney General's Office in responding to Human Rights and Equal Employment Opportunity Commission complaints and lawsuits filed on the basis of discrimination. • Identify and develop specific actions to remedy barriers to the employment of racial/ethnic minorities, women and persons with disabilities. • Develop and assist in the implementation of training in the areas of affirmative action and nondiscrimination. • Monitor Mn/DOT hiring patterns.

### **Office of Financial Management (612) 296-3120**

**Richard R. Swanson, director.** The Office of Financial Management provides the systems and controls necessary to ensure the proper management of Mn/DOT's fiscal resources. It coordinates the preparation and management of the departmental budget, maintains account



summaries, prepares and issues official financial reports and statements, monitors accounting practices, and coordinates financial activities. The Office explores innovative methods of financing transportation activities, provides management consultant services (including organizational, management, and financial) and is involved in early program delivery decision-making. The Office of Financial Management is the departmental liaison with the Minnesota Department of Finance.

### **Budget (612) 296-3225**

**Gordon W. Kordosky, manager.** The Budget Section coordinates the preparation and management of the Mn/DOT budget and directs the preparation of annual and biennial financial plans for expenditures and revenue to assure the most appropriate use of available resources to facilitate the goals of management. 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. This section also coordinates the certification and renegotiation of all consulting, professional, and technical service contracts and ensures that the department is in compliance with statewide contract policies. It interacts with the Departments of Administration, Finance, Revenue, and Public Safety; the State Board of Investment; the Federal Highway Administration (FHWA); and legislative committees and staff. It provides no services directly to the public.

### **Financial and Management Analysis (612) 297-1203**

**Bruce B. Briese, manager.** This section analyzes and reports on financial activities, monitors accounting practices, conducts fiscal studies, and prepares required federal reports, maintains the general ledger and provides account summaries. It approves and authorizes investments and plans, forecasts, and monitors department revenues and expenditures. The section also monitors accounting practices, designs, implements, and reviews administrative methods and procedures, and conducts organizational, management, financial analyses and implementation activities. It provides no services directly to the public.

### **Financial Operations (612) 297-7514**

**Bonnie I. Kollman, manager.** The Financial Operations provides systems and controls necessary to ensure the proper management of Mn/DOT's financial resources. This includes establishment and operation of accounting systems, preparation and distribution of financial reports and statements, collection of amounts owed to Mn/DOT, and payment of Mn/DOT obligations. It interacts with the Departments of Finance, Revenue, and Public Safety; the State Board of Investment; the State Auditor; the Federal Highway Administration (FHWA); the Federal Rail Administration; local governments; the Office of the Legislative Auditor; and legislative committees and staff. It provides no services directly to the public.

### **Office of Information Policy (612) 297-5201**

**Mary B. Welfling, manager.** The Office of Information Policy develops departmental policy for management of its information resources. It develops and implements standards for information resources, and coordinates development of the information resources budget. The Office supports the activities of the Technical Application Management Committee (TAMC).

The functions of the Office of Information Policy are to:

- Identify strategic information resource management issues for TAMC.
- Identify alternative issue resolutions.
- Manage a continuous strategic management planning effort for information resources.
- Recommend approval of the development and implementation of our information architecture.
- Direct the collection and coordination of needed information studies.

It provides no services directly to the public.

### **Office of Systems and Administrative Services (612) 296-6406**

**George L. Kieffer, director.** Systems and Administrative Services provides guidance and advice to Mn/DOT executive management in the areas of advanced data processing, communications technology and information management. It provides analysis and design of data processing systems (including data base and management information systems design, development and implementation), data and voice networking services and

teleconferencing, building and space management services, central support services (including printing, copying, diazo reproduction, photographic laboratory, mail and messenger services), purchasing coordination, and maintains a computerized inventory of all consumable supplies. Systems and Administrative Services supports the Mn/DOT Technology and Applications Management Committee (TAMC) in developing policies and guidelines for technology utilization, acts as the liaison with a number of other state agencies, and works closely with all Department of Administration divisions.

### **Systems and Analysis (612) 297-3108**

**John D. Schwartz, manager.** The Systems and Analysis Section functions are to: • Manage central office telephone communication services, including planning equipment and service configurations, ordering system changes and upgrades, and maintaining liaison with Department of Administration Telecommunications and Technology Management Division. • Administer Mn/DOT building data and voice networks. • Design and develop computer-oriented processing systems; perform cost/benefit analyses and feasibility studies; propose appropriate systems and methods; and coordinate the design and implementation of automated systems, methods, and procedures. • Maintain and analyze currently operating mainframe and micro computer systems, and provide assistance and user guidance for maintenance, modification, and enhancements of presently operations systems. • Coordinate and assist in the acquisition, installation, and implementation of personal and micro computerization, both hardware and software throughout the Department. • Provide short- and long-range planning for all Mn/DOT data processing equipment, data base activities, and data communications activities. • Establish and update policies, procedures, and guidelines in the use of data processing equipment, software, and data in all Mn/DOT locations. • Work with users in selecting and installing hardware for individual units, establishing communication with mainframes, maintaining equipment, and developing standards. • Coordinate Mn/DOT systems requirements with the total State computing system. • Provide data processing technical support to district and central office users. • Provide data processing users with a call-in service (HELP line) to answer their questions about supported hardware and software. • Explore new technology with the potential for increasing productivity in Mn/DOT. • Provide computer-oriented training to Mn/DOT personnel. • Audit computer systems operation, including evaluation of efficiency and applicability in the light of current technology and effective performance. • Provide support to engineers and engineering technicians involved in activity automation. • Maintain liaison with the Department of Administration, consultants, vendors, and other departments for administrative or technological changes that have an impact on Mn/DOT systems. • Research and select appropriate methodologies for management information systems (MIS) planning in Mn/DOT. • Develop ongoing planning processes for information management at Mn/DOT. • Develop department information architecture so that state-of-the-art concepts and techniques may be implemented in the area of information resources management. • Administer Mn/DOT data base functions including storage integrity and security of data. • Inventory Mn/DOT's information resources and identify ways to improve resource availability and quality.

### **Administrative Support Services (612) 296-3114**

**Edwin O. Clarke, manager.** This section provides blueprinting, photographic, word processing, courier, mail, facsimile, photocopy, and warehousing services and handles records retention schedules, microfilming, central records storage, and analysis of records systems and methods. It processes requisitions for equipment and commodities and administers supplies and printing programs. The section designs and modifies central office space and coordinates related building services, and coordinates with the Department of Administration for acquisition of rental space for central office employees. The section also stocks maps and manuals used in transportation planning.

For information on maps and manuals 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 unless exempt by law. The unit will send out maps or manuals as soon as the request and proper fee are received.

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 52 separate sheets
- **Metropolitan Area Map of the Twin Cities** and surrounding areas showing major highways, corporate boundaries, and major drainage
  - Small 22" x 32"
  - Large 42" x 43"
- **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
- **Large State Map** 42" x 50"
- **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
- **State Bikeways Maps**
- **State Work Maps** showing trunk highways, county boundaries, county seats, and cities situated at trunk highway junctions
- **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
- **Population Maps** show cities over 5,000 population on separate map sheets, while cities under 5,000 population are generally shown with several cities per sheet.

Engineering publications may be obtained through this unit as well. Checks, drafts, or money orders, made payable to the Commissioner of Transportation, must accompany order. Engineering departments of counties and cities receive one free copy of any new technical procedure manual when issued, as do other governmental entities where the department has reciprocal arrangements to share such information.

The department no longer provides addenda and other supplemental information for Mn/DOT manuals held by the public or governmental agencies beyond the fiscal year purchased without payment of annual mailing list management fee of \$5.00 per copy.

**The current Mn/DOT procedure manuals are:**

**Bituminous – 5-693.** Intended primarily for use of field inspectors; gives requirements governing quality and utilization of materials, points out fundamental principles involved in bituminous surfacing, and describes procedures for practical application by personnel. Includes information on bituminous mixtures, equipment and calibrations, and sampling and testing methods. (\$12.00 + tax + \$1.50 postage)

**Bridge Construction – 5-393.** Guides project engineers and inspectors in the construction of bridges and related items and promotes uniformity of interpretation of specifications, and of inspection. Includes information on preparation of foundation and backfill, pile driving, falsework and forms, reinforcement, concrete bridge construction, steel construction, timber construction, surface preparation, and painting structural steel. (\$20.00 + tax + \$1.50 postage)

**Bridge Design – 5-392.** Established procedures and communicates information for bridge office personnel. (\$12.00 + tax + \$1.50 postage)

**Bridge Details – 5-397.** Contains standard detail drawings that are inserted in a set of bridge plans. These drawings are of bearing assemblies, expansion devices, railings, fencing, concrete beams, etc. (\$20.00 + tax + \$1.50 postage)

**Bridge Standard Plans – 5-395.** Contains basic one, two and three span bridge plans to be used by Mn/DOT, Counties, Municipalities and Cities. (\$16.00 + tax + \$1.50 postage)

**Concrete – 5-694.** Familiarizes engineering personnel with fundamental principles and better practices of concrete construction, emphasizing test methods and inspection procedures for control of concrete production and placement. Includes materials and materials testing, properties and mix designations, mix design, batching and mixing placement operations, reports and work sheets, charts and other data. (\$12.00 + tax + \$1.50 postage)

**Construction – 5-591.** Establishes uniform policies and practices in the construction and uniformity in interpretation of specifications and of inspection. Includes information of project organization, supervision and administration, reports and records, construction details, control of work, and final documentation. (\$20.00 + tax + \$1.50 postage)

**Drainage – 5-294.** Communicates drainage design policies, procedures, instruction and information to engineers and technicians to be applied in the solution of drainage problems. Includes tables and charts related to drainage design. (\$12.00 + tax + \$1.50 postage)

**Grading & Base – 5-692.** Intended primarily for use of field inspectors, gives requirements governing quality and utilization of materials, points out fundamental principles involved in grading and base work, and describes procedures for practical application by personnel. Includes test procedures, visual and manual inspection, formulas, and soil classification and identification. (\$12.00 + tax + \$1.50 postage)

**Maintenance – 5-791.** Provides maintenance personnel with operating procedures for surface repairs, roadside maintenance, drainage and bridge maintenance, traffic control devices maintenance, and snow and ice control. Information guidelines are given on equipment maintenance, permits, agreements, contracts, and operations coding. (\$20.00 + tax + \$1.50 postage)

**Minnesota Uniform Traffic Control Devices (M.U.T.C.D.).** Sets forth the basic principles that govern the design and usage of traffic control devices. Presents traffic control device standards for all streets and highways open to public travel regardless of type of class or the governmental agency having jurisdiction. Official Traffic Control Device (or Traffic Control Devices) – All traffic signs, highway traffic signals, traffic markings and other devices erected or placed on or adjacent to a highway or street by authority of the public body or having jurisdiction, for the purpose of regulating, warning, or guiding traffic. (\$20.00 + tax + \$1.50 postage)

**Right of Way – 5-491.** Communicates procedural and policy information, develops and maintains uniform right of way practices and procedures; and orientates personnel in acquisition of right of way and in required contact with the public. (\$16.00 + tax + \$1.50 postage)

**Road Design – Part I & Part II.** Establishes uniform design policies and procedures and communicates vital information for guidance to engineering personnel in preparation of road plans. Includes detailed drawings of geometric features, cross section elements, special structures, safety features, and erosion controls. (\$40.00 + tax + \$1.50 postage)

**Standard Plans – 5-297.** Contains standard plan sheets showing approved standard details of highway geometrics and construction features. Includes pavement layouts, acceleration and deceleration lanes, pavement joints, guardrail treatment at bridge approaches, retaining walls, etc. (\$12.00 + tax + \$1.50 postage)

**Standard Plates – 5-296.** Provides standard plates, approved by Department staff and FHWA for the various structures essential to highway design and construction. Includes standard drawings for use by manufacturing firms in supplying products of culverts, sewers, erosion controls, signals, lights, guardrails, fences, etc. Also, standard drawings for use by contractors in constructing pavement, curb and gutters, retaining walls, miscellaneous structures, and in installing traffic barriers, fences, signals, lights, etc. (\$16.00 + tax + \$1.50 postage)

**Standard Sign – Part I & Part II & Part III.** Establishes, determines and communicates standards and specifications concerning standard dimensions, colors and other requirements of the various types of highway signs and signals. Included are details for the layout of the recently adopted symbol type signs provided for in the “Manual on Uniform Traffic Control Devices for Streets and Highways” as published by DOT. (\$60.00 + tax + \$1.50 postage)

**State Aid – 5-892.** Provides convenient reference for county and municipal engineers to the reports, documents and procedures needed to conform with established policies. (\$16.00 + tax + \$1.50 postage)

**Surveying and Mapping – 5-293.** Sets forth instruction and guides to engineers and technicians to ensure establishment of uniform standards in location surveys, field notes, field layout and staking throughout the State. Includes information on aerial survey, ground control, soils survey, bridge survey, monumentation, railroads, and utilities survey. (\$20.00 + tax + \$1.50 postage)

**Technical (2nd Edition) – 5-292.** Assist highway technicians in computing horizontal and vertical alignment, earthwork quantities and other highway quantities. Included are mathematical guides, charts, tables and methods used in the preparation of road plans. Many questions are answered in this manual which normally would be directed to the design supervisor by the technician. As a result, the designer has more time for his engineering responsibilities. (\$16.00 + tax + \$1.50 postage)

*1983 Edition Standard Specifications.* \$10.00 + tax + \$1.50 postage and handling.

*1988 Edition Standard Specifications.* Hard Copy \$20.00 + tax. Soft Copy \$17.00 + tax. \$2.40 shipping for total order.

Engineering publications may be obtained through:

Minnesota Department of Transportation  
Room B-20, Map Sales  
St. Paul, MN 55155

Prices quoted are current as of January 1990 but are subject to change without notice. Any questions call Map Sales at 612-296-2216.

Checks, drafts, or money orders, made payable to the Commissioner of Transportation, must accompany the order.

### **Administrative Procedures and Documentation (612) 296-0221**

**Kenneth H. Bjork, manager.** This section provides services to the department in the following areas:

- Provides docket control activities to create the record for all Mn/DOT rules and contested cases.
- Acts as liaison between Mn/DOT and the Office of Administrative Hearings, Revisor of Statutes, Attorney General, Department of Administration Print Communications Divisions, and the *State Register* for purposes of docket control.
- Design, creates, installs, and maintain written instructional systems on departmental practices bearing on management, including policy position statements and guidelines, administrative manuals, bulletins, and memoranda.
- Edits the Mn/DOT *Mn/DOT Organization and Functions manual*.
- Performs technical writing services for the development of administrative manuals.
- Performs job and task analyses to establish delegated authority to act for the department.
- Creates and files Commissioner of Transportation Delegation of Authority Orders with the Departments of Administration, Finance, DOER, Secretary of State, FHWA and FAA.
- Works with divisions in the development of regulatory programs.
- Creates and files Commissioner's Orders of a regulatory nature with the Office of the Secretary of State.
- Coordinates duplicating and distribution of Mn/DOT Policy Position Statements and Commissioner's Memoranda for the Office of the Commissioner of all Mn/DOT divisions.

### **Office Automation (612) 296-0970**

**Kathryn E. Hofstedt, manager.** This section directs, plans for, and meets the department's office automation needs. Develops and maintains policies, procedures, and guidelines for the use of office automation systems. It assesses the use and design of office automation systems in terms of productivity and effectiveness. Coordinates and provides office automation training for department personnel. It provides no services directly to the public.

### **Program Management Division (612) 296-8532**

The Program Management Division participates with transportation policy makers, providers, and users in the management of Minnesota's modes of transportation by providing professional and technical information, developing alternative investment and management strategies, implementing public investment programs, and enforcing laws and rules in order to enhance the safe and effective movement of people and goods.

### **Administrative Services (612) 296-1602**

**David M. Hodgins, business manager.** Administrative Services coordinates and monitors the Division's budget and fiscal activities, provides guidance on the allocation of the division's human resources, manage personnel records, provides liaison with the Finance and Administrative Division, advises the Assistant Commissioner on administrative matters that affect the Division, and coordinates public affairs and communication needs for the Division. It provides no services, directly to the public.

### **Office of Aeronautics (612) 296-8046**

**Raymond J. Rought, director.** This office 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, registers aircraft and participates in airline route development proceedings. It also provides radio and visual

navigational aids, electrical and lighting systems, disseminates aviation education and safety information, registers aircraft, and furnishes air transportation service for state officials and employees performing official business.

### **Administrative Support Section (612) 296-9865**

**Daniel R. Riser, supervisor.** The Administrative Support Section functions are: • Personnel and Payroll. • Accounting. • Purchasing/Inventory Control. • Secretarial Support. • Budget preparation and Monitor Spending Plan. • Training Coordination.

### **Airport Development Section (612) 296-0523**

**David Nybakken, director.** This section provides technical and financial assistance to municipalities for airport improvements by: • Updating the State Aviation Development Guide. • Providing technical and financial assistance to municipalities in the development of individual airport master plans. • Providing technical and procedural advice to municipalities on zoning of land adjacent to airports, and recommending the Commissioner's approval or disapproval of municipal airport zoning ordinances. • Providing technical assistance in developing proposed airport projects for State and/or Federal Aid. • Providing technical and financial assistance to municipalities for land acquisition and construction projects.

Prepares five year Capital Improvements Program (CIP). • Develops, through consultation with municipalities and the Federal Aviation Administration, a continuous five-year C.I.P. reflecting the needs of municipally owned airports throughout Minnesota.

The section develops the Airport Pavement Management System.

The section administers the State Construction Grant Program. • Reviews and approves project plans and specifications. • Conducts periodic on-site inspections of construction projects and a final inspection to ensure compliance with contract documents.

The section administers the Federal Airport Improvement Grant Program. • Prepares requests for Federal Aid on behalf of municipalities.

It administers the Operations and Maintenance Grant Program. • Provides technical and financial assistance to municipalities for airport maintenance equipment and maintenance and operations expenses.

It administers the Hangar Loan Program.

Financial aid in the form of state airport improvement grants and Federal Aviation Administration (FAA) airport improvement program grants can be requested by municipalities to fund eligible airport projects. In application for financial aid, the municipality must show availability of local funds, that the project will be completed without undue delay, and that the municipality has legal authority to submit the application. Grant approvals are at the discretion of the Commissioner of Transportation.

Technical and administrative assistance are provided to the communities in areas such as airport planning, site selection, zoning, land acquisition, airport layout plans, project development and programming, preliminary engineering, design, construction, construction inspection, and maintenance equipment purchases. This unit monitors and coordinates project development and construction with the various agencies involved in the process. This unit also approves the necessary project contract documents, change orders, partial cost estimates, and final cost estimates.

Necessary forms for project documentation are provided free and as needed.

For information, contact the unit at Room 417, Transportation Bldg., St. Paul, MN 55155.

### **Aviation Education Relations Section (612) 297-7652**

**Gordon Hoff.** The Aviation Education Relations Section functions are: • Liaison with industry to identify education and training needs. • Liaison with education institutions delivering aviation training. • Liaison with State and Federal officials to ensure support for aviation training program. • Manage aviation training funds. • Publish and distribute MARC publications. • Coordinate Minnesota programs with surrounding states. • Direct Aviation Industry Needs Assessment.

## Navigation Systems Section (612) 296-2334

**Herman G. Hamre, director.** The Navigation Systems Section functions are to: **Establish, Operate and Maintain Electronic Navigation Aids.** • Install, maintain, and upgrade radio navigational aids such as Very High Frequency Omnidirectional Radio Range (VOR) systems, Distance Measuring Equipment (DME), Non-Directional Beacons, and Microwave Landing Systems (MLS) in Minnesota to augment the Federal system. • **Technical and Financial Assistance for Airport Electrical Systems.** • Provide technical, planning, and financial assistance to municipalities for developing airport electrical systems. • Provide assistance to upgrade lighting systems, power distribution systems, visual navigation aids, and radio controllers at municipally owned airports. • **Automated Weather Stations (AWOS).** • Provide a system for disseminating aviation weather information to pilots through use of electronic devices. • **Computer Aided Drafting Service.**

Any questions concerning radio navigational aids, airport lighting, and airport electrical systems should be directed to this section in Room 417, Transportation Bldg., St. Paul, MN 55155.

## Planning, Research and Information Section (612) 296-9869

**Kenton R. Hoeper, director.** The Planning, Research and Information Section functions are to:

- **Aviation System Planning.** • Assist in commuter air carrier route development planning.
- Develop aeronautical forecasts, airport activity analyses, and traffic counts.
- Prepare aeronautical surveys and studies in passenger traffic, aircraft ownership, and other aviation economic activity.
- **Scheduled Air Service Issues.** • Provide technical assistance to Minnesota communities in scheduled air service matters.
- Participate in proceedings before Federal agencies that involve scheduled air service to or from Minnesota communities.
- **Environmental Documentation** • Coordinate processing of Environmental Impact Assessments for airport construction and development projects.
- **Public Information.** • **Promotional Activities.** • **Research.** • Monitor aviation issues and Federal legislation affecting aviation.
- Maintain an aviation database system.
- **Special Programs.** • **Policy Coordination.**

The unit 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 materials and aviation advisory circulars. It has a small collection of reference books. The library may be used by the public during regular working hours, but materials are not loaned out.

The unit 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 the Room 417, Transportation Bldg., St. Paul, MN 55155.

## Air Transportation Section (612) 296-6666

**Bill Grunau, chief pilot.** This unit provides air transportation in Mn/DOT-owned aircraft for the business trips of Mn/DOT and other State employees, the legislature, and Constitutional officers. The aircraft used are two Beechcraft King Air's, one with nine passenger capacity and one with six passenger capacity. The unit will schedule the use of these aircraft on receipt of a telephone request, followed by a written air travel request, Form TP-80263-03.

This unit also offers a Wednesday and Thursday "Air Shuttle." Every other Wednesday the air shuttle goes to Willmar and Brainerd. On Thursdays the air shuttle alternates between Duluth and Eveleth on one Thursday and Bemidji and Detroit Lakes on the other Thursday. The schedule is designed to conform closely to normal work hours and allows users about six hours at each destination. Shuttle flights depart from Regent South at the St. Paul Downtown Airport (Holman Field) at 7:00 A.M. and returns at approximately 5:15 P.M. Seating is on a first come, first served, basis and can be arranged by calling 612-296-6666.

Mn/DOT charges a single rate per mile for either twin-engine aircraft. Extra charges will be assessed the user for overnight trips and will include pilot's food, lodging, and special expenses which will be included on the trip billing statement.

If Mn/DOT's aircraft are unavailable, we will assist in arranging flights with other charter operators.

The unit also schedules commercial airline and hotel reservations for department employees' official travel.

Forms are supplied on request. Contact the unit at the St. Paul Downtown Airport, Administration Building, 644 Bayfield Street, St. Paul, Minnesota 55107, (612)296-6666.

**Aviation Operations Section (612) 296-8056**

**Larry Myking, director.** The functions of this section are:

**Regulatory Enforcement.** • Enforce all governmental regulations, statutes, and rules for aviation in Minnesota. • Provide technical interpretation of statutes, rules and policies.

**Aircraft Registration.** • Manage the aircraft registration system. • Maintain registration files and tax records for all general aviation aircraft based in Minnesota. • Determine fees and collect the registration tax for all registered aircraft. • Ensure sales tax collection on aircraft sales. • Conduct field verifications of aircraft registered throughout the state.

**Inspect and License Airports.** • Inspect and license public and private-use airports, heliports, and seaplane bases.

**Inspect and License Commercial Operations.** • Inspect and license commercial flight operations such as: aircraft sales, rental, and leasing; flight schools; aerial applicators; air charter services; aerial advertisers; aircraft service maintenance and repair operations; and air ambulances.

**Licenses:**

<b>Public Airport</b>	<b>\$15.00</b>	<b>Private Airport</b>	<b>\$15.00</b>	<b>Private Seaplane Base</b>	<b>\$15.00</b>
<b>Private Heliport</b>	<b>\$15.00</b>	<b>Commercial Operators</b>	<b>\$30.00</b>	<b>Aircraft Dealer (Only)</b>	<b>\$10.00</b>
<b>Aircraft Dealer Plate (each)</b>	<b>\$15.00</b>	<b>Personal-Use Airport, Seaplane Base, Heliport</b>			
		<b>No Fee</b>			
		<b>(Only necessary if located within five miles of a public airport)</b>			

For forms or information on licensing requirements, contact the unit at the St. Paul Downtown Airport, Administration Building, 644 Bayfield Street, St. Paul, Minnesota 55107, (612) 296-8061.

**Airspace Review/Tall Tower Evaluation.** • Review proposals for construction of tall towers and power lines for aerial hazard potential, and express objections as appropriate.

**Aviation Education Program.** • Develop, conduct, and sponsor aviation and aerospace education programs for pilots, maintenance technicians, ground support personnel, and teachers. • Develop aviation and aerospace education programs for schools. • Maintain and furnish audio-visual aeronautical materials for requestors.

The unit maintains an aviation film library that is available for showing to educational, civic, industrial, professional, youth and similar groups. The library consists of approximately 155 films, VHS tapes and slide shows on subjects including aviation history, instruction and safety, research and development, space exploration, and weather. There is no rental fee. However, borrowers must pay the cost of return postage and insurance. Requests should be made 30 days in advance. A catalog is available upon request. Contact the unit at the St. Paul Downtown Airport, Administration Building, 644 Bayfield Street, St. Paul, Minnesota 55107, (612) 297-4270.

**Aviation Safety Program** • Develop, conduct, and sponsor aviation and aerospace safety education programs for pilots, maintenance technicians, ground support personnel, and teachers. • Disseminate safety-related articles and other aviation oriented training publications. • Coordinate search and rescue missions and conduct aerial searches for missing aircraft or for activated Emergency Locator Transmitters. • Provide support



guidelines to Minnesota Wing, Civil Air Patrol, in the areas of administrative, fiscal, and personnel services.

**Aeronautics Publications Program.** • Annually update, publish, and distribute Minnesota Airport Directories to registered owners of airworthy aircraft. • Periodically update, publish, and distribute the Minnesota Aircraft Tax Rate Book. • Annually update, publish, and distribute the Minnesota Aeronautical Chart.

**Aviation Weather Programs.** • Develop, conduct and sponsor aviation weather programs for pilots. • Provide aviation weather computer program.

This system of weather access computer terminals is called the Minnesota Weather Access System (MNWAS) which provides weather information, weather graphics, and flight planning programs for pilots at approximately 60 airport locations throughout Minnesota. The system also coordinates the use of a system of Automated Weather Stations of Minnesota (AWOS). These AWOS stations report observation time, wind speed and direction, temperature, altimeter setting, and dewpoint. Besides the automatically reported data, a trained station observer can add ceiling and visibility data. In addition to other distribution methods, this automated weather information is also available by telephone or by computer and modem.

For the locations of the MNWAS terminals or a current list of the AWOS locations and telephone numbers contact this section at the St. Paul Downtown Airport, Administration Building, 644 Bayfield Street, St. Paul, Minnesota 55107, (612) 296-4746.

### **Aircraft Registration Unit (612) 296-2353**

**Christine Ellingson, manager.** This unit 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.

To register an aircraft, write to the section or call (612) 296-4881. 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. Information about pilots' licenses, issued by the federal government, can be obtained by calling (612) 725-4211.

### **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 is responsible for the development and management of the Highway Improvement Program and the management and coordination of Federal Aid Transportation programs. It also directs planning studies on special transportation issues. State Bicycle Programs are coordinated through this Office utilizing a Bicycle Advisory Committee. The office also coordinates transportation planning activities with metropolitan planning organizations and regional development commissions.

### **Highway and Area Planning Section (612) 296-1635**

**Jon Bloom, director.** 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 system, and revises or updates the functionally classified highway systems at the request of local or state officials manages and maintains the Federal Aid system routings. 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 organizations to maintain a federally certified cooperative, 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 other on request.

### **Highway Programming Section (612) 296-8478**

**Allan J. Schenkelberg, director.** The Highway Programming Section functions are to:

- Develop and refine a fair and equitable statewide project prioritization and selection process.
- Develop, manage, and maintain Mn/DOT's Highway Improvement Program.
- Manage State funds in a manner that effectively supports the Highway Improvement Program.
- Recommend and prepare alternative programs to address high-emphasis program areas and/or legislative funding requests.
- Manage Federal Aid highway funding in a manner that effectively supports the Highway Improvement Program.
- Provide essential liaison with the Federal Highway Administration to ensure effective use of Federal funds.
- Provide guidance and technical assistance to local units of government and/or their consultants in meeting program and project funding criteria.
- Review proposed Federal and State legislation that may impact highway funding for Minnesota.
- Provide assistance in maintaining and improving the Project Management Scheduling System (PMSS) for all highway projects.
- Serve as the focal point for managing Federal Aid emergency relief funding when national disasters are declared.

### **Office of Motor Carrier Safety and Compliance (612) 296-0331**

**Minnesota Administrative Truck Center, 100 Stockyard Road,  
South Saint Paul, Minnesota 55075**

**Elizabeth M. Parker, 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.

### **Motor Carrier Information Section (612) 296-7109**

**Richard Norberg, 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 notifies 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 interstate orders issued by the Transportation Regulation Board granting authority to serve within Minnesota and notifies those carriers of state registration.

In addition the section will:

- Process applications for building mover licenses and extend license permits once a year.
- Initiate investigation of complaints about building movers.
- Prepare daily accounting of and deposit all money received for application, renewal, registration, and identification stamp fees.
- License special transportation services.
- License hazardous waste transporters.
- Mail, receive, and examine financial reports of for-hire carriers to determine economic stability.
- Receive, review for compliance, and accept or reject tariff filings of all regulated intrastate carriers of passengers or property.
- Provide the TRB with financial and other data and recommendations on rates, fares, and charges of

railroads and for-hire motor carriers. • Enforce assessment of rates, fares, and charges lawfully on file with Mn/DOT. • Represent the interests of the citizens of Minnesota rate hearings before the TRB. • Publish and maintain the Official Minnesota Highway Mileage Table. • Review transportation publications as information sources for conduct of intrastate regulation. • Audit carriers' schedules for possible tariff violations. • Handle inquiries from shippers, the public, and carrier representatives. • Process applications for special transportation certificates. • Investigate complaints about special transportation providers, drivers, vehicles, and services.

### **Motor Carrier Enforcement Section (612) 296-7108**

**Gilbert Wiedenhoft, director.** The section maintains a staff of motor transportation representatives and hazardous materials specialists, with all power conferred by law on police officers, to enforce State and federal motor carrier laws, and to travel all Minnesota highways checking motor carrier units for compliance with safety and hazardous material laws. The section is 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 delivery of property or freight; and investigates and assists shippers or receivers of freight or property in filing and settling loss and damage claims. Maintains files and records of motor carrier arrests, compliance checks, warnings, and accident reports. To cooperate with the Minnesota State Patrol, City police departments, county sheriff departments, and the Minnesota Pollution Control Agency on enforcement of motor carrier laws.

It also instructs trainees at the 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 new motor carrier applicants on filling out and filing the proper forms for motor carrier authority; and maintains an information desk at the Truck Center to aid and assist all office visitors and telephone callers with motor carrier problems. Outstate locations are:

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<b>Bemidji</b>	<b>(218) 755-3835</b>	<b>Detroit Lakes</b>	<b>(218) 847-1515</b>	<b>Duluth</b>	<b>(218) 723-4647</b>
<b>Mankato</b>	<b>(507) 389-6889</b>	<b>Marshall</b>	<b>(507) 537-7144</b>	<b>Alexandria</b>	<b>(612) 762-7850</b>
<b>Rochester</b>	<b>(507) 285-7834</b>	<b>St. Cloud</b>	<b>(612) 255-4170</b>	<b>Willmar</b>	<b>(612) 231-5443</b>

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In addition, at St. Cloud (612) 225-4286 there is a Hazardous Materials Specialist to respond to any questions regarding Hazardous Materials on the State Road System.

### **Technology Section (612) 296-7109**

**Christopher Conway, director.** The Technology Section function is to analyze, design, develop and implement information management applications and procedures needed for effective operations within the office.

### **Office of Railroads and Waterways (612) 296-0355**

**Suite 925 – Kelly Inn Annex, Transportation Building 55155**

**Cecil L. 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.

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• Manage State funds in a manner that effectively supports the Highway Improvement Program. • Recommend and prepare alternative programs to address high-emphasis program areas and/or legislative funding requests. • Manage Federal Aid highway funding in a manner that effectively supports the Highway Improvement Program.

• Provide essential liaison with the Federal Highway Administration to ensure effective use of Federal funds. • Provide guidance and technical assistance to local units of government and/or their consultants in meeting program and project funding criteria. • Review proposed Federal and State legislation that may impact highway funding for Minnesota.

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In addition the section will: • Process applications for building mover licenses and extend license permits once a year. • Initiate investigation of complaints about building movers. • Prepare daily accounting of and deposit all money received for application, renewal, registration, and identification stamp fees. • License special transportation services. • License hazardous waste transporters. • Mail, receive, and examine financial reports of for-hire carriers to determine economic stability. • Receive, review for compliance, and accept or reject tariff filings of all regulated intrastate carriers of passengers or property. • Provide the TRB with financial and other data and recommendations on rates, fares, and charges of

railroads and for-hire motor carriers. • Enforce assessment of rates, fares, and charges lawfully on file with Mn/DOT. • Represent the interests of the citizens of Minnesota rate hearings before the TRB. • Publish and maintain the Official Minnesota Highway Mileage Table. • Review transportation publications as information sources for conduct of intrastate regulation. • Audit carriers' schedules for possible tariff violations. • Handle inquiries from shippers, the public, and carrier representatives. • Process applications for special transportation certificates. • Investigate complaints about special transportation providers, drivers, vehicles, and services.

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<b> Bemidji</b>	<b> (218) 755-3835</b>	<b> Detroit Lakes</b>	<b> (218) 847-1515</b>	<b> Duluth</b>	<b> (218) 723-4647</b>
<b> Mankato</b>	<b> (507) 389-6889</b>	<b> Marshall</b>	<b> (507) 537-7144</b>	<b> Alexandria</b>	<b> (612) 762-7850</b>
<b> Rochester</b>	<b> (507) 285-7834</b>	<b> St. Cloud</b>	<b> (612) 255-4170</b>	<b> Willmar</b>	<b> (612) 231-5443</b>

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## **Railroad Operations Engineer (612) 296-5425**

**Leonard G. Eilts, P.E.** The duties of this position include the following:

**Management** – serve as office director during the office director's absence; responsibility for the management of an expanded substantially increased program involving railroad crossing safety and an expanded regulatory function; oversight and coordination of office-wide programs; provide a management level perspective to the office; and serve as an office representative, department-wide committees.

**Engineering** – responsibility for engineering decisions and activities within the office, and provide engineering guidance to the entire office.

**Negotiations** – contracts will be negotiated under the direction of this position.

**Project Management** – management of rail projects and establish an effective project inspection and management system utilizing MnDOT district forces.

**Policies and Standards** – establish policies and standards including promulgation of rules, establish departmental procedures, and articulate program policies concerning railroad matters.

**New Technologies** – Evaluate new technologies being developed in the railroad industry such as high speed rail and improved safety and warnings at grade crossings.

## **Railroad Administration Section (612) 296-2472**

**Robert G. Swanson, director.** This section negotiates and administers agreements between the Department and railroads in Minnesota which provide railroad facility rearrangements and right-of-way acquisition for trunk highway construction. It reviews railroad-highway grade crossings for the purpose of offering recommendations regarding safety improvements. It participates in regulatory hearings and negotiations concerning clearances between rail equipment and structures, track removals, and the installation of stop signs and exempt signs at railroad-highway grade crossings. It administers the Federal (23 USC 130) and State grade crossing safety improvement programs to fund railroad-highway grade crossing safety improvement projects, including signal projects, surface projects, signing projects and other safety-related projects. It develops and administers administrative rules concerning the opening and closing of railroad-highway grade crossings. It develops and maintains the Transportation Information System (ITIS) rail data file. It will provide liaison between the traveling public, public officials and the railroads in Minnesota concerning railroad-highway grade crossing issues. It performs railroad track inspections and reviews inspection reports. It investigates complaints from the public concerning hazardous conditions on railroad tracks. In addition, it collects and analyzes data concerning accidents at railroad-highway grade crossings.

For information on the railroad crossing safety program and the federal highway safety act, contact the section at the address above. Contact the Transportation Regulation Board concerning procedures to file petitions for track removals, clearance variances, or agency service at 254 Livestock Exchange Building, 100 Stockyard Road, South St. Paul, Minnesota 55075, (telephone: 612/296-0400).

## **Rail Planning and Program Development Section (612) 296-1613**

**Allan J. Vogel, director.** The Rail Planning and Program Development Section functions are to:

- Develop a comprehensive rail plan to guide public investment and provide necessary information about rail transportation.
- Support the continuation of an effective rail system for moving the State's commodities, continually assess rail service needs in rural areas, and attempt to see those needs are met.
- Represent Minnesota's interests regarding rail activities including: planning, program implementation, policy development, and abandonments.
- Monitor rail abandonments, make appropriate comments to the ICC, and manage a procedure which alerts rail users of potential abandonments, possible impacts, and alternatives.
- Develop policies to protect and promote Minnesota's interests in regional and national rail issues such as rail mergers, bankruptcies, and consolidations.
- Administer the Federal Local Rail Service Continuation Program and the Minnesota Rail Service Improvement Program to fund rehabilitation of rail lines and to improve rail user access to rail transportation.
- Administer the Rail Banking Program to acquire abandoned rail lines

for other transportation purposes. • Initiate and manage a planning process which evaluates the feasibility of high speed passenger rail service including: ridership forecasts, technology evaluation, financial and economic appraisals, and environmental reviews.

### **Ports and Waterways Section (612) 296-1609**

**M. William Newstrand, director.** This section helps to ensure 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 route planning.

The section develops and maintains a comprehensive water transportation plan for both river and Great Lakes commercial navigation systems. The plan is used as a guide for Mn/DOT and state government action, and as a source of information for the public and policy makers at all levels.

The section represents the department and the state in policy and plan development for water transportation and related programs. Support for policy makers is also provided through the section's continuing review of water related legislative proposals and presentation of data and programs for use in legislative considerations.

The section maintains effective working relationships with other Minnesota state agencies that deal with water programs. Effective liaison is also maintained by the section with agencies from other states, the Canadian provincial and federal governments, the U.S. federal government, and local governments, as well as the shipping, terminal and navigation industry, and private citizen organizations.

### **Office of Transit (612) 296-1615**

**Randall Halvorson, director.** The office develops and administers the state and federal transit assistance programs, provides technical assistance to local transit system operators, develops statewide transit program policies and plans, and directs the evaluation of transit programs and projects.

### **Transit Program Section (612) 296-2533**

**Robert M. Works, director.** The section administers and coordinates state and federal transit assistance programs that provide operating and capital funding for public transit systems in Greater Minnesota. The section negotiates and approves annual operating and capital contracts with eligible public and private providers; provides technical assistance to recipients of public transit funds, local officials, and prospective providers of transit services; approves and initiates payments to local transit service providers; monitors and evaluates transit system cost and service delivery performance against local goals and state transit program purposes; implements and maintains statewide car and van pooling programs; and establishes local rideshare programs.

The section also administers the statewide bicycle program which coordinates bicycle-related activities among state government agencies, the State Bicycle Board, bicyclists, and the public. It prepares a statewide bicycle plan; reviews state, regional and local plans for potential impact to bicycle travel and bikeway development; provides technical assistance; and publishes Minnesota bikeways maps.

### **Management Services Section (612) 296-0372**

**Nancy J. Melvin, director.** The section directs and manages administrative functions of the office, which includes: the design, development and support of the office's automated/integrated networking systems. It also directs the financial analysis, budget preparation and management, accounting, reporting and program review work of federal/state transit appropriations. The section manages a capital investment strategy which is used to determine expected life cycle and priority replacement of vehicles. The section directs transit planning and research programs and transit policy formulation/review to guide state-level investments in transit. Technical assistance, such as inter-agency data management, financial/budgetary planning and transit planning is provided by this section.

The section publishes an annual report which provides a detailed overview of transit systems in Greater Minnesota funded by Mn/DOT administered grants.

## **Office of Transportation Data Analysis (612) 296-7968**

**Gordon W. Boldt, director.** This office conducts traffic forecasting and analysis; directs data collection and data management activities for physical operational characteristics of transportation systems; evaluates existing methods, researches and develops new technical tools and procedures, and provides support for development and use of transportation information systems; provides general research support for the Division; acts as the focal point for truck and economic studies and resolving industry and legislative issues; and supports the departments' congressional liaison activities.

## **Intermodal Policy Section**

The Intermodal Policy Section is a new section with the Transportation Data Analysis Office. It will provide analysis and response to emerging, significant policy issues whose scope and impacts extend beyond individual Mn/DOT functional and modal offices. This section will provide analysis and response to the issues for the Department, with initial efforts focused on the reauthorization of Federal transportation funding, legislative mandates and intermodalism. National Relations Section activities have been incorporated into this new section.

## **Truck & Economic Studies Section (612) 296-1666**

**Charles Sanft, director.** Truck and Economic Studies Section functions are:

- To direct, develop and coordinate the research, planning, and dissemination of Mn/DOT truck policies.
- To perform truck issue related research and analyses.
- To provide for Minnesota input/influence in national truck issues and policy development through close work with organizations like AASHTO.
- To review, analyze, and comment on existing/proposed rules and legislation related to truck/highway freight transportation.
- To provide staff support for the Minnesota Motor Carrier Industry Advisory Committee and for Mn/DOT's internal Truck Policy Committee and subcommittees; facilitate truck related communication with, and input from, private industry, government agencies, and others interested in truck transportation.
- To research/investigate the link between economic development and transportation and stay abreast of research in this area.
- To research and analyze special issues related to transportation such as highway user cost allocation safety productivity, etc.
- To develop and advocate research projects needed to accomplish the above.

## **Systems Research and Development Section (612) 296-1675**

**Raymond R. Sullivan, director.** The Systems Research and Development Section functions are to:

- Research, analyze, evaluate, design and develop new databases and computer systems to improve transportation planning including new Transportation Information System (TIS) subsystems.
- Research new data maintenance and graphical display techniques.
- Provide computer support to the division.
- Investigate and evaluate new computer packages and capabilities.
- Coordinate division budgets for leasing and purchasing data processing and office automation equipment.
- Provide TIS data management through subsystem coordination and quality control systems.
- Provide for a department-wide support of information systems communication (e.g. *UNITE* newsletter, *IMPAC*, etc.)
- Develop and maintain stand-alone and/or integrated computer applications for clientele in other Mn/DOT divisions and offices, including Bikeways, State Aid, and Bridges and Structures.
- Analyze, design, develop, test implement and support TIS applications.
- Control the security and access into the TIS information.
- Research, develop, and support new TIS applications.
- Manage the bridge data subsystem of TIS.
- Manage the rail planning and rail grade crossing subsystem of TIS.
- Provide budgeting support for the Transportation Data Analysis Office.
- Manage the traffic data subsystem of TIS.
- Research, acquire, evaluate and implement the analysis and decision making tools needed for making system level and project level decisions.
- Provide and/or coordinate user training for TIS.
- Review automation request and recommending appropriate computer hardware and software.
- Preparation and review of purchase orders for automation or data processing equipment.
- Installation, movement and removal of automation and data



processing equipment. • Monitoring internal process flow and budgets to recognize difficulties and recommend solutions. • Maintain the operation, communication and control of the security over the Local Area Network (LAN), office automation and data processing systems. • Providing support and/or technical analysis of proposed program developments. • Providing timely and professional internal office automation and data processing system training. • Providing direction, training, and assistance to Federal, State, and Local Government Agencies in the use of the Mn/DOT Transportation Information System (TIS).

### **Traffic Forecast and Analysis Section (612) 296-0217**

**George M. Cepress, director.** The Traffic Forecasts and Analysis Section functions are to: • Manage statewide traffic counting programs; maintain records; interpret and disseminate traffic data. • Manage statewide truck weight and vehicle classification programs; maintain records; interpret and disseminate vehicle classification and truck weight data. • Act as liaison with various governmental agencies, Mn/DOT divisions and sections, private industry, and the general public for traffic data issues. • Manage the traffic data subsystem of TIS. • Prepare work programs and budgets for all traffic counting, truck weighing, and vehicle classification programs conducted by Mn/DOT. • Improve the traffic data resources available for analysis and decision making on system level and project level decisions. • Analyze social and economic trends for forecasting movement of people and goods. • Provide traffic and load forecasts and analysis of traffic patterns for the planning and design of major transportation projects in the State. • Provide technical support to the Metropolitan Council and other planning organizations for developing transportation system forecast models. • Improve the traffic forecasting methodology for analysis and decision making. • Provide historical analysis of accumulated ESALs (Equivalent Single Axle Loads) for research and evaluation.

### **Transportation Data Section (612) 296-1671**

**Gary Graves, director.** The Transportation Data Section functions are to: • Develop and maintain information in the TIS computer files. • Conduct field surveys to collect roadway and vehicle weight information and generate required reports. • Conduct video-logging and edit and distribute video log discs. • Conduct field activities for the truck weight and vehicle classification data collection programs. • Provide assistance during the installation of weigh-in-motion equipment. • Maintain and calibrate the weigh-in-motion equipment. • Research new technology for collecting and integrating data. • Provide TIS data management through subsystem coordination and quality control systems. • Provide TIS identification maps to other state and local agencies for accident location data.

### **Operations Division (612) 296-3008**

**Patrick C. Hughes, acting assistant commissioner.** This division designs, constructs, maintains, and operates all trunk highway operations and programs through its eight district construction and 12 maintenance offices. The division also provides engineering, construction, and maintenance assistance to the Office of Aeronautics. The division interacts with the state legislature, various state departments and agencies, other governmental agencies, contractors, and the general public.

**Patrick C. Hughes, deputy division director (612) 296-3156.** The Deputy Division Director is responsible for construction and maintenance operations policy and quality assurance; and overall leadership to the Division operating districts in the absence of the Assistant Commissioner. The position also ensure district resource sharing to alleviate temporary workload imbalances; ensures ordination of the Certification Acceptance process; provides Mn/DOT liaison with the legislature on Divisional construction and maintenance issues; and interacts with other State agencies and the United States Department of Transportation.

### **Planning and Administration Section (612) 296-8047**

**S. O. Edman, assistant division director.** Planning and Administration provides policy and planning direction and oversight for the Operations Division in the areas of budget and financial management, human resource management, labor relations, administrative

services, and special projects and new initiatives. This includes analyzing and recommending actions to achieve division human resource objectives; developing and monitoring the division budget based on activities, location, and production goals; directing division administrative planning and analysis; developing and executing division administrative policy; coordinating special division projects; and providing liaison with the legislature and the Mn/DOT Finance and Administration Division on division human and fiscal resource issues.

Planning and Administration is composed of the Administrative Services Unit and the activities of Planning and Coordination, Organization and Management Development, and the executive staff assistant.

### **Planning and Coordination (612) 297-5725**

**Jeanne L. Chasteen, manager.** This section provides management and leadership to the Operations Division, focusing on the planning and implementation of change, management processes, and administrative (financial and human resource) management.

### **Administrative Services (612) 296-6321**

**Pamela Robinson, office manager.** This section manages all administrative, financial, personnel, labor relations and data processing activity for the Operations Division central offices. It processes certificates of title, license plates, and credit card purchases for all Mn/DOT vehicles. It monitors statewide operating costs, provides guidance to the districts in accounting for expenditures, prepares summary and special reports for district management, and assists in the development of district consumable inventory policy. In addition, this section prepares the central office biennial budget for division staff, division office equipment, division maintenance preservation program, Mn/DOT buildings, Mn/DOT road equipment, and Mn/DOT building repair and replacement programs. This section provides no direct services to the public.

### **Office of Pre-Construction (612) 296-6764**

**David G. Smilonich, pre-construction engineer.** The Office of Pre-Construction directs, coordinates and supports the pre-construction function and the information services function in the Operations Division; meets regularly with district staffs to discuss common problems, facilitates resource sharing, and interacts with other divisions and other State agencies.

### **Project Liaison**

**District 1, 2, 3, 4, and Metro** – Herbert Legler (612) 296-6722

**District 6, 7, 8, and Metro** – Paul Keranen (612) 296-6750

The Project Liaison Section's functions are to:

- Direct implementation of the highway pre-construction project development process.
- Develop and administer procedures for the processing and approval of projects to meet local, State, and Federal requirements.
- Direct and assist district and Technical Services Division staff in applying the pre-construction project development process and preparing required documents.
- Coordinate engineering and environmental considerations with Mn/DOT expertise and outside parties to negotiate and arrive at acceptable solutions to concerns.
- Ensure that prudent design criteria are utilized, that appropriate design standards are applied, and that design standard exceptions are justified.
- Support application and provide input for required permits from Federal and State agencies.
- Research and interpret new and supplemental regulations applying to project development and incorporate into process.
- Serve as project development process consultant to the Highway Program Coordinating Committee (HPCC).
- Develop and administer procedures for processing Certification Acceptance Plant (CAP) projects in accordance with the Plan which delegates selected Federal actions to the Mn/DOT Commissioner.
- Approve categorical exclusion determinations of qualifying projects for pre-construction CAP and CRP (Combined Road Plan) applications. (CRP is a demonstration that uses modified Federal-aid procedures to simulate as closely as possible a block grant program.)
- Approve Mn/DOT pre-construction CA and CRP authorization requests.
- Manage the Operations Division pre-construction charge identifiers process.
- Approve charge identifiers for preliminary engineering and engineering studies.

## **Office of Construction (612) 296-6763**

**Wayne F. Murphy, state construction engineer.** The Office of Construction administers all phases of construction contracts; directs and coordinates project facilitation and monitoring; directs, coordinates, and supports the construction activity of the eight districts; and ensures that all legislative and contractor claims against Mn/DOT are resolved. The Office meets regularly with district staffs to discuss common problems and facilitate resource sharing; and it interacts with contractors, the United States Department of Transportation, and other State agencies.

## **Contract Administration and Claims Section (612) 296-0860**

**Paul M. Bergman, manager.** The Contract Administration and Claims Section functions are to: • Coordinate and conduct construction lettings. • Clarify bid proposals for prospective bidders. • Recommend the award of contracts. • Administer the execution and approval of contracts. • Administer all trunk highway construction contracts. • Provide direction and guidance in the preparation, review, and approval of supplemental agreements. • Recommend approval of partial payments. • Maintain liaison with contractors. • Certify final contract quantities and approve final payments. • Provide consultation and advice to district and county offices in the preparation of contract time provisions. • Review and approve contract time revisions. • Perform administrative reviews of contested charges/time charges. • Provide consultation and advice to district, county, and consultant offices to ensure compliance with Mn/DOT specifications and policies. • Monitor contractors for compliance with Federal and State labor laws and regulations and contract provisions. • Respond to complaints of non-compliance with Federal and State labor laws and regulations. • Evaluate subcontract requests and interpret subcontracting specifications. • Administer subcontracting procedures. • Assists in investigation and resolution of contractors' claims. • Designs, distributes, and maintains the Contract Administration Record System (CARS) software which enables the construction staff in the field to maintain pay quantities and produce payment vouchers.

## **Labor Investigation Unit (612) 296-6353**

This unit advises district offices in resolving construction contract labor issues, monitors contractors for compliance with federal and state labor laws and regulations, and responds to non-compliance complaints. For information, contact the unit in Room G-20, Transportation Bldg., St. Paul, MN 55155.

## **Office of Maintenance (612) 297-3590**

**Rodney A. Pletan, state maintenance engineer.** The Office of Maintenance administers all phases of maintenance contracts and operations; directs, coordinates, and supports the maintenance activity of the twelve maintenance areas; meets regularly with district staffs to discuss common problems and facilitates resource sharing; and it interacts with contractors, the United States Department of Transportation, and other State agencies.

## **Buildings Section (612) 297-3591**

**Paul M. Jensen, buildings manager.** The Buildings Section functions are to: • Manage Mn/DOT's statewide building improvement program. • Prepare plans and specifications for design of most of the legislatively approved new buildings and major remodeling projects. • Coordinate building design through the State Architect's Office for consultant-designed buildings and guide the architect in designing to meet Mn/DOT needs. • Direct the construction inspection of Mn/DOT-designed buildings, approve payments to contractors, and prepare any necessary supplemental agreements to the contracts. • Develop the biennial capital building budget request for Mn/DOT, including detailed cost estimates and justifications. • Control the allocation and disposal of the capital building budget as approved by the legislature. • Assist management in interaction with the legislature and other State agencies in such matters as capital budget testimony, energy usage, and barrier-free access of transportation buildings. • Direct and supervise maintenance and repair of existing buildings through skilled tradesmen working statewide. • Provide design and materials lists and process requisitions for purchase of materials for improvement projects

statewide. • Organize and lead an annual seminar for district building maintenance supervisors on better maintenance and efficiency in operating buildings. • Review consultant designs on rest area structures and airport buildings and suggest design improvements.

### **Equipment and Fleet Management Section (612) 725-2354**

**Gregory M. Felt, manager**, Central Services Bldg., 6000 Minnehaha Ave. So., Ft. Snelling. The Equipment and Fleet Management Section functions are to: • Manage Mn/DOT's statewide equipment fleet. • Develop and administer a biennial budget for road, shop, and communication equipment. • Develop and implement an annual equipment purchase program identifying equipment to be replaced, traded, sold or reduced. • Develop and update equipment specifications that are current with the latest industry improvements. • Recommend award of all equipment bids based on economic analysis and compliance with specifications. • Develop and monitor equipment utilization and costs systems. • Develop and implement an annual processing plan for receiving and distributing all new equipment through Central Shop facilities. • Assist equipment users in efforts to minimize maintenance costs and equipment downtime. • Provide a central motor pool to coordinate use of State vehicles by Mn/DOT employees, and maintain the vehicles.

### **Maintenance Standards and Operations Section (612) 297-3593**

**John E. Howard, manager**. The Maintenance Standards and Operations Section functions are to: • Develop standards, specifications, guidelines, policies, and procedures for maintenance operations. • Review standards, specifications, guidelines, policies, and procedures developed by others for possible use by Mn/DOT. • Determine cost effectiveness of Mn/DOT operations and procedures. • Provide liaison to Mn/DOT central office specialists, the districts, other states, and the Federal Highway Administration (FHWA). • Coordinate the maintenance peer team review process. • Direct maintenance functions that provide statewide impact, such as the Greenview contract and fire call reimbursements. • Prepare contract proposals for extraordinary maintenance and miscellaneous projects. • Prepare Commissioner's Orders for emergency repairs of catastrophic damages. • Prepare, execute, and approve agreements with other governmental units for various projects. • Provide technical and administrative leadership to districts in the performance of maintenance operations. • Prepare Mn/DOT requests, including quantity and technical information, for purchase of maintenance materials for delivery to all districts. • Maintain knowledge of latest technologies through interagency and industrial liaison. • Provide administrative support for the maintenance management system. • Prepare and administer the road repair budget. • Serve as liaison for the Office of Maintenance in the design, execution, and implementation of operations research projects. • Prepare responses to constituent correspondence. • Conduct value evaluations of materials and methods used within the maintenance function.

### **Transportation Permits, Road Information, and Emergency Services Section (612) 296-0843**

**Darrell L. Schierman, director**. This unit administers policies and issues instructions on permitted axle weights on state highways and controls the issuance of overweight and over dimension permits centrally at the address below and the 12 departmental maintenance area offices. It disseminates road condition, weather, construction detour, 10-Ton route and Spring roadway restriction information to the public by operating a 24-hour information service. It develops spring road restriction maps and bulletins for statewide use based on district decisions. It develops the Minnesota Truck Operators Map and bulletins for Statewide use based on district recommendations to the Commissioner.

The unit, in cooperation with the Department of Public Safety Emergency Management Division, conducts emergency preparedness and hazardous materials accident reaction training and plans and executes emergency operations simulated exercises. For information, contact the unit at Room 152, Minnesota Administrative Truck Center, 100 Stockyards Road, South St. Paul, Minnesota 55075.

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**Telephone Numbers**

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- **Permits** (612) 296-6441
- **Emergency Operations** (612) 296-0843
- **Road Travel Information** 1-800-542-0110 and (612) 296-3076
- **Ton and Spring Road Restrictions** (612) 297-2093

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**Permits**

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<b>Single trip</b>	variable	<b>Annual refuse</b>	\$60
<b>Job permit</b>	\$36	<b>Annual emergency</b>	variable
<b>Annual overweight &amp; oversize</b>	variable	<b>Annual heavy weights in winter on Interstate</b>	\$ 60
<b>Annual oversize only</b>	<b>Annual round baled</b> \$120	<b>Agricultural products</b>	\$ 24
<b>Annual truck crane</b>	variable	<b>Annual implement of husbandry</b>	\$ 24

**NOTE: Fees are subject to change without notification.**

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**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. District offices represent the commissioner of transportation to the public and other governmental agencies on matters within their jurisdiction, and they provide transportation development aid to other governmental agencies, and provide transportation facility development information to the State Legislature and the general public. Minnesota Department of Transportation District Offices are located and serve the geographic areas.

**District Business Manager**

These sections manage all administrative, financial, personnel, labor relations and data processing activity for the district offices. They monitor district operating costs, provide guidance to the districts in accounting for expenditures, prepare summary and special reports for district and division managements, and assists in the development of district consumable inventory policy. They also prepare the biennial budget for district staff, district office equipment and district maintenance activities. They provide no services directly to the public.

**District Public Affairs**

Public affairs coordinators in each of Mn/DOT's eight districts address transportation information needs locally for Minnesotans and other customers. They provide information on Mn/DOT accomplishments, programs and activities.

**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 and 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 are responsible for determination of final grades, alignments, drainage, and quantities; special design features; and securing permits and municipal approval.

Agreements Units are responsible for preparation of cooperative construction cost prorations 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 are responsible for obtaining and recording 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 are responsible for administration of 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 soils problems encountered on construction projects.

Materials Units are responsible for concrete and bituminous plant inspection for the districts, counties, and municipalities. They also take progress samples on all construction projects. For additional information contact the local district office.

### **District Maintenance**

The eight district offices are subdivided into 13 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**

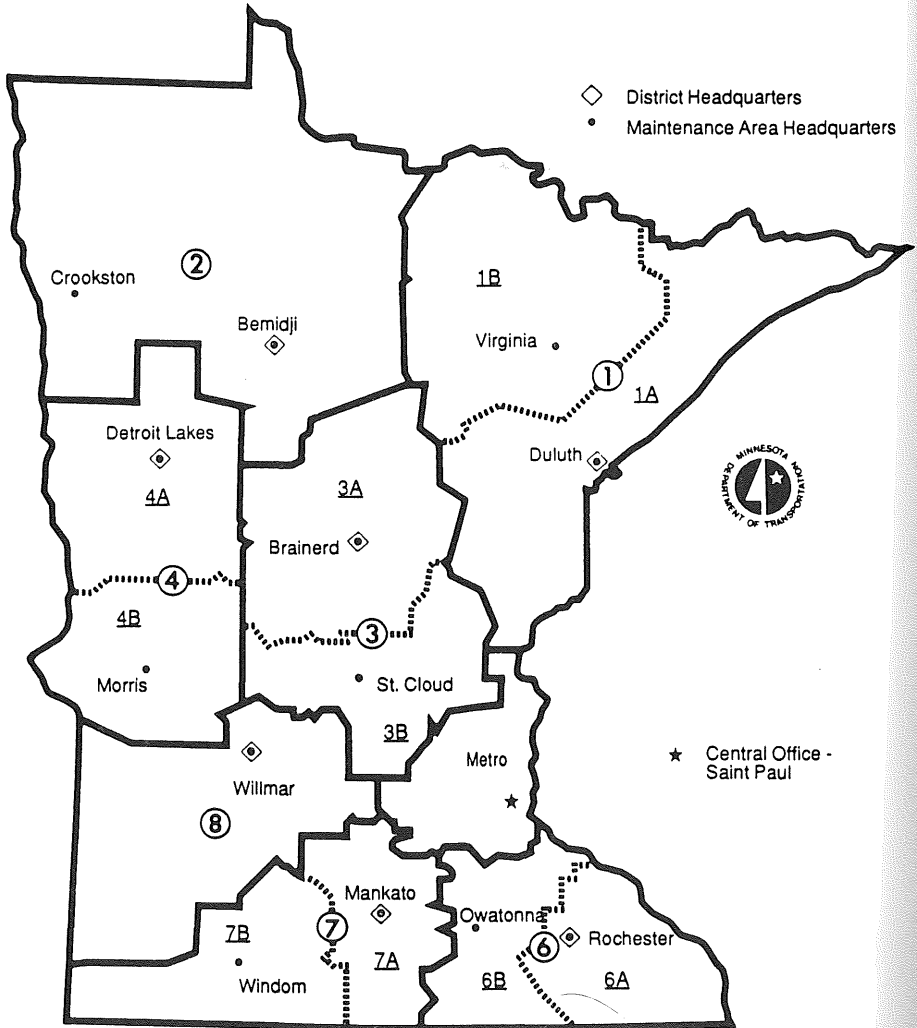
These sections collect and process traffic volume and accident record data; develop safety improvement program projects; supervise the design, construction, and operation of traffic signals and roadway lighting; and supervise the installation of roadway signing and pavement markings. They coordinate 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 Employee Development**

This unit is responsible for the development and implementation of employee training and employee involvement programs within the district. It provides liaison functions between the district staff and the central office Employee Development Section. It also provides the district staff with technical assistance on the use of training and development concepts, methods, procedures and communication practices. This unit provides no services directly to the public.

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.

## Minnesota Department of Transportation DISTRICTS



**District and Maintenance Office Locations**

**TRANSPORTATION DISTRICT 1A - DULUTH**

1123 Mesaba Ave. 55811

Information .....(218) 723-4801

**ADMINISTRATION**

District Engineer, David S. Ekern .....(218) 723-4803

Assistant District Engineer (Maintenance)

Bruce Larson .....(218) 723-4809



Assistant District Engineer (Construction Pre-Letting)

Edward Liebe .....(218) 723-4805

Assistant District Engineer (State Aid)

William Croke .....(218) 723-4948

Public Affairs, John Bray .....(218) 723-4802

Administrative Manager, Jim Laumeyer .....(218) 723-4810

**TRANSPORTATION DISTRICT 1B - VIRGINIA**

101 N. Hoover Road 55792

Information .....(218) 749-7793

**ADMINISTRATION**

Assistant District Engineer, Jim H. Miner .....(218) 749-7793

**TRANSPORTATION NORTHWEST DISTRICT (2) - BEMIDJI/CROOKSTON**

Box 490, Bemidji, MN 56601

Information .....(218) 755-3800

**ADMINISTRATION**

District Engineer, Steven Baker .....(218) 755-3815

Assistant District Engineer/Construction

Leonard N. Follman .....(218) 755-3812

Assistant District Engineer/Maintenance

Marvin Bates .....(218) 281-3503

Assistant District Engineer/State Aid

Jack R. J. Isaacson .....(218) 755-3808

Administrative Manager, Virginia Cameron .....(218) 755-3347

Public Affairs Coordinator, Mark Anderson .....(218) 755-3819

**TRANSPORTATION DISTRICT 3A - BRAINERD**

199 Industrial Park, Baxter, MN, 56401

Information .....(218) 828-2460

**ADMINISTRATION**

District Engineer, Donald L. Raisanen .....(218) 828-2463

Assistant District Engineer (Maintenance)

Gary Niemi .....(218) 828-2468

Assistant District Engineer (Construction)

Gerald Kreutzer .....(218) 828-2462

Assistant District Engineer (State Aid)

David O. Reeds .....(218) 828-2475

Public Affairs Director,

Don Hubert .....(218) 828-2471

Administrative Manager,

Corey Loney .....(218) 828-2467

**TRANSPORTATION DISTRICT 3B - ST. CLOUD**

Box 370, 3725 12th Street North 56302

Information .....(612) 255-4181

Area Maintenance Engineer .....(612) 255-4231

**TRANSPORTATION DISTRICT 4A - DETROIT LAKES**

P.O. Box 666, 1000 W. Highway 10 56502

Information .....(218) 847-1500

**ADMINISTRATION**

District Engineer, Ronald G. Hoffman .....(218) 847-1552

Assistant District Engineer (Construction)

Art Hill .....(218) 847-1557

Area Maintenance Engineer .....(218) 847-1553

District State Aid Engineer,

Tallack Johnson .....(218) 847-1556

Public Affairs, Coordinator,

Mike Travis .....(218) 847-1532

District Business Manager, Daniel K. Swanson .....(218) 847-1548

**470 / Transportation Department**

**TRANSPORTATION DISTRICT 4B – MORRIS**

P.O. Box 410, 610 Highway 9 South, 56267

Information .....(612) 589-7000

**ADMINISTRATION**

Assistant District Engineer (Maintenance)

Jerry Miller .....(612) 589-7001

**TRANSPORTATION METROPOLITAN DISTRICT**

Room 120 Transportation Building

395 John Ireland Boulevard

St. Paul, Minnesota 55155

Information .....297-7320

District Engineer

William M. Crawford .....296-3005

Director, Office of Operations

Gary E. Workman .....297-7322

Director, Office of Traffic Management .....297-3532

Director, Office of Planning and Development

Richard Stehr .....297-7321

Director, Office of Administration

Sandra Vargas .....297-7324

**METRO DISTRICT - OAKDALE**

3485 Hadley Ave. North, Oakdale 55109

Information .....779-1100

**METRO DISTRICT - GOLDEN VALLEY 2055**

N. Lilac Drive, Golden Valley, 55422

Information .....593-8400

**STATE AID**

State Aid Engineer

Elmer Morris – Oakdale..... 779-1173

State Aid Engineer

Chuck Weichselbaum – Golden Valley .....593-8408

**CONSTRUCTION AND CONTRACT ADMINISTRATION**

Assistant District Engineer – Contract Administration

Doug McArthur – Oakdale .....779-1179

Assistant District Engineer – Construction

Richard Hathaway – Golden Valley .....593-8407

**MAINTENANCE OPERATIONS**

Assistant District Engineer

Mark Wikelius .....779-1167

**MAINTENANCE PRE-OPERATIONS**

Assistant District Engineer

Jim Koivisto – Golden Valley .....593-8406

**TRAFFIC ENGINEERING SECTION**

Assistant District Engineer

Gary Thompson – Golden Valley .....593-8476

**TRAFFIC MANAGEMENT CENTER (TMC)**

1101 4th Avenue South, Minneapolis 55404

Information/Receptionist .....341-7500

**FREEWAY OPERATIONS SECTION**

Assistant District Engineer

Glen Carlson – TMC .....341-7500

**PLANNING AND PROGRAMMING**

Assistant District Engineer

James Povich – Golden Valley .....593-8405

Inter-Governmental Liaison

Robert Vockrodt – Oakdale .....779-1162

**PRE-DESIGN**

Assistant District Engineer  
 Richard Elasky – Oakdale .....779-1175

**PROJECT DEVELOPMENT**

Assistant District Engineer  
 Mike Christensen – Oakdale .....779-1178

**RESOURCES**

Assistant District Engineer  
 Allan Pint – Golden Valley .....593-8520

**FINANCE AND ADMINISTRATION**

Finance and Administration Director  
 Jerry B. Holland – Oakdale .....779-1164

**HUMAN RESOURCES**

Charles McBrayer – Oakdale .....779-2472

**PUBLIC AFFAIRS**

Public Affairs Coordinator  
 Ione Maus – Oakdale .....779-1248

**TRANSPORTATION DISTRICT 6A – ROCHESTER**

Box 6177, 2900 48th St. N.W., 55903-6177

Information .....(507) 285-7350

**ADMINISTRATION**

District Engineer, Kermit K. McRae .....(507) 285-7374

Assistant District Engineer

Louis C. Anderson .....(507) 285-7380

Assistant District Engineer (Maintenance)

Richard P. Klobuchar .....(507) 285-7376

Assistant District Engineer (State Aid)

Vacant .....(507) 285-7377

District Information Office, Quentin I. Crouch .....(507) 285-7364

District Business Manager, Lucille M. Farrell .....(507) 285-7360

**TRANSPORTATION DISTRICT 6B – OWATONNA**

Box 307, 1010 21st Ave. N.W., 55060

Information .....(507) 455-5800

**ADMINISTRATION**

Area Maintenance Engineer, Dale Shaw .....(507) 455-5803

**TRANSPORTATION DISTRICT 7A – MANKATO**

P.O. Box 4039, 56001

Information .....(507) 389-6351

**ADMINISTRATION**

District Engineer, Robert P. Pecore .....(507) 389-6868

Assistant District Engineer (Construction)

James Swanson .....(507) 389-6869

State Aid Engineer,

Douglas Haeder .....(507) 389-6870

Public Affairs Director,

Rebecca Austin .....(507) 389-6883

District Business Manager, David Enfield .....(507) 389-6855

**MAINTENANCE**

Area Maintenance Engineer,

Wesley Gjovik .....(507) 389-6860

**TRANSPORTATION DISTRICT 7 B – WINDOM**

Box 427, Co. Rd. 26, 56101

Information .....(507) 831-1666

**ADMINISTRATION**

Area Maintenance Engineer, George Welk .....(507) 831-1201

**TRANSPORTATION DISTRICT 8 – WILLMAR**

P.O. Box 768, 2505 Transportation Road, 56201  
(Marshall Office) Box 29; 220 S. 6th Street

- Information (Willmar) .....(612) 231-5195
- Information (Marshall) .....(507) 537-6146

**ADMINISTRATION**

- District Engineer, David G. Trooien .....(612) 231-5497
- Assistant District Engineer (Construction)
  - Marvin G. Gieseke .....(612) 231-5499
- Assistant District Engineer (State Aid)
  - John J. Hoeke .....(612) 231-5495
- Assistant District Engineer (Maintenance)
  - Lawrence A. Hoben .....(612) 231-5494
  - Administrative Manager, Linda Bjornberg .....(612) 231-5182
  - Public Affairs Coordinator,
    - Cheryl Plathe .....(612) 231-5136

**Technical Services Division (612) 296-3420**

**Eugene E. Ofstead, assistant commissioner. John E. Sandahl, deputy division director. David H. Munro, director of administration.** This division assists and supports other divisions in the department with engineering expertise and services. The division administers the 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 the Department’s divisions and under contract to other state agencies.

**Office of Bridges and Structures (612) 296-3172**

**Donald J. Flemming, state bridge engineer.** This office represents the department in bridges and structures design, construction and maintenance matters to 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, administrative 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.

This section writes structural metals specifications, inspects structural metal 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.

**Bridge Design Section (612) 296-3173**

**Gary D. Peterson, administrative 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.

**Bridge Planning Section (612) 296-3177**

**Daniel L. Dorgan, administrative engineer.** This section develops preliminary bridge plans, prepares cost estimates, coordinates utility requirements, selects and negotiates with consulting engineers, approves construction contracts. It provides no services directly to the public.

**Hydraulic Section (612) 296-0824**

**David V. Halvorson, engineer.** The Hydraulic Engineering Section functions are to: • Provide overall direction, guidance, and advisory services to district hydraulic engineers. • Provide hydraulic recommendations for bridges, culverts, storm sewers, channels, erosion control structures, sedimentation basins, detention ponds, and other miscellaneous drainage structures. • Review drainage aspects of final plans to ensure that the design of all types of hydraulic structures is accomplished in accordance with current accepted engineering policies and standards. • Furnish storm sewer design cost proration for cooperative projects with municipalities. • Screen in-place bridges for potential scour and recommend a plan of action for the bridges identified as scour critical. • Review and provide final approval on all State Aid storm sewer plans with cost proration for State Aid, Federal Aid and other funding sources. • Provide technical assistance to counties and municipalities on request in accordance with a technical assistance agreement. • Provide training in hydrology and hydraulics. • Coordinate the development and use of computer programs for hydrology and hydraulics. • Coordinate the development of statewide electronic data bases for bridge and culvert hydraulic data. • Establish policy for and represent Mn/DOT in matters pertaining to hydrology and hydraulics.

**Bridge Analysis Agreement Engineer (612) 296-3187**

**Robert J. Miller, engineer.** This unit 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 610C, Transportation Bldg., St. Paul, MN 55155.

**Office of Electronic Communications (612) 296-7402**

**Samuel F. Gargaro, director.** This office designs and maintains communications networks, electronic truck weighing, closed circuit television surveillance systems, com telephone systems, personal computers for the department and other state agencies and the Federal Communications Commission (FCC).

**Electronic Maintenance Section (612) 296-3458**

**Donald V. Wicklund, engineer.** This section installs, maintains, and repairs communications systems and related electronic equipment for all state agencies, including computers, telephones, portable radios, base transmitting stations, weather broadcasting stations, electronic weighing stations, aeronautical navigational aid facilities, closed circuit television systems, and repeater sites. It provides no services directly to the public.

**Engineering Section (612) 296-7418**

**Roger P. Kochevar, 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 900 Kelly Inn, I-94 and Marion Street, St. Paul, MN 55155.

## **Office of Materials and Research (612) 779-5590**

**1400 Gervais Avenue, Maplewood, MN 55109**

**Richard H. Sullivan, director.** The Office of Materials and Research consists of six (6) sections with basic missions as follows:

**Geotechnical Engineering Section** provides expertise, training and specifications in all areas of soils, aggregate, erosion control and turf establishment. Performs sub-surface exploration for bridge foundations, gravel source exploration, retaining wall and high embankments. Provides expertise in the areas of geology and ground water hydrology.

**Materials Engineering Section** conducts physical and chemical testing of all materials and products incorporated into a construction project to ensure compliance with Mn/DOT standards and State and Federal guidelines. Develops and revises materials specifications, testing and inspection procedures.

**Pavement Engineering Section** provides technical expertise in the areas of concrete pavements, asphalt pavements, pavement structural design.

**Physical Research Section** carries out the Department's program of applied research and provides technical advice to the other Divisions of Mn/DOT.

**Research Administration and Development Section.** The major function provided by this section will be research planning, coordination and evaluation. They will manage all future planning activities with the University of Minnesota with respect to the Center for Transportation Studies as well as coordinate work with national research organizations.

### **Materials Engineering Section (612) 779-5533**

**James A. Lilly, materials engineer.** This section inspects and tests materials used in the construction and maintenance of the state transportation system. The section prepares materials specifications, conducts pavement friction testing, pavement strength measurements, 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 137, Transportation Bldg., St. Paul, MN 55155.

### **Value Engineering Unit (612) 296-2743**

**Leo C. Ryan, engineer.** This unit manages a comprehensive cost improvement, value engineering, and value improvement program to identify more cost effective uses of resources to reduce overall costs. The unit trains operating personnel in value engineering techniques. It provides no services directly to the public.

### **Geotechnical Engineering Section (612) 779-5613**

This section provides geotechnical expertise in the areas of construction, grading, aggregates, geology, foundations, subgrade designs, subsurface drainage, erosion control, turf establishment and hazardous materials.

### **Foundations Unit (612) 779-5596**

**Virgil Mikkelsen, engineer.** This unit conducts subsurface explorations for the foundations for bridges, retaining walls, high embankments and other structures. It provides design recommendations on foundation bearing capacity, expected settlement and potential slope stability problems. It provides technical assistance to District design and construction personnel on foundation-related problems. It provides no services directly to the public.

### **Geology Unit (612) 779-5601**

**Graham (Rudy) Ford, geologist.** This unit provides studies, advice and recommendations on problems relating to geology and ground water hydrology, including rock excavation and bearing capacities, backslope and tunnel designs, quarry aggregates, geophysics and vibration analysis, subsurface drainage, and environmental impact statements. It provides design recommendations and construction advice for water wells in rest areas and maintenance buildings. It provides no services directly to the public.

**Aggregate Unit (612) 779-5612**

**Warren Pladsen, engineer.** This unit provides aggregate source information and recommendations to district materials, soils and design engineers and the Estimating Unit of the Office of Design Services. It provides aerial photo interpretation assistance to the Districts. It conducts statewide aggregate source prospecting, drilling, sampling and analysis of aggregate prospects and pits. It provides no services directly to the public.

**Grading & Base Unit (612) 779-5609**

This unit reviews subgrade design recommendations submitted by the Districts. It prepares specifications, manuals and standards for grading and base construction. It provides technical assistance to project engineers. It monitors construction projects for compliance with the appropriate specifications. It certifies that all grading projects conform to specification requirements to permit final payments to contractors. It provides no services directly to the public.

**Pavement Engineering Section (612) 779-5563**

**Gerald Rohrbach, pavement engineer.** This section provides through its Bituminous Unit, Concrete Unit, Structural Pavement Design Unit, and Pavement Management Unit technical direction in the design, construction, maintenance, rehabilitation and management of the department's pavements.

**Bituminous Engineering Unit (612) 779-5582**

**Douglas J. Schwartz, engineer.** This unit 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 1400 Gervais, Maplewood, MN 55109.

**Concrete Engineering Unit (612) 779-5563**

**Terry Zoller, engineer.** This unit 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 steel requirements, 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 1400 Gervais, Maplewood, MN 55109.

**Pavement Design and Subgrade Unit (612) 779-5564**

**Duane Young, engineer.** This unit provides technical direction and assistance to state, county, and municipal engineers and administrators on the structural design of pavements, including the use of roadbed soils.

Thus it is involved in strength assignment to grading soils, thickness determination of aggregate, bituminous, and concrete pavements, subsurface drainage, and rehabilitation strategies. For information, contact the unit at Transportation Bldg., St. Paul, MN 55155.

**Pavement Management Unit (612) 297-3978**

**Loren Hill, pavement mgmt. engineer.** This unit is responsible for the design implementation, and maintenance of 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 which will optimize design, maintenance/rehabilitation costs and strategies and ensure a satisfactory level of user serviceability. For information, contact the unit at Room 707, Transportation Bldg., St. Paul, MN 55155.

**Physical Research Section (612) 296-3066**

**George Cochran, physical research engineer.** This section is responsible for creating 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 human and monetary resources available, a research program is developed to be conducted partially in-house by this section and partially under consultant agreement through the Research Administration and Development Section. Problems are addressed in the areas of design, construction, reconstruction and maintenance of transportation facilities, pavement management, safety, environment, and materials conservation.

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.

### **Research Administration and Development Section (612) 779-5510**

**Robert Benke, engineer.** This section coordinates department wide research activities, maintains liaison with other state and national research programs, and coordinates administration of department and multi-agency sponsored research contracts. 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. The section also coordinates department-wide implementation of available new technology and research results from other state and national sources.

This section manages the administrative and secretarial duties including the budget of the Local Road Research Board. Similarly, the section provides all necessary secretarial activities for the department's Research Coordinating Committee.

### **Office of Right of Way and Surveys (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. This office is also responsible for surveys, cartography and photogrammetric mapping.

### **Land Acquisition Section (612) 296-1132**

**Karl Rasmussen, engineer.** This section provides the status of right of way in progress and previously acquired.

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 dislocated persons and businesses. Two pamphlets are available, Guide to Property Owners 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 Project Management Unit at Room 510, Transportation Bldg., St. Paul, MN 55155.

### **Valuation Section (612) 296-1135**

**George Eckenroth, 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.

### **Surveying and Mapping Section (612) 296-1077**

**Mike Marttila, director.** This section 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 also provides assistance to other public agencies on surveying and mapping applications, techniques, and the procedures for acquiring geodetic, photogrammetric, and cartographic services.



**Cartographic Unit (612) 296-1680**

**Richard W. Teeters, chief.** This unit 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 Unit (612) 296-5710**

**23 Empire Drive, St. Paul, MN 55103**

**David M. Gorg, geodetic engineer.** This unit provides the public with information and technical advice on the establishment and use of horizon and vertical geodetic control. Requests for specific geodetic control marks should include the name or number of the mark or location (county, township, and section) where the mark is needed. Contact the unit at (612) 296-3027.

**Preacquisition Section (612) 296-1074**

**G. Eldon Lober, 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 section also provides land descriptions, Commissioner's Orders, and legal documents needed for acquisition of land, 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.

**Photogrammetric Unit (612) 296-1079**

**Stanton P. Michal, photogrammetric engineer.** This unit 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.

**Office of State Aid (612) 296-3011**

**Dennis C. Carlson, state aid engineer. Julie Skallman, assistant director (612) 296-9877.** 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**

**Mark Gieseke, chief.** This section reviews for approval plans for state-aid and federal-aid construction projects.

**Programming and Project Development Section (612) 296-3014 and 296-9973**

**Delvert O. Oftedahl, engineer for rural projects; Paul Stein, engineer for urban projects.** This section administers, prepares, and processes documentation for county and municipal road construction projects involving federal funds.

**Office of Technical Support (612) 296-3036**

**Roger M. Hill, director.** This office consists of four sections, Environmental Services, Design Services, Agreement Services, and Computer-Aided Engineering Services. **Environmental Services** is a multi-disciplinary unit that provides statewide review, consultation and actual production work in a wide range of environmentally related matters. **Design Services** primary functions are: processing the plans, special provisions and estimates for statewide lettings; hydraulic engineering, preliminary design liaison and

geometric engineering; and some overload detail design work. **Pre-Letting Services** coordinates, prepares, monitors and administers agreements with local units of government, utilities and consultants. **Computer Aided Engineering Services** maintains and manages a computer center that supports the eight districts and the central office in the performance of computer-aided engineering activities.

#### **Design Services Section (612) 296-8650**

**Harold Nemeč, design services 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 reviews geometric layouts developed by the districts and as the workload permits. It has the capability to develop geometric layouts. It reviews, analyzes and approves drainage on highway. 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 715N, Transportation Bldg., St. Paul, MN 55155. For information about a specific project, contact the local district office.

#### **Pre-Letting Services Section**

**Robert H. Cartford, director (612) 296-3268. Municipal Agreements, Clarence Michalko (612) 296-0906; Utilities Agreements, Leonard Sandstrom (612) 297-1870; Permits, Leonard Leitner (612) 296-8655; Specifications, James P. Halverson (612) 296-8065.** This unit is responsible for the agreements services program for the Office of Technical Support. This includes the development, preparation and administration of all aspects of agreements for consultant services and for agency, cooperative and maintenance agreements with municipalities, counties, state agencies, other states and Canadian Provinces, and relocation agreements for utility facilities along trunk highway right of way. The section processes and approves utility permit applications, which take approximately six 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, Minnesota 55155.

#### **Computer Aided Engineering Services Section (612) 296-4707**

**Janet Blacik, director.** The responsibilities of this office are to manage the resources required for the immediate and long range development of computer aided engineering. Specific activities include enhancement, development, integration and maintenance of computer based road design as well as computer aided drafting of maps and design plans for the department. The office provides no services directly to the public.

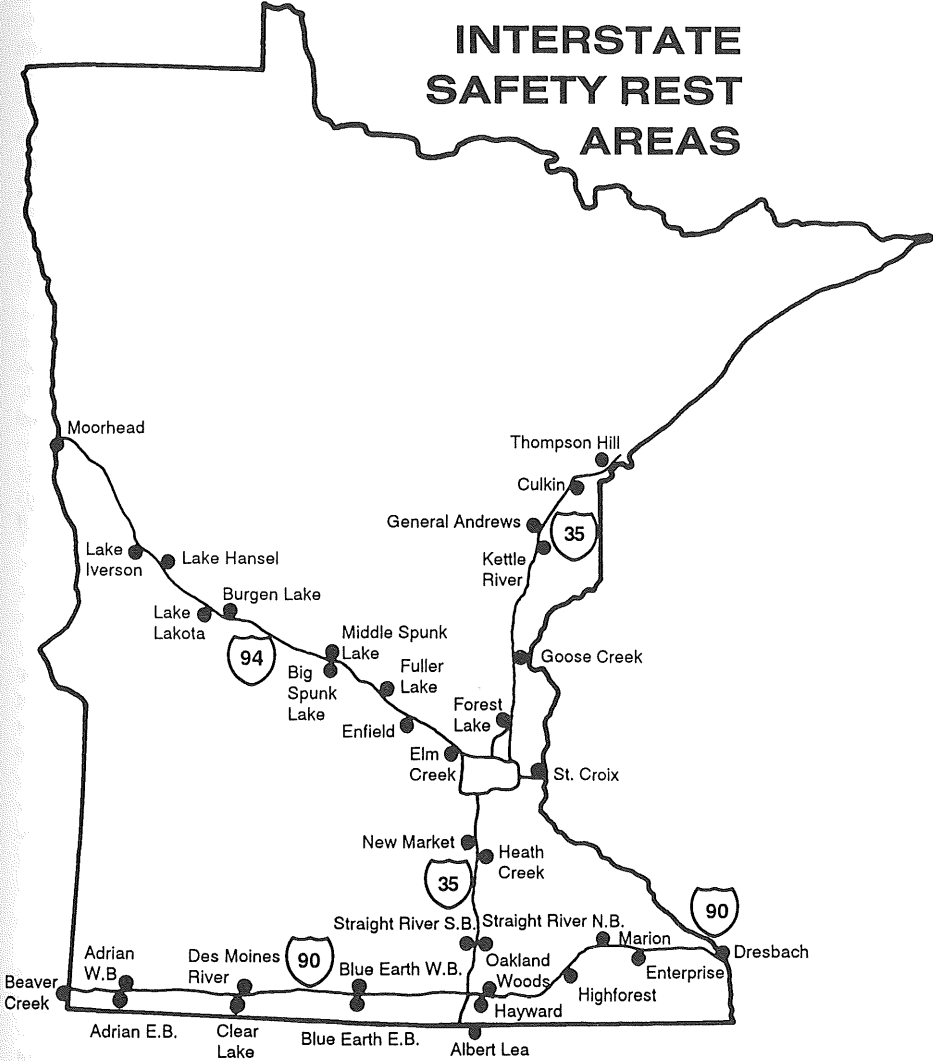
#### **Engineering Services Section (612) 296-6116**

**R. M. Canner, Jr., engineer.** This section reviews and monitors construction operations, maintains value engineering and cost improvement programs, develops engineering and right of way standards, develops construction specifications, and provides a contract 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 and Manuals at 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.

# INTERSTATE SAFETY REST AREAS



### Site Development Unit (612) 296-5773

**James S. Reierson, senior landscape architect.** This unit manages the development and coordination of the statewide **Safety Rest Area Program**. The program consists of 36 interstate safety rest areas and 237 trunk highway safety rest areas.

The Site Development Unit also provides interdisciplinary technical design expertise in the development and coordination of various departmental programs including multiple use/joint development projects, urban design projects, highway corridor design recommendations, departmental building projects, travel information center development and special projects. The unit also administers the departments **Outdoor Advertising Control Program**, the **Junkyard Control Program** and the **Travel Information Systems Program (Info Stop)**. For information, contact the unit in Room 124, Transportation Building, St. Paul, MN 55155.

**Construction Standards Unit (612) 296-6161**

**John M. Sampson, engineer.** This unit establishes construction standards and monitors operations for compliance. It provides no services directly to the public.

**Design Standards Unit (612) 296-4859**

**Glen Korfhage.** This unit 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 unit at Room 704, Transportation Bldg., St. Paul, MN 55155.

**Technical Graphics Unit (612) 296-4857**

**Jake Kindom, supervisor.** This unit provides technical and graphic support for other units in the section.

**Environmental Engineering Unit (612) 725-2365**

**6000 Minnehaha Avenue, Ft. Snelling Complex, St. Paul, MN 55111.** Principal engineer. This unit provides technical expertise and interpretation/dissemination of federal and state laws, rules, regulations and standards for the department in the field of acoustics, water and meteorology on all facets of transportation noise, water and air pollution. Analysis procedures and monitoring capabilities are developed and maintained in this unit. Energy analysis and agency approvals and permits for highway projects are the responsibility of this unit. The unit serves the department when the measurement and engineering solution of work place noise and air pollution for OSHA compliance is required.

**Air Quality (612) 725-2377**

**Norm Mellem, office; Richard Cady, field.**

**Water Quality (612) 725 2366**

**Kenneth Moxness, research; Roger Sadecki, field.** The unit provides technical expertise on a statewide basis for the design, implementation, and operation of long term monitoring programs to describe the physical and chemical characteristics of runoff from transportation projects and waters receiving this runoff. This unit is also responsible for the research to develop and update a highway runoff pollutant prediction model, performing the requirements of permit compliance monitoring, investigating complaints, research to determine the effects of new construction and maintenance materials on runoff, and investigates groundwaters influenced by project runoff. The technical expertise and data of this unit are used within Mn/DOT, by other state agencies, by the federal, county, city and by private consultants and the public.

**Preliminary Design Unit (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.

**Environmental Services Section (612) 296-1637**

**Lawrence E. Foote, director** The Environmental Services Section serves as an interdisciplinary resource providing technical design and environmental consulting services to District and Central offices regarding planning, design, development and operation of transportation facilities. Primary clientele are Mn/DOT District offices as well as the Commissioner's staff and other Central offices. Other clientele groups include the FHWA, state and Federal agencies, Federal and State legislators, the Governor's office, local units of

government and citizens of the State. The section focuses on environmental issues, and works with many other agencies and the public regarding the same. It develops and reviews environmental reports and related documents, and represents the department on statewide environmental issues and environmental studies. For information, contact the section at Room 124, Transportation Bldg., St. Paul, MN 55155.

#### **Erosion Prevention and Turf Establishment (612) 296-8354**

**Leo Holm, engineer.** This unit provides technical assistance and training on erosion control and turf establishment to design, construction and maintenance personnel, to municipal and county engineers and to contractors. It also provides technical expertise and training on herbicides, proper spraying techniques and weed control methods on rights-of-way. The unit conducts research on new concepts of erosion control, turf establishment, weed control and vegetation management. It also develops and coordinates a native grass and wildflower establishment and maintenance effort as part of an overall vegetation management program on highway rights-of-way. Specifications, manuals, brochures and technical memoranda are developed and published which are the result of an ongoing effort and contain the results of applied technology.

#### **Landscape Unit (612) 296-5772**

**Scott Bradley, senior landscape architect.** This unit develops statewide landscaping policies and assists districts with the development of 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. The unit advises district offices on vegetation management of highway right of way to protect and/or enhance vegetation and aesthetic resources.

#### **Environmental Development Unit (612) 296-1642**

**Frank W. Pafko, chief administrative planning director.** This unit is the multi-disciplinary team responsible for analyzing environmental impacts of transportation projects. It serves as staff support to the districts on environmental issues. The unit recommends and develops environmental mitigation, conducts interagency coordination, reviews and processes internal and external environmental documents, provides guidance on environmental regulations, and conducts environmental research and department-wide environmental training. It provides input into developing environmental-related department policy and represents the department on statewide environmental issues. The unit is also the liaison between the department and the Minnesota Environmental Quality Board (EQB) and provides staff support and technical assistance to the Commissioner of Transportation and the EQB.

#### **Environmental Studies Unit (612) 296-5775**

**Dennis J. Adams, senior landscape architect.** This unit provides design and planning expertise for the preliminary design of highway corridors. It also provides program coordination and management of statewide programs or initiatives. Design work includes anticipating visual impacts of proposed highway projects and recommending techniques to mitigate impacts. Opportunities for recreational development adjacent to proposed highways are also explored.

Program responsibilities include administering the Great River Road (GRR), implementing the Highways in Recreation Areas Plan (HIRA) and monitoring development of a Scenic Byways Program on behalf of Mn/DOT. The GRR in Minnesota is a 426 mile parkway system which is part of a 10 state system paralleling the Mississippi River. Completion of development is the units goal. The HIRA plan is currently in the last stages of development with the goal of coordinating recreation development opportunities on adjacent public lands concurrently with highway construction. Finally, Congress is considering creation of a Scenic Byways program. This unit monitors the ongoing opportunities to blend a Scenic Byways program with state and county highway development. The unit also provides one of the department's representatives to the statewide multi agency Scenic Byways Taskforce.

The unit's preliminary design activities involve preparing photo based visual assessments for environmental documents describing proposed highway projects. These conceptual studies help the public understand how highway projects can be blended into the rural or urban environments. The basic goal is to integrate general aesthetic concerns into the preliminary design process for highway design and construction. The unit produces graphic displays for public meetings including before and after photo simulations showing how a highway might appear when complete.

**Environmental Compliance and Investigation Unit (612) 296-8707**

**Bruce Johnson, chief principal pollution control specialist.** This unit provides the department with expert scientific technical expertise for the resolution of environmental issues relating to waste stream management, soil, and ground water contamination. The unit develops statewide policies, procedures and guidelines in the above areas. The unit provides guidance to the districts regarding federal and state environmental statutes and regulations. It initiates technical training programs for Mn/DOT personnel. The unit reviews both in-house and consultant work products for technical and scientific adequacy.

**Office of Traffic Engineering (612) 296-1182**

**Michael L. Robinson, director (state 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 traffic signals and roadway lighting statewide, operates the metropolitan freeway controls and surveillance system, and provides guidelines and consultation to central office managers, the districts, and other governmental agencies on matters of traffic engineering. For information contact the office at 309 Transportation Building.

**Intelligent Vehicle Highway System Section (612) 296-8567**

**James L. Wright, assistant traffic engineer.** Minnesota Guidestar is the Minnesota Department of Transportation (Mn/DOT's) Intelligent Vehicle Highway Systems (IVHS) program. IVHS represents a series of high-tech projects designed to make the most efficient use of the existing highway system – thereby improving mobility and transportation productivity, enhancing safety, and conserving energy. The long range goal of IVHS is the development of automatic vehicle control systems which – at their most advanced level - call for vehicles to completely take over the task of driving! Minnesota Guidestar hopes to contribute to that goal by providing direction to the research, development, implementation and evaluation of advanced motorist information, traffic management, fleet control, and automatic vehicle control systems in Minnesota. The program relies on help from public and private sector partners – including the Center for Transportation Studies at the University of Minnesota.

**Electrical Services Section (612) 725-2304**

**6000 Minnehaha Ave.,/Fort Snelling, St. Paul, MN 55111**

This section maintains, tests, and repairs all electrical and electronic traffic signals, roadway lighting, and other electrical/electronic 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. To report any signal system or lighting system malfunction, contact the local district office.

**Design and Operations Section (612) 296-1155**

**Thomas E. Campbell, assistant traffic 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. 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. The section also provides traffic engineering reviews for the staff approval process on all state preliminary road plans. It produces the contract plans for signing and lighting projects. 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 B-4, 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.

### **Safety, Standards and Tort Claims**

**Michael Gillen, assistant traffic engineer.** Administers the department's traffic control devices programs, such as Minnesota Manual on Uniform Traffic Control Devices, including highway numbering systems, speed zoning, and work zone traffic safety monitoring. Also provides integrated traffic accident surveillance capabilities and has responsibilities in the Mn/DOT Highway Safety Improvement Program.

The section also acts as liaison between the Department of Transportation and the Attorney General's Office. It gathers documentation required to respond to liability claims made against the Department of Transportation.

## **Transportation Regulation Board**

**254 Livestock Exchange Building, 100 Stockyards Road, South St. Paul, MN 55075**

**Richard Helgeson, chairman (612) 296-0400**

*Minnesota Statutes, Chapters 174, 174A, 216, 216A, 218, 219 and 221; Minnesota Rules 8900-8999*

The Transportation Regulation Board is a three member, quasi-judicial, independent regulatory agency established to regulate "for hire" transportation within the state of Minnesota. The board was created in 1980 but not funded until 1983 because of the state's budgetary situation. The board, which was appointed on August 10, 1983, and became functional on October 1, 1983, took over some of the duties previously handled by the Minnesota Public Utilities Commission. The board issues orders involving motor carrier authorities (certificates and permits), rates and railroad matters, involving clearance variances, spur track removals and changes in agency service.

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 (regular route common carrier of freight and passengers, petroleum) and permits (irregular route, contract, livestock, local cartage, charter and courier). Petition forms are obtained and filed with the Department of Transportation, Office of Motor Carrier Safety and Compliance, 151 Livestock Exchange Building, 100 Stockyards Road, So. St. Paul, MN 55075 (612/296-7119) and are published for twenty days notice in the weekly **Board Calendar**. Contested matters are scheduled for hearing before the Office of Administrative Hearings, Fifth Floor Flour Exchange Building, 310 So. 4th Avenue, Minneapolis, MN 55415 (612/341-7600).

Uncontested matters are processed by the staff for board disposition. The subscription fee for the boards' weekly calendar is \$50.00 per year (612/297-4362). Copies of board files are available upon request for 25 cents per page.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Transportation Regulation Board**, 254 Livestock Exchange Bldg., 100 Stockyards Rd., So. St. Paul 55075. (612) 297-4360. *Minnesota Statutes 174A.01.*

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$54,500 annually. The board regulates railroads and other common carriers of persons or property for hire. Members terms are staggered. No more than two members may belong to the same political party. These are full time positions. Members must file with the Ethical Practices Board.

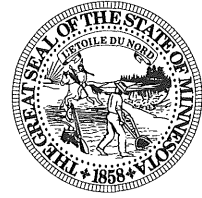
## Office of The State Treasurer

303 Administration Building, 50 Sherburne Avenue,  
St. Paul, Minnesota 55155

(612) 296-7091

Michael A. McGrath, state treasurer

John M. Manahan, deputy state treasurer



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 all monies paid into the state treasury until lawfully disbursed or invested. Transactions in F.Y. 91 totaled \$110.4 billion. The Treasurer also assures that all state monies on deposit and invested are properly collateralized and protected against default. The Treasurer must also record and verify all warrants redeemed from the state treasury. The Treasurer daily determines the amount of money available for investment and certifies that amount to the Investment Board. The Treasurer records and disburses debt service funds for the state's bonded debt.

The Treasurer is one of five members on the State Board of Investment. The board is responsible for the formulation of investment policies on behalf of the various public retirement funds, the Invested Treasurer's Cash Fund and nine other funds. Investments, as of June 30, 1991, total approximately \$17 billion.

The Treasurer is also a member of the Executive Council. The Council consists of the six constitutional officers. Duties of the Executive Council include the approval of mineral, peat and timber leases, the designation of Minnesota banks to receive state deposits, the disposition of certain state lands and the provision of emergency relief in times of disaster.

### Treasury Operations Division (612) 296-7091

**Jerry Engebretson, chief of staff.** The following sections provide the Treasurer with the necessary information to maintain a system of financial checks and balance for the state, maximize earnings on funds determined to be available for investment and protect public monies deposited and invested. The division is divided into the following three sections:

#### Cash Management and Data Processing (612) 296-9132 and (612) 296-8552

**Mike Hager, supervisor.** This section receives and processes deposits or deposit reports from each state department, agency and deputy registrar, accounting for all monies received by the state of Minnesota. It reconciles some 334 bank account statements each month and works with approximately 200 banks throughout the state. The data processing area of this section reconciles, verifies, and pays all state warrants (5 million annually) presented by banks for payment. It also provides a computerized operation for recording all bank account activity (deposits, withdrawals, and balances). This computer system generates various other financial reports and information for the State Treasurer and other state departments on a daily basis. In addition to basic banking activity, these reports include: warrants outstanding and paid, collateral pledged to secure state deposits, and investments and unclaimed property data for the Minnesota Department of Commerce.

#### Safekeeping and Investments (612) 296-9569

**Shirley Tigges, supervisor.** This section performs the banking functions for the state, including the State Board of Investment. This section maintains an inventory of all securities owned by the funds (general fund, retirement funds and various other public funds). It also is responsible for maintaining and verifying the amount of collateral pledged to secure state funds on deposit in banks and invested by private agents. In addition, the section provides safekeeping of \$192 million in securities and other financial assets for state departments.

#### Debt Service and Accounting (612) 296-9623

**Patricia Fleming, accountant.** The state of Minnesota's bonded indebtedness is prescribed by the state constitution and various issues are authorized by the legislature. As of June 30, 1991, there were outstanding some 70 separate issues of Minnesota bonds totaling



approximately \$1.6 billion. This section maintains and services the states bond indebtedness portfolio. It is responsible for the accurate payment of principal and interest on all issues and maintaining proper records of transactions. This section is also responsible for the receipt, accounting and payment of all payroll tax deductions (federal and state withholding, medicare and social security) from all state, legislative, university and college employees. It also accomplishes the internal office accounting duties.

## University of Minnesota

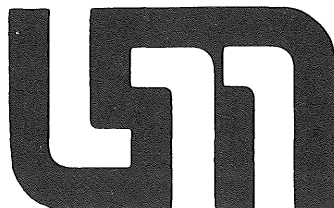
**100 Church St. S.E., 202 Morrill Hall**

**Minneapolis, MN 55455**

**Nils Hasselmo, president (612) 626-1616**

**Information: (612) 625-5000**

**Minnesota Statutes, Chapter 137**



The University of Minnesota, ranked among the nation's top ten public universities, reflects the commitment to education of a state that is only 21st in population. It is almost alone among universities in the United States in its combination of three characteristics: an international research university, a land-grant institution with a strong tradition of education and public service, and a metropolitan academic community.

The Twin Cities campus, the system's largest, is made up of 20 colleges and offers a full range of academic and professional degrees. A comprehensive campus in Duluth offers undergraduate and graduate programs. The Morris campus offers a four-year liberal arts program. Two-year colleges in Crookston and Waseca provide paraprofessional and technical education, primarily in agriculture-related fields. Through the Minnesota Extension Service, the university is present in each of Minnesota's 87 counties.

The university is the primary center in Minnesota, and parts of the surrounding region, for instruction and research in the health sciences, law, engineering, agriculture, and forestry. It offers all of the graduate-level programs in these fields. The university is the only institution in the state granting doctorate degrees in all of the arts and sciences and in teacher preparation.

When the university was founded as a preparatory school in 1851, Minnesota had been a territory for just two years, and statehood was still seven years away. The school was built on not much more than the pioneers' faith in education. The university struggled financially in its early years and was forced to close during the Civil War. It reopened in 1867.

Two students received bachelor of arts degrees at the first commencement in June 1873. Since then, the university has granted more than 450,000 degrees. Students earn undergraduate and graduate degrees in more than 250 fields of study.

The Duluth campus joined the university in 1947, the Morris campus opened in 1960, the Crookston campus in 1966, and the Waseca campus in 1971. The Waseca campus is scheduled to close in June 1992.

The university is now one of the largest in the United States. Enrollment in fall 1991 was 50,886 on all five campuses. Enrollment was 39,315 on the Twin Cities campus, 7,770 at Duluth, 1,915 at Morris, 550 at Waseca, and 1,336 at Crookston.

University alumni include four Nobel Prize winners, a former chief justice of the United States, two former vice presidents, the heads of Fortune 500 companies, medical pioneers, civil rights leaders, top journalists, and men and women who have achieved distinction in every field.

Alumni, their families and friends are always welcome at the University. Alumni are invited to continue their relationship with the university through the Minnesota Alumni Association and its college groups.

## Board of Regents (612) 625-6300

**Barbara Muesing, executive director and corporate secretary.** The Board of Regents is the primary governing body of the university. It appoints, evaluates and advises the President; adopts the mission, policies and plans for the university; exercises fiduciary responsibility for its resources and approves its budgets; promotes educational quality and ensures institutional autonomy.

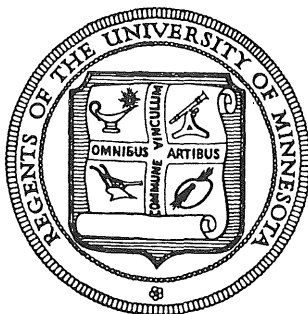
The 12 regents, who serve without compensation, are elected by the legislature for six-year terms. Eight regents are elected from each of the eight congressional districts, and four are elected at large. One of the at-large regents must be a university student at the time of election. The legislature has created an independent Regent Candidate Advisory Council to recruit and recommend candidates for legislative consideration. Vacancies occurring when the legislature is not in session are filled by the governor.

The university president is ex-officio president of the Board of Regents. At the annual meeting each odd numbered year a chair and vice chair are elected by the board from among its members; a secretary and a treasurer, who may not be board members, are also elected.

The board meets in regular session the second Friday of each month. Committees of the board, including a Committee of the Whole, review all business prior to the regular session. Dates of board meetings are announced in the "Official Daily Bulletin," published in the *Minnesota Daily*, the Twin Cities campus student newspaper. 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 may be submitted to the secretary of the board, 220 Morrill Hall. Requests for personal appearances before the board committees must be approved through the secretary by the board officers. Several times each year the Board of Regents holds an open forum for individuals to request opportunity to address the board on issues of importance at the university.

### Regents:

**Wendell R. Anderson**, Piper Jaffray Tower, Minneapolis, MN 55402  
**M. Elizabeth Craig**, 4423 Ellerdale Road, Minnetonka, MN 55345  
**Jean B. Keffeler**, 3033 Excelsior Blvd., Suite 300, Minneapolis, MN 55416  
**Elton A. Kuderer**, 1845 Knollwood Drive, Fairmont, MN 56031  
**H. Bryan Neel**, 200 SW First Street-West 5, Rochester, MN 55905  
**Alan C. Page**, 1732 Knox Avenue South, Minneapolis, MN 55403  
**Mary J. Page**, 307 East Oak, Box 128, Olivia, MN 56277  
**Thomas R. Reagan**, 4743 Ponderosa Drive, Gilbert, MN 55741  
**David K. Roe**, 179 Peninsula Road, Minneapolis, MN 55441  
**Darrin M. Rosha**, 40 Hill Drive, Owatonna, MN 55060  
**Stanley D. Sahlstrom**, 913 Forest Drive, St. Cloud, MN 56303  
**Ann J. Wynia**, 1550 Branston, St. Paul, MN 55108



Due to space limitations of the guidebook, descriptions of all the university's divisions cannot be printed. Following is a brief listing of frequently called numbers and places where more information can be obtained.

**Information**

University Information (612) 625-5000  
 University Hospital and Clinic Information  
 (612) 626-3000

**General Services**

Alumni Association (612) 624-2323  
 Art Museum (612) 624-9876  
 Book Center, Minnesota (612) 625-6000  
 Emergency Numbers

University Police (612) 624-3550  
 Medical Emergency (U Hospital)  
 (612) 626-2700

Lost and Found (612) 625-4177

**Minnesota Daily**

Ads (612) 627-4140  
 Business Office (612) 627-4080  
 News (612) 625-6666

**Personnel Department (employment)**

(612) 624-7360, Jobs Line (612) 645-6060

**Recreational Sports**

Minneapolis campus (612) 625-6800  
 St. Paul campus (612) 625-8283

**Student Unions**

Coffman Memorial Union (East Bank)  
 (612) 625-4177  
 West Bank Union (612) 624-5200  
 St. Paul Student Center (612) 625-7200

**Ticket Offices**

Northrop (612) 624-2345  
 Sports, Men's 624-8080, (612) 624-7070  
 Sports, Women's (612) 624-8080, 624-8000  
 University Theatre (612) 625-4001

University Relations (612) 624-6868

**Educational Services**

Continuing Education and Extension classes  
 (612) 625-2500

English as a Second Language Program  
 (612) 624-1503

KUOM Radio (612) 625-3500

Labor Education Services (612) 624-5020

**Libraries, Reference**

Biomedical Library (612) 626-3260  
 Business Reference Services  
 (612) 624-9066  
 Educ/Psych Reference Services  
 (612) 624-4185  
 Government Publications Library  
 (612) 624-5073

St. Paul Central Library

(612) 624-1212

Science & Engineering Library

(612) 624-0224

Wilson Reference Services

(612) 624-0303

Library hours (recording) (612) 624-4552

Media Resources (612) 625-3001

Minnesota Public Interest Research Group

(MPIRG) (612) 627-4035

Minority and Special Student Affairs

(612) 625-9556

Summer Session (612) 624-3555

Veterans Affairs (612) 625-6309

**Health and Crisis Services**

Alcohol and Other Drug Abuse Programming

(612) 624-6861

**Drug Information Centers**

Twin Cities (612) 624-9140

Duluth (218) 726-8155

Morris (612) 589-2211, ext. 6060

Crookston (218) 281-6510, ext. 345

Waseca (507) 835-1000, ext. 322

**Student Health Service**

Minneapolis (612) 625-8400

St. Paul (612) 624-7700

Crisis Counselor (612) 625-8475

University Hospital and Clinic (612) 626-3000

**Student Services, All Campuses****Admissions and Prospective Student Services**

Twin Cities (612) 625-2008

Duluth (218) 726-7171

Morris (612) 589-2211, ext. 6035

Crookston (218) 281-6510, ext. 369

Waseca (507) 835-9208

**Disabilities, Office for Students with**

(612) 624-4037

**Financial Aid**

Twin Cities (612) 624-1665

Duluth (218) 726-7500

Morris (612) 589-2211, ext. 6035

Crookston (218) 281-6510, ext. 371

Waseca (507) 835-9243

**Housing Services (612) 624-2994**

International Center, Minnesota (612) 625-4421

International Student Adviser (612) 625-7110

Student Organization Development Center

(612) 624-5101

**Colleges of the University of Minnesota, Twin Cities Campus**

**College of Agriculture (612) 624-3009.** A bachelor of science degree is offered in a wide range of subjects such as agricultural business administration, agricultural science and industries, communication sciences, food science and nutrition, and natural resources and environmental studies. Graduate degrees are also offered.

**Institute of Agriculture, Forestry and Home Economics (612) 624-4777.** Included in the institute are the Colleges of Agriculture, Natural Resources and Human Ecology, the Minnesota Agricultural Experiment Station, Minnesota Extension Service and the University of Minnesota coordinate campuses at Crookston and Waseca.

**College of Biological Sciences (612) 624-2244.** Primarily an upper division (junior and senior) unit, the college offers bachelor's degree in biochemistry, biology, botany, genetics and cell biology, and microbiology. Students are prepared 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 college's graduates pursue further training. Master's and doctorate degrees are offered in the disciplines mentioned above (except Individually Designed Studies), plus zoology.

**Carlson School of Management (612) 625-0027.** The school offers basic professional training for positions of responsibility in business. Specialized training at the undergraduate and graduate levels is offered in accounting, business government and society, business laws, 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 through its Executive Development Center and Industrial Relations Center. Research and consultation in management fields are carried out through the Accounting Research Center, the Management Information Systems Research Center, Operations Management Center, Strategic Management Research Center, Logistics Management Center, Entrepreneurial Studies Center, Industrial Relations Center, and Institute for Financial Studies.

**School of Dentistry, Dental Clinics (612) 625-2495.** Patient services include diagnosis, treatment, and continuing care available to the public. Services are provided by student dentists and hygienists, residents, and faculty. A patient brochure is available by writing 8-434 Moos Tower, 515 Delaware St. S.E., Minneapolis, MN 55455.

**College of Education (612) 625-6806.** The college offers undergraduate and post-baccalaureate professional training and licensure programs for elementary, secondary, physical education, and vocational-technical educators. Graduate level training is also available in child psychology, community education, curriculum and instruction, educational policy and administration, educational psychology, and vocational-technical education. Non-degree programs are available through special services in the vocational and technical education department and in other college departments. Research and consultation in education fields are carried out by the Center for Applied Research and Educational Improvement, Institute on Community Integration, Center for Early Education and Development, Human Factors Research Laboratory, Minnesota Research and Development Center, and Shirley G. Moore Laboratory Nursery School.

**General College (612) 625-6663.** One of six freshman-admitting colleges on the University's Twin Cities campus. The college provides a supportive learning environment for up to 90 credits to help students develop their academic skills, and build a foundation of general and liberal education for eventual transfer into a degree-granting college. By focusing on the academically underprepared student, the General College plays a unique and essential role in furthering egalitarian principles that sustain the University's vitality as an urban, land-grant, research institution. Contact person: Dr. Marjorie Cowmeadow, Associate Dean.

**Graduate School (612) 625-3014.** Students with U.S. bachelor's degrees or comparable foreign degrees 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. Also offered are specialist certificates in a number of education fields and professional master's degrees in such fields as business administration, engineering, and fine arts.

**College of Human Ecology (612) 624-1717.** The courses in the college's 11 programs are offered by the Department of Design, Housing, and Apparel; Department of Family Social Science; Department of Food Science and Nutrition; Division of Home Economics Education; Center for Youth Development and Research; and the School of Social Work. The programs emphasize problem-solving and are designed to prepare students for graduate

study or careers in the following areas: Design Communication, Nutrition and Dietetics, Food Science, Interior Design, Apparel Science and Design, and Human Services.

**Law School (612) 625-1000.** A three-year program leads to the professional juris doctor degree, which qualifies graduates for bar examinations and admission to practice.

**College of Liberal Arts (612) 624-2535.** The university's largest division, the college provides the traditional liberal arts opportunities for students in the social sciences, natural sciences, humanities, and fine arts. The college's majors allow students to earn bachelor of arts, bachelor of fine arts, bachelor of music, bachelor of science, and bachelor of individualized studies degrees and prepare them for entry into graduate and professional programs. The faculty of the college is responsible for more than 30 graduate programs in the humanities, social sciences, and fine arts.

**Medical School (612) 626-4949.** The school's four-year course leads to the doctor of medicine degree and provides basic preparation for specialization or other advanced postgraduate training. The school also offers programs in medical technology, physical therapy, occupational therapy, certified nurse anesthesiology, and radiologic technology. Departments sponsor numerous, extensive graduate training programs and research training for physicians in specialized disciplines of clinical medical sciences and for advanced degree candidates in the basic health sciences. Physicians on the Medical School faculty serve as the medical staff for patients in the University of Minnesota Hospital and Clinic.

**College of Natural Resources (612) 624-1234.** Baccalaureate and graduate degree programs are offered. Four-year courses lead to the bachelor of science degree in forest resources, forest products, fisheries and wildlife, recreation resource management, urban forestry, or natural resources and environmental studies. The college also offers, through the Graduate School, master of science and doctoral programs in forestry, fisheries and wildlife, and a master of forestry program.

**School of Nursing (612) 624-9600.** The undergraduate nursing program prepares students for practicing professional nursing in entry-level positions and leads to a bachelor of science degree. A master of science program prepares advanced practitioners, managers and educators. A doctor of philosophy in nursing is offered with preparation as a nurse scientist.

**College of Pharmacy (612) 624-1900.** The bachelor of science (B.S.) program provides the basic preparation for pharmacy practice in hospitals, community pharmacies, health maintenance organizations, extended care facilities, industry, and government. This program requires three years of professional study. The doctor of pharmacy (Pharm.D.) program requires four years of professional study. The purpose of the Pharm.D. program is to prepare mature health professionals who are specialists in drug use, misuse, and abuse to serve as therapeutic consultants to patients and health professionals. Graduates of either the B.S. or Pharm.D. program are eligible for state licensure to practice pharmacy.

**School of Public Health (612) 624-6669.** Advanced courses for specialists in a number of public health fields lead to master's or doctorate degrees. Fields covered by the school are biostatistics, community health education, environmental health, epidemiology, health services administration, health services research, policy and administration, hospital and health care administration, maternal and child health, public health administration and public health nutrition. Alternative study programs offering a credential are available in hospital and health care administration, ambulatory care, patient care and nutrition administration with tracks in long-term care and mental health. A special summer institute offering graduate credit or continuing education is also offered in occupational health and safety.

**Institute of Technology (612) 624-5091.** 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 earth sciences, mathematics, and physics and astronomy, and the departments of aerospace engineering, agriculture engineering, chemical engineering and materials science, chemistry, civil and mineral engineering, computer science, electrical engineering, and mechanical engineering.

**University College (612) 624-2022.** The college offers students on all university campuses the opportunity to design an individualized baccalaureate degree program with courses, faculty, and other learning resources from across the university. Students pursuing one of the two University College programs, the Inter-College Program or the Program for

Individualized Learning, are assisted by academic advisers and faculty advisers in developing an academic program tailored to meet their educational goals.

**College of Veterinary Medicine (612) 624-4747.** 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.

## **Coordinate Campuses of the University**

**University of Minnesota, Crookston (UMC) (218) 281-6510.** A coordinate campus since 1966, UMC provides undergraduate education programs in agriculture, arts and sciences, business, hotel/restaurant management, human ecology, and natural resources.

**University of Minnesota, Duluth (UMD) (218) 726-8000.** UMD became part of the university in 1947. Bachelor's degrees are offered in science, arts, applied arts, and applied science (related to the College of Education and Human Service Professions), fine arts, music, business administration, accounting, chemical processing, computer, and industrial engineering. Master of arts degrees are offered in art, education, educational psychology, English, communication disorders, and music education. Master of science degrees are available in applied and computational mathematics, biology, chemistry, computer science, geology, physics, and in business administration, social work, industrial safety, and education (M.Ed.). The School of Medicine offers the first two years of basic science study.

**University of Minnesota, Morris (UMM) (612) 589-2211.** The University of Minnesota, Morris (UMM), located about 150 miles northwest of the Twin Cities, is a four-year residential liberal arts college with about 2,000 students. Noted for its rigorous academic curriculum, UMM has been identified as a "public ivy" in such nationally published magazines as "U.S. News and World Report," "Changing Times," and "Money." Through its four divisions, Humanities, Science and Mathematics, Social Science, and Education, UMM offers majors in 28 areas and in 21 pre-professional programs.

**University of Minnesota, Waseca (UMW) (507) 835-9300.** A coordinate campus since 1971, UMW prepares students for semi-professional or mid-management 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 agricultural production, agricultural industries and services, agricultural business, veterinary technology, home and family services, food industry and technology, and horticultural technology. Facilities are available for meetings year-round. **The Waseca campus is scheduled to close in June 1992.** For information, contact University Relations, ext. 9264.

## **University Clinics, Programs and Services**

**Advising Service, Regional – Morris 1-800-842-0030 or (612) 589-2211 ext. 6456 from out of state.**

The center is a regional adult advising service that serves as a starting point for adult students seeking more information about their educational opportunities. Free counseling by advisers experienced in the area of adult education and sensitive to the needs of adult learners is available to help individuals explore their educational interests and learning options. For information, contact Regional Advising Service, Continuing Education and Extension, University of Minnesota, Morris, Morris, MN 56267.

**Agricultural Education Information Volunteer Council (612) 624-2221**  
**Dr. Edgar Persons.** This new council has no funding as of publication of this Guidebook. Information may be obtained by contacting the U of M Division of Agricultural Education, 320 Vo-Tech Building, 1954 Buford, St. Paul, MN 55108.

## **Agricultural Experiment Station (612) 625-4211**

**C. Eugene Allen, 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. Information about processing, preserving, distributing, marketing, and selling foods and fibers is also available. Major research in agriculture includes production of field crops, vegetables, fruits, ornamental plants, flowers, livestock, including poultry and turkeys, soils, plant and animal disease

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Education in Agriculture Leadership Council: Address not determined.** *Laws of 1990 Chapter 562*.

**Appointing Authority:** Governor. **Compensation:** None at this time. The council provides advocacy, leadership, and support for the enhancement of education in agriculture. The council consists of twelve members: one member from each of the eight congressional districts and four members at large. Meeting schedule and location not determined at this time.

control, insect control and weeds, irrigation, farm machinery and equipment, farm structures, tillage, soil and water conservation, farm management, and marketing.

For research results and related technical information, contact the Minnesota Extension Service, 240 Coffey Hall, 1420 Eckles Ave., St. Paul, MN 55108. Localized information is available 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) 327-4490

**Lamberton-Southwest Station**, MN 56152, (507) 752-7372

**Morris-West Central Station**, MN 56267, (612) 589-1711

**Rosemount Station**, 1605 160th St. W., MN 55068, (612) 423-1491, 423-2455

**St. Paul Station**, 220 Coffey Hall, 1420 Eckles Ave., MN 55108, (612) 625-4211

**Waseca-Southern Station**, MN 56093, (507) 835-3620

### **All-University Council on Aging; Center for Urban and Regional Affairs (612) 625-9099**

**William J. Nelson, interim chair; Monica Colberg, program coordinator.** Annual Courses on Aging at the University of Minnesota guide and a quarterly newsletter are mailed to all interested persons. Annual Visiting Scholars in Gerontology program open to the public. An informal speakers bureau is maintained. For information, contact AUCA, Center for Urban and Regional Affairs, 330 Humphrey Center, 301 19th Avenue South, Minneapolis, MN 55455.

### **Archives, University (612) 624-0562**

**Penelope Krosch, archivist.** University Archives serves as a research information center for questions about the university, its faculty, staff, students, and publications, past and present. The archives contain over 74,000 volumes of printed material and 14,000 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.-4:30 p.m. Monday through Friday. There are no fees. For information or brochure, contact 10 Walter Library, 117 Pleasant St. S.E., Minneapolis, MN 55455.

### **Art Museum, University (612) 624-9876**

**Lyndel King, director.** The museum exhibits art materials from its permanent collection of over 15,000 paintings, prints, sculptures, ceramics, and decorative arts. Five gallery rooms also show traveling exhibitions. The museum functions as a center for interdisciplinary study of the humanities on campus and throughout the Midwest and organizes major loan exhibitions that travel to other museums.

The gallery, on the third and fourth floors of Northrop Auditorium, is open to the public from 11 a.m.-5 p.m. Monday, Tuesday, Wednesday, and Friday; 11 a.m.-8 p.m. Thursday; and 2-5 p.m. Sunday. Admission is free. Free guided group tours are available, but reservations are necessary. For information, contact 110 Northrop Auditorium, 84 Church St. 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 institution or

organization 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 call (612) 624-9560.

### **Athletics, Men's Intercollegiate (612) 625-4838**

**McKinley Boston, director.** Varsity sports are football, cross-country, basketball, ice hockey, wrestling, gymnastics, swimming, indoor and outdoor track, baseball, golf, and tennis. Ticket information for sports where admission is charged is available at Bierman Field Athletic Building, see address below, or by calling (612) 624-8080. Schedules and any sports information may be obtained by calling (612) 625-4090. Public tours of athletic facilities may be arranged by calling (612) 624-2868, 516 15th Avenue SE, Minneapolis, MN 55455.

### **Athletics, Women's Intercollegiate (612) 624-8000**

**Chris Voelz, director.** Ticket and upcoming events information for the varsity sports of basketball, cross-country, golf, gymnastics, softball, swimming and diving, tennis, track and field, and volleyball are available. Department publications, schedules, newsletters, and individual sport brochures are also available. For information, contact Bierman Field Athletic Bldg., 516 15th Ave. S.E., Minneapolis, MN 55455.

### **Beef Cattle Evaluation Program, Minnesota (612) 624-0766**

**Charles J. Christians, coordinator.** The animal science 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 user fee is charged. For information, contact 101 Peters Hall, 1404 Gortner Ave., St. Paul, MN 55108.

### **Bell Museum of Natural History (612) 624-4112**

**Elmer C. Birney, 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.-5 p.m. Tuesday through Saturday and 1-5 p.m. Sunday. Groups of 10 or more should make reservations. Guided tours are available to groups upon advance request. The Blue Heron Bookshop offers 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. Admission for members is free; adult non-members, \$2; ages 3-16, students and senior citizens, \$1; children under age 3, university students, free. There is no admission charge Thursdays. For information and tour reservations, contact 10 Church St. S.E., Minneapolis, MN 55455.

### **Biomedical Graphic Communications (612) 626-3939**

**Martin Finch, director.** This department provides consultation and production of professional art, photography, television, computer graphics and imaging services for communicating scientific and technical information to both the general public and professional audiences. This work is offered on a fee-for-service basis.

Typical types of artwork include anatomical, schematic, and mechanical drawings, charts, graphs, cartoons, calligraphy, poster sessions and scientific exhibits, and graphic design of print materials with printing consultation. Photographic projects include processing black-and-white and color slide film (E6) and copy photography of artwork, books and x rays. Studio photography including specimens, small objects, passport, portrait, patients and equipment. Location photography is available in operating rooms, in medical facilities on and off campus, and for public relations needs. Studio and location videotape production, editing and duplication services are available. Computer services include design, production and film recording of 35 mm slides, as well as the design and output of printed materials. Our Sharp scanner provides full-color scanning for direct input into the Mac of any photo, book plate, or x-ray you may need for presentation. The recent addition



of Agfa's 9400, provides high resolution (2400 D.P.I.) black-and-white typeset-quality output from any Macintosh file. This equipment is used to produce 5x7 prints for publication, poster sessions, titles and the negatives used to print publication materials.

Price quotes and project estimates are available at no charge. The department can't 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 up to two weeks for poster sessions and complex illustrations, with shorter turnaround for computer-generated 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 B-192 Phillips-Wangensteen Bldg., 516 Delaware St. S.E., Minneapolis, MN 55455. Our campus mailing address is Box 711 UMHC. FAX transmissions can be received at 625-8496.

**Biomedical Information Service, Bio-Medical Library (612) 626-3730**  
**Vicki Glasgow, head.** The service is a fee-based, information-providing unit of the Bio-Medical Library offering the following services:

- Subject search – comprising lists of computer-generated references on any health science related topic. The service has access to over 300 computer databases.
- Reference search – on topics that don't lend themselves to computer-assisted research.
- Photocopies – of articles from medical journals and books. Articles copied from journals owned by the Bio-Medical Library will be photocopied and ready for pickup or mailing within 24 hours. A rush service is available for an additional fee. Using RUSH, one article can be ready within 15 minutes.
- Pull service – any journal or book owned by the Bio-Medical Library can be pulled and be ready and waiting to be used in the library or checked out. RUSH pull service can provide the needed volumes within 15 minutes.

For prices or more detailed information on these services, write to 305 Diehl Hall, 505 Essex St. S.E., Minneapolis, MN 55455, or call (612) 626-3730 or toll-free (800) 477-6689.

**Bio-Medical Library (612) 626-3730; toll-free 1-800-477-6689**

Bio-Medical Library serves the disciplines of the medical sciences, nursing, public health, the pharmaceutical sciences, allied health, dentistry, and the basic life sciences. The collections include 5,000 current periodical titles, 450,000 bound volumes, a rare book collection, and an audiovisual and computer software collection. Reference assistance and copy facilities are available. The library is open to the public. Regular hours are 7 a.m.-1 a.m. Monday through Friday; 8 a.m.-8 p.m. Saturday; and 11 a.m.-1 a.m. Sunday. Summer and holiday hours will vary. For more information contact Bio-Medical Library, 305 Diehl Hall, 505 Essex Street SE, Minneapolis, MN 55455.

The Biomedical Information Service, a fee-based service of the Bio-Medical Library, provides online literature searches from MEDLINE and other computer databases and photocopies of journal articles or other needed materials to organizations, firms, or individuals not affiliated with the University of Minnesota. Standard turnaround time is 1-2 working days; rush service is available upon request. Charges are \$20 and up for online searches and \$6 and up for photocopies of articles. Please call for more information about these and other services.

**Bureau of Business & Economic Research (218) 726-7298**

The Bureau of Business and Economic Research (BBER) of the UMD Center for Economic Development is one of the region's leaders in collecting, analyzing and publishing timely economic data used to determine the current state of the economy and its future.

Formally established in 1968, the bureau and its staff have developed a sound reputation as a source of objective and relevant business and economic information that is useful to anyone involved in business – from government leaders and CEOs of major regional industries to the owner of a corner drugstore.

The bureau primarily provides information through its publications, consulting work on specific regional business projects and its position as a catalyst to spur academic research within the School of Business and Economics.

The bureau's publications include:

- **The monthly Duluth Business Indicators (DBI).** The DBI has been a reliable source for a precise measure of Northeastern Minnesota's economy for more than 25 years. The DBI is a compilation and interpretation of 14 economic indicators that, when viewed as a whole, provide a thorough picture of the economic state of the region. The DBI is distributed to more than 1,000 subscribers, which include businesses, universities, research offices and lawmakers.
- **The annual Forecast Issue of the DBI.** The Forecast DBI is published based on the findings of community and business leaders during a forecasting conference held each January. The Forecast provides a look into the future with predictions of where Northeastern Minnesota's economy is headed during the coming year.
- **The Selected Economic Data for Duluth and Northeastern Minnesota.** The publication provides long-term economic data for Duluth and Northeastern Minnesota. Other reports include a quarterly construction report; a quarterly Duluth Housing Index; a monthly Duluth Tourist Index; Retail Sales Report; Bank Deposit Report; and a Working Paper Series that supports faculty research efforts.

The bureau also provides, on request, research services to a number of organizations, agencies and businesses through direct consulting activity. The bureau staff responds to requests for economic information or specific research related to economic development initiatives by members of the public and private sectors.

The services of the bureau are available at: UMD Center for Economic Development, Bureau of Business & Economic Research, 150 School of Business & Economics, 10 University Drive, Duluth, MN 55812. (218) 726-7298. FAX (218) 726-6338.

### **Career Education Center (Region I), Crookston**

**(218) 281-6510, ext. 363**

**Terri Staples, coordinator.** The Career Center services are available only to JTPA (Job Training Partnership Act) enrolled clients who are referred for career-related information, assistance with preparing resumes and job application forms, interest inventories (preference tests), and help with job interviewing techniques. Services are free to referred clients, and the center is open from 8:00 a.m.-4:30 p.m. five days a week. For further information call the above phone number or contact the Region I Career Education Center, Bede Hall, University of Minnesota-Crookston, Crookston, MN 56716.

### **Cartography Laboratory (612) 625-0892, 625-6080**

**Gregory Chu, senior cartographer.** The laboratory provides extended services in map planning, compilation, design, and production. Modern mapping equipment (including desktop mapping systems, a high-quality imagesetter at 2400 dpi, and a complete graphic arts darkroom setup) allow laboratory experts to design and produce monochromatic and color maps up to a 50" x 70" format. Production of other scientific graphs, diagrams, illustrations, and the special handling of aerial photographs and satellite images are also part of the services. Users are charged for services. For information and estimates contact the laboratory at the Department of Geography, 414 Social Sciences Bldg., 267-19th Ave. S., Minneapolis, MN 55455.

### **Cartography Laboratory, Duluth (218) 726-6226**

**Kurt Schroeder, director.** The laboratory provides mapping services including production of black-and-white and color maps. 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 computer. For more information, contact the director at 328 Cina Hall, University of Minnesota-Duluth, Duluth, MN 55812.

### **Child Care Center, University (612) 627-4014**

**Patty Finstad, director.** The center is a full-day, year-round, comprehensive child care program for children ages three months to five years. It serves children of university students, faculty and staff. Costs are based on a sliding fee scale dependent on family income and age of the child. Fees for full-time, five-days-a-week care range from \$62 to \$170 per week. Fees are increased annually. The center presently has a lengthy waiting list, but when the new relocated and expanded facility opens in fall of 1992 the waiting period will be much improved. The center is accredited by the National Academy of Early

Childhood Programs and is considered an observation facility for students and community. Applications and information can be obtained from the center at 1818 Fourth Street So., Minneapolis, MN 55454 (West Bank Campus).

### **Child Care Resource and Referral Service**

**(612) 341-2066 or 641-0332**

This new service is intended to help University of Minnesota families find the type of child care that best meets their needs and preference throughout the seven-county metro area. Parent counselors at the county service agencies will answer your questions and mail current information suited to meet your needs. Listings include licensed family child care homes, centers, nursery schools, drop-in or sick child care services and/or school-age programs. Eligible University families earning less than \$45,000 per year may use the service free of charge. Over income families must pay \$25, which is half the referral cost. For brochures describing this service in greater detail, call the U of M Child Care Center (627-4014) or U of M Hospital (626-5420).

### **Children's Center, Crookston (218) 281-4217 or 6510, ext. 281**

**Soo-Yin Lin Thompson, director.** The UMC Children's Center is a child development laboratory serving the university and community as a comprehensive early childhood education program. It provides services for infants, toddlers, preschoolers, and school-age children. Educational, nutritional, and parent-involvement services are provided. Referrals from social service agencies in northwestern counties are accepted on a space-available basis. Parents and guardians are invited to visit the center to register children for the program and to have a personal conference with the director. Center hours are 7:40 a.m.-5:20 p.m. Monday through Friday. Services are maintained throughout most holiday periods, but not on nationally recognized legal holidays.

For information or admission forms, contact the center at Robertson Hall, University of Minnesota-Crookston, Crookston, MN 56716.

### **CHIP (Council for Health Interdisciplinary Participation)**

**(612) 625-7100**

**Jenny Meslow, coordinator.** CHIP is the official student organization of the University's health-sciences schools and programs, which includes dentistry, medicine, nursing, pharmacy, public health, allied health sciences, and veterinary medicine. CHIP students volunteer in many capacities throughout the Twin Cities, including presenting educational programs 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 1-425 Moos Tower, 515 Delaware St. S.E., Minneapolis, MN 55455. A 24-hour answering service takes all calls.

### **Cleft Palate Maxillofacial Clinic/Craniofacial Clinic (612) 625-5945**

**Karlind T. Moller, director.** The clinics provide interdisciplinary diagnostic and treatment planning services for persons with cleft lips or palates and other craniofacial anomalies. Direct surgical, dental, speech, and hearing treatment is coordinated and facilitated through resources available in the patient's local community or the various university health sciences clinics. A fee is charged for this service, but no one is denied services because of inability to pay. For information, contact 6-296 Moos Tower, 515 Delaware St. S.E., Minneapolis, MN 55455.

### **Community Development Regional Research Center, Morris**

**(612) 589-2211, ext. 6206**

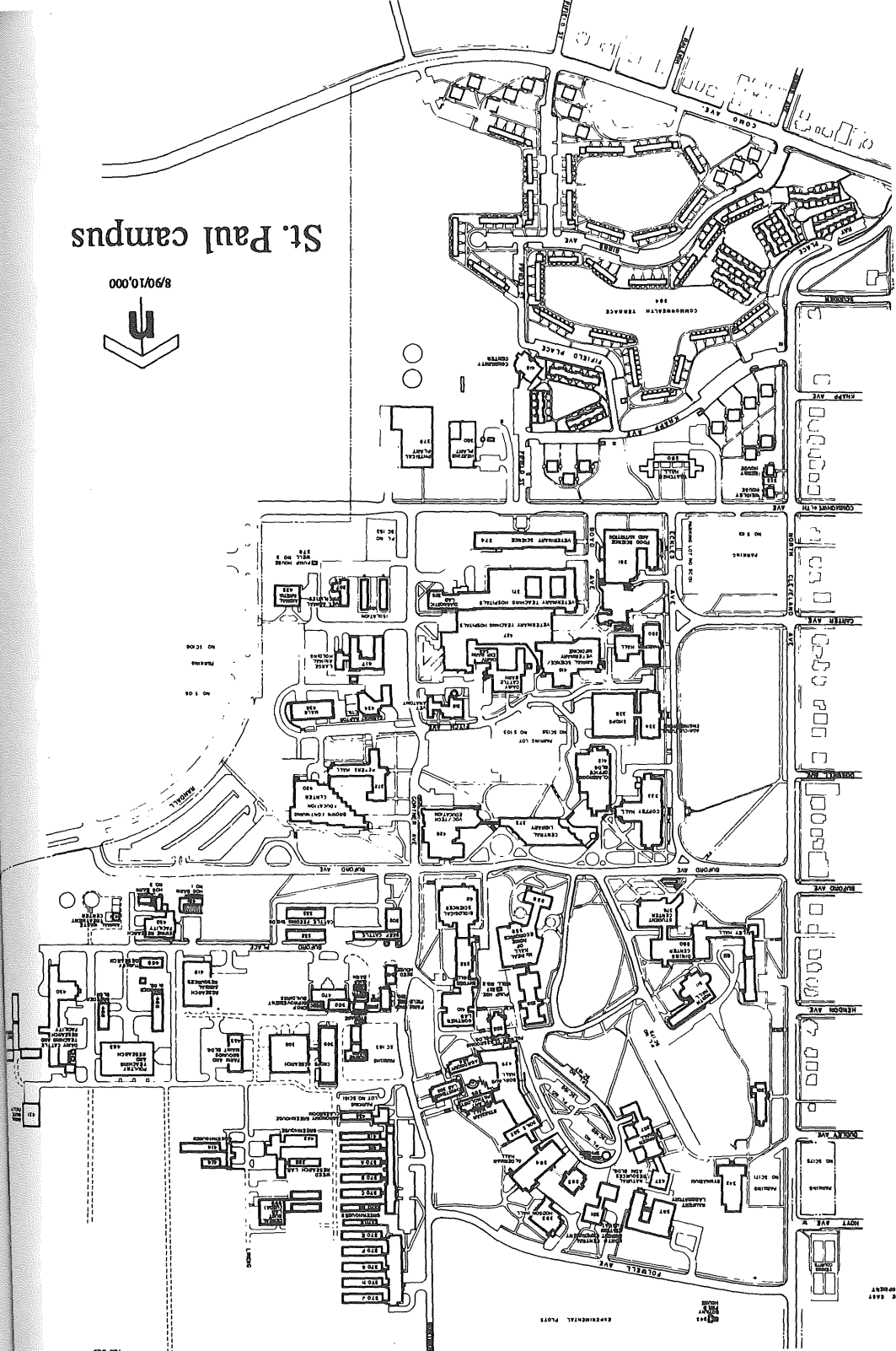
**Sun M. Kahng, director.** The center provides professional faculty expertise and information on matters related to the economic development of the area. For information, contact the center at the Social Science Bldg., University of Minnesota-Morris, Morris, MN 56267.





St. Paul campus

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UNIVERSITY OF MINNESOTA

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### **Community Studies, Center for (612) 625-0270**

**Peggy Sand, administrator.** The center links communities seeking assistance in the areas of community resource analysis, physical planning and design with interested university faculty and students. Work can be done for towns, neighborhoods, and public service groups. Students do requested projects under faculty guidance and receive academic credit. The community receives the result of the work. Sponsoring organizations are expected to provide broad-based community support and to pay for project expenses such as materials and mileage.

Departments involved include landscape architecture, forest resources, and soils.

For information and an application form, contact 201 North Hall, University of Minnesota, 2005 Buford Ave., St. Paul, MN 55108.

### **Community-University Health Care Center, Variety Club Children's Clinic (612) 627-4774**

**Dr. Amos Deinard, medical director.** The clinic provides comprehensive primary health care to families. Medical, nursing, dental, nutrition, community outreach, social, psychological and mental health services are provided for children and adults. Families interested in the program should contact the intake worker to make an appointment. Most people with acute problems can be seen the same day; scheduled appointments are usually available within a few days. Application for services must be made in person. For information, contact 2001 Bloomington Ave. So., Minneapolis, MN 55404.

### **Computing Services, Morris (612) 589-6390**

**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 10 Behmler Hall, University of Minnesota-Morris, Morris, MN 56267.

### **Concerts and Lectures (612) 625-6600**

**Dale Schatzlein, director.** The department presents the Northrop Dance Series each academic year. The series showcases professional companies from throughout the world, with emphasis on classical ballet and contemporary dance. Student and senior citizen discounts are available for both season tickets and individual performance. *Nutcracker* at Northrop is an annual holiday tradition.

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 St. S.E., Minneapolis, MN 55455.

### **Continuing Education and Extension (612) 624-2517**

**Harold A. Miller, dean.** Continuing Education and Extension is the principal vehicle for delivering university services to the public in all areas other than agriculture. Technology, nursing, public health, pharmacy, medicine, social work, education, business, the social and physical sciences, humanities, and arts services are offered to meet the needs of 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. Credit and non-credit instruction is also offered in classroom, conference, correspondence, tutorial, and independent study formats leading to university degree and certificates. Tuition or other fees are usually charged.

For general information, contact the dean's office at 150 Wesbrook Hall, 77 Pleasant St. S.E., Minneapolis, MN 55455. For specific information, call any of these units:

**Concerts and Lectures (612) 625-6600**

**Continuing Medical Education**

**(612) 626-7600**

**Counseling (612) 625-2500**

- Advanced High School Student Services (612) 626-1666

**Duluth Continuing Education Center**

**(218) 726-8113**

- Center for Professional Development (218) 726-6142

**Extension Classes (612) 625-3333**

- College in the Schools (612) 625-0174
- Compleat Scholar (612) 624-8880
- Continuing Education for Women (612) 624-5267
- Early Childhood Studies (612) 625-1088
- Elderhostel (Twin Cities) (612) 624-7004
- Global Campus (612) 625-3379
- Neighborhood Programs (612) 625-8555
- Research Explorations (612) 626-0214
- Split Rock Arts Program (612) 624-6800

**Independent Study**

- Correspondence Study (612) 624-0000
- Media-Assisted Courses (612) 624-9008

**MacPhail Center for the Arts**

**(612) 627-4020**

**Morris Continuing Education Center**

**(612) 589-2211**

**Professional Development and**

**Conference Services (612) 625-6616**

- Business, government, and non-profits (612) 625-6616
- Health and Human Services (612) 625-6616
- Humanities, social and behavioral sciences, education, and the arts (612) 625-6616
- Older Adult Programs (612) 624-7004
- Science, technology and engineering (612) 625-6616

**Rochester Continuing Education Center**

**(612) 224-2263**

**Summer Session (612) 624-3555**

**University Film and Video (612) 627-4270**

**University Media Resources (612) 625-3001**

- KUMD Radio (Duluth) (218) 726-7181
- KUOM Radio (612) 625-3500

**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 rays, dental prophylaxes, topical fluoride treatments, nutrition counseling, and oral hygiene instruction. A modest fee is charged for these services; a maximum of \$8 is charged to senior citizens regardless of services rendered. For information, contact 73 Alworth Hall, University of Minnesota-Duluth, Duluth, MN 55812.

**Drug Information Services (612) 624-9140 for health professionals; (612) 624-6492 for library information**

**Barbara A. Green, program director.** This resource center is designed to answer questions from health professionals on drugs and drug therapy. The library collection of references on alcohol and other drug abuse is open to the general public. The service is staffed by pharmacists and a medical librarian. Telephone requests are taken from 10 a.m. to 4 p.m. Monday through Friday. Library hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday. For library information, call (612) 624-6492. The center is located at 3-160 Health Sciences Unit F, 308 Harvard St. S.E., Minneapolis, MN 55455.

**East Asian Studies Department (612) 624-0007**

Questions pertaining to Chinese and Japanese languages will be referred to appropriate faculty members. A list of Chinese and Japanese tutors and translators in the metropolitan area is available by telephone. For further information, contact EAS Chair, 105 Folwell Hall, 9 Pleasant St. S.E., Minneapolis, MN 55455.

**Center for Economic Education, Duluth (218) 726-7568**

**Curt L. Anderson, director.** The center offers programs designed to improve the general level of economic knowledge and understanding in northeastern Minnesota. The center is sponsored by the economics department, the School of Business and Economics, and the



Minnesota Council for Economic Education. The center offers a number of in-service training programs for elementary and secondary teachers. For information, contact 165 School of Business and Economics Bldg., University of Minnesota-Duluth, Duluth, MN 55812.

### **Educational Development System (EDS) Courses (612) 625-2787**

Educational Development System (EDS) courses is a unit within the Minnesota Extension Service of the Institute of Agriculture, Forestry, and Home Economics. It designs, develops, presents, and evaluates over 150 short-term continuing education programs annually in the subject areas of agriculture, forestry, home economics, and community and natural resource development for local, national and international audiences. Program participants are charged a fee to cover costs. For information, call the office or write 405 Coffey Hall, 1420 Eckles Ave., University of Minnesota, St. Paul, MN 55108.

### **Elderhostel, Minnesota State Office (612) 624-7004**

**Carol Daly, director.** Registration and information for the 35 colleges and universities that provide Elderhostel classes in the state of Minnesota are available. Elderhostel is an on-campus living and learning program for people over age 60. For information, contact 137 Nolte Center, 315 Pillsbury Dr. S.E., Minneapolis, MN 55455.

### **Electrical Engineering Department (612) 625-3300**

**M. Kaveh, head.** The department can provide a variety of technical services in its shops and laboratories. Faculty offer consulting services and technical advice in the broad field of electrical engineering. For information, contact 4-178 EE/CS., 200 Union Street S.E., Minneapolis, MN 55455.

For information about services and facilities within the department contact the technical area coordinators. **Microelectronics and Microwaves**, A. Gopinath, (612) 625-3054. **Communications and Signal Processing**, M. Kaveh, (612) 625-0720. **Computer Systems**, L.L. Kinney, (612) 625-4359. **Magnetics and Storage Technologies**, J. Judy, (612) 625-7381. **Optical Systems**, J. Leger, (612) 625-0838. **Control Systems**, F. Bailey, (612) 625-7808. **Electronic Circuits and Computer-Aided Design**, R. Harjani, (612) 625-4032. **Power Systems**, V. Albertson, (612) 624-8837.

### **Electron Microscopy Laboratory, St. Paul (612) 624-3454**

**Rod Kuehn, operator.** 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. 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 35 Snyder Hall, 1445 Gortner Ave., St. Paul, MN 55108.

### **Employer Education Service (612) 624-5525 or 1-800-333-3378; FAX 612-626-7747**

**Thomas Donaldson, director.** The service is a University of Minnesota community outreach program of the Industrial Relations Center. It provides a variety of educational technical training services that include professional development educational opportunities in Minnesota and the Upper Midwest through local, national and regional policy conferences, forums, lecture series, seminars, and tailored/custom (in-house contracts) programs to private, public, nonprofit organizations and associations.

EES provides professional education and resource center opportunities to employers, focusing on personnel administration, industrial relations, human resource management, and supervision topics at both the line and staff level.

Programs are from one to four days in length, and are available for public registration and contracts. Fees range from \$100 to \$455. In-house fees are negotiated separately. For information, contact 430 Management and Economics Building, 271 19th Ave. So., Minneapolis, MN 55455.

Minnesota Council for Economic Education. The center offers a number of in-service training programs for elementary and secondary teachers. For information, contact 165 School of Business and Economics Bldg., University of Minnesota-Duluth, Duluth, MN 55812.

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**Thomas Donaldson, director.** The service is a University of Minnesota community outreach program of the Industrial Relations Center. It provides a variety of educational technical training services that include professional development educational opportunities in Minnesota and the Upper Midwest through local, national and regional policy conferences, forums, lecture series, seminars, and tailored/custom (in-house contracts) programs to private, public, nonprofit organizations and associations.

EES provides professional education and resource center opportunities to employers, focusing on personnel administration, industrial relations, human resource management, and supervision topics at both the line and staff level.

Programs are from one to four days in length, and are available for public registration and contracts. Fees range from \$100 to \$455. In-house fees are negotiated separately. For information, contact 430 Management and Economics Building, 271 19th Ave. So., Minneapolis, MN 55455.

### **English Center, Minnesota (612) 624-1503**

**Mark Landa, director.** The center provides non-credit courses in English as a second language on the university's quarterly schedule. These courses emphasize English for academic purposes but are flexible enough for people who want to improve their language skills for business or personal needs. A high school diploma or its equivalent is required. Fees range from \$550 to \$1500 depending on the number of class hours per week. Contact the Minnesota English Center, 102 Klaeber Court, 320 16th Avenue Southeast, Minneapolis, MN 55455.

### **Entrepreneurial Development Program (218) 726-6172**

The Entrepreneurial Development Program (EDP) is designed to guide people going into business. Specifically, it helps them develop a business plan capable of attracting the capital necessary to start the business and to create employment for themselves and others.

The program is conducted as follows:

- The program initially solicits the support of interested community leaders from business and local government concerned with economic development.
- Program activities consist of an introductory workshop where applications for the program are taken.
- A selection process and interviews are conducted prior to the program startup.
- Applicants accepted into the program (limited to 12 businesses per session) participate in an intense eight-week program designed to produce a draft business plan for the applicants' proposed business.
- Preliminary business plans are evaluated and critiqued by a panel of experts, consisting of a professional business developer, a commercial banker and a successful entrepreneur.

The program was developed with funding from the Northeastern Minnesota Initiative Funds to serve the seven-county Arrowhead Region of Northeastern Minnesota. Presently, it has been implemented in five counties and has been successful in creating networks among entrepreneurs, business leaders and local community officials. In addition approximately 40% of the graduates have opened businesses. Also, communities seem to feel an increasing sense of ownership for the development of entrepreneurs and many have adopted an entrepreneurial attitude or created a climate supportive of entrepreneurial development.

The services of the program are available at: UMD Center for Economic Development, 150 School of Business & Economics, 10 University Drive, Duluth, MN 55812. (218) 726-6172; FAX (218) 726-6338.

### **Epilepsy Clinical Research Program (612) 627-4477**

**Bonnie Watkins, associate director of research and patient care; Florence Gray, associate director of education.** This is a multidisciplinary program of medical care, research, and education specializing in services for patients and their families. Information and programs for health care and other human service professionals and the general public are also offered. Information about educational programs and materials (print and audiovisual) and patient care services can be obtained by calling the education staff or writing to the program at 5775 Wayzata Blvd., Suite 255, Minneapolis, MN 55416.

The program also sponsors a summer camp for children with epilepsy for one week in the month of June. For information about the camp, call Deborah McNally at (612) 525-4525 or 1-800-767-0593, or write to Camp Oz, 5775 Wayzata Blvd., Suite 255, Minneapolis, MN 55416.

### **Executive Development Center (612) 624-2545**

**William Scheurer, director.** The center offers educational services to managers and executives of profit and nonprofit organizations. The five-week Minnesota Executive Program (MEP), designed for senior executives with corporate or major division strategic responsibilities, focuses on corporate strategy in the areas of finance, operations, marketing, and organizational design. The three-week Minnesota Management Institute (MMI) is designed for senior operating level managers who must translate organizational strategy into

bottom-line results. The MMI focuses on operating management programs in the areas of marketing, finance, management control, operations, information systems, human resource development, and business-government relations. The weeklong Minnesota Management Academy (MMA), designed for newer managers or professionals with technical backgrounds who are assuming management roles, focuses on general management principles, finance, communication/interpersonal skills, and information systems. The 21st Century Program is an exclusive development and networking opportunity for select executives in the region. In this program nationally recognized experts focus on a specific theme each year. The center also provides customized in-house educational programs for management on a contract basis. For information or program brochures, contact 295 Humphrey Center, 271-19th Ave. S., Minneapolis, MN 55455.

### **Extension Service, Minnesota (612) 624-1222**

**Patrick Borich, director.** The Minnesota Extension Service is the outreach arm of the university, offering research-based education to people of all ages throughout the state, in cooperation with county, state, federal, and private partners. Major agricultural areas include livestock, poultry, dairy, 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, marketing, and agricultural policy. Home economics topics include nutrition and health, family-based business, housing, home furnishings and equipment, family economics and home management, family and child development and relationships, and consumer information. Youth programs include leadership, careers, self and community development, bicycle safety, environmental education, adolescent health, teen stress and suicide prevention, and international programs. Community development areas include small business and tourism development and management, community economic development, and public policy. The tourism center, located within extension, also conducts special research and tourism development projects. Natural resources programs involve multiple use management of forest resources, including timber production, wildlife and fisheries, soil and water conservation, aquaculture, waste management, water quality, and specialty products like maple syrup, Christmas trees, etc. Wood products applications, marketing, natural resources policy analysis, and computer applications contribute to educational programs in economic development. The Sea Grant extension program provides educational programs in environmental quality and economic development relating to the Lake Superior resource.

People trained to answer questions about gardening, plant problems, and insects, indoors or out, are available weekdays from 9 a.m.-5 p.m. April 1 through Sept. 30, and 9 a.m.-2 p.m. Oct. 1 through March 31. A \$2 service charge will be billed automatically to the phone from which the call is placed.

General information can be obtained by contacting the Minnesota Extension Service at 240 Coffey Hall, 1420 Eckles Ave., St. Paul, MN 55108, or the extension office in each county, usually listed in the telephone book under "County Offices." Specific information about programs and topics is available from any county extension office or by calling the following offices:

Agricultural and applied economics, farm management and marketing (612) 625-1226; Distribution Center (educational materials) (612) 625-8173; Forest Resources (612) 624-7222. For information on gardening, lawn, and landscape, insects and plant disease DIAL-U 1-976-0200.

### **External Relations, Duluth (218) 726-7110 or 726-7111**

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 information to public and news media about the university. To arrange for speakers or to obtain a list of speakers, contact the department at 315 Darland Administration Building, University of Minnesota-Duluth, Duluth, MN 55812. To arrange for a guided tour of the campus, contact the Admissions Office, 184 Darland Administration Building, University of Minnesota-Duluth, Duluth, MN 55812.

### **Film and Video, University (612) 627-4270**

**Judy A. Gaston, director.** The library is a media rental resource serving 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 1991-1993 Media Catalog and supplements have been deposited in every school and public library in the state. Media titles are available in 16mm film and 1/2" VHS videotape formats. To place a rental order or obtain information, contact the service at 1313 Fifth St. S.E., Suite 108, Minneapolis, MN 55414.

### **Food Sensory Testing Service (612) 624-2257**

**Zata Vickers, coordinator.** Staff members of the food science and nutrition department provide a wide variety of sensory testing services, including test design, obtaining judges, conducting tests and analyses and interpretation of results. A fee is charged. For information, contact the coordinator at 140 Food Science and Nutrition Bldg., 1334 Eckles Ave., St. Paul, MN 55108.

### **Forest Products Extension Programs, Minnesota (612) 624-7712**

**Harland Petersen, extension specialist.** Information about building products, wood finishing, lumber drying, marketing of wood products, heating with wood, wood product manufacturing or other wood topics. Courses, publications and advice are provided by extension specialists. No fees, except for special courses or programs. For more information, contact 203 Kaufert Lab, 2004 Folwell Ave., St. Paul, MN 55108.

### **Geological Survey, Minnesota (612) 627-4780**

**Priscilla C. Grew, director.** The survey investigates the geology of Minnesota and publishes reports and maps of its 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 computerized data banks of water well drillers' logs, containing information about the state's subsurface geology mineral resources, may also be used by the public. For general information and consultations, contact 2642 University Ave., St. Paul, MN 55114-1057. For information and prices on survey publications, maps, and atlases, contact the office or call (612) 627-4782. For information or to request data from the data banks, contact the office or call (612) 627-4784.

### **Geology Department, Duluth (218) 726-7238**

**James A. Grant, head.** The department will answer questions about rocks, minerals, fossils, maps, and other problems related to geology. In many cases, staff members can provide answers to problems in identifying earth materials and can refer the public to other appropriate information sources. No fees are charged for most services, but the department can't undertake major research projects for the public without special funding and arrangements. Time required for identifications may vary from a few minutes to several weeks. Individuals requesting identification of material should bring or mail a sample to 229 Mathematics-Geology Bldg., University of Minnesota-Duluth, Duluth, MN 55812.

### **Glensheen Historic Site and Tour Facility, Duluth (218) 724-8864**

**Michael J. Lane, director.** Glensheen, home of the late Chester A. and Clara B. Congdon, is an outstanding example of neo-Jacobean architecture. The 39-room manor house, which is located on the shore of Lake Superior, still contains many of the original custom-designed furnishings and features art glass, beautifully carved woodwork and decorative art objects. The grounds, including the formal gardens and the Carriage House, are also open to the public.

Tours of the home, grounds, and a special tour of the third floor and attic are available. An admission fee is charged. Glensheen may also be rented for meetings, dinners and other special events. Glensheen is located at 3300 London Road, Duluth, Minnesota. Call (218) 724-8864 for additional information and tour times.

### **Goldstein Gallery (612) 624-7434 or 624-9700**

The Goldstein Gallery is a design museum unique within a university setting. Its collections include more than 10,500 objects: 7,500 historical and contemporary costumes and costume accessories; 1,500 textiles; and 1,500 decorative arts and other visual documentation of the history of design. The contemporary costume collection is one of the most notable in the Upper Midwest. The Goldstein presents an annual program of 4-5 temporary exhibitions per year, featuring the permanent collections, traveling exhibitions, and student and faculty work.

The Friends of the Goldstein Gallery is a publicly supported group with annual membership dues. Hours are 8:30 a.m.-4:30 p.m. Monday through Friday; 8:30 a.m.-8:30 p.m. Thursday; and 1:30-4:30 p.m. Saturday and Sunday. For current exhibition and membership information, call (612) 624-7434 or write the Goldstein at 250 McNeal Hall, 1985 Buford Avenue, St. Paul, MN 55108.

### **Gray Freshwater Biological Institute (612) 471-8476**

Located at the junction of County Roads 15 and 19 in Navarre, the institute is a facility where faculty and staff members, postdoctoral fellows, and graduate students from several disciplines conduct basic research dealing with problems of fresh water.

### **Herbarium, Botany Department (612) 625-1234**

**Thomas Soulen, head.** Herbarium staff will identify flowering plants, trees, ferns, lichens or fungi that grow wild in Minnesota. Plant samples, including flowers and fruits or thallus with fruiting bodies, can be mailed or hand delivered. Plants to be mailed, except lichen or fungi, should be pressed flat between several layers of newspaper with cardboard, then packed in a rigid box or envelope to prevent crushing. Fresh plants can be mailed if they are enclosed in a plastic bag with some moistened newspaper, and packed in a rigid box or envelope. Hand-delivered plants should be transported in a plastic bag that has been moistened inside and sealed at the top. Identifications will usually be made within two days and at no charge to the general public and for a small fee to businesses or agencies. Whenever possible, hand-delivered plants will be processed immediately. Contact Dr. Anita Cholewa, collections manager, 842 Biological Sciences Center, 1445 Gortner Ave., St. Paul, MN 55108, (612) 625-0215.

### **Historical Center, Northeast Minnesota (218) 726-8526**

The center collects and makes available to the public archival materials relating to the area of Carlton, Cook, Lake, and St. Louis counties. The center is jointly maintained by the University of Minnesota-Duluth, and the St. Louis County Historical Society. The center has approximately 2,000 linear feet of manuscripts, 2,000 books, thousands of photographs, 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 8:00 a.m.-12:00 noon, 1:00 p.m.-4:30 p.m. Monday through Friday. The center is open to the public without charge. Users may order photocopies and duplicate photographs at various charges. For information, contact 375 Library, University of Minnesota-Duluth, Duluth, MN 55812.

### **Hospital and Clinic, The University of Minnesota (UMHC) (612) 626-3000**

**Robert Dickler, hospital director.** University Hospital and Clinic operates an information and referral center that provides answers to health-related questions and referral to UMHC specialists and services. The Community Services Department provides the following services in the greater Twin Cities area: a Speakers Bureau, exhibits at selected health fairs, and a DOC program (medical students visiting area schools with health-related information). For general information, write the Referral Center, University of Minnesota Hospital and Clinic, Box 103, Harvard at East River Parkway, Minneapolis, MN 55455. The Twin Cities telephone number for the center is 626-6000; the toll-free number is 1-800-688-5252. The hearing-impaired TDD Referral Center number is 626-0990. Patient transport can be arranged by calling and asking for the emergency department. In addition to patient services, the hospital provides diverse educational programs and an environment supportive of research.

- **Anesthesiology (612) 624-9000; Dr. Richard J. Palahniuk, head.** Box 294 UMHC. Critical care for patients requiring continuous ventilatory support or intensive pulmonary care. Telephone consultations about clinical anesthesia problems or reactions are welcome.
- **Dentistry (612) 624-5426; Dr. James Q. Swift, head.** Box 150 UMHC. **Dr. Paul O. Walker, clinical director.** 624-4000 or 626-5708, Box 150 UMHC. Emergency, preventive, and comprehensive care and treatment for teeth, gums, and jaw-facial skeletal disease, and deformities. Special services include restorative dentistry, root canal therapy, dentures, oral surgery, and pediatrics dentistry.
- **Dermatology (612) 625-8625; Dr. Peter J. Lynch, head.** Box 98 UMHC. **Dr. William C. Gentry, clinic director.** (612) 626-6666, Box 88 UMHC. Wide range of diagnostic and therapeutic services. Phototherapy, laser therapy, microscopically controlled excision of skin cancer, pediatric dermatology, cutaneous surgery, and dermatopathology are available.
- **Diagnostic Radiology (612) 626-6004 Dr. William M. Thompson, head.** Box 292 UMHC. **Dr. Marvin E. Goldberg, director of imaging.** A full range of diagnostic procedures is available, including CT, MRI, nuclear medicine, ultrasound, pediatric radiology, and interventional radiology.
- **Eye Center (612) 625-4400; Dr. William H. Knobloch, interim head.** Box 493 UMHC. Eye examinations, laser treatment, and evaluation and treatment of glaucoma, cataract, and cornea disorders, retinal diseases, and pediatric diseases.
- **Family Practice (612) 624-2622; Dr. Edward W. Ciriacy, head.** Box 381 UMHC. **Michael Daly, clinic director.** (612) 624-9499. Box 718 UMHC. Comprehensive care for the entire family.
- **Heart and Lung Institute (612) 625-3902 or 1-800-US-HEART; Dr. R. Morton Bolman, III, director.** Box 207 UMHC. Cardiothoracic surgery with an emphasis on heart and lung transplantations.
- **Medicine (612) 625-4162; Dr. Thomas F. Ferris, head.** Box 194 UMHC. **Dr. Robert B. Howe, clinic director.** (612) 625-5155, Box 88 UMHC. Adult problems affecting the internal organs, as well as arthritis, diabetes, genetic disorders, high blood pressure, and general medical problems. **Dr. Gordon D. Ginder.** Masonic oncology clinic director, (612) 625-5411. Box 286 UMHC. Cancer diagnosis and treatment including bone marrow transplant.
- **Neurology (612) 625-9900; Dr. Richard W. Price, head.** Box 295 UMHC. **Dr. Jacqueline Bernard, adult neurology clinic director.** (612) 626-3004. Box 88 UMHC. **Dr. Lawrence A. Lockman, pediatric neurology clinic director.** (612) 625-7466. Box 486 UMHC. Diagnostic evaluation and medical management of all neurologic disorders as well as subspecialty clinics for neuromuscular disorders and amyotrophic lateral sclerosis (ALS), multiple sclerosis, movement disorders, Alzheimer's disease, AIDS and other immunologic disorders, neuro-oncology, stroke, epilepsy, and pediatric neurologic disorders.
- **Neurosurgery (612) 624-6666; Dr. Roberto C. Heros, head.** Box 96 UMHC. **Dr. Donald Erickson, clinic director.** (612) 626-6688. Box 88 UMHC. Evaluation as well as surgical and non-surgical management of patients with nervous system disorders and diseases.
- **Obstetrics and Gynecology (612) 626-5867; Dr. Leo B. Twiggs, interim head.** Box 395 UMHC. **Dr. Bruce A. Work, Jr., Women's Health Center director.** (612) 626-3444, and **Dr. Linda F. Carson, Women's Cancer Center, director.** (612) 626-5440. Box 88 UMHC. Pregnancy, labor and childbirth, with special interest in high-risk cases, family planning, and education. Disorders of the female genital and reproductive system with emphasis on infertility, oncology, and chemotherapy.
- **Orthopaedic Surgery (612) 625-1177; Dr. Roby C. Thompson.** Box 492 UMHC. **Dr. James House, clinic director.** (612) 626-6688. Box 88 UMHC. Comprehensive care for patients with bone and muscle injuries and disorders, including spine surgery; musculoskeletal tumor surgery, adult reconstructive surgery, hand surgery, children's orthopaedics, and athletic injuries.

- **Otolaryngology (612) 625-3200; Dr. George L. Adams, head.** Box 396 UMHC. **Dr. Sam Levine, clinic director.** (612) 625-7400. Box 88 UMHC. Ear, head, and neck diseases and surgery.
- **Pediatrics (612) 624-4477; Dr. Alfred Michael, head.** Box 391 UMHC. **Dr. Amos Deinard, clinic director.** (612) 626-6777. Box 88 UMHC. Subspecialty clinics include those for birth defects, gastrointestinal, neurologic, rheumatic, immunologic, cardiac and infectious diseases; genetics; allergies; developmental disabilities; hematology; psychology; high blood pressure; and kidney disease.
- **Physical Medicine and Rehabilitation (612) 626-4050; Dr. Roby C. Thompson, interim head.** Box 297 UMHC. **Margaret Doucette, medical director of rehabilitation.** (612) 626-3696. **Essam A. Awad, adult clinic director.** (612) 626-3696. **Dr. Dennis D. Dykstra, children's clinic director.** (612) 626-5589. The department offers primary rehabilitation programs for patients with spinal cord injuries, brain injuries, neuromusculoskeletal diseases, amputation, damage resulting from stroke, chronic pain, and severe handicaps and multiple disabilities. Occupational therapy, physical therapy, and speech-language pathology services are included.
- **Psychiatry (612) 626-3853; Dr. Paula Clayton, head.** Box 393 UMHC. **Dr. Thomas MacKenzie, adult clinic director.** (612) 626-6188. Box 393 UMHC. Evaluation, consultation, and treatment of adults. Special programs are offered for chemical dependency, eating disorders, depression, and other problems. **Dr. Gail Bernstein, child and adolescent clinic director.** (612) 626-6464. Box 95 UMHC. Full range of services in treating learning disabilities, autism, attention deficit disorders, unsocialized behavior, mental retardation, and trauma and abuse.
- **Psychology Clinic (612) 624-9646.** Box 731 UMHC. Offers evaluation and behavioral management of stress-related physical disorders, health risk factors reduction, and compliance with medical regimens.
- **Surgery (612) 625-8444; Dr. John S. Najarian, head.** Box 195 UMHC. **Dr. Theodor Grae, adult clinic director.** (612) 626-6666. Box 88 UMHC. Pre-surgical evaluation and follow-up care for general, plastic, heart and lung, cancer, and transplant surgery; nonhealing wounds and breast examinations. **Pediatric clinic (612) 626-6777.** Box 88 UMHC. Surgical care for children, cleft lip/palate and plastic clinic for congenital problems and an endoscopic clinic. **Ambulatory surgery (612) 626-3131.** Box 88 UMHC. Minor surgical procedures.
- **Therapeutic Radiology-Radiation Oncology, (612) 626-6700; Dr. Seymour H. Levitt, head.** Box 494 UMHC. Patient assessments and all types of cancer problems requiring radiation therapy.
- **Urology (612) 625-9933; Dr. Elwin E. Fraley, head and clinic director.** Box 394 UMHC. **Kidney Stone Center, Dr. John Hulbert, director.** (612) 625-3209. **Pediatric Urology, Dr. Ricardo Gonzalez, director.** Urinary tract disorders, genital organ disorders, male impotence, infertility in men, kidney stone removal without surgery, pediatric urology problems, and full evaluation and treatment of all forms of urologic cancer, including cancer of the kidney, bladder, and prostate.

### **Hubert H. Humphrey Institute of Public Affairs (612) 625-9505**

**G. Edward Schuh, dean.** The Institute sponsors the Carlson Lecture series, which features national and international leaders speaking on issues of public concern. The lectures are free and open to the public. The Mondale Policy Forum sponsors two to three major conferences each year on critical national and international issues facing the United States. The forum features the nation's top scholars and policy leaders as conference participants. The institute also offers a variety of public forums throughout the year. For information, call or write the Humphrey Institute of Public Affairs, 301 19th Avenue South, Minneapolis, MN 55455, (612) 625-9505. Audio tapes of individual lectures may be purchased for \$7.50 by contacting the Development and External Relations Department, Humphrey Institute of Public Affairs, 301 19th Avenue South, Room 307, Minneapolis, MN 55455 or by calling (612) 625-9588.



### **The Graduate Program**

The master of arts (M.A.) in public affairs and master of planning (M.P.) in public affairs programs span a wide variety of disciplines, ranging from ethics to quantitative methods. Students gain an integrative understanding of how different skills and knowledge contribute to the resolution of public problems.

There is a common integrative core of courses required of all graduate students, but the programs permit a range of specializations both for development of professional competence in management, planning, and policy analysis, and for concentrated study of areas such as social policy; economic and community development; technology, energy, and the environment; land use and human settlements; and foreign policy.

Students participate in policy research and action-oriented service projects through seminars, workshops, and assistantships.

The institute's faculty include scholars and practitioners who bring theory, current research, and real-world expertise into the classroom.

For information on the institute's academic program, which offers master's degrees in public affairs and planning, call (612) 625-4840.

### **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 is available at 104 Humanities Bldg., University of Minnesota-Morris, Morris, MN 56267 or from the University Relations office, 306 Behmler Hall, (612) 589-2211, ext. 6050.

### **Immigration History Research Center (612) 627-4208**

**Rudolph J. Vecoli, director; Joel Wurl, curator.** This research center specializes in the histories of 24 immigrant groups in North America, originally from eastern, central, and southern Europe and the Near East. Its basic objective is to create better understanding and appreciation of the role ethnicity and immigration play in shaping the culture of this country. The center maintains a library and archives containing 45,000 volumes of published material, 4,500 linear feet of manuscript materials, and some 5,000 reels of microfilm, mainly of ethnic newspapers. Materials do not circulate; they are used in the center's reading room. The IHRC sponsors conferences, seminars, and exhibits; conducts archival surveys; and publishes bibliographies, conference proceedings, studies based on research in its holdings, and guides to its collections. *IHRC News*, a quarterly newsletter, reports on research projects, new acquisitions, and activities of the center and the Friends of the IHRC, a support organization. The staff responds to requests for references, accepts donations of appropriate ethnic materials from the public, and provides guidance on care and preservation of historical records. Speakers are available to organizations concerned with preserving America's ethnic heritage. Hours are 8:30 a.m. to 4:30 p.m. weekdays and by appointment on Saturdays. Open to anyone with a serious research purpose, the IHRC charges no fees, except for duplication, special research services, and publication of photographs. For information, contact the center at 826 Berry Street, St. Paul, MN 55114.

### **Individualized Learning, Program for (612) 624-4020**

**Kent Warren, director.** This individualized baccalaureate degree program provides information, referral, and advice for students seeking programs in non-traditional education. The program helps adult students who need special assistance in using university resources; helps local and national students find appropriate external degree programs; and guides students in developing skills for independent and individualized learning. For information, contact the program at 201 Westbrook Hall, 77 Pleasant St. S.E., Minneapolis, MN 55455.

### **Industrial Relations Reference Room (612) 624-7011**

**Georgianna E. Herman, supervisor.** The reference room maintains an extensive collection of materials in industrial relations which includes collective bargaining, personnel/human resource management, organization theory, industrial psychology, industrial sociology, and

labor history. Reference assistance is available in 365 Blegen Hall, 269 19th Ave. S., Minneapolis, MN 55455.

### **Industrial Safety Resource Center, Duluth (218) 726-8250, 726-8117**

**Jon Tofte, assistant professor and coordinator, Master of Industrial Safety Program.**

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. It also has sound and ventilation monitors. The center has CAD and CAMEO running on a color Macintosh II(SI). All materials may be used at the center; some publications may be mailed out depending on the number of copies requested. For information or to request material, monitoring service, or inspection service, contact the center.

### **Insect and Plant Information 1-976-0200**

**Mark E. Ascerno, DIAL U coordinator.** Telephone lines are staffed by persons trained to answer questions about gardening, plant problems, and insects, indoors or out. Hours are weekdays 9 a.m.-5 p.m. April 1 through Sept. 31, and 9 a.m.-2 p.m. Oct. 1 through March 31. The service is available from most residential telephones in the Twin Cities calling area. A \$2.50 service fee will be billed automatically to the phone from which the call is placed. Mail may be addressed to the DIAL-U Clinic, 145 Alderman Hall, 1970 Folwell Ave., University of Minnesota, St. Paul, MN 55108.

### **Institutional Advancement, Waseca (507) 835-9264**

**Tom Yuzer, director, institutional advancement.** Institutional Advancement serves as the contact point for the public by providing visitor information, tours, publications, speakers, and general information about the Waseca campus. No fees are charged for any of these services. The Office of Continuing Education offers courses to businesses and groups of individuals interested in specific coursework related to the technical agricultural curriculum. A library collection focus on that same curriculum is available for use by people of the state. Facilities are also available for rent. The Waseca campus is scheduled to close in June 1992. For information, contact the office at University of Minnesota-Waseca, 1000 University Drive S.W., Waseca, MN 56093.

### **International Center, Minnesota (612) 625-4421**

**Cynthia Threlkeld, executive director.** The center is a nonprofit community volunteer organization. It offers opportunities for one-to-one interaction with international students and visitors, provides information and referral services regarding international matters, maintains a Language Bank and an International Student Speakers Bureau, acts as a clearinghouse and resource center for individuals and groups wishing to plan educational programs about U.S. foreign policy and world affairs, and schedules public programs on international issues including a regular luncheon series. Further information is available at the center, 711 East River Road, Minneapolis, MN 55455. Publishes monthly newsletter, *Communique* (circulation 2,700), which includes activities calendar of Twin Cities international activities.

### **International Education, Office of (612) 624-5580**

**Josef Mestenhauer, director.** The office is the university's central coordinating unit for international activities and affairs including services for faculty, services for international students and scholars, and intercultural programs, training, and consulting. The office publishes a free newsletter and a guide to the university's international departments and offices. The office is at 149 Nicholson Hall, 216 Pillsbury Drive S.E., Minneapolis, MN 55455.

### **Minnesota Landscape Arboretum (612) 443-2460**

**Peter J. Olin, director.** The grounds of the 905-acre Arboretum feature landscape gardens, plant collections of trees, shrubs, vines, perennials, and annuals, and natural stands of woodland, marsh and restored prairie. Hiking trails and picnic facilities are available.

The main building houses a giftshop, Tea Room, classrooms and an auditorium. The auditorium and classrooms are available for rental and the Tea Room is available for on-site catering. There is also the extensive non-circulating Andersen Horticultural Library containing books and periodicals on botany, horticulture and gardening. The Arboretum researches and develops cold-hardy plant material, provides educational information about plants to children and adults, and serves as a place of enjoyment and inspiration.

The grounds are open 8 a.m.-dusk every day but New Year's Day, Martin Luther King Day, Thanksgiving and Christmas. Guided walking and tram tours are available May through October. Building, Tea Room and gift shop hours vary during the year. Call for current hours.

Arboretum admission is \$3 for adults, \$1 for children 12 and under (free when accompanied by a parent), and \$2 per person for groups of 10 or more arriving in a single vehicle. There is no charge for members. For membership information and general information call (612) 443-2460. The Minnesota Landscape Arboretum is located at 3675 Arboretum Drive, Box 39, Chanhassen, MN 55317.

### **Libraries (612) 624-4520**

The University of Minnesota Libraries Twin Cities contain more than 4 million cataloged volumes. In addition to books and periodicals, the libraries have substantial holdings of government documents, manuscripts, archives, maps, phonograph records, audiovisual tapes, and other materials. Minnesota residents not formally associated with the university have access to the libraries collection either through interlibrary loan via their local libraries or by means of on-site use of the libraries. Hours of operation vary according to academic sessions. A tape recorded message giving hours for the main libraries can be heard by dialing (612) 624-4552.

- **Humanities and Social Sciences Collections:** The main humanities and social sciences collections are in Wilson Library on the west bank of the Minneapolis campus and include American studies, anthropology, art, business, film, geography, history, language, literature, philosophy, political science, religion, sociology, and women's studies. Collections for education, library science, and psychology are found in Walter Library on the east bank of the Minneapolis campus. The collections in design, family social science, rural sociology, textiles, and vocational education are in the St. Paul Central Library on the St. Paul campus. Related humanities and social sciences subject collections include Ames Library of South Asia, Architecture Library, East Asian Library, Government Publications Library, Humphrey Information and Data Center, Journalism Library, Map Library, Middle East Library, and Music Library.
- **Science Collections:** The main science and technology collection, including chemistry, engineering, geology, and physics, is housed in the Walter Library on the east bank of the Minneapolis campus. The health sciences collections, including allied health, dentistry, medicine, mortuary science, nursing, pharmacy, and public health, are in the Bio-Medical Library in Diehl Hall, also on the east bank of the Minneapolis campus. The agricultural and biological sciences collections are found in the St. Paul Central Library on the St. Paul campus. Related science subject collections include Biochemistry Library, Entomology, Fisheries, and Wildlife Library, Forestry Library, Mathematics Library, Natural History Library, Plant Pathology Library, and Veterinary Medical Library.
- **Archives and Special Collections:** A variety of archives and special collections are part of the university libraries. They include Charles Babbage Institute Collection, Children's Literature Research Collections, James Ford Bell Library, Manuscripts Division, Social Welfare History Archives, Special Collections and Rare Books Division, University Archives, and Wangenstein History of Medicine and Biology Library.
- **Law Library:** The Law Library is located on the west bank of the Minneapolis campus. For information on library access policies, phone (612) 625-4300.
- **LUMINA Online Catalog:** Most of the libraries' collections are listed in the LUMINA online catalog. The catalog may be accessed via microcomputers equipped with modems (626-2206), or through terminals located throughout the campus.

## Coordinate Campus Libraries

- **University of Minnesota, Crookston, Kiehle Library (218) 281-6510, ext. 399**, has about 27,000 volumes and about 680 periodicals specializing in agriculture, business, hospitality and home economics and is a member of the MSUS/PALS automated library system. A terminal accessing the LUMINA system of the University of Minnesota is also available to the clientele. The library is open to residents of the Crookston area and materials may be checked out. Interlibrary loans may be arranged. Copy machines for books, periodicals, microfilm and microfiche are available for public use. We also have a fax machine for sending and receiving materials. The library subscribes to the EPIC, PRISM, and OCLC databases as well as the DIALOG searching service. Hours are from 8 a.m.-9 p.m. Monday through Thursday; 8 a.m.-4:30 p.m. Friday; closed on Saturday; 6 p.m.-9 p.m. on Sunday. The library is located on the first floor of the Kiehle Building, University of Minnesota, Crookston, MN 56716-5001. Fax: 218-281-3392.
- **Library, Duluth (218) 726-8102**, has over 271,000 books and more than 2,900 periodicals that support the curriculum offered at the university. The library includes a health science library and houses the Northeastern Minnesota Historical Center, a voyageurs collection, and the UMD archives. 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. Copy machines are available. The library subscribes to the OCLC database and offers computer searching for the public on a fee basis. Library hours are 7:45 a.m.-11 p.m. Monday through Thursday; 7:45 a.m.-5 p.m. Friday; 1 p.m.-5 p.m. Saturday; 1 p.m.-11 p.m. Sunday. For information, contact the library at the University of Minnesota-Duluth, Duluth, MN 55812.
- **Rodney A. Briggs Library, Morris (612) 589-6175**, has 150,000 volumes and 800 periodicals with a general liberal arts emphasis. The library is a partial depository for federal government documents. Morris area residents can use the library if other available library services are insufficient. Materials may be used in the building or checked out by showing library registration identification. Academic year hours are 8 a.m.-11 p.m. Monday through Thursday; 8 a.m.-5 p.m. Friday; 11 a.m.-5 p.m. Saturday; and 2 p.m.-11 p.m. Sunday. Summer hours are 8 a.m.-4:30 p.m. Monday through Friday. For information contact the library at the University of Minnesota-Morris, Morris, MN 56267.
- **Learning Resources Center, Waseca (507) 835-1000, ext. 304**, houses the UMW Library, which has about 44,000 volumes and 780 periodicals and newsletters 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 3,400 titles of audiovisual materials and participates in the interlibrary loan system SMILE (South Central Minnesota Interlibrary Exchange). Data base searches are provided through DIALOG and OCLC. The library is open to the public and materials may be checked out with a local library card. Hours are 7:30 a.m.-10 p.m. Monday through Thursday; 7:30 a.m.-5 p.m. Friday; closed Saturday; 5 p.m.-10 p.m. Sunday (spring and summer) and 1 p.m.-10 p.m. Sunday (fall and winter). The Waseca campus is scheduled to close in June 1992. For information, contact the UMW library at the University of Minnesota-Waseca, Waseca, MN 56093.

## MacPhail Center for the Arts (612) 627-4020

The center is part of Continuing Education and Extension at the university. It 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, ranging in age from 2 years to well over 70 years, offering courses in music, dance, and photography. For information or a course bulletin, call or write the center at 1128 LaSalle Ave., Minneapolis, MN 55403.

## Marketing Training Program (218) 726-7946

The University of Minnesota-Duluth, Center for Economic Development and the Arrowhead Community College Region are jointly offering a training program for existing local businesses to assist them in developing marketing strategies. The training program is limited to 10 participants selected on the basis of their interest and desire to develop a

marketing plan for their business. The program will require weekly meetings of 4 hours over an 8 week period.

The program is offered at no charge to the participants, thanks to financial support provided by the Blandin Foundation.

The format of the program is highly interactive, with participants actively engaged in working as a team on each other's marketing strategies. There will be required reading and instructors with successful "real world" marketing experience are utilized. The goal of the program is for each participant to prepare a marketing strategy for their business to implement.

This program has been offered at area community college campuses in Northeastern Minnesota.

If you answer yes to any of the following questions, perhaps this program is for you.

- Do you need to initiate a marketing program for your business?
- Has it been difficult to make the time available to develop your marketing ideas?
- Are you uncertain about the kind of market research you should be conducting for your business?
- Does your business need a marketing strategy to remain viable and to grow?

Persons interested in applying to participate in the program should obtain an application form from: UMD Center for Economic Development, 150 School of Business & Economics, 10 University Drive, Duluth, MN 55812. (218) 726-7946; FAX (218) 726-6338.

### **MAST International (612) 625-1287**

The Minnesota Agricultural Student Trainee (MAST) program provides practical and academic experiences in U.S.-production agriculture and horticultural placements. A typical program provides eight months practical training on a farm, ranch, or horticultural placement, three months of study at the College of Agriculture, and a potential for nine additional months of practical training. MAST International currently works with students from approximately 30 counties around the world. Approximately 175 first-year students participate each year. The program goal is to provide a cross-cultural and agricultural exchange. For more information, contact MAST International, 98 Coffey Hall, University of Minnesota, 1420 Eckles Ave., St. Paul, MN 55108.

### **MBA Field Project (612) 624-0006**

**Donald Bell, assistant dean, MBA Program.** The MBA Program requires students to work as teams on a consulting project for organizations. The projects deal with a wide variety of industries and company sizes. For information on the course, contact the MBA Office, 395 Humphrey Center, 271 19th Ave. S., Minneapolis, MN 55455.

### **Media Resources, University (612) 625-3001**

**Sheldon Goldstein, director.** University Media Resources is a large, comprehensive, audiovisual services department that produces radio, film, television, and slide programs. It also has a large film processing lab, produces educational graphics, and rents audiovisual equipment to university departments. For photo lab information, call (612) 624-6773; equipment rental (612) 625-7557; or contact the department at 540 Rarig Center, 330 21st Ave. S., Minneapolis, MN 55455.

### **Music Department, Duluth (218) 726-8208**

The music department presents faculty, student, and guest concerts and recitals throughout the school year. All events are open to the public. For information or to be placed on a mailing list for scheduled events, contact 231 Humanities Bldg., University of Minnesota-Duluth, Duluth, MN 55812.

### **Music School (612) 624-5740**

**Vern Sutton, acting 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 free. The University Opera Theatre presents

two or three annual performances of contemporary and traditional operas.

School of Music faculty members and ensembles are available for performances on campus. Fees or expenses may be required. A quarterly calendar of events can be obtained from the school by calling (612) 624-1069. For information, contact 100 Ferguson Hall, 2106 4th St. S., Minneapolis, MN 55455.

### **Natural Resources Research Institute Business Group (218) 726-7946**

The Natural Resources Research Institute Business Group (NRRRI BG) is a program of the UMD Center for Economic Development. The Business Group provides assistance such as consulting, market research, business plan development and financial packaging to existing businesses, new ventures and turnarounds of struggling businesses, which results in the retention of and an increase in private sector employment and income in Minnesota. Priority will be given to natural resource based businesses.

The Business Group will also provide business and economic feasibility assessments in the natural resources area to assist the Natural Resources Research Institute in setting its research priorities and commercializing research results.

The Business Group works with their clients to:

- Develop financial projects for a new or expanded business.
- Assess the market potential for the clients' products.
- Review the business plan.
- Develop a financial package.

The services of the NRRRI Business Group are available at: UMD Center for Economic Development, 150 School of Business and Economics, 10 University Drive, Duluth, MN 55812. (218) 726-7946; FAX (218) 726-6338.

### **Nature Center, William R. Bagley, Duluth (218) 726-7264**

**Paul Monson, Olga Lakela, Herbarium 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, which provides an excellent view of the Duluth harbor and the western shore of Lake Superior. Public access is available anytime.

### **Northeast Technology Resource Center (218) 726-7946**

The Northeast Technology Resource Center (NETRC) is a program of the UMD Center for Economic Development. NETRC undertakes comprehensive, coordinated and competent technology transfer and business development assistance. It helps inventors, entrepreneurs, and existing businesses to successfully take technologies and products from the research and development stage to the marketplace. NETRC recruits, assesses and evaluates technologies and products, does market research and financial and business planning. The ultimate objective of the Northeast Technology Resource Center is to improve the diversity, strength and stability of the Arrowhead Region's economy.

Some services of the center are:

- Access to national technology and information data bases
- Access to informed individuals, state and federal information and funding resources
- Technical and economic evaluation of new technology or products
- Help in developing technology and prototype development
- Market research for a new product or technology
- Business planning
- Financial planning and application preparation
- Seminars and workshops on entrepreneurship, innovation and export trading

In summary, the Technology Resource Center is working to create a rich environment that nourishes entrepreneurship and business innovation in Northeastern Minnesota.

The services of the center are available at: Northeast Technology Resource Center, Olcott Plaza, 820 North 9th Street, Virginia, MN 55792. (218) 741-4241; FAX (218) 741-4249, and Northeast Technology Resource Center, University of Minnesota-Duluth, 150 School of Business & Economics, 10 University Drive, Duluth, MN 55812. (218) 726-7946.

### **Nursery Schools (612) 624-5593 or 624-7009**

**Margaret B. Roth, administrative assistant.** The school is a half-day program for children ages two to five years. The school's primary functions are to demonstrate good preschool practice, to train teachers of young children, and to serve as an active center of child study and research. One of the primary educational goals is to convey to the children the value, challenge, and excitement of learning. Applications and information may be obtained by contacting 140 Child Development, 51 East River Road, Minneapolis, MN 55455. Applications must be returned by March 15 to be considered for the following school year. The preschool children are selected from all the applicants. The cost ranges from \$198 for each of three quarters (two half-days a week) to \$472 for each of three quarters (five half-days a week). University quarters are 10 weeks each. Summer session cost is \$251 (five half-days a week for five weeks).

### **Planetarium, Marshall W. Alworth, Duluth (218) 726-7129**

**Glenn Langhorst, director.** The planetarium offers free, public programs each Wednesday at 7 p.m. Special showings may be arranged by contacting the planetarium director at 10 University Drive, University of Minnesota-Duluth, Duluth, MN 55812.

### **Plant Pathology (612) 625-8200**

**P.O. Larsen, head.** The department performs plant parasitic nematode soil or tissue analysis, Phytophthora Race Identification, ELISA testing, seed quality testing, quantitative soil assays and routine disease diagnoses. The fee is \$15 per sample for nematode analysis; \$20 per sample for routine diagnoses; \$50 per sample for Phytophthora Race Identification; and \$25 per sample for ELISA testing, seed quality testing and soil assays. For information or instructions about collecting and submitting samples suitable for analysis, contact your county extension office or the Plant Disease Clinic at (612) 625-1275. The clinic is located at 105 Stakman Hall, 1519 Gortner Ave., St. Paul, MN 55108, or write to: Department of Plant Pathology, 495 Borlaug Hall, 1991 Buford Circle, St. Paul, MN 55108.

### **Poison Center, Hennepin Region (612) 347-3141**

**Douglas J. Borys, director.** The center is a specialized library and 24-hour telephone consultative service for use by the general public and professionals when a person has been poisoned or has taken an overdose. The center is a department of the Hennepin County Medical Center and is staffed by College of Pharmacy faculty. For information contact the center at Hennepin County Medical Center, 701 Park Ave. S., Minneapolis, MN 55415.

### **Poisonous Plant and Mushroom Identification Service (612) 625-8200**

The service will identify plants and mushrooms as poisonous for the public, hospitals, poison control centers, veterinarians, police, or others. There are no forms or fees. Identification of poisonous yard and house plants can be made during the week or on weekends. Due to the seriousness of the problem, individuals wishing assistance in identification of poisonous plants should contact Thor Kommedahl, 210 Stakman Hall, 1519 Gortner Ave., St. Paul, MN 55108, (612) 625-3164.

Identification of mushrooms as edible or poisonous will be made in emergency situations. For assistance contact Elwin Stewart, Neil A. Anderson, or D.W. French at (612) 625-8200, 495 Borlaug Hall of Plant Pathology.

### **Police Department (612) 624-2575**

**Francis J. Gernandt, captain.** The department is the full service law enforcement agency for the university, enforcing state laws, local ordinances, and Board of Regents regulations 24 hours every day. Priorities include crime prevention and interception, order maintenance and crisis intervention, investigation, and public assistance, including ready referrals to emergency and other public services on campus. Professional officers certified by the state as peace officers provide both mobile and foot patrol, urgent responses including protective and medical aid services (911), event planning assistance, traffic control, and security consultation. Public programming on a wide range of subjects is offered to all, to aid crime control through citizen involvement, and internships as well as volunteer experiences are

encouraged. Student monitors are employed for security tasks associated with buildings and activity centers, evening escorts for sexual assault prevention (624-WALK), bicycle and other rule enforcement, and for other public services.

Police-Fire-Medical Emergency (only): 911; Escort: (612) 624-WALK; Dispatcher: (612) 624-7828; Administration: (612) 624-2575; Other: (612) 624-3550.

### **Professional Development and Conference Services (612) 625-6616**

This unit, within Continuing Education and Extension, sponsors conferences, symposia and seminars serving a wide range of individuals in professional, business, and career fields. Programs are organized in four categories: health and human services; humanities, social and behavioral sciences, education, and the arts; business, government, and nonprofits; and science, technology, and engineering. In addition to programs offered in the Twin Cities and other Minnesota locations, the service conducts programs for regional, national, and international audiences. Program fees vary. For information, contact 214 Nolte Center, 315 Pillsbury Drive S.E., Minneapolis, MN 55455.

### **Radio Stations**

- **KUOM (770 kHz), University Public Radio at 770 AM** is the direct media source for news from and about the University of Minnesota. KUOM broadcasts the latest news from the campus, classroom, research lab, hospital and clinic, theater, concert hall and art studio, using faculty, staff, students and guests from the community as its primary resources. UNIVERSITY AM, a locally produced news magazine, is broadcast from 10:30 a.m. until noon. TALKING SENSE, three hours of call-in discussion programs, follows from noon until 3:00 p.m. KUOM CONCERT HALL broadcasts classical music from 3:00 p.m. until sunset. Saturday at noon brings two hours of University courses that may be taken for University credit. KUOM, at 5000 watts, can be heard throughout central and southern Minnesota. Main offices are at 550 Rarig Center. Call (612) 625-3500 for a free program guide and (612) 625-KUOM (-5866) for daily program information. KUOM studios may be rented for audio productions. Call (612) 625-2856 for rental information.
- **WMMR (730 kHz, 96.3 MHz FM cable)**, founded in 1947, is a student-operated station broadcasting from Coffman Union to Twin Cities campus dormitories and the metropolitan area on FM cable. During the school year the station operates daily from 7 a.m.-2 a.m. Summer hours are 7 a.m.-11 p.m. Monday through Friday. Programs include progressive rock music, news and sports, including live play-by-play coverage of Gopher home games. It is a volunteer organization open to any student. Main offices are located at 328 Coffman Memorial Union, (612) 625-5926.
- **KUMD, Duluth (103.3 MHz)**, is a 100,000-watt FM station operated by Continuing Education and Extension, with a professional staff plus student volunteers. (218) 726-7181, 130 Humanities Bldg. Programming includes news, public affairs, jazz, blues, and other music.
- **KUMM-FM** serves the Morris campus community. This student-operated station provides educational and entertainment programs, (612) 589-6076.

### **The Raptor Center (612) 624-4745**

**Patrick Redig, director.** This center provides medical care and rehabilitation for injured or ill birds of prey, for example, eagles, owls, and hawks. Repaired birds are released into their native habitats and non-repairable birds are used in breeding programs, zoos, nature centers, and for education programs to schools and the general public. Research is conducted on the health of birds and their ability to withstand various pollutants, including lead poisoning. An internship program is available to veterinarians, biologists, and environmental education students. For more information, contact Dr. Redig at (612) 624-4969 or Dr. Roberto Aguilar at (612) 624-8745. For tour and program information, call (612) 624-8744. Offices are at the Gabbert Raptor Center, 1920 Fitch Ave., St. Paul, MN 55108.

### **Reading Clinics (612) 625-2545**

**Barbara Taylor, coordinator.** The clinics are operated in cooperation with area schools. 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 information, contact 330 Peik Hall, 159 Pillsbury Drive S.E., Minneapolis, MN 55455.

### **Red River Valley Natural History Area, Crookston**

**(218) 281-6510, ext. 310**

The 85-acre site is located in the flat lake bed of glacial Lake Agassiz west of the Crookston campus. It was established in 1971 by UMC and the Northwest Agricultural Experiment Station as a living museum and teaching laboratory for students. Group tours are given periodically to the public. The area includes nature trails, a nature center, and demonstrations of ecological land management.

### **Rehabilitation Center (612) 626-5284**

**Margaret Doucette, D.O., director.** The center provides both inpatient and outpatient services for children and adults with neuromusculoskeletal problems. Services are comprehensive and are coordinated under medical direction to assist patients in every way possible to achieve maximum self-sufficiency and to participate again in the affairs of their home and community. Charges are made for the services provided, which include physical therapy, occupational therapy, speech therapy, rehabilitation psychology, urodynamics, work evaluation, and vocational counseling. Appointments can be made by writing to Box 297, Mayo Memorial Bldg., 420 Delaware St. S.E., Minneapolis, MN 55455, or by calling (612) 626-5284 for adults or (612) 626-5589 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. Volunteer positions are matched to the interests, competencies, and physical capabilities of senior citizens who wish to offer their time, experience, and skills. Volunteers may be assigned to positions with publicly owned and operated facilities or to local programs sponsored by private, 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 time or for an indefinite period. 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 can't displace employed workers. Benefits include accident insurance, out-of-pocket expenses, and transportation. To volunteer or for more information, contact RSVP, FS 107, University of Minnesota-Crookston, Crookston, MN 56716.

### **Sea Grant College Program, Minnesota (612) 625-9288 and**

**(218) 726-8106**

**Donald C. McNaught, director; Dale R. Baker, extension program leader.** Sea Grant provides information on issues related to Lake Superior and other water resources, including: fisheries management; zebra mussels; shore erosion; water pollution; water diversion; transportation (shipping and policy); economic development, tourism, and aquaculture. With offices located in Duluth and St. Paul, Sea Grant serves statewide audiences. Information is available from individual agents or through publications covering the topics listed above. Publications lists are available at no charge. A quarterly newsletter, *The Seiche*, covers Sea Grant's research and educational programs. It is available free from the St. Paul office, 1518 Cleveland Ave. North, Room 302, St. Paul, MN 55108.

### **Sea Grant Extension Program, Minnesota (218) 726-8106**

**Dale R. Baker, extension leader.** The Minnesota Sea Grant Extension Program is administratively part of the Minnesota Extension Service and the extension arm of the Minnesota Sea Grant College Program. Minnesota Sea Grant Extension is dedicated to providing education and is a source of unbiased information about Lake Superior and the

Great Lakes for people throughout Minnesota who are economically dependent upon the lakes or vitally interested in them. It offers programs to the public in tourism, fisheries, exotic species, aquaculture, coastal processes, coastal economic development and coastal public policy. It is also a part of the Great Lakes Sea Grant Network, which carries out Sea Grant Extension programming throughout the Great Lakes region.

Minnesota Sea Grant Extension has two advisory committees. These joint research/extension committees are subject matter based. One committee deals with coastal processes issues, the other with fisheries and aquaculture. The committees meet three times a year to discuss both research and extension needs for Minnesota Sea Grant.

Staff members are located on three University of Minnesota campuses (Duluth, St. Paul, Minneapolis). Sea Grant specialists and assistant specialists have extension responsibility for the entire coastal region and many programs are statewide. Staff members are either located in a University department or the Sea Grant Extension Program office in Washburn Hall, UMD.

Minnesota Sea Grant publishes a newsletter, *The Seiche*. The newsletter is published four times a year by Minnesota Sea Grant, University of Minnesota. For a free subscription, contact the communications office at 1518 Cleveland Avenue North, Suite 302, St. Paul, Minnesota 55108. The Minnesota Sea Grant College Program is a statewide program that supports research, extension, and educational programs related to Lake Superior and the Great Lakes. It is part of the National Sea Grant Program, which supports programs in 31 coastal and Great Lake states.

Minnesota Sea Grant Extension is open from 8:00 a.m.-4:30 p.m., Monday through Friday. For more information, contact 208 Washburn Hall, University of Minnesota, Duluth, MN 55812.

### **The Silha Center for the Study of Media Ethics and Law (612) 625-3421**

**Donald M. Gillmor, director and Silha Professor of Media Ethics and Law.** The center is dedicated to the study of media ethics and law in an effort to appreciate their reciprocal influences as well as their fundamental differences. Center associates study media accountability models, with emphasis on the role of news councils, ombudsmen, self-regulation and other attempts to promote public discussion of media performance. The center is affiliated with the Minnesota News Council for purposes of observing and evaluating this form of accountability, and it supervises the complete archive of the National News Council. It also serves as a public resource, in answering ethical or legal questions arising from our mass communication systems.

The center sponsors and supports a variety of activities: occasional conferences and symposia, its annual Silha Lecture, and its research fellowships available to graduate students enrolled in the Ph.D. program in the School of Journalism and Mass Communication.

The center publishes a *Lecture Series*, a *Bibliography Series* (an extensive media law bibliography and compilations of books and articles on communication ethics), and a *Report Series*, and collaborates with Emerson College in the publication of a national newsletter, *Media Ethics Update*.

### **Small Business Development Center (218) 726-8761**

The Small Business Development Center (SBDC) is a program of the UMD Center for Economic Development. The SBDC provides quality assistance to small businesses and persons interested in starting and owning a business. Through the delivery of basic education, management, counseling, and training resources, the SBDC promotes successful growth, expansion, innovation, increased productivity and management improvement.

Here are some of the services of the center:

- One-on-one counseling focusing on small business management issues including: Budgeting, Cash Flow Analysis, Pricing, Business Plan Development, Market Research, Advertising Plans, Accounting Procedures, Personnel Management.

- Specialized services including: Exporting, Selling to the Government, Opportunities for Veterans and Minorities.
- Information and referral.

The Small Business Development Center is working to foster successful business development in Northeastern Minnesota.

The services of the center are available at: UMD Center for Economic Development, 150 School of Business & Economics, 10 University Drive, Duluth, MN 55812. (218) 726-8761; FAX (218) 726-6338 and

Small Business Development Center,  
Mesabi Community College  
9th Avenue & West Chestnut  
Virginia, MN 55792  
(218) 749-7729

Small Business Development Center,  
Hibbing Community College  
1515 East 25th  
Hibbing, MN 55746

The support given by the U.S. Small Business Administration through such funding does not constitute an express or implied endorsement of any of the co-sponsors or implied participants' opinions, products or services. The UMD SBDC's are handicapped accessible.

### **Social Welfare History Archives (612) 624-6394**

**David Klaassen, archivist.** The archives collects unpublished source materials documenting the history of social services and social reform in 20th-century America. Its holdings include the records of national voluntary sector welfare associations and Twin Cities social work agencies as well as personal papers of individual leaders in the social service field. Among the social services and concerns represented are recreation, settlement houses, child welfare, aging, race relations, community planning, services to migrants and immigrants, public health, vocational rehabilitation, and voluntarism. The archives also houses an extensive collection of pamphlets, reports, and newsletters in the welfare field. Although the archives primarily serves historians and other academic researchers, it welcomes inquiries from anyone with a serious interest in the history of social policies and programs. The collections must be used on the premises, but photo-duplicating services are available, and staff will respond to telephone and correspondence inquiries. Hours are 8:30 a.m.-4:30 p.m. Monday through Friday. For information, contact 101 Walter Library, University of Minnesota, 117 Pleasant St. S.E., Minneapolis, MN 55455.

### **Soil Characterization Laboratory (612) 625-8209**

**James L. Anderson, supervisor.** This is the designated laboratory for the Minnesota Cooperative Soil Survey. A wide variety of physical, chemical, and mineralogical analyses are performed on soil materials. A fee is charged to users. For information, contact 506 Soil Science Bldg., 1991 Upper Buford Circle, St. Paul, MN 55108.

### **Soil Survey Library (612) 625-6703**

**J.C. Bell, 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, 1991 Upper Buford Circle, St. Paul, MN 55108.

### **Soil Testing Laboratory (612) 625-3101**

**Robert C. Munter, director.** The laboratory offers soil fertility testing and recommendations for farms, lawns, gardens, nurseries, and florists. A soil lead test is also available. A fee is charged for these services. Sample information forms and sample containers are provided free upon request. For information, contact the Soil Testing Laboratory, University of Minnesota, 1903 Hendon Avenue, St. Paul, MN 55108.

### **South Asian and Middle Eastern Languages and Culture (612) 624-7030**

**Indira Junghare, chair.** 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 Ave. S.E., Minneapolis, MN 55455.

**Speakers Bureau (612) 626-6867**

**Margaret Wolff, public relations representative.** The speakers bureau provides names of persons from the university who are available to speak to groups. Speakers fees vary. Requests for speakers should be made at least two weeks in advance. To obtain additional information, contact University Relations, 6 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455. For speakers from the Crookston, Duluth, Morris, and Waseca campuses, contact the University Relations department on the specific campus.

**Special Programs, Office of (612) 625-2722**

The office is a unit within the Minnesota Extension Service of the Institute of Agriculture, Forestry, and Home Economics. It designs, develops, presents, and evaluates over 150 short-term continuing education programs annually in the subject areas of agriculture, forestry, home economics, and community and natural resource development for local, national and international audiences. Program participants are charged a fee to cover costs. The office also sponsors a 12-to-21-month study and practical training program for young agriculturalists from Europe, Australia, and New Zealand. For information, call the office or write 405 Coffey Hall, 1420 Eckles Ave., University of Minnesota, St. Paul, MN 55108.

**Speech and Hearing Clinic (612) 624-3322**

This clinic provides services in the areas of articulation, stuttering, voice, laryngectomy, delayed speech and language development, and hearing. The clinic serves primarily as a means of providing clinical education for graduate students in speech and language pathology and in audiology. For information or to receive services, contact 115 Shevlin Hall, 164 Pillsbury Drive S.E., Minneapolis, MN 55455.

**Speech, Language, and Hearing Clinic, Duluth (218) 726-8199**

**LaVonne L. Levar, director.** The clinic is open to the public by appointment on a space-available basis during regular working hours. It provides diagnostic, rehabilitative, and educational services to people with speech, language, or hearing problems. 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) 726-8199.

**"Starwatch" Line, Astronomy Department (612) 624-2001**

**Kris Davidson, professor, astronomy.** The "Minnesota Starwatch" information line offers three- to five-minute recordings describing astronomical phenomena. Updated once a month, the tapes give details on subjects of current interest and occasionally describe unusual sky phenomena such as black holes, pulsars, and meteor showers.

**Statistical Center (612) 625-7030**

**Frank Martin, director.** The Statistical Center provides consulting on experimental design, sample survey design, data analysis, and interpretation of analyses results. The center is open to the public as university workload allows, generally on a fee-for-service basis. For information, contact 352 Classroom Office Building, 1994 Buford Ave., St. Paul, MN 55108.

**Supercomputer Institute, Minnesota (612) 625-1818**

The institute provides researchers access to four supercomputers (Cray-2 four-processor, Cray X-MP-EA four-processor, Cray X-MP-EA two-processor, and IBM 3090 600J six-processor) and supporting equipment such as graphics workstations through a grant program. Faculty members at institutions of higher education in the state of Minnesota are eligible for grants and should contact Michael Olesen, Research Programs Administrator, (612) 624-1356 for deadlines and forms. Commercial users should contact Michael Russell, Vice President for Sales and Marketing, Minnesota Supercomputer Center, (612) 625-6040. Address: 1200 Washington Avenue South, Minneapolis, MN 55415.

### **Surface Analysis Center (612) 625-8066**

**Raul Caretta, manager; Lanny D. Schmidt, director.** This instrumentation facility has 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 several staff scientists in residence. For information, contact 4th floor, Shepherd Laboratories, 100 Union St. S.E., Minneapolis, MN 55455.

### **Swine Evaluation Program, Minnesota (612) 624-0766**

**Charles J. Christians, coordinator.** The animal science department, in conjunction with the Minnesota Pork Producers Association, offers swine performance testing services. A program is offered for on-farm records systems 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 Ave., St. Paul, MN 55108.

### **Telecommunication Services (612) 625-5000**

**Carol Ostrow, administrative director.** University information 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 and sport facilities, clinics, labs, etc. Callers may use this service Monday through Friday from 7:45 a.m.-4:30 p.m. for information on referral to information sources about all aspects of the university.

### **Television/Video Production (612) 625-4315**

University Media Resources of Continuing Education and Extension produces television programs for broadcast weekly over KTCI-TV, Channel 17. (Program schedules can be found in newspapers or by calling 626-0047.) In addition, hundreds of instructional, public relations, recruitment, training and experimental programs are produced for the University of Minnesota. Production and post production services are also available to all state agencies and tax exempt/non-profit organizations on a charge for services basis. Teleconferencing, videodisc production, and specialized informational program production are available. For more information about the television services of Media Resources call (612) 625-4315.

### **Test Scoring Service (612) 626-0006**

**Charles B. Johansson, 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 University Counseling Services, Technical Division, Lauderdale Computer Facility, 2520 Broadway Drive, Room 130, St. Paul, MN 55113.

### **Testing Program, Minnesota Statewide (612) 626-0006**

**Charles B. Johansson, director.** The program is operated as a service to Minnesota schools by University Counseling Services. 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's no charge for consulting services. For information, contact the program at Lauderdale Computer Facility, 2520 Broadway Drive, Room 130, St. Paul, MN 55113.

### **Theatre Department and Marshall Performing Arts Center, Duluth (218) 726-8561 or (218) 726-8562**

**Jon Berry, 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 range from \$3.00 to \$7.50. 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.

**Theatre, University (612) 625-4001**

**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 Rarig Center, a four-theater complex. Season tickets are offered at a reduced rate for the main stage season, and individual tickets are priced from \$6 to \$9.

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 \$7 to \$9. For information on all productions, contact University Theatre, 120 Rarig Center, 330 21st Ave. S., Minneapolis, MN 55455.

**Tours of the Twin Cities Campus (612) 626-6867**

**Margaret Wolff, public relations representative.** Tours of the Minneapolis and St. Paul campuses may be scheduled for prospective students and their families through University Relations. Tours are scheduled Monday through Friday. There is no charge for this service. To schedule a tour or obtain additional information, contact University Relations, 6 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455.

Tours of specific facilities, such as Glensheen, intercollegiate athletic facilities, and Landscape Arboretum, should be arranged directly with those offices. See their entries in this section.

**Travel Immunization Center (612) 625-1430**

**Donald Peters, director.** The University's Boynton Health Service is an officially designated travel immunization center, authorized to administer vaccines (including yellow fever) for travel and validation of 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 Boynton Health Service, 410 Church St. S.E., Minneapolis, MN 55455.

**Tweed Museum of Art, Duluth (218) 726-8222**

**Martin DeWitt, director and curator.** The museum is located in 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 9 a.m.-4:30 p.m. Tuesday through Friday, and 1-5 p.m. Saturday and Sunday. It is closed Mondays and major holidays. Suggested donation is \$2.00. The museum is fully accessible to the handicapped. For information, contact the museum, University of Minnesota-Duluth, Duluth, MN 55812.

**Underground Space Center (612) 624-0066**

**Raymond L. Sterling, director.** The center conducts research and offers information on the wise use of underground space, earth-sheltered housing, building foundation design, storage below grade, and heat transfer. The center currently has two books available for purchase. The first, for \$17.50, is titled *Earth Sheltered Housing Design*, second edition. The 350-page book contains broad-based and comprehensive information on the history of earth-sheltered public policy issues, and 18 case studies. Another center publication, available for \$34.00, is the *Building Foundation Design Handbook*. This handbook provides a simplified method for estimating the cost-effectiveness of foundation insulation measures in all regions of the United States. It also provides information on acceptable practices of subdrainage, waterproofing, structural integrity, thermal efficiency, and radon and termite control. In addition, fact sheets covering topics such as foundation insulation, drainage systems, and frost heave are available at no cost. For information, contact the Center at 790 Civil and Mineral Engineering Bldg., 500 Pillsbury Dr. S.E., Minneapolis, MN 55455. FAX: (612) 624-0293.

**University of Minnesota Press (612) 624-2516**

**Lisa Freeman, 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 Ave. S.E., Minneapolis, MN 55414; for orders; 624-0005; 1-800-388-3863 (outside Minnesota); 626-7313 (FAX). A catalog is available.

### **University Relations (612) 624-6868**

**Marcia Fluor, director.** University Relations serves the public by providing tours, publications, lists of speakers, visitor information, and general information about the university. No fees are charged for any of these services. For information, contact the department at 6 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455.

### **University Relations-Crookston (218) 281-6510, ext. 335**

**Barbara Weiler, head.** University Relations serves the public by providing publications, speakers, names, and general information to the public and news media. Usually, no fees are charged for these services. For more information contact the department at the White House Alumni Center, University of Minnesota, Crookston, MN 56716.

### **University Relations-Morris (612) 589-6050**

**Ronald L. Pollworth, director.** University Relations serves the public by providing general information about the university, including publications and calendars of public events, assists groups wanting to use university facilities, arranges or gives tours, and arranges for guest speakers. Usually, no fees are charged. For more information, write or call University Relations, 11 Education Building, University of Minnesota-Morris, Morris, MN 56267.

### **Urban and Regional Affairs, Center for (612) 625-1551**

**Thomas M. Scott, director.** CURA encourages university faculty and students to work with public and private community groups and local and state agencies to solve problems. CURA projects may be proposed by persons inside or outside the university or the community. Projects reflect major community concerns: aging, community and urban development, income and employment, housing, human and social service, minority groups, neighborhoods, environment and energy, and planning and land use. The center publishes reports and a quarterly newsletter, the *CURA Reporter*. Proposals or requests for publications should be directed to the center at 330 Humphrey Center, 301 19th Ave. S., Minneapolis, MN 55455.

### **Veterinary Diagnostic Laboratories (612) 625-8787**

**Martin E. Bergeland, director.** The laboratory is the official lab 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 Veterinary Diagnostic Lab, 1943 Carter Ave., St. Paul, MN 55108. For after-hours information, call (612) 625-9711.

### **Veterinary Extension and Continuing Education Office**

**(612) 624-3434**

**Robert Dunlop, 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 Ave., St. Paul, MN 55108. For specific information, contact the following people at the above address or the indicated numbers:

- Animal Reproduction:** Dr. Jerry D. Olson, (612) 625-0280
- Avian Health (poultry):** Dave Halvorson (612) 625-5292
- Beef Health:** Dale Haggard (612) 625-4273
- Companion Animals (dogs, cats):** Mike Pullen (612) 624-1749
- Extension Meat Hygiene:** Mike Pullen (612) 624-1749
- Mastitis Control in Dairy Cattle:** Ralph Farnsworth (612) 625-3130
- Swine Health:** Al Leman (612) 625-1730

### **Veterinary Teaching Hospitals (612) 625-9268**

**Carl R. Jessen, associate dean, director of hospitals.** Services include complete 24-hour inpatient as well as outpatient veterinary care. Our staff further provides on-site veterinary care to beef, dairy, equine, and swine herds. The hospitals further serve as the training

ground for veterinary students and as a referral center for private practitioners. All veterinary services are provided according to the best professional judgments of faculty and staff. Regular fees are assigned depending upon the degree of service provided.

Regular office hours are 8 a.m.-4:30 p.m. Monday through Friday. Large Animal Hospital (farm animals) (612) 625-6700; Small Animal Hospital (dogs, cats, etc.) (612) 625-1919; after hours call (612) 625-9711. For more information, contact the hospitals at 1365 Gortner Ave., St. Paul, MN 55108.

### **Vocational Assessment Clinic (612) 625-1519**

The clinic provides services to individuals, community agencies, employees of business and industrial organizations. Vocational assessment provides information that may be used in career planning, evaluating present careers, and considering career changes.

Individual assessment includes an orientation session, four hours of psychological testing, three one-hour interviews with a vocational assessment counselor. The fee for this service is \$250. Small group assessment includes an orientation session, four hours of psychological testing, three one-hour planning and assessment sessions led by a vocational assessment counselor. Group size is limited to four to eight persons. The fee for this service is \$150.

The complete assessment process typically is scheduled over six weeks from the orientation session to the final counseling session. To arrange for an initial interview or to obtain information, contact the clinic at 625-1519.

### **Water Resources Research Center (612) 624-9282**

**Patrick L. Brezonik, director.** The center funds research and investigation and provides training to scientists who study water and resources that affect water. The center plans and arranges for university faculty and persons from private colleges to conduct research. It publishes reports of research projects, a quarterly newsletter, and provides public information bulletins at no charge. Periodic seminars and conferences on topics of current interest are also offered; fees for seminars vary. For information or to request publications, contact the center at Room 302, 1518 Cleveland Ave. N., St. Paul, MN 55108.

### **West Central Minnesota Historical Research Center, Morris (612) 589-2211, ext. 6172**

**John Quinn Imholte, director.** The center operates under the auspices of the University of Minnesota-Morris. Its objectives are the location and preservation of historic and contemporary records and the stimulation of interest in local and regional history. Among the center's holdings are a number of valuable manuscript and oral history collections, including papers of and taped interviews with state legislators, business persons, farmers, attorneys, and others whose lives have shaped or are shaping the region's history. For information, contact the center at the Rodney A. Briggs Library, University of Minnesota-Morris, Morris, MN 56267.

### **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. Courses range from modern dance to computer science in this two-week program. 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 Bldg., University of Minnesota-Morris, Morris, MN 56267.

### **Women's Center, Minnesota (612) 625-2874**

The center was established to meet the continuing education needs of mature women: it now works to promote full opportunity for all women, students and non-students. The major functions of the office are counseling, advising, referral, and providing information.



Personal and educational counseling are available to university students individually and in groups. All services are open to any member of the university community.

For information, contact Minnesota Women's Center, Eddy Hall, 192 Pillsbury Drive S.E., Minneapolis, MN 55455.

### **Youth Development and Research, Center for (612) 624-3700**

**Jerome Baker, acting program director.** The center brings together knowledge and skills from various disciplines, professions, and experiences to enable those in youth development 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. With the exception of some of the center's publications, most resources are provided free of charge. For information, contact the center at 386 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108.

## **Minnesota State University System**

**Suite 230 Park Office Building, 555 Park Street  
St. Paul, MN 55103**

**Dr. Terrence MacTaggart, chancellor (612) 296-3717**

**Minnesota Statutes, Chapters 16 and 136; Minnesota Rules 8500-8599.**

The Minnesota State University System is comprised of seven regionally located institutions as well as a campus in Japan, providing citizens with access to undergraduate and graduate education as well as opportunities for cultural and personal growth.

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 change in elementary and secondary education in the 1920's the role of the Normal Schools was modified. In 1921, the legislature expanded the two-year Normal School curriculum to that of four-year Teachers Colleges which offered the Bachelor of Education degree. By the mid-fifties, the colleges had broadened their curriculum to include nonteaching baccalaureate degree programs in the liberal arts and sciences and graduate programs in education. As a result, the legislature, in 1957, changed their designation from Teachers Colleges to State Colleges.

Southwest State in Marshall was authorized by the legislature in 1963 and began offering classes in 1967. Also in 1963, master's degree programs in fields other than education were authorized. In 1971, the legislature authorized Metropolitan State as an upper division institution primarily serving nontraditional adult students in the seven-county metro area of Minneapolis-St. Paul.

Having evolved into comprehensive, multi-purpose institutions, the State Colleges were designated as State Universities in 1975.

In May, 1990 the System opened a branch campus in Japan. Known as Minnesota State University-Akita (MSU-A), it provides one of many opportunities for Minnesota students to gain a significant international experience.

Today the state universities are major providers of quality undergraduate programs in the liberal arts, basic sciences, teacher education and other professions. Over 64,000 students are enrolled, 90% of whom are pursuing baccalaureate degrees. The state universities also offer selected graduate programs and applied research targeted to special, demonstrated needs of Minnesota's citizens and regions. Through its Minnesota SURE Access program,



state university faculty experts can be linked with the needs of entrepreneurs and small businesses. Prospective clients can call 1-800-852-7422 for more information.

State universities also provide many foreign travel opportunities, individualized learning programs which students may design with the help of faculty, and special programming for students of color, women, veterans, working people, the disadvantaged and the disabled.

The state universities play a public service role, as well as serving as centers of culture in their regions, as providers of economic development assistance, and as suppliers of public service programming.

## Minnesota State University Board (612) 296-3717

The Minnesota State University System is responsible for the educational management of the universities, including academic programs, fiscal management, personnel, admissions requirements, and rules and regulations.

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 will provide the public with general information about the state universities, program offerings, and cost of attendance (call 612-296-2844).

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota State University Board**, 230 Park Office Bldg., 555 Park St., St. Paul, MN 55103. (612) 296-3717. *Minnesota Statutes 136.02.*

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem plus expenses. The board manages state universities; responsible for academic programs, fiscal management, personnel, admissions requirements, rules and regulations. The board consists of nine members including at least one student or graduate of the state university system. Eight of the members serve four-year terms and the student or recent graduate member serves a two-year term. Members represent Minnesota's congressional districts, and at least two members, in addition to the student, must be graduates of Minnesota's state universities. Seven meetings per year, five in St. Paul and two on campus. Members must file with the Ethical Practices Board.

## Tuition

**(Rates are subject to change without further notice.)**

Tuition is the same at all state universities. Non-resident students are those residing in non-reciprocity states. Reciprocity states include Wisconsin, North and South Dakota, the province of Manitoba, and WICHE states.

Minnesota residents age 62 or older are entitled, without payment of tuition or activity fees, to attend courses for credit or audit on a space available basis after all tuition-paying students have been accommodated. When a course is taken for credit, a \$6 per credit hour administration fee is charged.

### Rates for the Following Academic Years

Tuition Per Credit Hour	1991-92	1992-93
Undergraduate Resident-on-campus programs	\$39.20	\$42.35
Undergraduate Resident-off-campus programs	\$45.70	\$48.50
Undergraduate Non-resident	\$73.35	\$83.80
Graduate Resident	\$57.20	\$62.90
Graduate Non-resident	\$82.50	\$90.75

## Reciprocity Rates 1991-92

**(Rates are subject to change without further notice.)**

Per credit hour tuition rates chargeable to non-resident students from reciprocity states are as follows: North Dakota undergraduate: \$49, graduate: \$71.50; South Dakota undergraduate: \$39.20, graduate: \$57.20; Wisconsin undergraduate: \$33, graduate: \$56; province of Manitoba: undergraduate \$39.20, graduate \$57.20; and WICHE states: \$58.80.

## Fees 1991-92

(Rates are subject to change without further notice.)

- **Application Fee**-Each application for admission to a state university shall be accompanied by a \$15 nonrefundable application fee. 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, in the 1991-92 year, no student may be assessed an amount in excess of \$85 per quarter or \$42.50 per summer session.
- **Student Union Fee**-In the 1991-92 year, a student union facilities fee of no less than \$31 and no more than \$55 per quarter will be charged to meet debt service requirements, repairs and replacements, fuel and utilities, insurance, and staff and supplies.
- **Computer Fee**-Each university may charge a \$1 per credit fee in the 1991-92 year which will be used to purchase additional computers for student use.
- **MSUSA Fee**-A 10 cent per credit hour fee will be charged in the 1991-92 academic year to support the recognized System-level student organization (MSUSA), up to a maximum of 16 credits each quarter and 8 credits for each five-week summer session.
- **Transcript Fee**-Each university may charge a nonrefundable fee of up to \$2 per transcript requested by the student.

## Room and Board 1991-92

(Rates are subject to change without further notice.)

Room and board facilities are available at all universities except Metropolitan State University. Students are not required to live in the residence halls. The following rates are in effect for the 1991-92 academic year.

### Regular Year-Room and Board Rates

<u>Room Plan</u>	<u>Optional Meal Plans</u>		
	<u>20/21 Meals</u>	<u>14 Meals</u>	<u>10 Meals</u>
Double Occupancy	\$2,400	\$2,335	\$2,290
Single Occupancy	2,600	2,540	2,490
Double Used as Single	2,635	2,570	2,525
Multiple Occupancy	2,305	2,240	2,195
Multiple Used as Double	2,620	2,555	2,510
Triple	2,225	2,165	2,115

Rooms and other housing units which have private bath facilities have an additional charge. An additional fee is also charged for cable television, telephones and refrigerators in the rooms. Universities are authorized to charge an additional fee for vacation housing sufficient to cover additional costs.

### Regular Year-Room Only Rates 1991-92

To insure maximum utilization of existing facilities, the universities may offer a limited number of rooms on a "room only" basis provided approval is obtained from the Chancellor or his or her designee. When such approval is granted, the following rates shall apply: Double Occupancy \$1,530; Single Occupancy \$1,730; Double Used as Single \$1,800; Multiple Occupancy \$1,455; Multiple Used as Double \$1,800; Triple \$1,360.

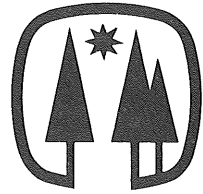
### Regular Year-Board Only Rate 1991-92

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 \$1,150 per year for the 20/21 meal plan, \$1,085 per year for the 14 meal plan, and \$1,040 per year for the 10 meal plan.

Students who have purchased "room only" contracts may purchase "board only" contracts at a rate where the resulting combined room and board charge shall correspond to the schedules above for "Regular Year—Room and Board Rates."

## **Bemidji State University (218) 755-2011**

**Dr. Les Duly, 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 over 5,500 undergraduate and graduate students. Nineteen of the 30 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 multi-purpose 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 varied educational choices. Professional programs are available in wide ranging fields including social work, industrial technology, and business as well as a teacher training program in almost every specialty. Pre-professional offerings in 16 areas span the sciences, medicine, law, and engineering fields.

Unique educational programs include Indian studies, environmental studies, aquatic biology, and industrial model building. A new upper division nursing program has been initiated 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 research and teaching facilities in Minnesota.

The University maintains a guest conference and housing facility with many programs planned for large as well as small groups. Public meeting facilities are available on campus. The summer workshop and short course program includes offerings in most disciplines, from computer science to music. In addition, the University's Outdoor Program Center maintains an outfitting and equipment rental service that is open year-round to the general public as well as BSU students.

Campus tours are available Mondays through Fridays at 10 a.m., noon, and 2 p.m. or at other times with prior arrangement. More information on the University, activities or events, and special programs can be obtained by calling 218-755-2040 or toll free at 1-800-475-2001, or by writing: Admissions Office, 1500 Birchmont Drive NE., Bemidji State University, Bemidji, MN 56601-2699.

## **Mankato State University (507) 389-1111**

Mankato State University, which opened in 1868, is situated on a hilltop overlooking the city of Mankato, located in the forested hills and valleys along the scenic Minnesota River in southcentral Minnesota.



Charged with a statewide responsibility for developing and maintaining the articulation of and access to professional programs not available at other colleges and the regional universities, Mankato State University has a major obligation to provide leadership in applied research important to the economy and quality of life in the state.

The student body of more than 16,000 represents a cross section not only from Minnesota and surrounding states, but includes more than 500 international students representing nearly 60 countries. They share their heritages with others on the campus and in surrounding communities. Other opportunities for cultural interchange include annual study-travel tours to Mexico and Europe conducted by various academic departments.

At the undergraduate level, students may select from over 100 majors and 50 minors offered by seven colleges that comprise the university. Preprofessional education is available in thirteen areas, including medicine, law, dental, engineering, pharmacy, theology and veterinarian medicine.

In response to the demands of high technology society, Mankato State graduated its first students with bachelors degrees in engineering in 1986 the same year programs in biotechnology and mechanical engineering were added. Mankato State is a leader in computer technology, and its Memorial Library implemented the statewide on-line networking system.

Through its College of Graduate Studies, more than 60 programs lead 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, more than 2,500 students each quarter are able to take classes conveniently offered in 30 communities throughout southern Minnesota.

For catalogs, brochures and more information, call the Admissions Office at (507) 389-1822 or toll free at 1-800-722-0544, or write to Office of Admissions, Mankato State University, Mankato, MN 56002-8400. Public meeting facilities are available on campus. Call (507) 389-2222 for information and reservations.

## **Metropolitan State University (612) 296-4465**

**Dr. Tobin Gonzales Barrozo, president.** Metropolitan State University was founded two decades ago as a university without walls, particularly for working adults. Today Metro State is fast becoming a more comprehensive urban university providing the last two years of a liberal arts degree, specific graduate degree programs and nondegree instruction, along with applied research and community development activities.

The university serves the seven-county, Minneapolis-St. Paul metropolitan area. It has established a full-service campus at 730 Hennepin Ave. in Minneapolis and work is underway for a new administrative headquarters/ student services center building at Dayton's Bluff, 700 E. Seventh St., on St. Paul's Eastside. The university grants the Bachelor of Arts degree in a variety of fields and designated programs, and a Master of Management and Administration. Designated programs are offered in accounting, business administration, computers and information systems, human services, nursing, and professional communications.

Metro State's highly flexible format makes it possible for students to meld study towards a degree with employment and family responsibilities. 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, theory seminars (which are shorter than courses), and through assessment of prior learning, all with the active cooperation and guidance of university faculty.

The majority of Metro State's teaching faculty 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.

Contact the Admissions Office at (612) 296-4465, Suite 121, Metro Square, 121 Seventh Place E., St. Paul, MN 55101-2189 or at (612) 341-7250, Minneapolis Campus, 730 Hennepin Ave., Minneapolis, MN 55403-1897.

## **Moorhead State University (218) 236-2243**

**Dr. Roland Dille, president.** In 1885 the legislature approved Moorhead as a site for a normal school.

With land donated, the first appropriation occurred in 1887 and, by 1888, Moorhead State Normal School began as the fourth of the normal schools in Minnesota. Throughout its history, Moorhead State's mission has been teaching above all else. Today, the university is the third largest in the System, but it provides the personal attention usually reserved for much smaller schools.



**Metropolitan  
State  
University**

**MOORHEAD  
STATE UNIVERSITY**

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 80 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 55 countries. These programs are in addition to over 90 traditional majors offered on the campus, including the master's degree in liberal arts, the only such program in the System.

Most of the 9,000 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 22 buildings that constitute MSU are modern with excellent facilities. Most of them have been built since 1958 and include eleven residence halls, the library, student union, Center for the Arts, four classroom buildings and the complex for physical education, health and athletics. As part of a five-block campus expansion, construction is underway on a new \$3.6 million classroom building.

Catalogs and other program brochures are available by writing the Admissions Office, Moorhead State University, Moorhead, MN 56563 or calling (218) 236-2161 or 1-800-593-7246.

## **St. Cloud State University** **(612) 255-2122**



**Dr. Brendan J. McDonald, president.** The best of both worlds exists at St. Cloud State University. You'll find a comprehensive undergraduate and graduate university offering more than 130 programs of study in five colleges and the School of Graduate and Continuing Studies. At the same time, the university (established in 1869), which overlooks the Mississippi River about 70 miles north of the Twin Cities, provides a friendly, personalized setting and quality educational experience.

In addition to its on-campus programs, St. Cloud State also provides students with uncommon opportunities for international education, offering residential undergraduate study programs in Denmark, England, France, Germany, Japan, Costa Rica, and the People's Republic of China.

With an enrollment of over 16,500 students, St. Cloud State is now the largest of the seven state universities. Among some of the unique fields of study that it offers are mass communications; business computer and information systems; child and family studies; insurance and risk management; information media; electrical and manufacturing engineering; biotechnology and criminal justice. St. Cloud State also offers a special Honors Program for highly motivated students with demonstrated academic strengths. Its' ethnically diverse faculty is distinguished in research, publication and community service.

Applied research and consultation services also are available in the College of Science and Technology and the Small Business Development Center in the College of Business, and the campus is linked statewide to an interactive television network.

Included in the more than 30 buildings on campus are recently renovated, state-of-the-art radio and television studios, three theaters, several lecture halls, two museums, a concert hall, an art gallery, a computer center, a planetarium, a recreation and fitness center and the new National Hockey Center. More than 1.5 million items of information are accessible at the Centennial Hall Learning Resources Center.

Atwood Memorial Center, the student union, provides facilities for public conferences and workshops (for information, call: 612-255-3822). The Learning Resources Center in Centennial Hall also is available for use by non-students (call: 612-255-2084).

For information on admissions requirements, financial aid opportunities, catalogs and program brochures, call or write to: Admissions Office, St. Cloud State University, St. Cloud, MN 56301, (612) 255-2243 or 1-800-369-4260.

## Southwest State University (507) 537-6272



**Oliver Ford, president.** Southwest State University, located in Marshall, opened its doors in the fall of 1967 and graduated its first four-year class in 1971. The university provides educational, cultural and economic development opportunities for the 19-county southwest Minnesota region. Southwest State offers diverse, practical academic programs in both the liberal arts and in technical fields. SSU offers special programming in such areas as Hotel and Restaurant Administration, Rural Studies, Mechanical Engineering Technology, and Cooperative Management.

About 3,000 students attend Southwest State University, and they can choose from 46 baccalaureate majors, seven associate degree majors, 34 minors and 15 preprofessional programs. Southwest State's 14 academic departments provide in-depth, career-targeted programs, while addressing the broader issues inherent in a quality liberal arts education. In addition, outstanding athletic and recreational facilities and over 50 student clubs and organizations keep student life at Southwest exciting.

SSU's spacious 216-acre campus boasts 23 modern buildings connected by enclosed skyways and hallways, providing easy access and year-round comfort. The campus is virtually barrier free with excellent accommodations for physically-disabled students. The university's residence halls promote an integrated approach to living and learning. Sophisticated support services and state-of-the-art equipment enhance the educational experience at Southwest State.

Marshall, with a population of 12,000, is a progressive community situated in southwestern Minnesota. Marshall is an example of the "all-American" town: friendly people, parks, clean air, a good business climate, community spirit, a high quality of life. The Marshall community offers music, exhibits by amateur and professional artists, entertaining theatre, concerts in the park, restaurants, shopping, movies, dancing, golf, tennis, spectator sports and more.

For further information, or to make an appointment to visit SSU, write the Office of Admissions, Southwest State University, Marshall, MN 55987 or call toll free in Minnesota: 1-800-642-0684; in Iowa, S.D., N.D., Wis., Neb., and Ill.: 1-800-533-8605; all other states: call collect (507) 537-6286. Public meeting facilities are available on campus.

## Winona State University (507) 457-5003

**Dr. Darrell Krueger, president.** Winona State University is located in the city of Winona in the beautiful Hiawatha Valley of southeastern Minnesota. Winona State was founded as the first teacher preparation institution west of the Mississippi River. Today, its mission is to serve the broad educational needs of the people of that region.

Given WSU's proximity to the medical facilities in Rochester and to the composites industries in Winona, the university offers a number of programs in the health care field as well as a major in composites materials engineering. Winona State's paralegal program is one of few in the nation, and its aviation program has been lauded by professionals in the field. Altogether, WSU offers more than 80 majors in five colleges. At the graduate level, programs lead to advanced degrees, including the master of arts, master in nursing, master of science, and fifth and sixth year teaching certificates.

Winona State's student population is now over 7,000, including 2,000 students who are served at the WSU-Rochester Center. Located on the campus of Rochester Community College, the WSU-Rochester Center offers 15 degree programs in undergraduate and



graduate levels. Under a "Two-Plus-Two" agreement with Rochester Community College, 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 of a baccalaureate degree.

Contact the Admissions Office at (507) 457-5100 or 1-800-CHAT-WSU, Winona State University, Winona, MN 55987. Public meeting facilities are available on campus. Call (507) 457-5052 for information and reservations.

**Minnesota State  
University-Akita Campus  
(612) 296-5284**

Minnesota State University  
**Akita**

**Dr. Yutakah Morohoshi, provost.** On May 15, 1990, the Minnesota State University-Akita (MSU-A) Campus opened as the second United States university branch established under the trade agreements between the governments of the United States and Japan. MSU-A is located in Yuwa Town (population 9,000) on the former site of a forestry center adjacent to an Olympic-class sports complex. Yuwa Town is in Akita Prefecture, 400 miles north of Tokyo.

MSU-A offers lower division, liberal arts instruction for both Japanese and Minnesota students. Enrolling for one or two quarters or a full academic year, Minnesota students take Japanese language, history, and culture courses. They also gain international exposure through field trips, homestays, local festivals, employment in Japanese companies, and travel throughout Japan. Japanese students pursue an intensive study of English as a Second Language and will complete a program similar to the freshman and sophomore years at any Minnesota state university. At the end of this study, they can transfer to one of the Minnesota state universities to complete their baccalaureate degree.

All MSU-A faculty and staff are employees of the Minnesota State University System. Construction and operation of MSU-A Campus buildings is entirely funded by Yuwa Town, Akita Prefecture. U.S. students pay Minnesota state university tuition rates.

For more information, contact the Office of International Programs at 612-296-5284, Minnesota State University System, Suite 230, 555 Park Street, MN 55103.



## Public Utilities Commission

780 American Center Building, 150 East Kellogg Boulevard

Saint Paul, Minnesota 55101, (612)296-7124

Richard R. Lancaster, executive secretary

*Minnesota Statutes, Chapters 216, 216A, 216B, 216C and 237; Minnesota Rules 7810-7855*

The Minnesota Public Utilities Commission is a quasi-judicial regulatory agency. The commission regulates the prices (rates) and services of telephone, natural gas, and electric utilities. The commission determines all electric and telephone service areas in Minnesota.

Rate regulation in Minnesota began with the appointment of a railroad commissioner in 1871, and the establishment of a Railroad and Warehouse Commission in 1895. Minnesota telephone companies have been regulated since 1915. In 1975 Minnesota became the 48th state to regulate the rates of natural gas and electric utilities.

The commission requires fair and reasonable rates and adequate service from investor-owned natural gas and electric utilities and all telephone companies in Minnesota. The commission's authority over municipal electric and natural gas utilities applies only to rates or services of customers outside the city. The commission's ratemaking authority applies to electric cooperatives only when the members of a cooperative elect to become rate-regulated. However, the commission can resolve complaints made against electric cooperatives with respect to service standards and practices. Natural gas utilities serving fewer than 650 customers, if there is a franchise granted by the city, are exempt from commission regulation.

Large energy facilities are required to receive a certificate of need from the commission before construction can begin. Large energy facilities include power plants; high-voltage transmission lines, pipelines for gas and liquid energy products, liquefied natural gas storage facilities, underground natural gas storage, facilities designed to convert any material into combustible fuel, nuclear fuel processing facilities, and nuclear waste storage or disposal facilities.

The commission publishes a weekly calendar of hearings and decisions. The subscription fee for the weekly calendar is \$60 annually (\$5 monthly). Meetings of the commission are public, and its records are open to public inspection. Photocopies of commission records are available at a charge of 25 cents per page.

### Consumer Affairs Office (612) 296-7126

**Betty Ware, Supervisor.** The commission's Consumer Affairs Office helps customers resolve disputes with natural gas, electric or telephone utilities. Consumers can receive assistance by telephoning the above number or by writing Consumer Affairs Office, Minnesota Public Utilities Commission, 780 American Center Building, 150 East Kellogg Boulevard, Saint Paul, Minnesota 55101.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Public Utilities Commission,** 780 American Center Bldg., 150 E. Kellogg Blvd., St. Paul, 55101. (612) 296-7124. *Minnesota Statutes 216A, 216B, 237.*

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$54,500 per year. The commission regulates the rates and services of electric, natural gas, and telephone companies. It acts through public hearings, contested case hearings, rulemaking hearings as well as informal complaint resolutions. The commission is a five-member body. No more than three members may be from the same political party. At least one member must have been domiciled at the time of appointment outside the seven county metropolitan area. Consideration is given to persons learned in the law or persons who have engaged in engineering, public accounting, or property and utility evaluation, finance, physical or natural sciences, production agriculture, or natural resources, as well as being representative of the general public. Full-time positions. Members must file with the Ethical Practices Board.

## Department of Veterans Affairs

2nd Floor, Veterans Service Building, 20 West 12th Street, St. Paul, MN 55155-2079  
 Bernard R. Melter, commissioner; Jeffrey L. Olson, deputy commissioner;  
 (612) 296-2562

Minnesota Statutes, Chapters 196, 197, 198; *Minnesota Rules 9050*

The Department of Veterans Affairs assists Minnesota's 500,000 veterans and their dependents to obtain the benefits and services provided by the United States Department of Veterans Affairs, formerly called the Veterans Administration.

**PLEASE NOTE:** No fee is charged for any service provided by the Department of Veterans Affairs, except as specifically noted. The primary source of contact for all veterans benefits and services is the County Veterans Service Officer. County Veterans Service Officers are located in each of Minnesota's counties and can be contacted through the Government Section of a telephone book.

### Veterans Benefits Division (612) 296-1037

**Bennie R. Thompson, supervisor.** This division administers a variety of benefit programs and services available to veterans or their dependents. Disabled veterans and their dependents are eligible for temporary financial assistance with such needs as food, shelter and emergency medical treatment.

**Eligibility Criteria:** The veteran applicant must be temporarily disabled to the extent that normal employment is not possible. In addition, the applicant must meet income and asset guidelines and must be a resident.

**Primary Point of Contact:** County Veterans Service Officer

**War Orphans Education Program.** This program serves children of Minnesota veterans who died while on active duty military service or as the result of injuries or disease incurred while on active duty military service. Children are eligible for "tuition free status" at any state college level institution except the University of Minnesota. In addition, \$350 per year is available for school related expenses.

**Eligibility Criteria:** The deceased veteran parent must have been a resident at the time of entry into active duty military service and the dependent child must have been a resident for two years immediately prior to application.

**Primary Point of Contact:** County Veterans Service Officer

**Veterans Educational Assistance Program.** This program provides a one-time tuition assistance grant of \$350 to Minnesota veterans who have exhausted, through use, all federal educational benefits for which they were eligible during the 10 year eligibility period.

**Eligibility Criteria:** Resident, proof of veteran status and written verification by the United States Department of Veterans Affairs that the applicant has exhausted through use, all federal educational benefits to which the applicant had been entitled.

A veteran who has less than ten years of eligibility for educational assistance under federal law because of the December 31, 1989, delimiting date and who has lost more than four months of that eligibility is entitled to the benefits provided by the Veterans Educational Assistance Program.

**Primary Source of Contact:** County Veterans Service Officer

**Military Records.** The benefits division maintains copies of only those veterans' military discharge records which have been received in conjunction with applications for various benefits. Records on all veterans are not available through this office.

To obtain a copy of a military discharge record contact: County Veterans Service Officer.

**Agent Orange Information (612) 297-5828.** Veterans or dependents of veterans with questions or concerns regarding the Agent Orange issue should contact this division of the department for assistance.

**Veterans Preference in Employment/Dismissal (612) 297-5828.** Veterans with questions regarding either hiring or dismissal in the public sector should contact this division of the department for assistance.

### **Claims Division (612) 726-9229**

**Clark Dyrud, supervisor.** The claims division represents veterans and their dependents who seek benefits from the United States Department of Veterans Affairs involving compensation, pension, insurance or educational benefits and other veterans benefits.

**Eligibility Criteria:** Veteran or dependent of a veteran. Membership in a veterans organization IS NOT REQUIRED for assistance from this division.

**Primary Point of Contact:** County Veterans Service Officer.

### **Administrative Services/Financial Management (612) 207-2123**

**Kathy Schwartz, supervisor.** The division is responsible for the financial management, personnel and information systems of the department. The financial management division coordinates the annual and biennial budgets, monitors monthly expenditures and purchases, and coordinates inventory control. The personnel unit is responsible for recruitment, hiring and staff development. Information systems coordinates all computer operations.

### **Guardianship Division (612) 297-4140**

The commissioner of veterans affairs serves as fiscal guardian of the estates of incompetent veterans through appointment by various probate courts in Minnesota, as well as by the United States Department of Veterans Affairs. The guardianship section makes application for all benefits on behalf of the incompetent veteran and manages the veteran's estate to ensure that funds are utilized to provide food, shelter, medical treatments and other requirements.

A fee of up to five percent of the monthly balance in a guardianship account may be charged for these services. Charges are levied only on those accounts with resources sufficient to ensure that the fee charged does not create a financial hardship on the individual.

### **Minnesota Veterans Homes Board of Directors (612) 296-2073**

**James G. Sieben, chair; Richard Zierdt, executive director.** During the 1988 legislative session the board of directors was created within the department for the sole purpose of governing the state veterans homes. The office of the board serves as the first point of contact and referral for the operational facilities and is the location where the agency level lead positions are officed.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Veterans Homes Board of Directors**, 122 Veterans Service Bldg., St. Paul. (612) 296-2073. *Minnesota Statutes 198.002.*

**Appointing Authority:** Governor, with advice and consent of the senate. **Compensation:** \$55 per diem plus expenses. The board determines policy and adopts, amends, repeals laws for the governance of the Minnesota veterans homes and reports quarterly to the governor on the management, operation, and quality of care provided at the homes and takes other action as provided by law. Nine voting members include a chair designated by the governor, three public members and five members who are members of congressionally chartered veterans organizations or their auxiliaries that have a statewide organizational structure and state level officers in Minnesota. Members shall be experienced in policy formulation and have professional experience in health care delivery, and shall fairly represent the geographical areas of the state. Meetings at various metropolitan locations, second Thursday of each month for five, or six hours, plus subcommittee meetings.

### **Minnesota Veterans Home-Minneapolis Campus (612) 721-0600**

This home provides domiciliary (board and care) or skilled health care for veterans and their spouses. To request information, application forms or a detailed explanation of eligibility requirements, contact the Admission Section at (612) 721-0600, Ext. 620. Admission to the

veterans home is made on a space available basis and a determination regarding the appropriateness of health care available. Cost of care is based upon income available to the individual, to a maximum of the full cost of providing care.

**Minnesota Veterans Home-Hastings Campus. (612) 438-8500**

This home provides a structured living environment for veterans who require domiciliary (boarding care) health care. To request information, application forms or a detailed explanation of eligibility, contact the Admission Section (612) 438-8500.

Admission to the veterans home is made on a space available basis and a determination regarding the appropriateness of health care available. Cost of care is based upon income available to the individual, to a maximum of the full cost of providing care.

**Minnesota Veterans Home-Silver Bay Campus. (218) 226-3350**

This home opened in 1991 and is providing skilled nursing care to veterans and spouses of veterans. Information regarding admission or an application for admission can be obtained by calling the above telephone number.

**Minnesota Veterans Home-Luverne Campus (612) 296-2073**

This home is scheduled to open in 1993 and will provide skilled nursing care to veterans and spouses of veterans. Information regarding admission or an application for admission can be obtained by calling the above telephone number.

**Additional Sources of Information**

**United States Department of Veterans Affairs, Regional Office and Insurance Center,** Bishop Henry Whipple Federal Building, Fort Snelling, St. Paul, MN 55111, (612) 725-4115, Morris Nooner, Jr. director.

**United States Department of Veterans Affairs Medical Center, One Veterans Drive,** Minneapolis, MN 55417, (612) 725-2000, Thomas P. Mullon, director.

**USDVA Medical Center, St. Cloud, MN 56301, (612) 252-1670**

**Fort Snelling National Cemetery, 7601 34th Avenue South, Minneapolis, MN 55450,** (612) 726-1127, William D. Napton, director.

**United States Department of Veterans Affairs Regional Centers**

Twin Ports Outpatient Clinic, 3520 Tower Avenue, Superior, WI 54880, (715) 392-9711.

USDVA Medical Center, 2101 Elm Street, Fargo, ND 58102, (701) 232-3241.

USDVA Regional Office, 655 First Avenue North, Fargo, ND 58102, (701) 239-5304.

USDVA Medical Center, 2501 West 22nd Street, Sioux Falls, SD 57117, (605) 336-6847.

USDVA Regional Office, 2501 West 22nd Street, Sioux Falls, SD 57117, (605) 336-3230.

USDVA Medical Center, 5000 West National Avenue, Wood, WI 53295, (414) 384-2000.

**USDVA Vets Centers**

Vets Centers are operated by the United States Department of Veterans Affairs Medical Centers to offer professional counseling and referral services to veterans and their dependents.

**St. Paul Vets Center,** 2480 University Avenue, St. Paul, MN 55114, (612) 644-4022.

**Duluth Vets Center,** 405 East Superior Street, Duluth, MN 55802, (218) 722-8654.

**Fargo Vets Center,** 1322 Gateway Drive, Fargo, ND 58103, (701) 237-0942.

**Sioux Falls Vets Center,** 115 North Dakota, Sioux Falls, SD 57102, (605) 332-0856.

## Board of Veterinary Medicine

2700 University Ave. W. Suite 102, St. Paul, MN 55114  
Roland C. Olson, DVM, executive director (612) 642-0597

Minnesota Statutes, Chapter 156; Minnesota Rules 9100-9199

The Board of Veterinary Medicine was established by legislation in 1893 to examine candidates for veterinary licensure, license successful candidates, investigate consumer complaints against veterinarians and to discipline licensees for violations of the licensure statutes.

In addition, the board registers and annually renews veterinary professional corporation authorizations and confirms individual licensure status to other states, the Drug Enforcement Agency and the Board of Animal Health.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Board of Veterinary Medicine**, 2700 University Ave. W., #102, St. Paul 55114. (612) 642-0597. *Minnesota Statutes 156.01.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The board licenses and regulates veterinarians; registers veterinary corporations, and investigates complaints. The board consists of seven members including five licensed veterinarians with at least five years experience in the state, and two public members. Eight to ten meetings a year. Members must file with the Ethical Practices Board.

The Board of Veterinary Medicine consists of seven members, appointed by the Governor for a term of four years. The board meets approximately four times per year, usually in St. Paul but on occasion at locations in greater Minnesota. Meetings are open to the public.

License examinations are given twice yearly, in April and December, at the St. Paul Campus of the University of Minnesota. Application forms for license examination may be obtained by contacting the board office.

Applications for examination must be returned to the board office 45 days prior to the examination date. Fees for examination and initial licensure vary from \$35 to \$250 depending on the number of national examinations the applicant may be required to take. Temporary licensure is extended to qualified applicants pending taking the next scheduled examinations.

Basic qualifications to be admitted to the license examination are possession of a DVM degree from an accredited college of veterinary medicine, 18 years of age and of good moral character. There is no limit as to how many times the examination can be taken.

License renewal fees are set by the board and currently are \$40 annually with a \$20 late fee for renewals paid after March 1. License renewal notices are sent from the board office to the last known address of all licensees 60 days prior to the renewal date. The initial professional corporation registration fee is \$100 and the annual renewal fee is \$25.

Complaints against licensees are investigated by the board, and, when necessary, by staff of the State Attorney General. All complaints must be submitted in writing to the board. Complaints generally are in the categories of incompetency, chemical dependency, unprofessional conduct and fraud. Depending on the complexity of the complaint, resolution can take a year or more. Forms for submission of a complaint are available from the board office.

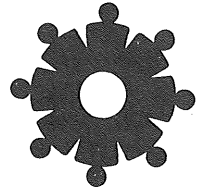
## State Council on Vocational Technical Education

407 Gallery Building, 17 West Exchange Street

St. Paul, Minnesota 55102

John W. Mercer, executive director (612) 296-4202

Minnesota Statutes, Chapter 136C.50



Established in 1969 and designated by the legislature as a state agency in 1985, the council is comprised of 13 members appointed by the governor, seven of whom represent the private sector interests of agriculture, business, industry, and labor. Six of the members represent vocational technical education institutions, career guidance and counseling organizations, special education, and targeted populations.

The council advises the governor, the State Board of Technical Colleges, the State Board of Education, the Governor's Job Training Council, the business community, the general public, and the U.S. Secretaries of Education and Labor. The council advises on development of the annual state plan for vocational technical education; provides consultation on the establishment of program evaluation criteria and state technical committees; analyzes the spending distribution and the availability of vocational programs; reports on the extent to which equity and access is provided to quality vocational programs for targeted populations; recommends procedures to enhance public participation in vocational technical education; recommends improvements that emphasize business and labor concerns; evaluates the delivery systems assisted under the Carl D. Perkins Vocational Education Act and the Job Training Partnership Act (JTPA), and advises on policies that the state should pursue to strengthen vocational technical education, as well as initiatives that the private sector could undertake to enhance program modernization.

To enhance effectiveness in gathering information, the council holds at least one town meeting each year outside the Twin Cities metropolitan area at which the public is encouraged to express its concern about vocational technical education in Minnesota. To enhance its effectiveness in providing information, the council publishes a quarterly newsletter, *Communique*, an annual directory, and a biennial report. These publications as well as project and activity reports are available to the public.

Information on the date, time and location of council meetings and other activities is available by calling the council office at (612) 296-4202.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**State Council on Vocational Technical Education**, 407 Gallery Bldg., 17 W. Exchange St., St. Paul 55102. (612) 296-4202. *Minnesota Statutes 136C.50*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem, reimbursed for expenses. The council advises the governor, the state's education boards, the business community and the public on policy for vocational technical education. The council consists of thirteen members including seven representatives of the private sector (five from business, industry, and agriculture, and two from labor) and six representatives of high schools and technical colleges among which must be representatives of career guidance and counseling, targeted populations and special education – at least one member from each congressional district.

## Minnesota Office on Volunteer Services (MOVS)



Department of Administration, 500 Rice street St. Paul, MN 55155  
612/296-4731 (metro) 800/652-9747 (non-metro)  
Minnesota Statutes, Section 4.31

Minnesota Office on Volunteer Services (MOVS) provides statewide leadership and service to the volunteer community. The mission of MOVS is to stimulate volunteerism and increase the impact of volunteer programs, citizen participation efforts and public/private partnerships in Minnesota. The MOVS vision is to ensure that Minnesota is at the leading edge of volunteerism.

A division of the Department of Administration, MOVS fulfills its mission through promotion, leadership and support of the volunteer community. MOVS works within the public, private and nonprofit sectors to bring visibility and public recognition to the values and accomplishments of volunteers; to identify and act on issues of policy and practice that affect volunteerism, and; to inform, coordinate and maximize the effectiveness of volunteer programs and initiatives in Minnesota.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Office on Volunteer Services Advisory Committee**, 500 Rice St., St. Paul 55155. (612) 296-4731. *Minnesota Statutes 16B.88*.

**Appointing Authority:** Commissioner of Administration. **Compensation:** Reimbursed for expenses. The Minnesota Office on Volunteer Services is the statewide leader and a primary service provider to the volunteer community. Its mission is to encourage and sustain volunteer programs, citizen participation efforts and public/private partnerships that contribute to the quality of life for Minnesota citizens. The committee consists of twenty-one members including at least one member from each economic development region. Three to five meetings per year, usually at the state capitol complex.

As a resource for volunteers, volunteer leaders and policymakers, MOVS is dedicated to providing the guidance, information, recognition, and direct assistance necessary to the ongoing vitality of the field. Since being established in 1975, the agency has worked to advance volunteerism through advocacy, training and education. MOVS communicates with community leaders and policymakers regarding issues and concerns that impact the volunteer community and recommends ways to strengthen citizen participation and volunteerism. MOVS monitors pertinent developments and regularly conveys information and findings to a network of volunteer leaders, the media and those who influence volunteerism statewide.

MOVS provides technical assistance and consultation on volunteerism to requesting organizations throughout Minnesota. Training is provided through state, regional, and local workshops and conferences sponsored, or co-sponsored, by MOVS. Examples of training topics include:

- Basic Volunteer Program Management
- Building Public/Private Partnerships
- Developing Effective Boards and Advisory Committees
- Training for Trainers
- The Policy Maker's Role in Volunteer Programs
- Gearing Up for Youth Community Service
- Documenting Volunteer Experience
- Recruiting Alternative Sources of Volunteers

MOVS also has many knowledgeable and trained speakers available to speak at meetings, workshops, recognition ceremonies or other events.

Several manuals and handbooks have been published by MOVS and are available for sale through Minnesota's Bookstore. Titles include:

- Minnesota Agencies Increase Volunteer Involvement
- 1987 Public Hearings on Volunteerism: Collection of White Papers
- Volunteers – The Best of Minnesota: A Report on the state of Volunteerism, 1987
- Handbook for Volunteer Recognition
- Developing Public/Private Partnerships
- Basic Volunteer Program Management

Also available are volunteer certificates of recognition.

MOVS maintains a lending resource library on volunteerism which contains approximately 2,000 books, periodicals, articles, tapes and other resource materials. The topics range from basic volunteer program management to advanced information on such topics as program evaluation, strategic planning, board development, or marketing for nonprofits. The library is open to the public and can be conveniently accessed in person or through the mail. Materials can be checked out by Minnesotans for a three week period. A limited number of audio visual materials are also available on loan.

MOVS promotes, encourages and participates in volunteer recognition and promotional events which call public attention to the contributions of Minnesota's estimated two million volunteers. MOVS coordinates activities that promote volunteerism statewide through an annual Minnesota Volunteer Recognition Week, and through other events such as Volunteer Day at the Minnesota State Fair, and KARE 11 Television's Minnesota Volunteer Connection Campaign to recruit volunteers statewide.

The office publishes a quarterly newsletter containing timely information relating to the field of volunteerism, such as program profiles, current issues and trends, technical "how-to" articles, resources available, and a calendar of training opportunities.

MOVS received a 1984 President's Voluntary Action Award for a special project, VOLUNTEER FOR MINNESOTA: A Project for Developing Public/Private Partnership in Communities. Materials developed in the project are available for purchase from the Minnesota's Bookstore. The project's goals have been incorporated into the on-going functions of the office.

A 21-member advisory committee is appointed by the Commissioner of Administration through the open appointments process. The Advisory Committee advises and makes recommendations on policy and programs and participates in designing and implementing numerous projects to strengthen the breadth, depth, and diversity of volunteerism. Advisory Committee members are a vital link between the citizens and communities of Minnesota and MOVS. In addition to the appointed membership, representatives from several state agencies serve on the committee in an ex-officio capacity.

Volunteers assist MOVS in the delivery of its services by serving on task forces and planning committees, as trainers and speakers, and as professional and clerical volunteers within the office.

In 1987, at the request of the State Legislature, MOVS began to diversify its funding base by charging fees for some services, by obtaining grants for special projects and by initiating a membership program. While most MOVS services are available to the general public, select services are available only to members – free or at a reduced fee. MOVS members receive bi-monthly member bulletins on timely issues of importance to the volunteer community, legislative action reports, free access to the MOVS resource library, and discounts on fees for MOVS products and services. The membership program ensures that MOVS will remain the source for leadership and support to the volunteer community. Contact MOVS for more information or assistance.



## Citizens' Council on Voyageurs National Park

509 Third Street,  
International Falls, MN 56649  
Phone (218) 283-3507  
Chairman: Milton L. Knoll, Jr.  
Administrative Secretary: Jane Besch



### Minnesota Statutes, Chapter 84B

The Citizens' Council on Voyageurs National Park was established by the Minnesota State Legislature in conjunction with the establishment of Voyageurs National Park by Congress in 1975. Voyageurs is the only national park in the state of Minnesota. The Citizens' Council is mandated by the legislature to conduct research and hold meetings on all matters relating to the establishment and operation of Voyageurs National Park. The Council makes recommendations to the National Park Service and other appropriate federal and state agencies.

The Citizens' Council is composed of 17 members of which 13 are governor-appointed and four are appointed by the legislature. The Council meets in various locations throughout Minnesota quarterly. Additional subcommittee meetings are scheduled as necessary. The public is welcome to attend all meetings.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Citizens' Council on Voyageurs National Park**, 509 3rd St., International Falls 56649. (218) 283-3507. *Minnesota Statutes 84B.11.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The council researches all matters related to the establishment and operation of Voyageurs National Park, makes recommendations to the U.S. National Park Service, and other federal and state agencies concerned. The governor appoints four members from Koochiching county, four members from St. Louis county, and five members at-large. The legislature appoints two senators and two representatives. Quarterly meetings.

The Council will be addressing a broad range of issues over the next two years. Major issues will include: funding for construction and restoration of park facilities, wilderness designation, land acquisition and protection, park regulations, fisheries programs, transportation, tourism development, water quality, wildlife management, Minnesota-Ontario border problems, and concession operations.

The park preserves the natural environment experienced by the voyageurs; French-Canadian canoemen who moved pelts and trade goods between Montreal and the Canadian Northwest. The route of these adventuresome men became so established that the 1873 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 (Crane Lake, Ash River, Kabetogama and Island View) 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.

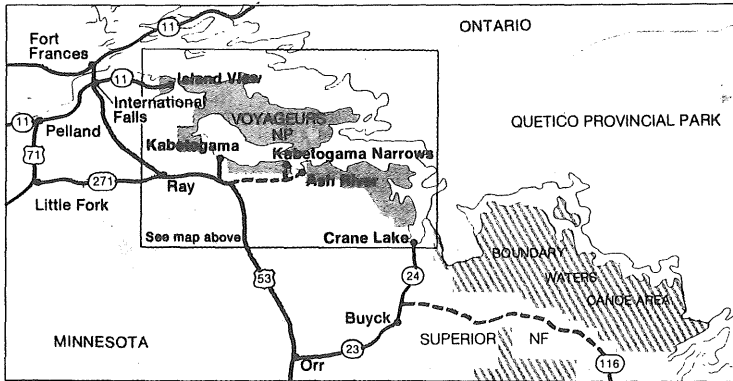
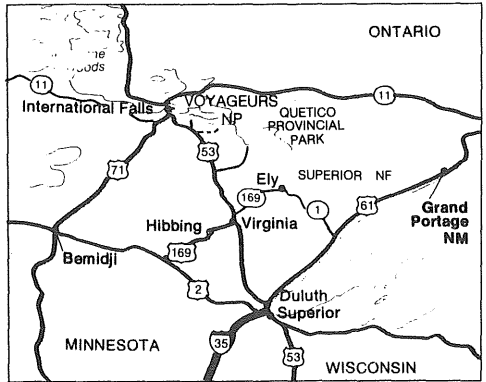
In summer, watercraft must be used for travel in the park. Boats, canoes, and guide services are available at resorts outside the park. Arrangements can be made with the park concessionaire for boat tours. In winter, ice roads provide greater access into the park by car. Locally hired floatplanes are 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, HCR 9 Box 600, International Falls, MN 56649, or 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.

Appointments to the Citizens' Council on Voyageurs National Park are made by application to the Secretary of State's Office.



## Minnesota Office of Waste Management

1350 Energy Lane, St. Paul, MN 55108  
Dottie Rietow, director  
Diane Wesman, deputy director  
Bob Roufs, assistant director  
(612) 649-5750; Statewide toll-free: 800-652-9747



Minnesota Statutes, Chapter 115A; Minnesota Rules 9200-9299.

The Minnesota Office of Waste Management (OWM) provides financial and technical assistance to counties, businesses and local units of government to help them prevent pollution and practice proper management of both solid and hazardous waste.

The OWM was formed in July 1989, but its history goes back to 1980, when the Minnesota Legislature passed the Waste Management Act establishing the Waste Management Board. The Board was dissolved in 1988 and its functions placed within the Minnesota Pollution Control Agency. In 1989 it was reconstituted as a separate agency and given the name Office of Waste Management.

Unlike the Waste Management Board, which was overseen by a board of citizens, the OWM has a director appointed by the governor. The agency's staff does research and planning, technical assistance, administration of grant and loan programs, oversight of county solid waste planning, education programs and public information.

### Advisory Committees

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Solid Waste Management Advisory Council**, 1350 Energy Lane, St. Paul 55108. (612) 649-5750. *Minnesota Statutes 115A.12.*

**Appointing Authority:** Director, Office of Waste Management. **Compensation:** Reimbursed for expenses. The council makes recommendations on solid waste management activities. The council may have nine to twenty-one members, with equal numbers of public members, representatives of local government units, and representatives of the solid waste industry; at least one member must be experienced in each of the following areas: state and municipal finance, solid waste collection, processing and disposal, and solid waste reduction and resource recovery. Monthly meetings.

**Hazardous Waste Management Planning Council**, 1350 Energy Lane, St. Paul 55108. (612) 649-5750. *Minnesota Statutes 115A.12.*

**Appointing Authority:** Director, Office of Waste Management. **Compensation:** Reimbursed for expenses. The council makes recommendations to the Office of Waste Management on industrial waste management planning, waste management facility development, and industrial waste reduction issues and programs. The council may have up to eighteen members and includes public members, representatives of local government units, hazardous waste generators and private hazardous waste management firms. Monthly meetings.

**Pollution Prevention Task Force**, 1350 Energy Lane, St. Paul 55108. (612) 649-5750. *Minnesota Statutes 15.014.*

**Appointing Authority:** Director, Office of Waste Management. **Compensation:** None. The task force shall act in an advisory capacity on matters related to the Minnesota Toxic Pollution Prevention Act. The Act, passed by the 1990 Legislature, declares that it is the policy of the state to encourage toxic pollution prevention. The task force will be involved in

several programs to reduce, or eliminate at the source, the use, generation, or release of toxic pollutants. The task force consists of fifteen members with representation from the following groups: (1) industry; (2) citizens; (3) government representatives involved in pollution prevention activities. Monthly meetings.

**Waste Education Coalition**, 1350 Energy Lane, St. Paul, 55108. (612) 649-5750. *Minnesota Statutes 115A.072.*

**Appointing Authority:** Director, Office of Waste Management. **Compensation:** Reimbursed for expenses. The coalition is to advise and assist the staff of the Office of Waste Management to develop, implement, and coordinate state and regional sources in an integrated long-term waste education program which encourages the reduction, reuse, resource recovery, and proper management of solid and hazardous wastes. The coalition consists of eighteen members, including one member each from the Pollution Control Agency, Metropolitan Council, Department of Education, Department of Agriculture, State Planning Agency, Environmental Quality Board, Environmental Education Advisory Board, educational institutions, and other public agencies with responsibility for waste management or public education; and three persons representing private recycling or solid waste industries. Meeting schedule: up to twice a month, 5 hrs./mo.

**Market Development Coordinating Council**, 1350 Energy Lane, St. Paul 55108. 612-649-5750. *Minnesota Statutes 115A.12(1).*

**Appointing Authority:** Director, Office of Waste Management. **Compensation:** Reimbursed for expenses. The council develops and coordinates statewide strategy for developing markets for recyclable materials and advises the Office of Waste Management on expenditure of Market Development funds. The council consists of not less than nine nor more than eighteen members: one representative each from the Department of Trade and Economic Development, Department of Administration, Pollution Control Agency, Greater Minnesota Corporation, Metropolitan Council, Legislative Commission on Waste Management; also representation from local government, private recycling markets and collectors. Monthly meetings.

The OWM emphasizes cooperation among local governments, industry and citizens to develop programs and facilities that are both environmentally sound and economically viable.

The OWM is divided into four major areas: Local Government Assistance, Hazardous and Problem Wastes, Grants and Market Development and Public Information and Education.

### Local Government Assistance

The OWM's Local Government Assistance Unit works with the 80 Greater Minnesota counties in developing improved solid waste management systems. The OWM helps counties develop solid waste management plans, reviews those plans for consistency with state law, and issues certificates for need for new landfill capacity. The OWM also oversees Greater Minnesota solid waste designation and district formation activities.

The OWM is also responsible for oversight of statewide waste reduction and recycling programs. Solid waste reduction and recycling legislation passed in 1989 directs the OWM to provide pass-through grant funding to local governments for reduction and recycling programs. It also directs the OWM to monitor the progress of counties in meeting state recycling goals, and to report to the legislature annually on Minnesota's progress in that area. The OWM develops an annual "SCORE" report to supply that information.

### Hazardous and Problem Wastes

**Siting program.** The OWM is charged with the responsibility to site a hazardous waste stabilization and containment facility in Minnesota, a process that includes determination of the need for such a facility. So far, no facility has been sited. OWM staff members are working with legislators on the next step for the siting program.

**Hazardous Waste Planning Program.** The OWM maintains a database describing hazardous waste management in the state and tracks trends over time. Analysis of this data is used in developing programs and policies to improve hazardous waste management in the state.

**Toxic Pollution Prevention.** The Toxic Pollution Prevention Act of 1990 set up grant, technical assistance and other programs to encourage industries to reduce or eliminate at the source their use and release of toxic and hazardous substances. OWM staff members administer the grant program, which funds investigations into pollution prevention methods and technologies, and then provides the results of each investigation to other interested businesses.

The Report on Barriers to Pollution Prevention, which analyzes the educational, institutional, economic and regulatory reasons why more businesses have not begun pollution prevention efforts and suggests ways to overcome the barriers, is available from the OWM.

The Toxic Pollution Prevention program holds an annual conference on Pollution Prevention. It also sponsors the Governor's Awards for Excellence in Pollution Prevention, in which companies are honored each year for their success in reducing or eliminating toxic pollutants.

**The Minnesota Technical Assistance Program (MnTAP),** formed in 1984, helps industry cut toxic pollution at the source and better manage wastes that are generated. Funded through a grant from the OWM, MnTAP offers non-regulatory, technical assistance; manages a student intern program that is free to the user; provides toxic pollution reduction information through newsletters and fact sheets, conferences, and seminars; and conducts workshops for industry on developing pollution prevention plans.

**Problem Materials:** The OWM works to assure that wastes that should be managed separately from other solid wastes are properly handled. This includes batteries, used oil and major appliances. For example, since July 1990, used appliances can no longer be disposed of in or on the land. The OWM maintains a list of appliance recyclers who provide the services needed to recycle major appliances, such as removal of CFCs and PCBs.

## **Grants and Market Development**

### **Solid Waste Grants**

**Solid Waste Processing Facilities Capital Assistance Grant Program.** CAP grants are available to help counties or cities build facilities such as mixed municipal solid waste composting plants, yard waste composting sites, incinerators, recycling centers or transfer stations. The grants pay up to 50 percent of eligible costs, with a maximum of \$2 million.

**Low-Tech Grant Program.** Up to \$50,000, or 50 percent of project costs, is available to help local governments with curbside and drop-off recycling programs.

**Solid Waste Reduction Grant and Loan Program.** Public, private and non-profit organizations can receive grants or loans up to \$50,000 to study and implement methods of reducing generation of solid waste. Results of these projects are made available to others in the state.

**Solid Waste Reduction Recycling and Composting Technical Assistance.** The OWM provides technical assistance to local governments and private industry in reducing the recycling their solid waste. Staff also assist in the development of waste composting facilities.

### **Recycling Market Development**

The OWM encourages the final phase of complete recycling — manufacture and purchase of products made from recycled materials — through grant programs, technical assistance and planning.

**Recycling Market Development Grants and Loans.** These programs award up to \$100,000 in grants for counties to investigate expansion of recycled material markets and increased recycled product purchasing; up to \$500,000 in low-interest loans for private and non-profit organizations for projects to provide end-markets for recycling programs; and up to \$100,000 for research institutions and private organizations to study performance of recycled products, use of recycled material in manufacturing, or development of new products made from recyclable materials.

**Technical assistance.** OWM staff members also encourage recycling markets to develop in Minnesota by providing technical assistance in locating and using recyclable material supplies, determining end-market conditions and connecting suppliers with markets, as well as help in initiating cooperative purchasing programs and procuring recycled products.

**State strategy.** The OWM has developed a state strategy on recycling market development to guide the state toward completing the recycling process for as many recyclable materials as possible, including paper, plastic, glass, metals and problem materials.

## **Public Information and Education**

### **Waste education program**

The waste education program's purpose is to help coordinate waste education efforts statewide and to provide information, technical assistance and grants toward teaching school children, the public and businesses about proper waste management. The program provides outreach through presentations, displays, workshops and cooperative events with other agencies and organizations statewide.

**Youth education.** The waste education program is developing K-12 curriculum materials for use in schools. The grade 3 curriculum, called "Community Cats," is ready; the rest are to be available for the 1992 school year. The youth education program also works with youth organizations.

**Adult and community education.** The Community Waste Education Manual, an award-winning publication of the OWM, is available to community groups and local governments to help them publicize local recycling and solid waste management programs to educate and motivate residents. Public education seminars and workshops are held around the state to help citizens learn to use the manual and to raise awareness of waste issues statewide.

**Business waste education.** The OWM has information for businesses interested in starting recycling programs or developing waste source reduction activities.

**Waste Education Clearinghouse.** A source of published and audio-visual information about waste for the general public, the Clearinghouse has become a model for other states to emulate. Users may call the metro area number or a toll-free number to ask for fact sheets and other printed matter, to research solid and hazardous waste topics from a computerized database of more than 3,000 titles, or to borrow videos or slide shows from among 100 available.

### **Public Information Office**

The OWM publishes a wide variety of written materials and disseminates news and information on OWM programs and waste management issues to the media and the public.

Fact sheets describing OWM programs and providing general consumer information about waste management are available upon request, and news releases are circulated to media around the state when warranted. The Public Information Office also plans conferences and workshops on topics relating to waste management. Regular conferences include the Pollution Prevention Conference and the Buy Recycled Workshop.

Fact sheets are available in the following areas: Buy Recycled Products, Waste Education, Solid Waste Grants, SCORE Recycling information for counties, Recycling Market Development, Toxic Pollution Prevention, Problem Materials such as major appliances and used motor oil, Waste Source Reduction and Composting. Summaries of industrial waste reduction and pollution prevention grant reports are also available.

Other publications published by the office and available to the public on request are:

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| <ul style="list-style-type: none"> <li>• <b>Biennial Report</b></li> <li>• <b>Minnesota Recycling Directory</b><br/>(updated annually)</li> <li>• <b>Materials Recovery</b><br/><b>Technical Assistance Manual</b></li> <li>• <b>State Strategy for Recycling</b></li> </ul> | <ul style="list-style-type: none"> <li><b>Market Development</b></li> <li>• <b>Solid Waste Policy Report</b> (biennial)</li> <li>• <b>SCORE Report</b> (annual)</li> <li>• <b>Final Report of the Governor's</b><br/><b>Select Committee on Packaging</b><br/><b>and the Environment (SCOPE), 1990</b></li> </ul> |
|--|---|

- A Guide to Volume-Based Fees for Garbage Collection
- Major Appliance Management Report, 1990
- Hazardous and Industrial Waste Program Evaluation Report
- Report on Barriers to Pollution Prevention, 1991
- Minnesota Guide to Pollution Prevention Planning, 1991
- Toxic Pollution Prevention Evaluation Report (annual, beginning 1992)
- Report on Toxic Pollutants Use Reporting (available January 1993)
- Problem Material Report and Statewide Plan (1992)
- Solid Waste Ordinance Development Guide
- Designation Process Guide
- County Solid Waste Planning Manual
- Manifested Shipments of Hazardous Waste by Minnesota Generators (annual)
- Waste education curriculum for Grades K-12 (available 1992)
- Problem Materials in Solid Waste: Internalizing Disposal Costs
- Household Batteries
- Recycling Plastic Wastes in Minnesota
- Source Reduction Manual
- Source Reduction: A Small Business Case Study
- Source Reduction: A Hospital Case Study
- Source Reduction: A County Government Case Study
- Hazardous Waste Capacity Assurance Plan (updated periodically)

## Board of Water and Soil Resources

155 S. Wabasha, Suite 104, St. Paul, MN 55107 (612) 296-3767

Minnesota Statutes, Chapter 103.

*Minnesota Rules, Chapters 8400, 9300, and 8410.*

The Minnesota Board of Water and Soil Resources (BWSR) was created in 1987 as the result of a merger of the Soil and Water Conservation Board, the Water Resources Board and the Southern Minnesota River Basins Council. The BWSR administers a number of state programs designed to protect Minnesota's soil and water.

The BWSR has a central office located in St. Paul. About 75 percent of its staff members work from its regional offices, located in Rochester, New Ulm, Duluth, Bemidji, Brainerd, and Marshall.

### BWSR Programs

The board is service-oriented and administers a number of grant and technical assistance programs to SWCDs, watershed districts (WDs) and watershed management organizations (WMOs), and counties. Some of the programs are:

#### Reinvest in Minnesota (RIM) Reserve Program

Pays landowners for retiring marginal and fragile lands from agricultural production through the purchase of long-term and permanent easements. Sign-up periods for landowner participation are widely publicized. The program is administered locally by the SWCDs.

#### Cost-Share Program

Provides funds to SWCDs to contract with landowners to address priority erosion, sedimentation and water quality programs.

#### Comprehensive Local Water Planning Program

Provides technical and planning assistance to counties outside the Metropolitan Area for development of comprehensive water plans. Funds are available for the planning under the Local Water Resources Protection and Management Program.



**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board of Water and Soil Resources**, 155 S. Wabasha, Suite 104, St. Paul 55107. (612) 296-3767. *Minnesota Statutes 110B.35*.

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem plus expenses. The board coordinates the water and soil resources management activities of local units of governments through educational activities, approval of local plans, administration of state grants and cost-sharing contracts. Twelve members include three county commissioners, three soil and water conservation district supervisors, three watershed district or watershed management organization representatives, and three unaffiliated citizens. One member must come from each of the current soil and water conservation administrative regions throughout the state. At least three but no more than five members must come from the seven-county metropolitan area. All members must be knowledgeable of soil and water problems. Members must file with the Ethical Practices Board. Monthly meetings.

**Wetland Heritage Advisory Committee**, 155 S. Wabasha, Suite 104, St. Paul 55107. (612) 296-3767. *Laws of 1991, Ch. 354, Art. 6, Sec. 11*.

**Appointing Authority:** Governor. **Compensation:** None specified. The committee shall meet twice yearly to review implementation of the program, identify strengths and weaknesses and recommend changes to improve the program. The committee consists of nine members, including the commissioner of Agriculture or designee, the commissioner of Natural Resources, and seven members appointed by the governor. The seven members appointed by the governor must include one county commissioner, one representative each from a statewide sporting organization, a statewide conservation organization, an agricultural commodity group, one faculty member of an institution of higher education with expertise in the natural sciences, and one member each from two statewide farm organizations. Meetings will be held semi-annually, location to be determined.

### **Metropolitan Water Management Program**

Provides technical and planning assistance to watershed management organizations and local governments in the Metropolitan Area in developing and implementing surface and ground water plans. Grants, through the Local Water Resources Protection and Management Program, are available for ground water planning and plan implementation and surface water plan implementation.

### **Local Water Resources Protection and Management Program**

Provides planning, base and challenge grants to local governments for development and implementation of water plans. Eligibility for base and challenge grants is linked to approval of a county-wide local water plan and approval of a local tax for water plan implementation. Applications are accepted from Oct. 15-Jan. 15 (deadline subject to change).

### **Wetlands Protection Options**

The 1991 legislature, through the 1991 Wetlands Protection Act, gave the BWSR administrative authority for three new **wetland protection** options. Under the law, landowners will be able to enroll land by easement as a permanent wetland preserve, a wetland preservation area, or in the Wetland Establishment and Restoration Program. The BWSR is the also the lead agency to prepare rules to guide implementation of the act. Full implementation is targeted for July 1993.

### **The Abandoned Well-Sealing Cost-Share Program**

The program provides funds to counties for sealing high priority abandoned wells. Questions about any of these programs can be directed to the BWSR at 612-296-3767; or call the state's toll-free number, 1-800-652-9747, and ask for the BWSR.

### **Quasi-Judicial Activities**

The board also has several quasi-judicial responsibilities, most of which are facilitated through its Dispute Resolution Committee. The committee, which consists of the board's three citizen members and two additional members appointed by the chair, is responsible for



resolving appeals of local watershed district decisions (Minnesota Statutes, 103D.535); resolving disputes over interpretation of comprehensive local water plans (M.S. 103B.355); resolving inter-county disputes over financing of watershed management organization capital improvements (Minnesota Statutes 103B.231 subdivision 9); and resolving conflicts over the interpretation of statutory water policy (M.S. 103A.341). The full board is responsible for decisions relating to the establishment and termination of a watershed district.

## Outreach and Education

The board publishes two newsletters, the Conservation Mentor and the Water Bill Board. The Conservation Mentor focuses on issues and activities affecting the BWSR and its clientele, as well as natural resources education. The Water Bill Board is published cooperatively with several other agencies and is aimed at informing local governments of state government activity relating to implementation of the Ground Water Protection Act of 1989 and other water related natural resources laws.

The board also has a number of videos and slide shows which are available for loan to the public.

### Videos:

Water Pollution-Where Does It Come From?"  
"Nova: Down on the Farm"  
"50 Years to Build Our Future"  
"Common Ground"  
"National Association of Conservation Districts-  
Working for You"  
"Wetlands Restoration: An Opportunity for Today"  
"Dilemma on the Duskee"  
"Preserving Trees on Development Sites"

### Slide Shows

"Soil: We Can't Grow Without It"  
"Urban Erosion and Sediment Control"  
"Limits-A History of Conservation"  
"Water Bank Program"  
"Reinvest in Minnesota (RIM)  
Reserve Program"  
"Dam Safety-Who's Responsible?"  
"Partnership in Conservation"

The BWSR also publishes numerous handbooks providing guidance on resource issues and implementation of its grants programs, including: The Comprehensive Local Water Planning Guidebook, the Underground Storage Tank Inventory Guidebook, the Feedlot Inventory Guidebook, the Wetlands Inventory Guidebook, the Abandoned Well Inventory Guidebook, the Dumps and Landfill Inventory Guidebook, the SWCD Operational Handbook, the Urban Erosion and Sediment Control Handbook, the Wetlands Restoration Handbook, and the Reinvest in Minnesota (RIM) Reserve Guidebook. Most of these are targeted toward local governments and probably would not be of interest to the general public.

## Workers' Compensation Court of Appeals

775 Landmark Towers, 345 St. Peter Street, St. Paul, MN 55102

Paul V. Rieke, chief judge, (612) 296-2454

Minnesota Statutes, Chapters 175A and 176; Minnesota Rules 9800.0100-9800.1800

The Workers' Compensation Court of Appeals was established by the legislature as the exclusive statewide authority to decide all questions of law and fact in workers' compensation appeals within the court's jurisdiction as provided in *Minnesota Statutes Chapters 175A and 176*. Appeals from decisions of this court are directly appealable to the Minnesota Supreme Court.

The Workers' Compensation Court of Appeals consists of 5 judges appointed by the governor and confirmed by the state senate. The court performs an appellate function reviewing decisions of the Workers' Compensation Division of the Department of Labor and

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Workers Compensation Court of Appeals**, 775 Landmark Towers, 345 St. Peter St. St. Paul 55102. (612) 296-6526. *Minnesota Statutes 175A.01*.

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$78,768 per year. The court has statewide appellate jurisdiction over all workers' compensation appeals within the court's jurisdiction as provided in *Minnesota Statutes*, Chapters 175A and 176. The court consists of five judges, serving six year terms, full time positions. All members must be learned in the law, have been licensed to practice law for at least five years, and have experience with and knowledge of workers compensation and the workers compensation laws of Minnesota. Members must file with the Ethical Practices Board.

Industry and the Office of Administrative Hearings. The judges review the evidentiary record created by the initial decision-making body; preside over oral arguments; conduct necessary legal research; decide the issues; and issue appropriate written orders, decisions and memoranda.

Written opinions are issued to inform the court's clientele of the basis of the decisions and to create a body of law pertaining to workers' compensation issues. Some of the court's opinions are published in the *Workers' Compensation Decisions*, which may be purchased at the Department of Administration's Minnesota's Bookstore, 117 University Ave., St. Paul, MN 55155, (612) 297-3000.

Primary clients served by the court are injured workers, employers, insurance companies, attorneys, and medical and rehabilitation providers.

All questions concerning court matters may be made directly to the court.

## Minnesota World Trade Center Corporation

400 Minnesota World Trade Center  
St. Paul, MN 55101  
Richard Nolan, director (612) 297-1580

*Minnesota Statutes*, Chapter 44A

The corporation was created to facilitate and support Minnesota world trade center programs and services and promote the growth of international trade in Minnesota. The corporation is governed by a 15 member Board of Directors.

The corporation coordinates, facilitates and where appropriate provides 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 Corporation and its staff work with international associations, academic institutions, cultural institutions and private entities.

The corporation offers programs in the following areas:

- Export education and training
- One-on-one counseling on such fundamentals as product packaging, licensing requirements and the use of trade labels
- Help in promoting Minnesota products internationally
- A network of foreign offices
- The Minnesota Export Finance Authority
- The Minnesota Trade Office International Library

MINNESOTA



WORLD TRADE  
CENTER

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Export Finance Authority**, 1000 World Trade Center, St. Paul 55101-4902. (612) 297-4658. *Minnesota Statute 116J.9673*.

**Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. The authority is created to aid and facilitate the financing of exports from Minnesota; will meet credit needs of Minnesota exporters through loan guarantees and export credit insurance. The authority board consists of six members who must be knowledgeable in international finance, exporting, or international law. The commissioner of the Department of Trade and Economic Development is the chair of the board. Members must file with the Ethical Practices Board.

**World Trade Center Corporation**, 400 Minnesota World Trade Center, 30 E. 7th St., St. Paul 55101. (612) 297-1580. *Minnesota Statutes 44.01*.

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem plus expenses. This is a public corporation established to facilitate and support Minnesota World Trade Center programs and services and to promote the Minnesota World Trade Center. Nine voting members include three members appointed by the governor and six members appointed by the association of members who represent the international business community. The legislature appoints three senators and three representatives. Members appointed by the governor must be knowledgeable or experienced in international trade in products or services. Members must file with the Ethical Practices Board.

## Foreign Consulates in Minnesota

**Austria** – Ronald M. Bosrock (612) 227-1828, c/o Bosrock & Company, Inc., 2490 Minnesota World Trade Center, 30 E. 7th St., St. Paul, MN 55101 – FAX (612) 223-8383.

**Belgium** – Patrick O'Neill (612) 227-9505, c/o 55 E. 5th Street, 800 Norwest Center, St. Paul, MN 55101 – FAX (612) 297-6641.

**Canada** – John D. Blackwood (612) 333-4641, c/o 701 Fourth Avenue S. #900, Minneapolis, MN 55415-1078 – FAX (612) 332-4061.

**Columbia** – Dr. Fernando Torres Restrepo (612) 933-2408, c/o 6800 Telemark Trail, Minneapolis, MN 55436.

**Costa Rica** – Tony Anderson (612) 647-3618, c/o H.B. Fuller Company, 2400 Energy Park Drive, St. Paul, MN 55108 – FAX (612) 645-6936.

**Denmark** – Gordon A. Johnson (612) 893-1305, c/o 7600 Parklawn Ave., S. #444, Edina, MN 55435 – FAX (612) 831-7358.

**Dominican Republic** – Ralph S. Parker II (612) 339-7566, c/o 1910 First Bank Place West, Minneapolis, MN 55402 – FAX (612) 339-9055.

**Finland** – David J. Speer (612) 872-0014, c/o Padilla Speer & Beardsley, International, 224 Franklin Ave. W., Minneapolis, MN 55404-2394 – FAX (612) 872-0031; AND Donald G. Wirtanen, (218) 727-8420, c/o 804 Alworth Building, Duluth, MN 55802.

**France** – Jasmine Keller (612) 374-2626, c/o 2629 E. Lake of the Isles Parkway, Minneapolis, MN 55408.

**Germany, Federal Republic of** – Joseph E. Hamilton (612) 338-6559, c/o 120 South 6th Street, First Bank Place West #1910, Minneapolis, MN 55402 – FAX (612) 339-9055.

**Guatemala** – Paul R. Nutt (612) 473-0110, c/o 1728 Comstock Lane, Plymouth, MN 55447.

**Honduras** – Dr. Harold Panuska (612) 473-5376, c/o 20 Cygnet Place, Long Lake, MN 55356.

**Iceland** – Jon H. Bjornson (612) 729-1927, c/o 3444 Edmund Boulevard, Minneapolis, MN 55406.

**Japan** – Dr. N.L. Gault, Jr. (612) 631-1263, c/o 2049 Loren Road, St. Paul, MN 55113.

**Korea, The Republic of** – Allison R. Mercer (612) 870-4400, c/o Metropolitan Financial Services, 2222 Park Avenue, Minneapolis, MN 55404 – FAX (612) 871-1522.

**Malta** – Joseph Stephen Micallef (612) 228-0935, c/o MCI, 2100 First National Bank Bldg., St. Paul, MN 55101 – FAX (612) 228-0776.

**Netherlands** – Lyle Delwiche (612) 540-1210, c/o 701 N. Lilac Drive, Minneapolis, MN 55440 – FAX (612) 540-1437.

**Norway** – Consulate General (612) 332-3338, c/o Foshay Tower Suite 229, 821 Marquette Ave., Minneapolis, MN 55402; -2961 – FAX (612) 332-1386.

**Singapore** – Steve Young (612) 290-8400, c/o 3200 World Trade Center, 30 E. 7th St., St. Paul, MN 55101 – FAX (612) 292-9347.

**Sweden** – Wendell R. Anderson (612) 332-6897, c/o P.O. Box 2107, Minneapolis, MN 55402 – FAX (612) 332-6340.

**Switzerland** – Curt F. Schneider (612) 546-0148, c/o Suite 651 – 600 South Highway 169, Minneapolis, MN 55426 – FAX (612) 546-7362.

**NOTE:** There is a Minnesota Consular Association having as its members all of the career honorary and retired consular representatives in Minnesota. For more information, contact Gordon A. Johnson, consul, KGL. Dansk Konsulat (Royal Danish Consulate), 7600 Parklawn Avenue, Suite 444, Minneapolis (Edina), MN 55435, Telephone: (612) 893-1305 – FAX (612) 831-7358.

## Minnesota Zoological Garden

**13000 Zoo Boulevard, Apple Valley, MN 55124**

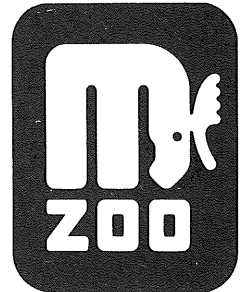
**(612) 432-9000 Zoo-To-Do Hotline,**

**(612) 431-9200 Administrative Offices**

**Kathryn Roberts, general director**

**Minnesota Statutes, Chapter 85A; Minnesota Rules 9900-9999**

The Minnesota Zoo is one of Minnesota's top attractions, drawing more than one million visitors annually. Just one-half hour from either downtown St. Paul or Minneapolis, the zoo operates with the mission of strengthening the bond between people and the living earth. Exhibits are changing all the time, offering visitors new experiences during every visit. The zoo recently opened a new coral reef/sharks exhibit, one of only two of its kind in the country. This project as well as a new amphitheater were made possible in part by major contributions from the private sector. Major contributors include the Dayton-Hudson Foundation, Target Stores, International Dairy Queen and the Chadwick Foundation.



**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Minnesota Zoological Board**, 13000 Zoo Boulevard, Apple Valley 55124. (612) 431-9200. *Minnesota Statutes 85A.01.*

**Appointing Authority:** Governor; Zoo board; Dakota county board. **Compensation:** \$55 per diem plus expenses. The board operates and maintains the Minnesota Zoological Garden. The board consists of thirty members who must have a background or interest in zoological societies, zoo management, or an ability to generate community interest in the Minnesota Zoological Garden. Fifteen of the members are appointed by the governor, one of whom must be a Dakota county resident appointed after consideration of a list supplied by the Dakota county board; and fifteen of the members are appointed by the Minnesota Zoological Board. To the extent possible, members will be appointed who are residents of the various geographical regions of the state. Members should have the ability to raise significant funds from the private sector. Meetings at the Minnesota Zoological Gardens six times a year.

The Minnesota Zoo Board meets six times per year in meetings open to the public. A notice of each meeting, including agenda items, is posted in the zoo admissions area one week prior to the meeting.

The zoo is a 485-acre facility that offers 1,700 animals and 2,000 plant varieties in which animals may be observed performing natural behaviors. A zoo geographic 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 the year, protected from Minnesota weather, with the majority of the viewing areas under cover: The Tropics, Ocean, Minnesota, Northern and Discovery Trails (see listings below for a description of each trail). In addition, the following activities are more of the special features waiting for discovery at the Minnesota Zoo.

- **The Skytrail** 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 1-1/4 mile long tour is operated year-round. It is heated in the winter and air conditioned in the summer.
- **Cross Country Skiing.** The Minnesota Zoo has a variety of cross country ski trails and a ski center where ski rental and ski accessories are available. Trails, of varying length and difficulty, are open from 10 a.m. to 3 p.m. There is no extra charge for skiing. Call zoo information, (612) 432-9000, for ski conditions.
- **World of Birds Show.** See an eagle owl close up, hear the rush of wings as a red-tailed hawk swoops into the zoo amphitheater, and listen to an engaging parrot named Alexander. Come meet all the members of the bird show, and find out why the Minnesota Zoo is "For the Birds!"
- **Dolphin Training Shows.** Come see daily shows featuring the zoo's four bottlenose dolphins. The zoo recently acquired two male dolphins to join the two females in a breeding program. Full capacity crowds enjoy watching the trainers work with the animals, and they take with them ideas on how they can help conserve the earth's resources, including dolphins.

### **Admission and Hours**

The zoo is open 9 a.m. to 6 p.m., Monday through Saturday (April-Sept.) during the summer, and 9 a.m. to 8 p.m. on Sunday Memorial Day through Labor Day. The winter hours (October through March) are 9 a.m. to 4 p.m. Hours and prices are subject to change.

**Admission rates are:** \$5 for adults (13-64 years), \$2 for youth (3-12), \$3 for seniors (65+) and free for children under 2. Parking is free for cars and buses.

**Skytrail rates are:** \$2 for ages 3 and up and free for children under 2.

Block purchases of 25 or more tickets qualify for a 20 percent discount. Group reservations are needed at least 14 days in advance. For more information, contact the Group Sales Department, (612) 432-9215. (Map included)

### **Biological Programs Division (612) 431-9264**

**Brian Joseph, DVM, director.** The division consists of all animal related activities including animal exhibition and demonstration. The Biological Programs Division Director oversees the selection and acquisition of all animals on display at the zoo as well as the staff charged with their care.

### **Tropics Trail (612) 431-9275**

**Kathy Castle, curator.** The zoo's Tropics Trail is a lush, indoor oasis of tropical plants and animals from Asia, housing more than 450 animals and 15,000 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 building, tall enough for 50-foot trees to grow inside. The climate-controlled, sky-lit greenhouse is home to a coral reef/shark exhibit, bats, gibbons, leopards, tapirs, flamingos, hornbills and other fascinating species.

### **Ocean Trail (612) 431-9274**

The Ocean Trail takes visitors to the popular dolphins in their 500,000-gallon aquarium. Viewed from above, below, indoors or out any day of the year, the dolphins' voices can even be heard through broadcast hydrophones. Training shows of dolphins' unique

characteristics and behavior occur throughout the day. Marine vistas of sea creatures such as starfish, anemones, crabs, lobsters and colorful fishes from polar, temperate and tropical oceans also can be enjoyed year 'round.

### **Minnesota Trail (612) 431-9273**

**Michael DonCarlos, curator.** The Minnesota Trail is an indoor/outdoor exhibit of 88 animal species native to Minnesota. Indoors, visitors can view nocturnal animals under simulated moonlight. Outdoors you will find 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.

### **Northern Trail (612) 431-9272**

**Nicolas Reindl, curator.** The Northern Trail is an outdoor exhibit that offers a pleasant one-mile walk to visit animals of the north, including Siberian tigers, Asian lions, takin, wolves, caribou, musk oxen, arctic foxes, Bactrian camels, Asiatic wild horses, pronghorn antelope and many more species of winter hardy animals. These 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 animals in the snow. For the comfort of all visitors, the heated monorail train is open all year with regularly scheduled tours.

**Jim Pichner, curator of birds (612) 431-9278,** oversees the entire zoo's collection of birds, from the crested wood partridge and Bali mynahs on the Tropics Trail to geese and trumpeter swans on the Northern Trail. Birds can be enjoyed on nearly every trail as well as the natural areas of the zoo grounds, which are home to a wide range of birds, including bluebirds and many other beautiful songbirds as well as raptors and waterfowl.

### **Horticulture (612) 431-9381**

**Roberta Sladky, manager.** The thousands of plants found indoors and on the 485 acres outdoors are maintained and enhanced by this department. The horticulturists recently have converted the main entry to a native prairie grass area, demonstrating what much of this region looked like before development. The staff works year 'round to bring the habitat part of an animal's life into focus for visitors.

### **Exhibits Shop (612) 431-9279**

**Tom Holloway, manager.** The exhibits shop creates much of the scenery and backdrops for exhibits in addition to creating actual structures within the exhibits.

### **Conservation Division (612) 431-9267**

**Ronald Tilson, Ph. D., director.** The division is responsible for all of the conservation and education activities at the zoo, both on-site and throughout the nation and the world. The zoo participates in several species survival programs, cooperative programs of many zoos throughout the nation designed to help ensure the survival of selected species. The division staff also conducts research on the captive animals in order to better understand their life and reproductive cycles as well as their behavior. This research is used in the captive management of the animals and also often is applied to wild populations and their management.

In 1990 the zoo foundation undertook what has been labeled a radical move for a zoo – it adopted a park in Indonesia, helping to preserve the remaining habitat for the Javan rhino. The foundation donated money, which was used to purchase two-way radios and vehicles used to patrol the park and protect against poachers. The action has been praised by the zoo's parent organization, the American Association of Zoological Parks and Aquariums, as well as international groups such as World Wildlife International. In addition, zoos across the country are establishing similar programs modeled after the Minnesota Zoo's Adopt-A-Park effort.

### **Education, Zoolab and Discovery Trail (612) 431-9227**

**Steven Hage, curator.** The Discovery Trail introduces visitors to a variety of educational experiences. The various elements of the Discovery Trail include: the Zoo Theater, where

animal demonstrations, bird shows and educational and entertaining videos are shown; a "hands-on" Zoolab, where children and adults can experience a close encounter with exotic animals; the World of Birds show, which provides visitors with the opportunity to see and learn about free-flying birds displaying a number of natural behaviors on command; the Skytrail monorail, which offers visitors a bird's eye view of the Northern Trail and Children's Zoo, an area for kids of all ages to feed and touch domestic animals from all around the world.

The **Education Department** provides interpretation and communication of natural history, behavior and interrelationships of the zoo's animal and plant collection. Scheduled school group visits are free, and continuing education classes are available to members and the general public for a fee. Call the Education Department at (612) 431-9234 for further information.

### **Strategic Services Division (612) 431-9323**

**Thomas Williams, director.** This division is responsible for the areas within the zoo where there is direct visitor impact, including the Minnesota Zoo Gift Store; the project planning of new exhibits; the building services staff responsible for maintaining the zoo's indoor public areas; guest services, which includes admissions and responding to visitor requests on-site; and the marketing department, which includes all public relations activities, advertising, special events, group sales, graphics and audio visual activities.

### **Marketing (612) 431-9322**

**Julie Lee, communications director.** All activities designed to promote the zoo and increase attendance are coordinated through this office.

### **Guest Services (612) 431-9207**

**Lucinda McCandless, manager.** The gift store, guest and building services all are coordinated through this department.

### **Operations Division (612) 431-9303**

**Connie Braziel, director.** This division consists of all the physical operations of the zoo including finance offices; purchasing and warehouse operations; business operations including admissions, concessions, gift stores and monorail; and maintenance functions for the grounds, buildings and equipment.

### **Physical Plant (612) 431-9238**

**Richard Dahl, director.** This department is responsible for construction projects and maintenance of buildings and systems.

### **Finance (612) 431-9244**

**Jeffrey Higgins, manager.** The finance office oversees all expenditures and receipts of the zoo. Additionally, the staff helps all departments prepare budgets and issues monthly budget update reports.

### **Development Division (612) 431-9253**

**J. Quinn Tierney, director.** This department handles the membership, animal and exhibit sponsorship programs and all fund raising activities of the zoo.

### **Membership, Exhibit and Animal Sponsorships (612) 431-9236**

**David Kortz, development officer.** The annual membership is an economical way to visit the zoo. Several membership categories enable families and individuals to match a category to their need. In addition to admission benefits, membership packages include merchandise discounts in the Zoo Gift Store, unlimited purchase of guest discount tickets, a zoo newsletter, special member events and lectures, and free admission to 100 zoos across the nation.

The animal and exhibit sponsorship programs enable families, individuals and businesses to contribute to the general support of the zoo. The choices and price ranges vary and are tax deductible as provided by law.

**Staff Services Division (612) 431-9309**

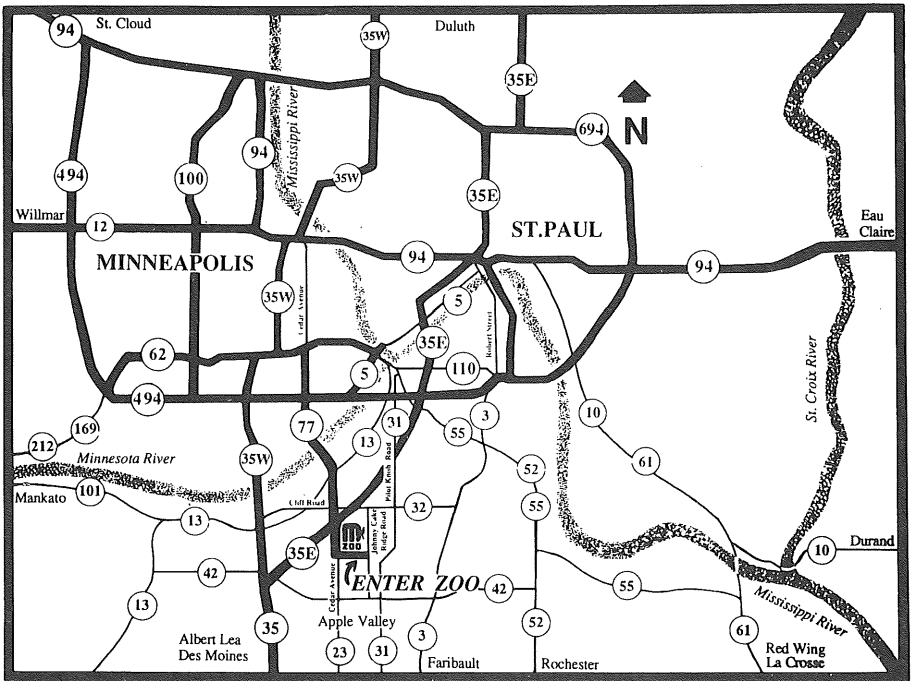
**Gloria Heinz, director.** This area is accountable for all staff support functions including personnel, volunteer services, first aid and telecommunications. The personnel area assists supervisors and managers in securing qualified individuals to fill positions ranging from zookeeping to general maintenance to office work. The department also manages personnel records and provides assistance in the areas of labor relations, training, affirmative action and classification.

**Volunteer Services (612) 431-9202**

**Sheri White, coordinator.** The personal touch at the zoo is made possible through a volunteer corps. The highly trained volunteers give animal demonstrations, act as tour guides and provide visitors with information about the plant and animal life exhibited at the Minnesota Zoo.

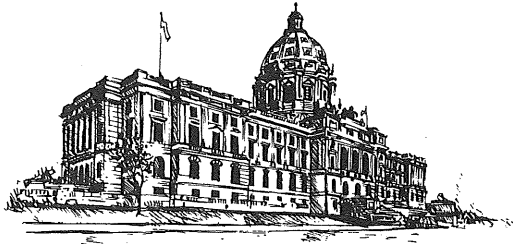
**Animal Health Division (612) 431-9361**

**Peregrine Wolff, DVM, director.** This division is responsible for quarantining and assessing the health of new acquisitions at the zoo, treating and monitoring the thousands of animals in the collection and procuring baseline data on nearly all the species represented at the zoo. The animal health staff recently undertook a nutrition study, evaluating the diets of all the zoo's animal groups. The animal health staff work with an international group of veterinary interns, providing training for professionals from throughout the world.





# 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 to the University of Minnesota, confirms certain gubernatorial appointments (senate), and performs legislative oversight or review. The Legislature also judges the election and qualification 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. Standing committees may hear these unresolved 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 special 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 chairs 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 Rules and Administration Committee's subcommittee on committees names the committee members and chairs of the Senate committees.

Each house elects certain staff members. The Secretary of the Senate and the Chief Clerk of the House are the highest ranking staff officers in each body.

## Committees

The committee system is a vital component of the legislative machinery. The volume of legislation pending before a single session is too great to permit all legislators to work closely with all proposals. It is at the committee level that the public may testify for or against a bill. Both proponents and opponents of proposed legislation are heard before committees make their recommendation to the full Legislature. The fate of any legislative proposal may be decided by a committee. After study, hearings, research and deliberation, a bill may be amended, recommended for passage, re-referred to another committee, or it may be tabled.

The number of committees in each house and the number of members serving on each committee varies from session to session as state concerns and problems dictate. Besides the standing committees which operate during each session, some committees continue to study specific problems during the legislative interim to report findings to the next legislative session. Each legislative body has a rules committee which directs the operating procedures of the respective bodies.

Committees meet regularly during each session at the State Capitol. Committees may hold meetings in local communities to facilitate citizen participation. Interested citizens may contact the House and Senate information offices to determine what committees are meeting on any particular day.

The most favorable action a committee can take on a bill is to send it to the floor of a legislative body with a recommendation that the bill be passed. 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 and Senate 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 full committee.

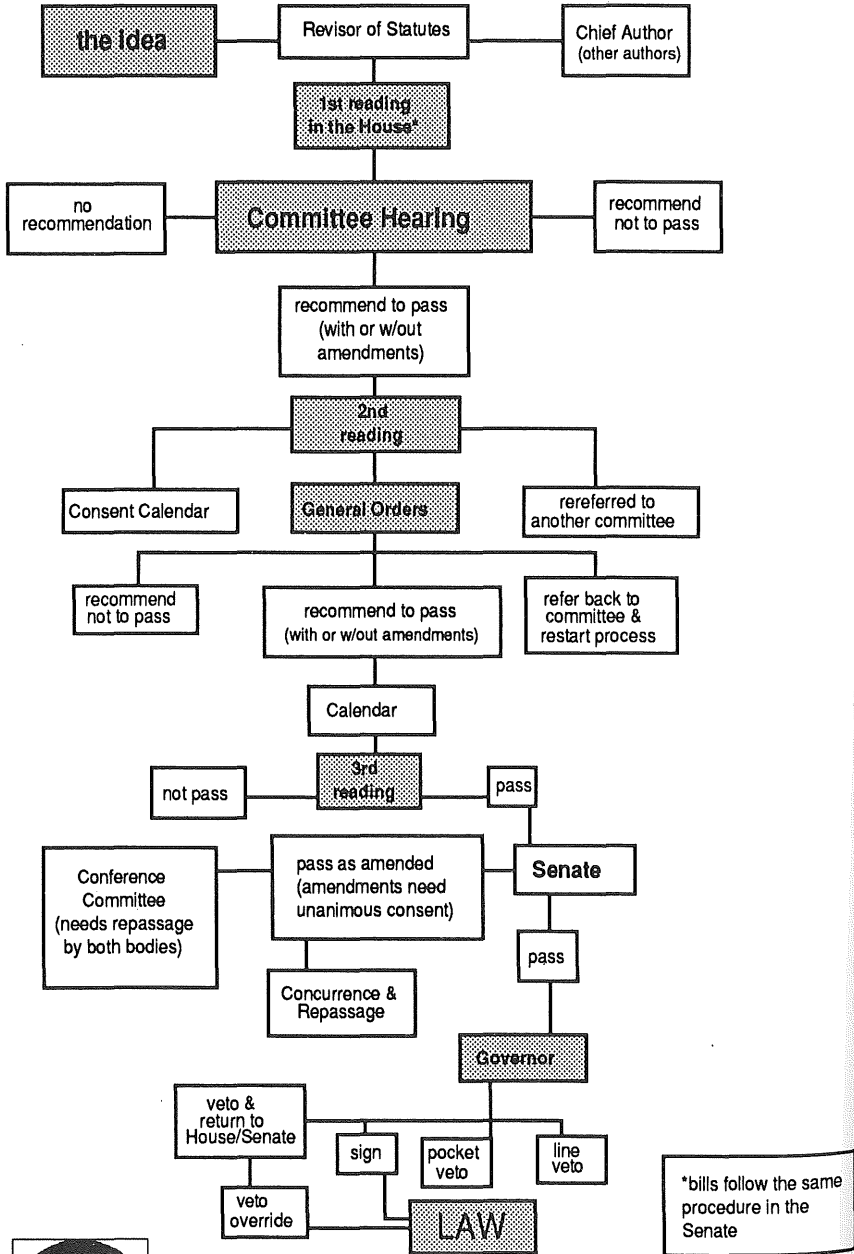
## The Legislative Process

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 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 sponsor it and introduce the bill in the Legislature. That legislator may be the chief author or may find another member to author the bill and make the introduction. The chief author's name appears on the bill with the bill's file number to identify it as it moves through the legislative process. The chief author of a bill, under the legislative rules, may select other authors whose names also appear on the bill. A bill may not have more than a total of five authors in the House and five in the Senate.

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 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 the 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 or refer a bill to another committee

# How a Bill Becomes Law



(a bill requiring funding to the appropriations or finance committees, for example). After acting on a bill, the committee sends a report to the House or Senate stating its action and recommendations.

After adoption of the committee report in the Senate or the House, the bill has its second reading and goes onto General Orders. 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 recommend 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 bypass General Orders and go directly onto a "Consent Calendar," usually passing without debate. Most bills require a majority vote to pass, which is 68 in the House and 34 in the Senate. But to pass some bills, a larger majority is needed. Bills dealing with banking must be passed with a two-thirds majority, as does a measure calling for the expulsion of a member or a vote to override the governor's veto of a bill. Voice votes may be used in the House and Senate until the bill is being voted on in final passage. That final vote is a roll call or recorded vote.

When the House and the Senate both pass the same version of a bill, that bill goes to the governor for approval or disapproval. If the house and senate do not agree, a conference committee, made up of three or 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-item 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.

For more information on the Legislature and the legislative process call the House or Senate information offices.

### Capitol Tours (612) 296-2881

**Carolyn Kompelien, site manager.** The Minnesota Historical Society's Capitol Historic Site Program offers free tours of the Capitol Monday through Sunday. The tours last about 45 minutes each and begin on the hour and run from 9 a.m. to 4 p.m. Mondays through Fridays, 10 a.m. through 3 p.m. on Saturdays, and 1 p.m. through 3 p.m. on Sundays. Organized groups of 10 or more people are asked to make reservations at least two weeks in advance.

<b>Governor</b>	<b>130 Capitol</b>	<b>296-3391</b>
<b>Lt. Governor</b>	<b>121 Capitol</b>	<b>296-3391</b>
<b>Attorney General</b>	<b>102 Capitol</b>	<b>296-6196</b>
<b>Secretary of State</b>	<b>180 State Office Bldg.</b>	<b>296-3266</b>
<b>State Auditor</b>	<b>555 Park Street</b>	<b>296-2551</b>
<b>State Treasurer</b>	<b>303 Admin Bldg.</b>	<b>296-7091</b>
<b>EMERGENCIES</b>		<b>296-2100</b>
<b>Cafeteria, Capitol</b>	<b>Ground Floor</b>	<b>228-9369</b>
<b>Cafeteria, State Office Bldg.</b>	<b>Basement</b>	<b>228-0137</b>
<b>Capitol Historic Site Program (tours)</b>	<b>B59 Capitol</b>	<b>296-2881</b>
<b>Capitol Information Desk</b>	<b>1st Floor, Capitol</b>	<b>296-3962/2739</b>
<b>Capitol Security</b>	<b>B4 Capitol</b>	<b>296-6741</b>
<b>House Committee and Meeting Room Scheduler</b>	<b>467 State Office Bldg.</b>	<b>296-5974</b>
<b>Legislative Reference Library</b>	<b>645 State Office Bldg.</b>	<b>296-3398</b>
<b>News Reporters/Press</b>	<b>B28 Capitol</b>	<b>296-6561</b>
<b>Revisor of Statutes</b>	<b>700 State Office Bldg.</b>	<b>296-2868</b>
<b>Senate Meeting Room Scheduler</b>	<b>G-1 State Capitol</b>	<b>296-0866</b>

### **House and Senate Galleries**

Galleries for listening and viewing the Legislature in action are open to the public and are on the third floor of the Capitol. The House generally meets at the beginning of the session on Mondays and Thursdays at about 2:30 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 2 p.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 offices for specific schedules for each day.

## **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 Minnesota Constitution, statutes and rules of the House for preparing and administering the order of business for the house and keeping and publishing the legal record of House action. These charges are fulfilled by the preparation of the daily calendars of bills, supervision of engrossment of amendments, printing and enrolling of bills, sending and receiving of communications with the Senate, and publication of the daily and permanent House Journal. The House Desk also assists members with the preparation of motions and advises them on parliamentary procedures and questions. The personnel and resources of the House Desk are available only to House members and legislative staff, but material created by it is available at the Chief Clerk's Office.

#### **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**

**Frank Strohmayer, 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 affected. This information is available by telephone or on computer terminals which may be operated by the public at the Index Office. This service is available free of charge during normal office hours on a daily basis and the office remains open while the House is in floor session. The office is located in Room 211, State Capitol.

#### **House Research (612) 296-6753**

**Tom Todd, 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 600 of the State Office Building.

### **Minnesota House of Representatives Public Information Office (612) 296-2146**

**Dave Cummiskey, acting information officer.** The Public Information Office is a non-partisan service of the Minnesota House of Representatives. One of the office's principal functions is to publish a weekly news magazine (*Session Weekly*) during the legislative session that provides a synopsis and update of bills pending before the House. The office publishes a directory of House and Senate members and a summary of the bills passed during each legislative session. In addition, the office publishes a variety of informational pamphlets and books on state government, including a study guide on the state legislative process that is designed for high school social studies teachers. Most of the publications are available at no cost.

The information office also publishes daily and weekly committee meeting schedules, bill introductions, and answers questions about the Legislature, committees, legislative and congressional districts, bills, members, staff, and the legislative process.

Two call-in phone lines provide 24-hour session information: for committee schedules and agendas, (612) 296-9283; for updates on action on bills in full committee and on the house floor, (612) 297-1264. The **TDD Line** (telecommunications device for the deaf), allows hearing-impaired people to communicate with the Legislature, (612) 296-9896. Special projects include the House of Representatives State Fair Booth and Media Day. People in outstate Minnesota can call 1-800-657-3550 for information, the office is in Room 175 State Office Building.

#### **House Service Offices**

Administrative Services	198 State Office Bldg.	296-6648
Chief Clerk	211 Capitol	296-2314
Duplicating	35 State Office Bldg.	296-8611
High School Page Program	120D Capitol	296-7452
House Calls (committee schedules and agendas)		296-9283
House Bill Status Line		297-1264
Index Department	211 Capitol	296-6646
Intern Program	120D Capitol	296-7452
Meeting Room Scheduler	467A State Office Bldg.	296-5974
Pages	45 State Office Bldg.	296-4860
Photography	77 State Office Bldg.	296-9284
Post Office	50 State Office Bldg.	296-9462
Public Information Office	175 State Office Bldg.	296-2146
Receptionist (DFL)	3rd Floor, State Office Bldg.	296-9719
	4th Floor, State Office Bldg.	296-4215
	4th Floor, State Office Bldg.	296-4020
	5th Floor, State Office Bldg.	296-9676
	5th Floor, State Office Bldg.	296-9712
Receptionist (IR)	2nd Floor, State Office Bldg.	296-4307
	2nd Floor, State Office Bldg.	296-4269
	3rd Floor, State Office Bldg.	296-3249
Research	600 State Office Bldg.	296-6753
Sergeant-at-Arms	45 State Office Bldg.	296-4860
Supply	35 State Office Bldg.	296-2305
TDD Line for hearing impaired		296-9896

## 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 any 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 Information Office (612) 296-2887 and 296-0504

**Scott Magnuson, director.** The Senate Information Office provides 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 information office is located in the east end of Room 231 of the State Capitol.

### Senate Media Services (612) 296-0264

**Steve Senyk, director.** Senate Media Services, a non-partisan office of the State Senate, produces a variety of informative television programs to help people learn more about state government and the many issues facing Minnesota. Citizens can watch lawmakers debate pending legislation and keep up-to-date on the latest legislative activity through live coverage of Senate sessions and committee hearings. Live coverage of can be seen on Metro Cable Network Channel 6, weekdays from 8 a.m.-5 p.m. Citizens can also watch their senators examine the issues challenging our state by tuning-in Senate Report, a weekly public affairs program. Senate Report airs statewide on:

#### Broadcast TV

Appleton	KWCM 10	11:30 a.m. Sundays
Austin	KSMQ 15	11:30 a.m. Sundays
Duluth	WDSE 8	12:30 a.m. Sundays
Bemidji	KAWE 9/KAWB 22	11:30 a.m. Sundays
Fargo	KFME	9:30 a.m. Sundays

#### Twin Cities

Metro Cable Network Channel 6-6:30 p.m. Mondays and 7:30 p.m. Wednesdays

#### Greater Minnesota Cable TV

Cambridge	Citation Cable	5:30 p.m.
Excelsior	Lake Minnetonka Cable	various times
Hutchinson	HCVN 10	7:00 p.m. Mondays & 6:00 p.m. Thursdays
Little Falls	LFTV 6	10:00 a.m. & 6:00 p.m., Tuesdays
Luverne	Luverne Cable	6:00 p.m. Thursdays
Moorhead	MCAT 3	6:30 p.m. Mondays, 10:30 a.m. Saturdays
New Ulm	AMZAK 8	6:30 p.m. Wednesdays
Northfield	Northfield Cable	various times
Rochester	Educational Service Center	6:30 p.m. & 11:30 p.m. Mondays
St. Cloud	WESTMARC 10	various times
St. Peter	St. Peter Public	5:00 p.m. Mondays
Thief River Falls	SHOBERG Cable	various times
Winona	WESTMARC Cable	5:30 p.m. Tuesdays & 5:30 p.m. Wednesdays
Worthington	Worthington Cable	7:30 p.m. Tuesdays & 6:30 p.m. Wednesdays

Citizens can also check-out a variety of educational video tapes to learn more about Minnesota's government and the lawmaking process. Senate Media Services also provides a still photography and presentation graphic services. To learn more about these services contact: Senate Media Services, B-44 State Capitol, St. Paul, MN 55155.

### Senate Publication Office (612) 296-0259

**Karen L. Clark, information officer.** The Senate Publications Office publishes *BRIEFLY*, a weekly summary of committee and senate action, a senate newsletter, brochures, and provides a Senate hotline for committee information open 24 hours daily all year round. The hotline number is (612) 296-8088. Publications listed are provided free of charge to interested persons who request to be placed on the mailing list. Requests may be made in person, by mail, or by phone at 296-0504. The office is located in Room 95 in the State Office Building.

### Senate Counsel and Research (612) 296-4791

**David Salomone, 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 service 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 constitutionality of laws recently enacted, and other matters. The office is in Room G17, State Capitol.

#### Senate Service Offices:

Secretary of the Senate	231 Capitol	296-2343
Computer Services	G-3 Capitol	296-0161
Duplicating	B-15 Capitol	296-4383
Fiscal Services	231 Capitol	296-4904/0270
Information/Index	231 Capitol	296-0504/2887
Intern Coordinator	231 Capitol	296-4340
Mail Room	B-40 Capitol	296-8153
Majority Caucus Research	G-13 Capitol	296-4949
Management Information Systems	G-1 Capitol	296-8136
Minority Caucus Research	155 State Office Bldg.	296-4924
Minority Office	155 State Office Bldg.	296-4907
Media Services	B-44 Capitol	296-0264
Photographer	B-44 Capitol	296-5097
Pages	Senate Chamber/B-40 Capitol	296-4159
Personnel Office	233 Capitol	296-6160
Publications	95 State Office Bldg.	296-0259
Hotline, Committee Schedules		297-5397
Room Scheduling	G-1 Capitol	296-0866
Senate Counsel and Research	G-17 Capitol	296-4791
Sergeant-at-Arms	Senate Chamber/G- 1 Capitol	296-7159/1119
Supply Room	B-43 Capitol	296-5720
Word Processing	G-3 Capitol	296-8015



## **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 Centennial Building, 658 Cedar St., St. Paul, MN 55155.

## **Office of the Revisor of Statutes (612) 296-2868**

**Harry Walsh, acting revisor of statutes.** Established in 1939 to reorganize the state's laws, the Office of the Revisor of Statutes is the official publisher of Minnesota law. Since 1947 the office has provided legislative drafting and review services. Since 1981 it has provided drafting and review services for administrative rules. The revisor's staff includes up to 60 people: lawyers, editors, computer specialists, and support personnel.

The revisor's attorneys draft and review legislative documents for members of the Legislature, department heads, and the governor; these documents include bills, amendments, resolutions, committee reports, and others. Drafting and review services are also available to any state agency that requests help in drafting rules. A member of the revisor's staff will work with agency staff members to develop or refine the necessary rule language. In connection with these services, the revisor's attorneys provide requesters with information on statutory construction. The office also provides computer word searches and publishes bill and rule drafting manuals.

In addition to legislative drafting, the revisor's office serves the Legislature by preparing engrossments (updated version of bills incorporating the latest amendments) and enrollments (official text of bills enacted by both houses), preparing bills to correct errors in the law, reporting on problems in the law as noted in court opinions, keeping documents, and providing computer development services to the House and Senate offices.

The office's three major publications are *Laws of Minnesota*, *Minnesota Statutes*, and *Minnesota Rules*.

*Laws of Minnesota* is published yearly after the legislative session. It contains the exact text of all bills passed at the session, with an index and tables showing which laws were changed or added at the session.

*Minnesota Statutes* is published in even-numbered years and is updated by *Minnesota Statutes Supplement*, in pocket-part form, in odd-numbered years. *Minnesota Statutes* and the Supplement contain the state's general and permanent law. Their law incorporates the new law, amendments, and repeals passed during the previous session. They also include section histories, tables, an index, and other editorial aids. The full set of *Minnesota Statutes* includes a volume of court rules.

*Minnesota Rules* is published in odd-numbered years and updated twice in each even numbered year by the *Minnesota Rules Supplement*, in pocket parts. These publications contain the complete, current text of agency rules with indexes, tables, and editorial aids.

Laws, statutes, and rules are distributed free to many state agencies and are available at many county libraries. All revisor's office publications are available for purchase from Minnesota's Bookstore, Department of Administration, 117 University Avenue, Saint Paul, MN 55155, phone (612) 297-3000, or toll-free 1-800-657-3757.

The revisor's office is on the seventh floor of the State Office Building. Its mailing address is 700 State Office Building, 435 Park Street, Saint Paul, MN 55155-1297.

## Legislative Reference Library (612) 296-3398

**Marilyn Cathcart, director.** The library, established in 1969, is a nonpartisan information service, whose primary clientele are legislators and their staff. Service is available to others as time permits. The library welcomes the public to make use of our materials. Library hours are 8 a.m. to 5 p.m., Monday through Friday. During legislative sessions, hours are 8 a.m. to 6 p.m., Monday through Friday.

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. The library maintains newspaper clippings files by topics, legislative district and personality. Copies of house and senate journals, *Legislative Manuals* since 1887, and bill introductions in either house are also available. The library participates in OCLC, MINITEX, PALS, and honors standard interlibrary loan requests.

State agencies, boards, commissions, and consultants who contract with state agencies are mandated to deposit copies of their publications in the library. Therefore, LRL is an excellent source for Minnesota state documents.

House and Senate rules require the Legislative Reference Library to maintain and make available for public use copies of the tape recordings of Senate and House floor and committee debate and the accompanying minutes and logs. Reservations should be made for tape use, as facilities are limited.

The State Information Systems Project (SISP), under the authority of the library, is responsible for locating, describing and listing data files and systems existing in Minnesota state government. An online index provides access to information regarding state information systems.

The Legislative Reference Library is located in 645 State Office Building. Materials do not circulate to the public, although formal interlibrary loan requests from other libraries are honored. Pay copier facilities are available.

### Frequently Called Library Numbers:

Reference Desk	296-8338		
Legislative History Tapes	296-0767	State Information Systems Project	296-0618

## Legislative Commissions

The Legislature creates various advisory councils, legislative commissions, legal authorities and other bodies to address specific concerns and issues. Listed below are the groups active at the time of the publication of this guidebook (September 1991). For more information contact the offices of the speaker of the House or the majority leader of the Senate.

### Advisory Committee on Low-Level Radio Active Waste

**Minnesota Statutes, 116C.839.** The committee was created to consult with and advise the commissioner of the Minnesota Pollution Control Agency (MPCA), the governor, and the Legislature on low-level radioactive waste issues. It consists of three representatives chosen by the speaker of the House; three senators chosen by the Senate subcommittee on committees; and includes the commissioners of the MPCA, and of the departments of health, transportation, and natural resources. The committee elects a chair from among its members. The committee has the authority to appoint a technical task force on low-level radioactive waste including, but not limited to any members of the public with special expertise in low-level radioactive waste, state agency personnel, and generators representing the medical, industrial, and commercial organizations in the state which ship wastes to regional facilities. The committee expires June 30, 1993.

### Advisory Committee to Minnesota-Wisconsin Boundary Area

**Minnesota Statutes, 1.34.** Established to assist the Minnesota-Wisconsin Boundary Area Commission in performing its duties, this committee is comprised of five members of the House of Representatives appointed by the speaker, and five members of the Senate appointed by the committee on committees. The members of the advisory committee are selected by January 31 of each odd numbered year. Vacancies, when the Legislature is not

in regular session, are filled by appointment of the last duly elected speaker, in the case of members of the House, and the last duly elected members of the subcommittee on committees, in the case of members from the Senate. The members of the advisory committee select a chair and other officers as deemed necessary. See page 82.

### **Advisory Council on Child Abuse Prevention**

*Minnesota Statutes 299A.23* This advisory council is composed of 18 members who advise the commissioner of public safety matters of relating to the Children's Trust Fund for the Prevention of Child Abuse Act, *Minnesota Statutes, 299A.20*. The commissioners of human services, health, education, and corrections each appoint one member. The subcommittee on committees of the Senate and the speaker of the House of Representatives appoint two members from their respective bodies, one from each caucus. The governor appoints an additional 10 members who demonstrate knowledge in the area of child abuse and represent the demographic and geographic composition of the state, and where possible, represent the following groups: local government, parents, racial and ethnic minority communities, the religious community, professional providers of child abuse prevention and treatment services, and volunteers in child abuse prevention and treatment services. See page 85.

### **Capitol Area Architectural & Planning Board**

*Minnesota Statutes 15.50*. See page 84.

### **Citizens Council on Voyageurs National Park**

*Minnesota Statutes 84B.11*. See page 540.

### **Compensation Council**

*Minnesota Statutes 15A.082*. The council is created each even-numbered year to assist the Legislature in establishing the compensation of constitutional officers, members of the Legislature, justices of the supreme court, and judges of the court of appeals and district courts. Salary recommendations are submitted to the speaker of the House and president of the Senate by May 1 in each odd-numbered year with no more than one adjustment to take effect on July 1 of the year after that. The council is staffed by the Legislative Coordinating Commission, which is in room 85, State Office Building, St. Paul, MN 55155. See page 575.

### **Council on Asian-Pacific Minnesotans**

*Minnesota Statutes 3.9226*. See page 70.

### **Education Commission of the States**

*Minnesota Statutes 121.81-.84*. The commission was established to initiate and maintain close cooperation and understanding among executive, legislative, and professional educational and lay education leadership on a nationwide basis at the state and local levels. It provides a forum for discussion, development, crystalization and recommendation of public policy alternatives in the field of education. The commission serves as a clearinghouse for information relating to educational problems and how they are being met in different places throughout the United States and for sharing experience and interchanging ideas for forming public policy. The group works to improve state and local educational systems. There are seven members from each state on the commission. Membership from Minnesota is comprised of one member from the House and one from the Senate; four members appointed by the governor; and the governor.

### **Great Lakes Commission (218) 727-8525**

**Henry Hanka, chairman of the Minnesota commissioners.**

The commission was established in 1955 by the states of Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Pennsylvania, and Wisconsin, and the Canadian Province of Ontario, all of whom signed the Great Lakes Basin Compact. That compact was enacted into law in Minnesota through *Minnesota Statutes, section 1.21-.22* in 1980.

The commission promotes the development of the Great Lakes 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. The Argus Bldg., 400 Fourth St., Ann Arbor, MI 48103-4816 (313) 665-9135. See page 575.

### **Indian Affairs Council**

*Minnesota Statutes 3.922.* See page 243.

### **Inter-State Grain Compact Marketing Commission**

*Minnesota Statutes, 236A.01.* This commission was established in 1986 when the state of Minnesota ratified and approved the Interstate Compact on Agricultural Grain Marketing. The purpose of that compact is to protect, preserve and enhance: the economic and general welfare of citizens of the joining states engaged in the production and sale of agricultural grains; the economies and very existence of local communities in such states, the economies of which are dependent upon the production and sale of agricultural grains; and the continued production of agricultural grains in such states in quantities necessary to feed the increasing population of the United States and the world. One member is appointed from the House, one member from the Senate, and one other Minnesota citizen appointed by the governor. Five states were members of this compact as of September 1987: Minnesota, Iowa, Nebraska, Wyoming, and New Mexico.

### **Iron Range Resources and Rehabilitation Board**

*Minnesota Statutes, 298.22.* See page 249.

### **Joint Legislative Committee on Agricultural Land Preservation and Soil and Water Conservation.**

*Laws of Minnesota 1985, Chapter 256.* This committee, first initiated in 1979 *Laws of Minnesota*, chapter 315, was enlarged in scope in 1981 *Laws*, chapter 1978, and revised in 1982 *Laws*, chapter 512; and 1984 *Laws*, chapter 569. Composed of eight members of the house and eight members of the Senate selected from certain committees of their respective bodies, the committee selects its own chair from among its members. The committee will expire June 30, 1994, unless the Legislature decides to extend it.

### **Legislative Advisory Commission (612) 296-4207**

*Minnesota Statutes, section 3.30.* The commission has the authority to review and grant requests by state departments and state agencies for additional personnel or funding from contingent appropriations. The commission has four permanent members: the majority leader of the Senate or a designee; the chair of the Senate finance committee; the speaker of the House of Representatives or a designee; and the chair of the House appropriations committee. Two additional members sit on the commission; they are determined by the funding request that is being considered. The chair of the House appropriations committee division to which the request pertains, and the respective Senate finance division chair, are added to the commission, depending upon the request. The commission meets at the call of the governor or two or more members of the commission. The governor presides and the commissioner of finance acts as secretary.

### **Legislative Audit Commission**

*Minnesota Statutes 3.97.* To enable the enactment of appropriate legislation in the public interest, continuous legislative review of the effect of grant-in-aid programs is required. This auditing activity is overseen by this commission, whose executive secretary is the legislative auditor (see page 564). Members are the majority leader and the president of the Senate, or their designees; the chair of the senate committee on taxes or a designee from the committee; the chair of the senate committee on governmental operations or a designee from the committee; the chair of the Senate committee on finance or a designee from the committee; and three members of the Senate appointed by the Senate minority leader; the speaker of the House and the chair of the House committee on rules or their designees; the chair of the House committee on taxes or a designee from the committee; the chair of the House committee on governmental operations or a designee from the committee; the chair

of the House appropriations committee or a designee from the committee; and three members of the House appointed by the House minority leader. The committee selects its chair and any officers it deems necessary.

### **Commission on the Economic Status of Women (612) 296-8590**

**Aviva Breen, executive director.** The Council 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 made a commission to parallel other legislative commissions. Members are five state senators and five state representatives.

The commission holds public hearings, publishes reports and makes recommendations to the governor and the Legislature. The toll free Women's Information Line, 800-652-9747 is available to callers outside the Twin Cities area for general information about women's legal and economic rights, services available to women and statistical data.

Commission publications are available to the public free of charge. Currently available publications include: *Minority Women in Minnesota* and *Pay Equity: The Minnesota Experience*; brochures such as "Legal Rights of Pregnant Employees" and "The Legal Right to Child Support;" and a monthly newsletter which provides data about the economic status of women.

For more information, contact the commission in Room 85, State Office Building, St. Paul, MN 55155.

### **Legislative Commission on Employee Relations (612) 296-2963**

**Greg Hubinger, director.** The Legislative Commission on Employee Relations (LCER) was created in 1979. *Minnesota Statutes* 3.855. The LCER assists the Legislature by monitoring the collective bargaining process between the state and its employees. It also ratifies negotiated agreements and arbitrated awards. Compensation terms, and compensation for unrepresented state government employees are also reviewed by the LCER. A second function of the commission is to monitor and review public employment issues at both the state and local levels, and make recommendations for changes in law to the Legislature. The 12-member commission is composed of the Senate majority leader; the Senate minority leader; the chairs of the Senate committees on governmental operations, finance, and taxes and tax laws; a member designated by the Senate minority leader; the chairs of the House committees on governmental operations, appropriations, and taxes; and a member designated by the House minority leader. The commission is located in room 85 of the State Office Building, St. Paul, MN 55155.

### **Legislative Commission on Minnesota Resources (612) 296-2406**

**John R. Velin, director.** The purpose of the Legislative Commission on Minnesota Resources (LCMR) is to assess the condition of the state's natural resources and to make recommendations to the Legislature on how to preserve and enhance them. Every two years the LCMR convenes a natural resources congress and recommends funding for programs financed by the Minnesota future resources fund, Minnesota environment and natural resources trust fund, and federal oil overcharge funds. The 16-member commission is composed of the chairs of the House and Senate committees on the environment and natural resources or their designees; the chairs of the House appropriations and Senate finance committees or their designees; six Senate members appointed by the subcommittee on committees; and six House members appointed by the speaker. The commission is located in room 65 of the State Office Building, St. Paul, MN 55155.

### **Legislative Commission on Pensions and Retirement (612) 296-2750**

**Lawrence A. Martin, executive director.** The commission studies the pension plans and retirement coverage, including social security, covering non-federal governmental employees in Minnesota and coordinates the development of policy relating to those topics. Reports and recommendations regarding Minnesota public pension plans and retirement coverage are made to the Legislature. Proposed pension legislation is analyzed for actuarial soundness and adherence to sound pension policy. Annual actuarial valuation studies for the various pension plans are prepared by an independent consulting actuary retained by the

commission and are reviewed by this commission. Selection of the 10-member commission is made by the senate Commission on Rules and Administration which chooses five senate members, and by the speaker of the House who selects five house members. Members serve two-year terms. The commission provides limited informational services to the public and to other units of government. The commission meets weekly during the legislative sessions and monthly during legislative interims. The commission office is located in Room 55 of the State Office Building.

### **Legislative Commission on Waste Management (612) 297-3604**

**Kim Austrian, director.** *Minnesota Statutes 115A.14.* The commission (LCWM) was established by the 1980 Legislature to oversee waste-related funds and activities of state agencies, and to conduct research and make recommendations to the Legislature. The commission is charged with overseeing the implementation of the 1980 waste management act by the Office of Waste Management, the Minnesota Pollution Control Agency (MPCA), and the Metropolitan Council. The act directs the commission to prepare various studies and reports, and also requires various agencies, including the Office of Waste Management, the MPCA, and the departments of commerce, administration and health, to submit reports to the LCWM. The commission also makes recommendations to the Legislature on ways to improve solid and hazardous waste management. Membership consists of five senators and five House members. The commission is in Room 85, State Office Building, St. Paul, MN 55155.

### **Legislative Commission on Long Term Health Care (612) 296-4151 or 5508**

*Minnesota Statutes 256B.504.* The commission was created to monitor the inspection and regulation activities, including rule development, of the department of health and human services with the goals of improving quality of care and controlling health care costs. It is directed to study and report on alternative long-term care services, including respite care services, day care services and hospice services. The commission will also study and report on the alternatives to medical assistance funding for providing long-term health care services to Minnesotans and will monitor the delivery of health care costs.

The commission is also directed to study the adequacy of the present system of quality assurance and to recommend changes if the current system is not adequate to ensure a cost-effective, quality care system. The commission will review the department of health's quality assurance program in order to ensure that each individual resident's ability to function is optimized, based upon valid and reliable indicators that focus on individual client outcomes and are not measured solely by the number or amount of services provided.

The commission will consider the use of such alternatives as private insurance, private annuities, health maintenance organizations, preferred provider organizations, medicare, and such other alternatives as the commissions may deem worthy of study. The commission is composed of seven members of the House appointed by the speaker, and seven members of the Senate appointed by the subcommittee on committees.

### **Legislative Commission to Review Administrative Rules (LCRAR)**

**(612) 296-1143**

**Maryanne Hruby, executive director.** The 1974 Legislature established this permanent, bipartisan, ten-member legislative commission for the general purpose of promoting proper agency rules and public understanding of these rules. The commission accomplishes these goals by investigating complaints about administrative rules as they are brought to the commission by legislators or members of the public. The statutory authority for the LCRAR is found in *Minnesota Statutes*, sections 3.841 to 3.845.

In investigating rule complaints, the commission commonly holds public hearings and may recommend that an agency take a particular course of action, such as holding a public hearing to address commission recommendations about a rule. The commission often refers issues to legislative policy committees for further attention.

At times a commission investigation warrants the initiation of the rule suspension process. After a majority vote to initiate the process, the commission must allow 60 days for policy committees to consider suspension of the rule. After 60 days the commission may

suspend a rule by an affirmative vote of six members. The effect of suspension is to temporarily repeal a rule until the next Legislature meets to consider a bill to ratify the suspension. If passed, the governor must approve and sign the bill into law.

Another rarely invoked duty of the commission is to offer an agency advice and comment on the need and reasonableness of a rule. An agency must seek this advice if it chooses not to follow the recommendations of the chief administrative law judge to correct the defects in a proposed rule in a manner suggested by the administrative law judge. The commission's role here is merely advisory; the agency is not bound by LCRAR advice and comment. The statutory authority for this commission action is *Minnesota Statutes*, section 14.15, subdivision 4.

In 1986 the commission directed staff to monitor agency compliance with *Minnesota Statutes*, section 14.12. This section requires an agency to publish a proposed rule within 180 days of the effective date of the statute that gives the agency authority to adopt a permanent rule. Agencies that fail to meet this publication requirement must notify the commission of the reasons for this failure.

During the legislative session, LCRAR staff also monitor legislation to alert legislators to language that grant state agencies emergency rulemaking authority or an exemption from rulemaking procedures of *Minnesota Statutes*, chapter 14, the administrative procedure act.

At the beginning of each biennium the speaker of the House and the Senate subcommittee on committees each appoint five members to the commission. The members elect their own chair. Meetings are held at the call of the chair or as requested by two commission members or five legislators. Biennial and regular staff reports on rule issues are available from the staff office at 55 State Office Building, St. Paul, Minnesota 55155. Complaints about state administrative agency rules may be made to a commission member, other legislator, or the executive director.

### **Legislative Coordinating Commission (612) 297-3697**

**Janet Lund, director.** The commission coordinates certain joint activities of the Senate and the House of Representatives, has jurisdiction over all joint legislative employees, and adopts plans pertaining to sick leave and annual leave which apply to all permanent employees of the Legislature and of legislative commissions. It determines the medical, dental and hospital benefits for all employees and legislators.

The membership consists of the majority leader of the Senate, the president of the Senate, two senators appointed by the majority leader, the minority leader of the Senate, and one senator appointed by the minority leader; and the majority leader of the House, the speaker of the House, two representatives appointed by the speaker, the minority leader of the House and one representative appointed by the minority leader. The president of the Senate and the speaker of the House alternate annually as chair of the commission.

The commission is located in Room 85, State Office Bldg., St. Paul, MN 55155. Other staff are Sandra Gulbranson, accountant and Delores Stendahl, assistant accountant, 198 State Office Bldg., (612-296-8890).

### **Minnesota Academic Excellence Foundation Board of Directors**

*Minnesota Statutes* 121.612. See page 119.

### **Minnesota Amateur Sports Commission**

*Minnesota Statutes* 240A.02. See page 421.

### **Mississippi River Parkway Commission of Minnesota (612) 224-9903**

*Minnesota Statutes* 161.1419, subd. 2. **John F. Edman, director.** The Mississippi River Parkway Commission of Minnesota aids in the development of a scenic parkway and highway along the Mississippi River in Minnesota, and in the promotion of economic development opportunities along the Great River Road. The commission serves in an advisory capacity to review and approve Great River Road segment plans and development projects. The commission works with state and local agencies of the Inter-National Mississippi River Parkway Commission. The commission is composed of 10 members, of which three shall be members of the Senate to be appointed by the subcommittee on

committees of the Senate committee on rules and administration; three shall be members of the House of Representatives to be appointed by the speaker; one shall be appointed by the commissioner of transportation; one shall be appointed by the commissioner of natural resources; and one shall be appointed by the commissioner of trade and economic development. The tenth member is the secretary, appointed by the commission. Biennial reports are made to the Legislature. The commission is located in Suite 1513, Pioneer Building, 336 Robert St., St. Paul, MN 55101. See page 575.

### **Multistate Tax Compact Advisory Committee**

**Minnesota Statutes 290.173.** The committee considers the matters relating to recommendations of the Multistate Tax Commission (*Minnesota Statutes 290.171*) and the activities of its members. The commission exists to facilitate proper determination of state and local tax liability of multistate taxpayers, including the equitable apportionment of tax bases and settlement of apportionment disputes. It promotes uniformity or compatibility in significant components of tax systems, facilitates taxpayer convenience and compliance in the filing of tax returns and in other phases of tax administration, and works to avoid duplicative taxation. The advisory committee consists of the commissioner of revenue or an alternate designee, the attorney general or a designee, two members of the Senate appointed by the subcommittee on committees and two members of the House appointed by the speaker.

### **Senate Special Committee on Ethical Conduct**

**Senate Rule 75.** This special committee, consisting of four members, two from the majority and two from the minority, serves in an advisory capacity to a member or employee upon written request and shall issue recommendations to the member or employee.

A lobbyist may not appear before a senate committee pursuant to his or her employment unless he or she is in compliance with the law requiring lobbyist registration, *Minnesota Statutes*, sections 10A.03 to 10A.06. A lobbyist when appearing before a committee shall disclose to the committee those in whose interest he or she speaks and the purpose of his or her appearance. A lobbyist may not knowingly furnish false or misleading information or make a false or misleading statement that is relevant and material to a matter before the Senate or any of its committees when he or she knows or should know it will influence the judgment or action of the senate or any of its committees thereon. A lobbyist may not exert undue influence or expend improper sums of money in connection with any legislation.

The committee shall investigate a complaint by a member of the Senate in writing under oath received during a legislative session regarding improper conduct by a member or employee of the Senate or a lobbyist. The committee has the powers of a standing committee to issue subpoenas pursuant to *Minnesota Statutes*, section 3.153. In order to determine whether there is probable cause to believe that improper conduct has occurred, the committee may, by a vote of three of its members, conduct a preliminary inquiry in executive session to which the requirements of Senate Rule 58 do not apply. Upon a finding of probable cause, further proceedings on the complaint are open to the public. If, after investigation, the committee finds the complaint substantiated by the evidence, it shall recommend to the Senate appropriate disciplinary action.

### **State Council on Black Minnesotans**

**Minnesota Statutes 3.9225.** See page 81.

### **State Information Systems Advisory Task Force (612) 296-3862**

**Minnesota Statutes 16B.41.** The commissioner of administration appoints a state information systems advisory task force to help the department develop and coordinate a state information services master plan and make recommendations to the commissioner concerning the program, direction, and needs of the state's computerization effort. See also pages 16-17.

### **Legislative Commission on Child Protection**

**Minnesota Statutes 3.9227.** The commission, which was created by the 1990 Legislature, is charged with studying issues relating to child protection, and to make recommendations to



the Legislature on how to best achieve that end. The commission also makes recommendations on how to maximize the use of federal money for state child protection efforts. The commission reports its findings and makes recommendations to the Legislature by December 15 of each even-numbered year, beginning in 1992. The 10-member commission is composed of five members of the House appointed by the speaker and five members from the Senate appointed by the subcommittee on committees.

#### **Legislative Water Commission (612) 297-7905**

**Patricia Jensen, director. *Minnesota Statutes 3.887.*** The Legislative Water Commission, which was created by the 1989 Legislature, is charged with overseeing the implementation of the 1989 groundwater act. The commission is given primary responsibility for reviewing both ground water and surface water policy. It also reviews various programs of the Board of Water and Soil Resources, the Minnesota Pollution Control Agency, the departments of natural resources, agriculture, and health, and the University of Minnesota. In addition, the commission oversees the implementation and effects of sustainable agriculture in Minnesota and its impact on water and groundwater. It also reviews funding and implementation of the metropolitan water management act and the metropolitan surface water management act. The 10-member commission is composed of five members of the Senate appointed by the subcommittee on committees and five members of the House appointed by the speaker. The commission is in room 54, State Office Building, St. Paul, MN 55155.

#### **Legislative Commission on Children, Youth and Their Families**

***Laws of Minnesota 1991, chapter 265, Art. 8, Sec. 1.*** The Commission was created by the 1991 Legislature to study state policy and legislation affecting children, youth, and their families. The 16-member commission consists of eight members from the House appointed by the speaker and eight members from the Senate appointed by the subcommittee on committees. The membership must include members from the committees on health and human services, governmental operations, education, judiciary, and appropriations or finance. The commission is scheduled to expire June 30, 1994.

#### **Advisory Commission on Intergovernmental Relations**

***Laws of Minnesota 1991, Chapter 291, Art. 2, Sec. 1.*** By Feb. 1 of each year, the commission is to submit a report to the Legislature recommending formulas for how money in the local government trust fund is to be apportioned to cities, counties, special taxing districts, and towns. The 20-member commission is composed of five members of the House appointed by the speaker; five members of the Senate appointed by the subcommittee on committees, four city officials appointed by the governor from a slate of at least eight city officials submitted by the League of Minnesota Cities, three county officials appointed by the governor from a slate of at least six county officials submitted by the Association of Minnesota Counties, one town official appointed by the governor from a list of at least two submitted by the Minnesota Association of Township Officers; and two members of the executive branch appointed by the governor. Beginning July 1, 1992, the commission's membership is reduced to 14 members.

#### **Regent Candidate Advisory Council**

***Minnesota Statutes 137.0245.*** The 24-member regent candidate advisory council recruits, interviews, and recommends to the Legislature candidates for the University of Minnesota Board of Regents. Twelve members are appointed by the Senate's subcommittee on committees and 12 members are appointed by the speaker of the House. No more than one-third of the members appointed by each appointing authority may be current or former legislators. No more than two-thirds of the members appointed by each appointing authority may belong to the same political party. The council is staffed by the Legislative Coordinating Commission, which is in Room 85, State Office Building, St. Paul, MN 55155.

#### **Legislative Commission on Planning and Fiscal Policy**

***Minnesota Statutes 3.885.*** The commission, which was created by the 1987 Legislature, was created to provide the Legislature with a more in-depth analysis of projected state

revenue, state expenditures and state tax expenditures. The commission is composed of 18 members of the House and Senate who are appointed by the legislative coordinating commission.

### **Higher Education Candidate Advisory Council**

*Laws of Minnesota 1991, chapter 356, Art. 9, Sec. 3.* The council is to recruit, interview, and recommend candidates to the governor for appointment to the Higher Education Board which was also created by the 1991 Legislature. The 24-member council is composed of 12 members of the Senate appointed by the subcommittee on committees and 12 members of the House appointed by the speaker. No more than one-third of the members appointed by each appointing authority may be current or former legislators. No more than two-thirds of the members appointed by each appointing authority may belong to the same political party. The board will begin its work in 1993.

### **Task Force on Minerals**

*Laws of Minnesota 1989, chapter 335, Art. 1, Sec. 53, subd. 1.* The task force is to study issues relating to the environmentally sound development of the minerals industry. The 10-member task force consists of five members of the Senate, including members of the minority caucus, appointed by the subcommittee on committees, and five House members, including those from the minority caucus, appointed by the speaker. The task force must submit a report to the Legislature by Jan. 15, 1993 (*Laws of Minnesota 1991, chapter 253*); the task force is scheduled to expire June 30, 1993.

### **State Advisory Council on Airport Planning**

*Laws of Minnesota 1989, chapter 279, Sec. 7.* The advisory council was established to provide a forum to advise the Legislature about reports prepared for the Legislature by the Metropolitan Council and the Metropolitan Airports Commission. The six-member council consists of three members of the Senate appointed by the subcommittee on committees and three House members appointed by the speaker.

### **World Trade Center Board**

*Minnesota Statutes 44A.01.* See page 461.

### **Election Information**

(Please note that all of these dates are based on current statutes and are subject to change by the Legislature. For more information call the Election Division, Office of the Secretary of State (612) 296-2805, or see page 409.)

**Party Caucuses:** Tuesday, 3 March, 1992, 7:30 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. For 1994, the first Tuesday after the first Monday in March.

**Filing for Offices:** Opens Tuesday, 7 July, 1992 and closes Tuesday, 21 July, 1992 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. For 1994, the first to third Tuesdays in July.

**Presidential Primary Election:** Tuesday, 7 April, 1992. The first Tuesday in April of each year thereafter in which the United States president and vice president are elected. Filing period opens 17 December, 1991, and closes 31 December, 1991. (**Note:** There is likely to be a proposal before the 1992 Legislature to cancel the presidential primary.)

**Primary Election:** Tuesday, 15 September, 1992. For 1994, the second Tuesday in September.

**General Election:** Tuesday, 3 November, 1992. For 1994, the first Tuesday after the first Monday in November. 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.

## Minnesota's United States Senators

**Senator Paul Wellstone (DFL)**, 702 Hart Senate Office Building, Washington, D.C. 20510, (202) 224-5641. In Minnesota: Court International Bldg., Room 100 North, 2550 University Avenue, St. Paul, MN 55114 (612) 645-0323. Term expires January 1997.

**Senator Dave Durenburger (IR)**, 154 Russell Senate Office Bldg., Washington, D.C. 20510, (202) 224-3244. In Minnesota: 1020 Plymouth Bldg., 12 S. 6th St, Mpls., MN 55402, (612) 370-3382. Term expires January 1995.

## Minnesota's Representatives in the United States Congress

### First District: Timothy J. Penny (DFL)

436 Cannon House Office Bldg.  
Washington, D.C. 20515  
(202) 225-2472

#### In Minnesota:

Park Towers  
22 N. Broadway  
Rochester, MN 55906  
(507) 281-6053  
(507) 281-6025

### Second District: Vin Weber (IR)

106 Cannon House Office Bldg.  
Washington, D.C. 20515  
(202) 225-2331

#### In Minnesota:

Box 279  
New Ulm, MN 56073  
(507) 354-6400

### Third District: Jim Ramstad (IR)

504 Cannon House Office Bldg.  
Washington, D.C. 20515  
(202) 225-2871

#### In Minnesota:

8120 Penn Avenue So.  
Suite #152  
Bloomington, MN 55431  
(612) 881-4600

### Fourth District: Bruce F Vento (DFL)

2304 Rayburn Office Bldg.  
Washington, D. C. 20515  
(202) 225-6631

#### In Minnesota:

727 Galtier Plaza  
Box 100  
175 5th St. E.  
St. Paul, MN 55101  
(612) 224-4503

### Fifth District: Martin Olav Sabo (DFL)

2201 Rayburn House Office Bldg.  
Washington, D.C. 20515  
(202) 225-4755

#### In Minnesota:

462 Federal Courts Bldg.  
110 S. 4th St.  
Minneapolis, MN 55401  
(612) 348-1649

### Sixth District: Gerry Sikorski (DFL)

403 Cannon House Office Bldg.  
Washington, D.C. 20515  
(202) 225-2271

#### In Minnesota:

Suite 414  
277 Coon Rapids Blvd. N.W.  
Coon Rapids, MN 55433  
(612) 780-5801

### Seventh District: Collin Peterson (DFL)

1725 Longworth House Office Bldg.  
Washington, D.C. 20515  
(202) 225-2164

#### In Minnesota:

714 Lake Avenue  
Suite 107  
Detroit Lakes, MN 56501  
(218) 847-3481  
(218) 847-5056

### Eighth District: James L. Oberstar (DFL)

2209 Rayburn House Office Bldg.  
Washington, D.C. 20515  
(202) 225-6211

#### In Minnesota:

231 Federal Bldg.  
Duluth, MN 55802  
(218) 727-7474

**President of the United States**

**George H.W. Bush**, 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 which is billed to the caller's monthly telephone service charge).

**Iowa's United States Senators:** **Charles E. Grassley**, 135 Hart Senate Office Bldg., Washington, D.C. 20510-1501, (202) 224-3744; and **Tom Harkin**, 531 Hart Senate Office Bldg., Washington, D.C. 20510-1502, (202) 224-3254.

**North Dakota's United States Senators:** **Quentin N. Burdick**, 511 Hart Senate Office Bldg., Washington, D.C. 20510-3402, (202) 224-2551; and **Kent Conrad**, 724 Hart Senate Office Bldg., Washington, D.C. 20510-3401, (202) 224-2043.

**South Dakota's United States Senators:** **Larry Pressler**, 133 Hart Senate Office Bldg., Washington, D.C. 20510-4102, (202) 224-5842; and **Thomas A. Daschel**, 317 Hart Senate Office Bldg., Washington, D.C. 20510-4101, (202) 224-2321.

**Wisconsin's United States Senators:** **Herb Kohl**, 330 Hart Senate Office Bldg., Washington, D.C. 20510-4902, (202) 224-5653; and **Bob Kasten**, 110 Hart Senate Office Bldg., Washington, D.C. 20510-4901, (202) 224-5323.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Compensation Council**, Legislative Coordinating Commission, Room 85, State Office Bldg., St. Paul 55155. (612) 297-3697. *Minnesota Statutes 15A.082, Subdivision 3.*

**Appointing Authority:** Governor. **Compensation:** \$55 per diem. The council is created in even numbered years to assist the legislature in establishing the compensation of constitutional officers, legislators, supreme court justices, court of appeals judges, and trial court judges. The governor appoints one member from each congressional district of whom no more than four may belong to the same political party. The chief justice of the supreme court appoints two non-judges and the legislature appoints six members. Appointments must be made by October 1 in the even numbered year. Recommendations by the council must be made to the legislature by April 1 in the odd-numbered years.

**Environmental Trust Fund Citizens' Advisory Committee**, 65 State Office Bldg., St. Paul 55155. (612) 296-0059. *Minnesota Statutes 116P.06.*

**Appointing Authority:** Governor, with advice and consent of senate. **Compensation:** \$55 per diem plus expenses. The committee advises the Legislative Commission on Minnesota Resources on planning for expenditures from the Environment and Natural Resources Trust Fund. The committee consists of fourteen citizen members, including twelve members appointed by the governor (at least one from each congressional district) and one member appointed by the speaker of the house and one member appointed by the senate majority leader. Initial appointments were not made under the Open Appointments process. Meetings held as needed.

**Great Lakes Commission**, c/o Henry Hanka, 1200 Port Terminal Dr., Duluth 55802. (218) 727-8525.

**Appointing Authority:** Governor. **Compensation:** None. The commission promotes development, use and conservation of the water resources of the Great Lakes Basin. The commission consists of five members including one member appointed by the governor and two senators and two representatives appointed by the legislature. Two national meetings per year. State meetings at the call of the chair.

**Mississippi River Parkway Commission**, 336 Robert St., Suite 1513 Pioneer Bldg., St. Paul 55101. (612) 224-9903. *Minnesota Statutes 161.1419.*

**Appointing Authority:** Commissioners, Natural Resources/Transportation/Trade & Econ. Dev. **Compensation:** \$55 per diem public members. The commission works with federal, state and local agencies and the Interstate Mississippi River Commission on planning, construction and maintenance of the Great River Road scenic parkway and promotion of tourism along the Mississippi River. The commission consists of ten members, including three senators, three representatives, one member appointed by the commissioner of Transportation, one member appointed by the commissioner of Natural Resources, one member appointed by the commissioner of Trade and Economic Development and a tenth member appointed by the Mississippi River Parkway Commission. Quarterly meetings.

# Minnesota Judicial System

Article Six of the Minnesota Constitution establishes the judicial branch which serves as the final upholder of the constitution of the state and the nation. The judicial branch is responsible for interpreting the laws and cases that are brought before it and must be certain that challenged laws do not violate the constitution.

In Minnesota there are several different levels of courts. What distinguishes one court from another are the types of cases that can be heard by a judge of that court. This is called the court's jurisdiction. Under a progressive new law, judges from one court level can be assigned cases from another level to reduce delay and court backlog.

## Conciliation Court

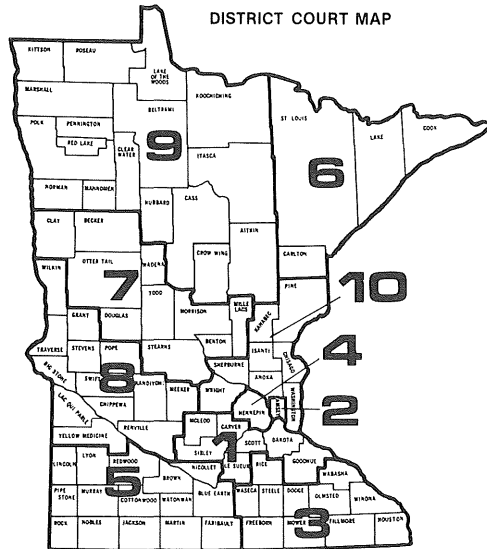
The court with the most limited jurisdiction in Minnesota is conciliation court, sometimes called "the people's court" and known in other states as "small claims" court. Conciliation court is where civil matters in amounts up to \$4,000 can be heard. Each county has a conciliation court division of the district court, except in Hennepin and Ramsey Counties where it is a separate court. In 1989 over 88,504 cases were filed 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, and less structured, making it easier for people to present their own cases.

A conciliation court claim is not difficult to file, and there are some basic rules that ease the path. Before filing a conciliation court suit, people should first attempt to settle the problem. Negotiating can save everybody time, money, and personal energy. It can also bring a successful resolution to the problem.

If a matter can't be resolved, the next step is to file the claim. Claim forms are available at the courthouse or can be obtained by mail. Before filling out the claim, certain information should be gathered: 1) The exact name of the other party; 2) The other party's address; 3) A short statement about the problem; 4) The dates, times, and locations involved in the problem situation; and 5) The amount of damages caused.

The court administrator can be quite helpful in assisting people in filling out conciliation court claims.



The completed conciliation court claim is generally mailed to the person being sued, and court hearing is set, usually within a month or six weeks. The person who has been sued has the opportunity to bring a counterclaim, that is, sue the original party for any damages that the original caused. This must be done by a form completed at least five days before the scheduled hearing.

The hearing is the most important part of the case. While judges in conciliation court do not demand strict adherence to the rules of court in evidence, each side must be prepared to prove its claims. There is, in fact, no substitute for preparation for a conciliation court hearing.

Preparation consists of determining the essential facts and gathering the evidence to prove them. The first step in preparation is to write down what happened and what damages occurred. This information should be consolidated into a few short statements. Next, anything that can be shown in court to prove these statements should be collected. Are there documents, such as, receipts, leases, bills, contracts or letters? Are there photographs or actual items that can be taken to court? Are there witnesses, either a person who observed the incident or someone who knew the circumstances before and after? Can you show the costs of damages with an estimate for repairs or a cancelled check?

Judges and referees who hear conciliation court cases emphasize that all too often people fail to bring relevant evidence with them to court. This failure may cause them to lose.

Once in court, the person filing the claim will speak first. The person being sued will then have an opportunity to present his or her point of view. But whichever side, speaking clearly and to the point is the real key. In court, a person should be calm, organized, and assertive, but never argumentative with the judge or the other party.

Decisions from conciliation court are usually sent in the mail a few days after the hearing. Someone who loses in conciliation court can appeal if he or she is dissatisfied with the decision, but only by acting promptly. The appeal period ends 20 days after the decision is reached. Preparing an appeal is more difficult than filing the initial conciliation court claim, and often an attorney is needed at this stage. If appealed, the case proceeds if there had been no decision in conciliation court. Once filed in district court the case is treated as a civil case and is heard by a judge or referee.

## **District Court**

The district court in Minnesota is the trial court of general jurisdiction. The district court gets its name from the 10 judicial districts that divide the state. Each judicial district comprises one to 17 counties. The district court hears all civil, criminal, family, juvenile, traffic and ordinance violations matters.

Judges are appointed by the governor and later 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 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

The court of appeals has jurisdiction over all appeals from trial courts except conciliation court and individuals convicted of first degree murder. The court of appeals also hears appeals from the commissioner of economic security and various administrative agencies. The court is located in the Minnesota Judicial Center in St. Paul, although the judges travel throughout the state to hear appeals in the district in which they arose. All appeals are heard by a panel of three judges. Membership on each panel rotates. Most decisions of the court of appeals must be in writing and must be given within 90 days after oral argument or the briefs are filed, whichever happens last.

A case gets to the court of appeals when there is an unhappy litigant (a party to a law suit) who is dissatisfied with the decision of a lower court. Cases never begin in the court of appeals, but they will often end there. There must be some legal basis for the appeal. The basis might be that a judge made an error in interpreting the law, that the law violates the constitution, or that proper procedures were not followed.

The handling of a case before a court of appeals is different than of trial courts in the state. There are, for example, no witnesses, no juries, no evidence and no trials. Instead of one judge there is a panel of three or more judges. If an oral hearing is granted (some cases are decided on the lawyer's written briefs only) the attorneys are limited in their arguments to persuade the court. Oral arguments are heard Monday through Thursday mornings starting at 9:30 a.m. in court room 100 and court room 200 of the Minnesota Judicial Center.

Court of appeals decisions may be appealed to the Minnesota Supreme Court.

Judges of the court of appeals are elected statewide to a six-year term. Eight of the 16 judges sitting on the court of appeals must be a resident of each of the eight congressional districts. The others serve at-large. Vacancies are filled by governor's appointment and judges run for election every six years.

## Supreme Court

Minnesota Supreme Court is the highest court in the state. The court hears appeals of cases from the court of appeals and 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 ensure that the constitution is upheld in cases brought before it.

The decisions of the supreme court sometimes only affect those people involved in the law suit. But, as often happens, the court's orders may touch the lives of many citizens in the state. For example, the supreme court made a ruling on wild and scenic rivers, important to environmentalists, campers, canoers, and also to property owners. The court upheld a challenged state law that prevented certain owners of riverfront property from cutting trees or building too close to the water in order to preserve the river's natural beauty. This and other decisions of the supreme court serve as a model for all future cases in the state and must be followed under a rule of precedent.

There are no witnesses, no juries, no evidence and no trials in the handling of a case before the supreme court. Instead of one judge, there are seven justices.

All of the decisions of the supreme court are written. A justice is assigned to write the opinion of the court, explaining the legal basis, and other justices review it and make revisions. This process takes from one to six months. The opinion is then released and printed immediately in a legal newspaper. Later the decisions are bound in books for law libraries.

Minnesota Supreme Court opinions can be appealed only to the United States Supreme Court, and then only if a matter of the United States Constitution is involved. Each year less than a half dozen Minnesota cases reach that stage.

Minnesota's six associate justices and one chief justice also are charged with other duties. The supreme court supervises and coordinates the work of the state's courts. Under their auspices comes a host of judiciary functions, from overseeing the processing of cases and making rules for the courts, to admitting applicants to the practice of law and disciplining lawyers and judges. The supreme court is located at 225 Minnesota Judicial Center, St. Paul, 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 argument. The court has a commissioner's office which is responsible for the preparation of "special term" matters (extraordinary and emergency appeals, matters usually not heard in open court) and most cases processed without an oral hearing.

Under the law, a candidate seeking election to the supreme court must specify that the candidate is filing for a specific justice's office. The justices are elected to six-year terms on a non-partisan ballot. Vacancies during a term on the court are filled by governor's appointment.

The supreme court usually meets in the morning at 9:00 a.m. September through May and generally does not hear cases on Fridays. Cases are heard in the State Capitol Courtroom or in Courtroom 300 of the Minnesota Judicial Center. Public seating in the supreme court chambers is available for about 36 people. 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 assists the court in carrying out its responsibility for the administration of all courts in the state. Included within the scope of these administrative responsibilities are budget, facilities management, legislation, caseload management, personnel, continuing education, operations research, records management, information systems, planning and research.

Each judicial district has a district administrator and these individuals work in conjunction with the state court administrator for the improved management and planning of the courts. For information or assistance contact the Office of the State Court Administrator at 135 Minnesota Judicial Center, St. Paul, 55155.

### **Administrative Services (612) 297-7800**

**Judith L. Rehak, director.** This division provides technical support to the supreme court, court of appeals, trial courts, court offices and boards in the areas of budget, personnel, space management, and education. The office is located at 135E Minnesota Judicial Center, St. Paul, 55155.

### **Continuing Education for State Court Personnel (612) 297-7590**

**June Cicero, director.** The office conducts orientation and instruction courses and in-service training for judges, court administrators and deputies, district administrators, probate registrars, court reporters, bailiffs, and state court administration staff. The office administers the Minnesota Supreme Court's mandatory judicial education requirement, the court support personnel education requirement and the family mediation training certification requirement. The office is located at 140 Minnesota Judicial Center, St. Paul, 55155.

### **Information Systems Office (612) 297-7636**

**Dale W. Good, director.** This division has two primary functions: the improvement of the accuracy, efficiency, accessibility, security and standardization of court recordkeeping, and the collection of timely and accurate information on the operations of the court system. The Information Systems Office operates the State Judicial Information System (SJIS) which



provides a complete inventory of all cases processed in Minnesota's trial courts and the Trial Court Information System (TCIS) which provides a comprehensive, on-line recordkeeping system for the trial and appellate courts of the state. Offices are located at 145 Minnesota Judicial Center, St. Paul, 55155.

**Research & Planning (612) 297-7579**

**Janet K. Marshall, planning director; Wayne Kobbervig, research director.** The planning division is responsible for undertaking general legal and operation research concerning significant judicial administration issues and developing recommendations for action. A Judges' Criminal Benchbook has been produced by staff and yearly updates are prepared. Staff is also responsible for monitoring court-related legislation and conducting various studies at the request of the legislature, the Supreme Court and the trial courts. The research division is involved in statistical research and analysis of the caseloads of the courts in the state. It is also responsible for performing the weighted caseload analysis, an empirical measure of the number of judges needed to handle the court caseload in the state and for updating this information on an annual basis. The office is located at 120 Minnesota Judicial Center, St. Paul, 55155.

**Judicial Advisory Service (612) 297-7582**

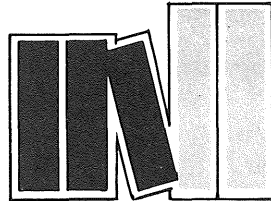
**Steve Forestell, director.** The office provides a centralized law clerk service to trial court judges. The staff conducts specific research for judges in these courts and prepares written memorandums for use in their opinions. The office is located at 120 Minnesota Judicial Center, St. Paul, 55155.

**Minnesota State Law Library**

**Minnesota Judicial Center (612) 296-2775  
25 Constitution Avenue, St. Paul, MN 55155  
St. Paul, MN 55155**

**Marvin R. Anderson, State Law Librarian**

**Minnesota Statutes, Section 480.09**



The Minnesota State Law Library (MSLL) is the oldest continuing library in the state of Minnesota and also one of the state's oldest institutions. In fact, the library and the Territory of Minnesota were created by the same act of Congress on March 3, 1849. Section 17 of the act provided a \$5000 appropriation for the library to be located in the Territorial capitol. Since the library was established, it has been located in a log tavern, a hotel, a market. It has suffered three major fires and two large floods. As the library has gone from location to location, it has progressed from a small candlelit room with one table to a modern efficient legal library occupying more than 36,000 square feet.

The State Law Library exists to meet the legal research needs of the judicial branch, other agencies of government, and the legal profession, as well as the public. A division of the Supreme Court, the library has an estimated 220,000 volumes, and its services are available to anyone doing legal research. This does include the general public.

The collection of library materials includes briefs and transcripts from Minnesota's appellate courts; law reports and statutory materials from all fifty states; federal and state court digests; federal statutes, regulations and reports; administrative reports; encyclopedias; legal texts and periodicals; looseleaf services; and form books. The library is also a depository of Minnesota documents (on microfiche) and is a selective depository of federal documents. As such, it contains recent federal House and Senate bills, hearings, and documents, as well as other government publications related to law.

Reference assistance is available during all hours the library is open; copy machines are also available for patron use. Many library materials circulate to attorneys, government employees, and state court personnel, as well as to the public (\$25 check deposit required). For more information concerning circulation of library materials, contact 296-2775. For reference assistance contact 297-7651.

**Library hours are as follows: Monday-Friday 8:30-5:00.**

The program and services of the library are designed to assist those in need of legal research and/or materials. One program, the CALR (computer-assisted legal research) service provides users access to Westlaw, an on-line database of federal and state court opinions and statutes. Contact the CALR service at 297-4050 for more information. The library also operates a shared government documents program, whereby the State Law Library, as a federal depository, selects items for use at other state agency libraries. The library also makes its collection of appellate court briefs available to other libraries through a cooperative project in which the briefs are prepared and distributed in microfiche format. For information on the briefs or documents contact the Head of Technical Services at 297-2089.

The library advises and assists county law libraries in the state according to *Minnesota Statutes* 134A.16. MSLL will also provide county law libraries with personnel training, cataloging, on-site consultations, and other services on a cost recovery basis. The library promotes equal access to legal resources for all Minnesota citizens in cooperation with all types of libraries. A bimonthly CLLP Bulletin contains notices and articles of interest to county law library managers. Under a contract with the Department of Corrections, the library provides legal reference services to the five adult correctional facilities in Minnesota. For further information on these programs, contact the Head of Public Services at 296-2775.

**State Board of Law Examiners (612) 297-1800**

**Margaret Fuller Corneille, director.** The Board of Law Examiners is responsible for the screening of all applicants for admission to the practice of law in Minnesota. The board prepares the bar examination, 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. Timely filing expires on November 15 for the February exam, and on April 15 for the July exam. An application submitted after timely filing date, but on or before January 15 for the February exam, or June 1, for the July exam shall be included for a fee of \$350.00.

An applicant who has previously been unsuccessful on the examination and filing on or before December 15 for the February examination or May 15 for the July examination, shall include a fee of \$300.00 and comply with Rule 100E and Rule 101C(5).

Attorneys admitted in other states desiring admission in Minnesota either by examination or on motion, if admitted more than 6 months must pay \$600.00. 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. 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. One W. Water St., Suite 250, St. Paul, MN 55107.

**State Board of Continuing Legal Education (612) 297-1800**

**Margaret Fuller Corneille, director.** The office was established in 1975 and approves programs for attorneys to meet their continuing legal education requirements as set by the supreme court. All lawyers in Minnesota holding an active license have to maintain 45 hours of continuing legal education every three years and report compliance to the board. The office monitors this activity and submits an annual report to the supreme court concerning reporting procedures, etc.

The 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 One W. Water St., Suite 250, St. Paul, MN 55107.

### **Lawyers Professional Responsibility Board (612) 296-3952**

**William J. Wernz, 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. The director can dismiss the complaint or impose private discipline.

If the director determines that public disciplinary action is appropriate, the case is first submitted to the board which may 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 13 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, 520 Lafayette Road, 1st Floor, St. Paul, MN 55155.

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**Board on Judicial Standards,** 2025 Centre Pointe Blvd., Suite 420, Mendota Heights 55120. (612) 296-3999. *Minnesota Statutes 490.15.*

**Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem. The board investigates allegations of misconduct by Minnesota judges and referees and recommends judicial discipline to the supreme court, including censure, suspension, retirement or removal of judges. The board consists of ten members, including one judge of the court of appeals, three trial judges, two lawyers with ten years experience in the state, and four public members. Senate confirmation is not required for the judicial members. Monthly meetings.

### **State Public Defender (612) 625-5008**

**John Stuart, state public defender.** The Minnesota Public Defender provides legal representation without charge to all indigent clients in criminal cases involving appeals to the Minnesota Court of Appeals and the Minnesota Supreme Court, post conviction proceedings in the district courts throughout the state, appeals to the Minnesota Court of Appeals and the Minnesota Supreme Court from unsuccessful post conviction proceedings and in juvenile and adult parole revocation proceedings.

The State 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 State Public Defender represents inmates in prison disciplinary hearings involving claimed violations of one or more of the sixty or so institutional rules and regulations. This in-prison disciplinary hearing division is known as the Legal Advocacy Project (L.A.P.).

The State Public Defender is also responsible for supervising the trial court district public defenders. The district public defender's office is responsible for providing legal services to indigent persons accused of committing a felony or gross misdemeanor crime. In the Second, Third, Fourth, Sixth and Eighth judicial districts, the office also handles minor criminal and juvenile cases for indigent persons. In the five remaining districts, attorneys are appointed as each of these case types arise.

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.

### 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, or 500 Laurel Avenue, St. Paul, MN 55103, (612) 4703, or
- Dakota Co. Juvenile Office, 1068 South Robert Street, West St. Paul, MN 55118, (612) 455-0472
- Leech Lake Reservation Criminal and Juvenile Defense Corporation, P.O. Box 308, Cass Lake, MN 56633, (218) 335-2207
- White Earth Reservation Criminal and Juvenile Defense Corporation, Box 342, Mahanomen, MN 56557, (218) 939-2215
- Duluth Indian Legal Services, 217 North 4th Avenue West, Duluth, MN 55806, (218) 727-2881

**Citizen Participation and Appointment to Multimember Agencies:** *Minnesota Statutes*, Sections 15.014 and 15.0575-.066. For more information on citizen participation and appointment, see pages 2 and 409.

**State Board of Public Defense**, 625 4th Ave. S., Lutheran Brotherhood Building, Suite 1425, Minneapolis 55415. (612) 349-2565. *Minnesota Statutes 611.215.*

**Appointing Authority:** Governor. Supreme Court. **Compensation:** \$55 per diem and expenses reimbursed. The board provides policy and implements standards for all public defender organizations throughout the state, handles appointment and administration of the state public defender and all judicial district public defenders, and oversees five public defense corporations serving primarily minority indigent clients. The seven member board consists of two public members appointed by the governor; four attorneys acquainted with defense of persons accused of a crime, but not employed as prosecutors, and a district court judge appointed by the supreme court.

# State Employee Bargaining Representatives (Unions)

## Representatives of Associations and Unions Representing State Employees

Unit	Association or Union	Representative	Address & Phone Number
#1 Law Enforcement	MN State Patrol Troopers Assn. MN Bureau of Criminal Apprehension Agents Assn. MN Conservation Officers Assn.	Tim Shanley President	1246 University Avenue St. Paul, MN 55104 (612) 642-0648
#2 Craft, Maintenance and Labor	MN State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Executive Director	265 Lafayette Road South St. Paul, MN 55107-1683 (612) 291-1020
#3 Service	MN State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Executive Director	265 Lafayette Road South St. Paul, MN 55107-1683 (612) 291-1020
#4 Health Care Non-Professional	MN State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Executive Director	265 Lafayette Road South St. Paul, MN 55107-1683 (612) 291-1020
#5 Health Care Professional	MN Nurses Assn.	Robert Wiesner Staff Specialist Labor Relations	1295 Bandana Blvd. North Suite 140, St. Paul, MN 55108-5115 (612) 646-4807
#6 Clerical-Office	MN State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Executive Director	265 Lafayette Road South St. Paul, MN 55107-1683 (612) 291-1020
#7 Technical	MN State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Executive Director	265 Lafayette Road South St. Paul, MN 55107-1683 (612) 291-1020
#8 Correctional Counselor	MN State Employees Union, AFSCME, Council No. 6, AFL-CIO	Peter Benner Executive Director	265 Lafayette Road South St. Paul, MN 55107-1683 (612) 291-1020
#9 State University Instructional	Inter-Faculty Organization	Mary Hickerson President	555 Park Street Suite 410 St. Paul, MN 55103 (612) 227-8442; (800) 325-9644
#10 Community College Instructional	Community College Faculty MN Education Assn.	Larry Litecky President	165 Western Avenue St. Paul, MN 55102 (612) 227-7244
#11 State University Administrative	MN State University Assn. of Administrative and Service Faculty/Teamsters Local No. 320	Jack Mogelson Business Representative	3001 University Avenue SE Minneapolis, MN 55414 (612) 331-3873
#12 Professional Engineering	MN Government Engineers Council	Claudia Dieter Executive Director	525 Park Street Suite 208 St. Paul, MN 55103 (612) 227-2316
#14 General Professional	MN Association of Professional Employees	Robin PanLener President	411 Main Street, Room 400 St. Paul, MN 55102-1049 (612) 227-6457
#15 Professional State Residential Instructional	State Residential Schools Education Assn. (affiliated with MN Education Assn.)	Bob Idso President	Rt. 1, Box 120 St. Peter, MN 56082 (507) 931-7100
#16 Supervisory	Middle Management Assn.	Gary Denault Executive Director	525 Park Street Suite 333 St. Paul, MN 55103 (612) 222-3811

## **American Federation of State, County and Municipal Employees, AFSCME Council 6**

265 Lafayette Road South, St. Paul, MN 55107-1683

(612) 291-1020; FAX (612) 291-0045

**H. Glen Littler, president; Peter Benner, executive director**

AFSCME Council 6 represents 23,000 state and university employees in 64 local unions. Included are employees of six state units: Craft, Maintenance and Labor Service, Health Care Non-Professional, Clerical, Technical employees and Correctional Counselors. The Council also represents 800 Local 1164, University of Minnesota Hospitals employees as well as 3,000 University of Minnesota clerical workers who voted for AFSCME representation in February of 1991.

The Council is led by a president and executive director. In addition there are two assistant directors, 23 field staff and 8 office staff. Council 6 is affiliated with AFSCME International union representing over 1,300,000 public employees nationwide.

For the past 45 years, the Council has worked to promote economic security, dignity, fairness and political clout for state and university employees. Every two years the Council and the State negotiate wages, health insurance benefits including dependent coverage, working conditions and contract language. Throughout the year, local stewards, members and AFSCME staff work to protect the rights of members by enforcing the contract through labor/management committees, grievances and arbitrations.

In conjunction with the International union, the Council provides educational opportunities for all members including: steward training, treasurer's workshops, leadership training, political action workshops and health and safety training. The Council also provides specific intensive training as needed when new laws are passed. One example is a package of video, cassette and printed material developed for those required to take the Commercial Vehicle Drivers' License exam.

PEOPLE is AFSCME's national political action committee with contributions used to support local, state and national candidates. Council 6 has a particularly active grassroots lobbying network of over 200 members as well as two paid full-time lobbyists. The Minnesota PEOPLE committee screens and endorses candidates who support public employees. This is an essential part of the union's work because public employees, in essence, elect their own bosses.

## **Inter Faculty Organization**

555 Park Street, Suite 410, St. Paul, MN 55103

Phones: (612) 227-8442; 800-325-9644; FAX (612) 227-0505

**Mary Hickerson, president (term ends 8/31/92)**

The Inter Faculty Organization (IFO) is the labor organization which represents the 2,700 faculty members in the Minnesota State Universities: Bemidji State University, Mankato State University, Metropolitan State University (Minneapolis/St. Paul), Moorhead State University, St. Cloud State University, Southwest State University (Marshall), Winona State University, and Minnesota State University-Akita Campus in Yuwa, Japan. The Inter Faculty Organization conducts collective bargaining on behalf of faculty with the State University System, lobbies in the legislature on higher education funding and issues, and processes grievances and arbitrations arising from the faculty contract with the State University System.

IFO has a full-time faculty president (current term ends 8/31/92), and five full-time staff members, including Directors of Labor Relations, Government Relations, and Academic Affairs; Executive Assistant to the President; and Secretary. The chief policy-making body is the Delegate Assembly, which meets in even-numbered years. In the interim, the IFO Board of Directors, a body of twenty-three members plus the President, is responsible for the operations of the organization.

IFO was established in 1938, and in 1975 was duly elected as the exclusive bargaining agent for the faculty in the State University System. Between 1975 and 1990, IFO was

affiliated with the National Education Association, and since 1990 has been an independent organization.

IFO focuses its efforts on faculty rights, including academic freedom; participation in university governance; retention, promotion, and tenure procedures; and traditional economic issues.

Membership dues are deducted annually in 14 equal payments beginning in November; fair share fees are 85% of the membership dues. Membership dues and fair share fees are established annually by the IFO Board of Directors and are deducted automatically through the state payroll system.

## **Middle Management Association**

525 Park Street, Suite 333, St. Paul, MN 55103

**Gary S. Denault, executive director, (612) 222-3811**

**Toll-free WATS Line: 1-800-642-2372; FAX: (612) 222-3954**

Middle Management is a labor union representing over 2,800 supervisory employees that are employed in all state departments and agencies.

Middle Management is the exclusive bargaining representative for these 2,800 supervisory employees and bargains a biennial agreement for supervisory employees that covers both wages and terms and conditions of employment.

Middle Management Association is also active in the legislative process both initiating and influencing legislation that effects supervisory employees.

Middle Management Association staff consists of an Executive Director, Business Representative and Administrative Secretary.

Dues are currently \$7.00 per pay period for full Association members and \$5.95 for fair share members.

Currently (Fall, 1991) over 83% of supervisors in Middle Management Association are full dues payers of Middle Management Association.

## **Minnesota Association of Professional Employees (MAPE)**

411 Main Street, Suite 401, St. Paul, MN 55102-1049

**Robin PanLener, president (612) 227-6457; Toll-free: 1-800-652-9721;**

**Hot-line: (612) 227-4850; FAX: (612) 227-5612**

Established in 1980, MAPE is the elected representative of bargaining unit 214, the general professional unit of state employees. With a current membership of over 6,800 professionals in over 400 occupations, MAPE's goals are to: represent professional employees regarding terms and conditions of employment, advocate for MAPE's interest at the state legislature, and promote the welfare of all MAPE members.

The association's full-time staff includes: business representatives, an attorney, a central office support staff, a lobbyist, and a full-time president elected by the members of MAPE.

MAPE negotiates a contract for professionals every biennium and processes grievances regarding terms and conditions of employment. MAPE engages in legislative lobbying to protect the rights of its members and to monitor the state budgetary and legislative process. Its political action committee screens and endorses candidates for state office.

The contributions and skills of professional employees are recognized in *Minnesota Statutes* 179A.08, subd 1: "The legislature recognizes that professional employees possess knowledge, expertise, and dedication which is helpful and necessary to the operation and quality of public services and which may assist public employers in developing their policies. It is, therefore, the policy of this state to encourage close cooperation between public employers and professional employees by providing for discussions and mutual exchange of ideas regarding all matters that are not terms and conditions of employment."

Departmental "Meet and Confer" teams are organized, supported and supervised by MAPE to bring each agency's professional staff and management teams together on a quarterly basis.

Dues for full membership is currently set at \$7.25 per pay period and \$6.16 for "fair-share" members who are represented by the association but who do not have voting or participatory rights. Dues are automatically deducted from employees' paychecks. Call for more information.

## **Minnesota Community College Faculty Association (MCCFA)**

**165 Western Avenue North, Blair Arcade, St. Paul, MN 55102**

**Larry Litecky, President (612) 227-7244**

MCCFA is the elected representative of bargaining unit #10, the community college instructional of state employees. With a current membership of over 2,500 faculty in Minnesota's community colleges, MCCFA's goals are to: represent professional employees regarding terms and conditions of employment, advocate for MCCFA's interest at the state legislature, and promote the welfare of all MCCFA members.

The association's full-time staff includes a director of labor relations, office support and managerial staff, a lobbyist, and a full-time president elected by the members of MCCFA.

MCCFA is an affiliate of the Minnesota Education Association/National Education Association (MEA/NEA); as such, there is access to the staff services of those organizations.

Established in 1973, MCCFA handles contract negotiations every biennium and year round grievance processing whenever a possible violation of the terms and conditions of the contract is alleged or unreasonable work rules or unfair disciplinary procedures arise. MCCFA engages in legislative lobbying to protect the rights of its members and to monitor the state budgetary and legislative processes.

MCCFA represents community college faculty and their interests through local chapters on the 21 individual college campus locations in the state. Faculty conduct "meet and confer" sessions on the campuses to handle curricular issues, student affairs, fiscal questions, facilities, general matters, and a variety of other concerns. Similar topics are also treated at a statewide level in the "meet and confer" committee.

Dues for full membership is currently set at \$18.88 per pay period, and \$15.61 for "fair share" members who are represented by the association but who do not have voting or participatory rights. Dues are automatically deducted from employees' paychecks. Call for more information.

## **Minnesota Government Engineers Council (MGEC)**

**525 Park Street, Suite 208, St. Paul, MN 55103**

**Bob Winter, president; Claudia Dieter, executive director (612) 227-2316**

The Minnesota Government Engineers Council (MGEC) was formed in 1968 in order to provide certain services for Professional Engineers in government. The Minnesota Society of Professional Engineers (MSPE) was instrumental in the formation of MGEC and since that time there has been a close working relationship between MGEC and MSPE.

Initially MGEC was a voluntary professional association of Professional Engineers who worked for the Highway and Aeronautics Department of the State of Minnesota and the Hennepin County Highway Department. Both groups of employees were on a meet and confer basis with their respective employers and MGEC provided the informal representation for them. Professional Engineers in other departments of State government also voluntarily associated with MGEC.

In 1979 a number of significant changes took place. The Professional Engineers who worked for the State Department of Transportation (formerly the Highway and Aeronautics Departments) combined with the Principal Highway Technician Society and together they changed from an informal meet and confer status with the Department of Transportation to a meet and negotiate status. Their first contract was negotiated in the Spring of 1979 and became effective as of July 1, 1979 for a two year period.



During the 1980 Legislative Session the Legislative Commission on Employee Relations (LCER) reorganized all State Employees into sixteen separate bargaining units. Through the dedicated efforts of MGEC volunteers, one of these units (Unit #12) was made up exclusively of Professional Engineers and related technical professionals in all State Departments and Agencies. On June 30, 1980 the Bureau of Mediation Services certified MGEC as the exclusive bargaining representative for all State employees assigned to bargaining Unit #12, the "Professional Engineering" unit.

This unit has been determined to be a "supervisory" unit. Supervisory employees are treated as essential employees who cannot strike but have compulsory binding arbitration rights should the parties be unable to agree on a new labor contract.

## **Minnesota Law Enforcement Association (MLEA)**

**3500 IDS Center, Minneapolis, MN 55402**

**Tim Shanley, president (612) 642-0610; Brian F. Rice, attorney (612) 339-7121**

The MLEA is the organization which represents Bargaining Unit 201, the law enforcement unit for state employees. The MLEA is made up of three distinct associations: the Minnesota Highway Patrol Troopers Association ("MHPTA"), the Minnesota Conservation Officers Association ("MCOA"), and the Minnesota Bureau of Criminal Apprehension Agents Association, Locals 1 and 2 ("MBCAAA").

Collectively the three associations represent nearly 700 state law enforcement officers. Each association represents their individual members on grievance and other general matters. The three groups band together under the auspices of the MLEA for collective bargaining. The MLEA also takes collective action on other issues in which there is a clear common interest.

Every two years the associations select a chairman, a vice-chairman and a secretary/treasurer. The chairman directs the activities of the MLEA between bargaining sessions subject to approval of an eleven-member board. The MLEA also retains legal representation to assist in its affairs.

Established in 1980, the MLEA has actively pursued the interests of its members. The MLEA also works to advance sound public safety policy for Minnesota citizens through actions by its three affiliated members. The MLEA is dedicated to providing a fair wage for its members commensurate with wages received by similar law enforcement professionals. The MLEA also seeks to ensure that its members are treated the same as other state employees on issues such as wages and benefits. The MLEA believes the state should not discriminate on how to pay its law enforcement officers relative to how other public employers in the state pay their law enforcement officers.

Dues for full membership is currently set at \$5.00 per pay period for those who are represented by the association. Dues are automatically deducted from employees' paychecks. Call the President for more information.

## **Minnesota Nurses Association**

**Suite 140, 1295 Bandana Boulevard North, St. Paul, MN 55108-5115**

**Sara McCumber, RN, president (612) 646-4807 or 1-800-536-4MNA**

The Minnesota Nurses Association (MNA) is the largest full-service professional association for registered nurses in Minnesota and has a membership of 14,000. MNA advances the nursing profession by fostering high standards of nursing practice, promoting the economic and general welfare of nurses in the workplace, projecting a positive and realistic view of nursing, and by lobbying the Minnesota State Legislature and regulatory agencies on health care issues affecting nurses and the citizens of Minnesota.

The association's staff includes staff specialists in nursing practice, governmental affairs, education, economic and general welfare, advocacy and public relations. The management staff consists of an executive director, associate executive director, director of labor relations, office manager and director of finance.

Structurally, the association consists of a board of directors; four commissions dealing with practice, education, legislative and economic and general welfare issues; and interest

and occupational groups which focus on several areas of nursing practice.

MNA is the bargaining agent for over ninety contracts for nurses throughout the State of Minnesota, and approximately 94% of the MNA membership is composed of nurses working under collective bargaining agreements with their employers, which are negotiated and managed by MNA labor relations representatives.

The work done by the MNA staff has an impact on every facet of nursing practice – from workplace safety and advocacy issues to legislation dealing with care delivery, reimbursement for nursing care, funding for health programs, access to health care, and legal issues related to nursing practice. MNA is an approved provider of continuing education for nurses in the process of relicensure through the Minnesota Board of Nursing.

A representational House of Delegates meets annually to determine the mission, goals and business of the association.

For information on MNA-its programs and mission – or for membership information, call the MNA office.

## **State Residential Schools Education Association (SRSEA)**

**41 Sherburne Avenue, St. Paul, MN 55103**

**Robert Idso, president (507) 931-7744**

**Susan Lynch, field representative/organizer (612) 227-9541; FAX: (612) 227-9788**

SRSEA is the exclusive representative of bargaining unit 215, the Professional State Residential Instructional unit of teachers employed in state residential facilities. The group's 230 members teach in 20 facilities under the jurisdiction of the Departments of Corrections, Human Services, and Education.

SRSEA members in the Department of Corrections deliver programs to juveniles in the correctional facilities in Sauk Centre, Red Wing, and Thistledeew Camp. Members provide educational opportunities to adults in the correctional facilities at St. Cloud, Stillwater, Lino Lakes, Willow River Camp, and the Women's Correctional Facility at Shakopee. A wide range of basic education, high school, GED, and vocational programs are offered.

SRSEA members in the Department of Human Services teach in the Regional Treatment Centers at Anoka, Brainerd, Cambridge, Faribault, Fergus Falls, Moose Lake, St. Peter, and Willmar. Those working at Cambridge and Faribault serve developmentally disabled individuals only. The other treatment centers provide services for mentally ill and/or chemically dependent individuals as well. The St. Peter campus includes the Minnesota Security Hospital which serves mentally ill and dangerous adult men and women and provides an in-house school with ten SRSEA teachers.

At the Minnesota Center for Arts Education in Golden Valley, 24 SRSEA teachers provide a complete high school program for residential students in grades 11 and 12. This program provides highly intensive instruction in the visual, literary, and performing arts for gifted students from Minnesota's eight congressional districts.

At the Minnesota Air Traffic Controllers School in Eden Prairie, ten SRSEA teachers provide instruction in a state of the art, six month air traffic controller program.

SRSEA teachers at the Minnesota Academies for the Deaf and Blind at Faribault provide a nine-month K-12 public school education in a residential setting for hearing impaired and visually impaired children. The Academies also provide a program for multi-handicapped students.

SRSEA is affiliated with the Minnesota Education Association and the National Education Association and through them employ a Field Representative/Organizer. SRSEA members have access to MEA offices, attorneys, lobbyists, and other member services. SRSEA negotiates one union contract for its members biennially and provides grievance and arbitration services as they are needed. Dues are \$16.54 per pay period (\$14.06 fair share) and are deducted directly from member's paychecks. Call or write for more information.

## **Minnesota State University Association of Administrative and Service Faculty (MSUAASF)**

**(Affiliated with Minnesota Teamsters Local #320)**

**Jack Mogelson, business agent (612) 331-3873**

**Minnesota Teamsters Local #320, 3001 University Ave. S.E., Mpls., MN 55414**

**Richard P. Wheeler, president (507) 389-1011; FAX: (507) 389-5488**

**MSU-Box 30, P.O. Box 8400, Mankato, MN 56002**

MSUAASF is the elected representative of the Minnesota State University administrative and service (non-teaching) faculty (bargaining unit #211). There are approximately 400 employees represented by MSUAASF at the eight state universities, which are: Akita (Japan), Bemidji, Mankato, Metropolitan (St. Paul/Minneapolis), Moorhead, St. Cloud, Southwest (Marshall) and Winona. MSUAASF is affiliated with the Minnesota Teamsters Local #320 (Public and Law Enforcement Employees).

MSUAASF's main concern is to promote the good and welfare of its members. This is done through state and campus organizations. Major activities include: collective bargaining agreement negotiations, agreement implementation and administration, state and campus meet and confer sessions, representation on state and campus committees and task forces, lobbying with the legislature and representation before the State University Board.

Professional employees represented by MSUAASF provide service and assistance to students, helping to meet their educational and developmental needs outside of the classroom. We also serve the needs of various constituencies external to the campus itself. Our employees provide support, expertise and assistance to one another, as well as to teaching faculty and staff throughout the State University System, as MSUAASF staff work together to meet the needs of students and all other constituencies we serve.

Our employees work in such areas as: Admissions/Orientation, Alumni, Athletics, Career Development/Placement, Development, External Studies, Financial Aid, Grants Management, Health Services, International Students, Public Relations, Registrar, Residential Life, Student Activities, Student Union and other similar administrative and support areas.

The state organization consists of an elected board of directors representing each campus, as well as a statewide elected president and vice president. On the campus level, there is an elected president and other officers at each campus. Campus general membership meetings are held regularly throughout the year.

For more information, contact either the president or business agent listed above.

# State Employee Organizations

The following state employee organizations are not official parts of the state of Minnesota except for the State Band. 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. The groups listed here help make employment with the state of Minnesota a worthwhile, rewarding and growing experience, and enhance public services in Minnesota.

## Capitol Barber Shop (612) 291-1600

Owned and operated by Ken Kirkpatrick since 1972, the barbership is located in B-15 of the State Office Building for the convenience of legislators, justices, state employees and staff whose schedules are subject to heavy demands and stresses. Assisting since 1982 is Heidi Martin, and Pamela Miller who joined the staff in January 1987. Working together, the barbers serve state employees and the public, offering cutting, styling, shaves, coloring and perms, and color makeovers. Appointments are taken Monday through Friday 8 am-6 pm.

## Capitol Child Care (612) 227-9409

Capitol Child Care is a child care facility for state employees working in or near the Capitol Complex in St. Paul. It is the first on-site child care facility for State of Minnesota employees. It is operated by Associates for Child Development Inc., a child care firm owned by Claudia McPeck-Doran and Neil Johnson.

Capitol Child Care provides supervised care of all children between the hours of 6:30 am and 6:00 pm by trained, qualified staff.

Capitol Child Care is licensed for 98 children:

- Infants 6 weeks to 15 months. Teacher/infant ratio 1 to 3
- Toddlers 16 months to 33 months. Teacher/infant ratio 1 to 5
- Preschoolers 33 months up to Kindergarten. Teacher/infant ratio 1 to 9

Capitol Child Care believes each child is a unique person with an individual pattern for growth and development. Each child will bring their own family background, learning style and personality to the program. We believe children need to be encouraged to be independent and given the freedom to experiment and discover.

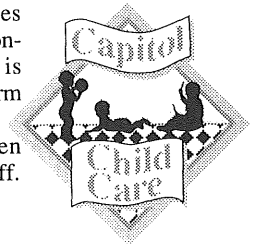
For a brochure and enrollment information please call: Capitol Child Care, 227-9409.

## Capitol Hill Softball League (612) 296-3637 or 296-1688

Started in 1973 for state employees with 12 teams, the league now has approximately 20 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 Association, the league is not a sanctioned member and is considered a closed league. Organized into A, B and C divisions based on skill, the league features a 10 game regular season and concludes each year with a two-day tournament during the third week of August in which each team is guaranteed four games. Costs per team are about \$500 per season, which includes game balls, umpires, field rental, end of the year tournament, trophies and affiliation fees. Requests from groups or offices to join are accepted each year after the August tournament until approximately May 1st the following year. Contact Chuck Pomerleau (612) 296-3637 or Bill Johnson (612) 296-1688.

## Capitol Ski Club (612) 296-3574

The Capitol Ski Club was formed in 1967 and currently has about 60 members. Originally formed as a state employees' winter recreation club, the Capitol Ski Club now



sponsors year-round social and recreational activities, including biking, canoeing, hay rides/sleigh rides, golf tournament, and more. Club membership is no longer limited to state employees, with new members \$12, couples \$17, renewals \$10, couples \$15. The club obtains special "group rates" on weekend and western ski trip packages for both downhill and cross-country skiers. Usually four weekend downhill trips are planned, and three or four day trips to local downhill slopes. An extensive cross country ski program offers one weekend and several day trips to Washington and Hennepin County park reserves. For more information and meeting dates, contact Buchane (Boz) Castor, or Mike Fratto (612) 296-3574. The club is a member of the Minnesota Ski Council, which operates a hearing impaired ski instruction program and a premier downhill racing program.

### **State Employee Toastmasters (612) 296-3933**

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 seminars every other month, and weekly meetings with a structured agenda. The officers invite any interested employees to visit any weekly session and learn more about the Toastmasters program. Following are the chartered clubs serving state employees in St. Paul:

#### **Capitol Toastmasters (612) 296-3933**

Meetings are held every Tuesday from noon to 1:05 pm in Room G-18 Transportation Bldg. For more information call Dagmar Runyon.

#### **Capitol Square Toastmasters (612) 296-9866**

Meetings are held every Monday from noon to 1 pm in Conference Room A at the Capitol Square Bldg., 550 Cedar Street, St. Paul. For more information call Richard L. Peterson.

#### **Highnooners Toastmasters (612) 297-3421 or 297-2188**

This group holds its weekly meetings every Monday from noon to 1 pm at the Department of Jobs & Training offices at 390 N. Robert Street, St. Paul in the lower level training rooms of the department's central office. For information contact George deClouet or Paul Hoffinger.

#### **Lafayette Park Toastmasters (612) 296-9176**

This public speaking group meets every Tuesday from 12:00 noon till 1:00 p.m. at the DNR Building, 500 Lafayette Road, St. Paul, MN. Membership is open to all, guests are welcome to attend with no obligation to join. Annual dues are \$36.00. For more information contact Gail Keckhafer.

#### **Plato Toastmasters (612) 296-3429**

Meetings are held every Monday from noon to 1 pm in conference Room A at the Department of Agriculture Building, 90 W. Plato Blvd., St. Paul. For more information contact Sandy Ives.

#### **Hiwayan Club (612) 296-8518**

The Hiwayan Club is open to any employee in the Transportation Bldg. or Mn/DOT Metro districts or Fort Snelling. Membership dues are \$3.00 per year. The club offers bowling, softball, and golf tournaments, luncheons, fishing contest, Canterbury Downs or St. Croix Meadows trips and bus trips to Minnesota historic sites. Discount tickets are also offered to its members for sporting events, circuses, plays and recreational areas. It also holds an annual art and hobby show and an art and craft sale in the fall. The club sponsors a collection of money for food baskets to be given to needy employees during the Christmas season. For more information contact Betty Brott.

#### **Hiway Federal Credit Union (612) 291-1515**

Membership in the Hiway Federal Credit Union is open to employees of the Department of Transportation, the Hiway Federal Credit Union, the Department of Public Safety, and

John Roberts Printing Company. 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 adoptive 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 Federal 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 savings (shares) or fill out a payroll deduction authorization form to initiate payroll deductions. (If a loan or other credit union service is desired when making application for membership, the \$25.00 savings (shares) 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.)

Each member's account is federally insured up to \$100,000 by the National Credit Union Administration (NCUA), an agency of the U.S. federal government. Deposits over \$100,000 are insured by the National Deposit Insurance Corporation (NDIC), a sound private insurance company.

Types of services available to members are savings (shares), checking (share draft), IRA accounts, money market deposit accounts, personal loans, thrift certificates, travelers checks, money orders, safe deposit boxes, audio response system, Instant Cash Cards, payroll deductions, mortgage funds (when available), and drive up facility. Call the credit union office for further information.

MAIN OFFICE: 111 Empire Drive, St. Paul, MN 55103 (612) 291-1515 (800) 899-5626

SATELLITE OFFICE: Transportation Building, Room B-23, St. Paul, MN 55155

## Minnesota State Band (612) 296-1577

The Minnesota State Band is the official band of the State of Minnesota and first started performing concerts in 1898 at Como Park in St. Paul. Comprised of approximately 70 volunteer musicians the band's goal is to contribute positively to the development of music in this 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 20 concerts.

In August of 1986 the band toured Germany and Austria creating an awareness of our state throughout these regions of Central Europe. During 1987, the band was privileged to host two German composers and conductors, Mr. Kurt Erich Schmid and Mr. Hubert Motay who also composed and dedicated an original concert band composition "Rhapsodie for Trumpet" to the band's conductor, Mr. Joseph Komro, and the Minnesota State Band. Mr. Komro was also awarded the silver medal of the Allgaeu Schwaebischen Musikbundes of Germany by Mr. Schmid in recognition of his efforts for the furtherance, advancement and promotion of bands in both Germany and internationally.

During June 1992 the band has been invited to Poland, Czechoslovakia, Germany and Austria, and will also represent the USA in 1994 at "The Pacific Rim Music Festival" in Sydney, Australia.

In Minnesota, the band has performed throughout the state and at the State Capitol for special events such as a reception for the Prime Minister of Iceland and premiered original Icelandic music in this country. It has also performed for numerous opening ceremonies and other events. It has its annual concert series at Como Park in St. Paul which is held every Wednesday evening in August, and also holds its annual Bavarian Sommerfest every year

during the last weekend of July as a fund-raiser for the band.

A diverse concert band repertoire is utilized by the band including famous marches and classical selections to music for special occasions and wind ensemble compositions written for today's concert band. An active library of "Pops" music is maintained since performances are scheduled throughout the year and the band must maintain a library to support the various types of concerts and 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 in advance of the event. Inquiries concerning both performance dates and availability of the band should be directed to the Minnesota State Band, 90 West Plato Blvd., St. Paul, MN 55107, (612) 296-6179. Information should be provided to answer the following questions: 1) Type of event. 2) Is an admission charged? 3) Expected attendance. 4) Location of the event and the type of performance area for the band. 5) Date and time of the event. 6) Performance time and length., and 7) Financial considerations.

Membership in the band requires the passing of a performance oriented audition. Anyone can join the band, members do not have to be state employees. 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 pm. At least two rehearsals are held each month with most performances scheduled on Wednesday evenings. Performances on other than Wednesday evenings are announced and programmed sufficiently ahead of time to avoid conflicts. The band owns a number of musical instruments which are available to members for use in the band. Membership inquiries are answered by calling (612) 296-6179, and publicity information (612) 929-1441 (Mr. Danielson).

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. Mr. Joseph Komro is the conductor of the Minnesota State Band.

### **Minnesota State Chorus (612) 296-6771**

A vibrant group of state employees from all state agencies, this chorus rehearses Wednesdays 4:30-5:30 pm in the Transportation Bldg. cafeteria. The chorus has performed at state employee recognition events, kick-offs, state cafeterias, the annual Taste of Minnesota, and at the lighting of the official state Christmas tree. Contact Connee Olson for more information. All members are state employees.

### **State Capitol Federal Credit Union (SCCU) (612) 291-SCCU**

Membership in State Capitol Federal Credit Union (SCCU) is open to employees of public and private organizations that receive funding from the State. Once you become an SCCU member, your spouse and relatives are also eligible to join. Even if you retire or change employment you may retain your membership with SCCU.

SCCU differs from most banks and savings and loan institutions because members actually own the credit union. Members can participate in elections for the Board of Directors, and provide input on how the SCCU operates.

SCCU offers many of the same services that are provided by other financial institutions, including savings and checking accounts, access to instant cash machines, VISA card membership, and 24-hour banking by phone. At SCCU, you can also invest your money in certificates of deposit at varying terms and rates.

Almost any kind of loan is available through SCCU including automobile, home mortgage, line of credit, personal, home equity, and student loans. With many loans, credit life insurance is automatically provided to qualified buyers at no extra cost.

An added benefit for new car purchasers is SCCU's Capital Car Discount Program which provides members with significant savings on new cars and trucks.

In addition to its main facility near the State Capitol in St. Paul, SCCU has two offices near the University of Minnesota Minneapolis campus and a branch in Rochester.

If you would like more information about joining SCCU or membership services, contact: SCCU-St. Paul, 95 Sherburne Ave., St. Paul, MN 55103, (612) 291-3700. If you're in Greater Minnesota, call 1-800-322-SCCU.

#### **SCCU Full Service Centers:**

- St. Paul (612) 291-3700, 95 Sherburne Avenue, St. Paul, MN 55103
- University (612) 331-5172, 1413 4th Street SE, Minneapolis, MN 55414
- Stadium Village (612) 378-1758, 825 Washington Avenue SE, Minneapolis, MN 55414
- Rochester (507) 285-0352, 1310 7th Street NW, Rochester, MN 55901

#### **State Employees, Inc. (SEI) (612) 296-5795**

A nonprofit, social organization open to any state employee, SEI has about 500 members. It is governed by a board of 21 members elected to three year terms. An annual meeting is held each October to elect seven of the directors. The board then elects four officers: president, vice-president, secretary and treasurer.

Membership runs from July 1 to June 30 and dues are \$2.00 annually. Membership provides discounts for movies, theatre, Valleyfair, Minnesota Zoo, the State Fair, and for other businesses and services. Members can participate in the spring scotch doubles bowling tournament and the golf and softball tournaments in late summer. It also holds a holiday party in December. SEI organizes the Governor's Holiday reception for state employees at the state capitol which collects toys and gifts for the state hospitals.

To become a member or to inquire about discounts call Char Eggen 297-3925 or Judy Goodman 296-5186.

#### **State Employee Sports Club (612) 296-0765**

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 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 exercise, badminton, basketball, running, and volleyball at the Capitol Hill Armory, 600 Cedar Street, St. Paul from noon to 1 pm and on certain evenings after 4:30 pm. Employees are reminded that they may use flextime for these activities.

Softball, tennis and golf are played at various sites within 10 minutes of downtown St. Paul during evening hours after 4:30 pm.

Ideas and volunteers for the development of new activities are actively encouraged and sought. The club's activities are promoted in quarterly broadsides distributed to state employee work sites.

For more information, contact Verna Henneby, the club's administrative vice-president, (612) 296-0765, at the Meridian Bank Building, Suite 200, 205 Aurora Avenue, St. Paul, MN 55155

#### **Stately Striders (612) 296-8612 or 296-1291**

Formed in 1983 as the Transportation Trotters, the club was renamed to reflect its broad membership, open to all state employees. It is a running-based social club which promotes running for recreation and fitness. It encourages competition in amateur running events individually and as a team. Monthly meetings are usually held on the second Tuesday at noon. Yearly dues are \$5.00. For information contact John Holck (MPCA) 296-8612 or Russ Havir (DOER) 296-1291.

#### **Women in State Employment (WISE) 635-8218**

Beginning with meetings in the mid-1970s for women state employees, the group has grown to include several hundred state employees, both men and women, throughout





Minnesota ranging from clerks to commissioners. Its members' energies are directed toward promoting women's roles in government and developing cooperation among all branches and levels of government. At the same time, WISE works to validate women's values, styles, and perspectives. Monthly meetings are held to reaffirm the organization's motto, "I am, I can, I will, we are WISE." A monthly newsletter, The *WISE Networker* is sent to members.

The group celebrates the birthday of Susan B. Anthony each February, sponsors workshops, seminars and an annual scholarship fundraiser called Minnesota Treasures. This event raises funds through the silent auction of donated treasures and honors Minnesota women who are treasures as evidenced by their leadership, persistence, or other ways of impacting life in Minnesota. The scholarship program fosters leadership and personal development of WISE members. Awards are given twice yearly to members who wish to pursue goals consistent with those of the organization, leadership development, and excellence in government service. For scholarship or membership information contact Ann Seifert (635-8218), Dorothy Conroy (635-8109) or Steve Silk (296-8931) or write WISE c/o G-19 Transportation Building, St. Paul, MN 55155.

# Minnesota Profile

Minnesota is an ancient land. Its story was written in stone more than two billion years ago in geologic time. The rocks visible in Minnesota are among the oldest to be seen in the world, and show evidence of almost every geological process operating in and on the earth.

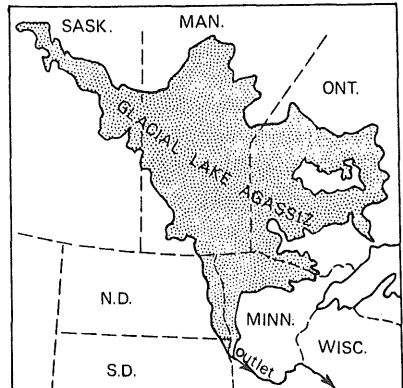
- **Geology** – In Minnesota's early days great lava flows were forced from the earth's interior. In the process of expelling gases and magma, immense pressure was created which raised high mountain ranges. Minnesota's volcanism was of the type that forced its way among older rocks deep below the surface. Minnesota is one of several states with large areas where these ancient rocks, formed underground, are now exposed on the surface.

Geologists have found sedimentary rocks layered, folded and tilted, or crumpled into wavy lines, indicating that originally flat layers were pushed up into ridges and mountains. By measuring the angle and thickness of these layers of rock (strata) and studying the places where still hidden strata appear as outcrops on the surface, geologists have determined that a great mountain chain, sometimes referred to as the **Killarney Mountains**, extended from Minnesota, across Wisconsin and Michigan, and on eastward into Canada. This mountain range towered over the landscape for millions of years until the combined forces of earthquakes, glaciers and weather eroded them away. What is left are only ancient granite hills which lie west of Lake Superior's North Shore and the Laurentian peneplain. This peneplain (literally "almost a plain") is a vast, nearly level platform that extends from northeastern Minnesota up through central Canada.

About one billion years ago ancient seas submerged this peneplain again and again, and then finally retreated to make this the first large part of North America to be more or less permanently elevated above sea level. During the eons of geologic time, Minnesota's 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 slope down beneath the water of the lake. These sheets were formed thousands of years ago during the turbulent construction of Minnesota's land surface. An almost continuous range of granite nearly 100 miles long rises 50 to 500 feet above the general level of the Laurentian peneplain. Called "**The Giant's Ridge**," this ancient granite extends from a few miles north of Grand Rapids northeastward to beyond Birch Lake in eastern St. Louis County and western Lake County. The oldest granite in the state can be seen around Saganaga Lake on the Minnesota border. South of the granite ridge lie the rich iron-bearing rocks that were mined in Minnesota's widely known open-pit iron mines of the Mesabi and Vermillion Ranges. Indian legend tells of the burial of giant red men in this region.

- **Glaciers** – During the Pleistocene epoch (1,000,000 to 10,000 years ago), four massive glaciers advanced and retreated over the land of Minnesota. These glaciers bear the names of the states that mark the ice sheets' farthest advance to the south and their characteristic deposits. The **Nebraskan Ice Sheet** moved down from the northwest and spread as far south as St. Louis, Missouri about 1,000,000 to 900,000 years ago. The next glacier was the **Kansan Ice Stage** which also moved down from the northwest, lasted from 700,000 to 600,000 years ago, and reached the location of Kansas City. The third glacier, the **Illinoian Ice Stage**, formed between 300,000 and 200,000 years ago, came from the northeast, and left a thin layer of material over parts of Dakota and Washington Counties. The last glacier, the **Wisconsin Ice Stage**,



over parts of Dakota and Washington Counties. The last glacier, the **Wisconsin Ice Stage**,

began about 50,000 years ago and lasted until about 10,000 years ago, and came from various directions in different stages, leaving a driftless area in southeastern Minnesota, and possibly also in the southwestern corner of the state.

Between each glacial period the climate warmed, melting the ice from North America, and possibly from Greenland and the arctic regions. These interglacial periods altered Minnesota's climate into a mild and moist region whose forests were inhabited by mastodons and mammoths, tapirs and musk oxen, giant ground sloths and giant beavers (about the size of black bears, growing up to nine feet long and weighing about 500 pounds).

Paul Bunyan's legendary giant blue ox, Babe, is said to have left footprints in the land which formed Minnesota's many lakes. But actually it was the slow moving, blue snow and ice of the glaciers whose meltwaters also left many different kinds of deposits, some 500 feet deep, over the rest of the state. The glacial ice, possibly one mile thick in places, scoured the bedrock in northeastern Minnesota, scooped out the basins for the Great Lakes, eroded a mighty mountain range, and carved the bed for **Glacial Lake Agassiz**, an ancient lake so large its area could contain all of the Great Lakes rolled into one.

Enormous amounts of water were released as the glaciers melted, forming large glacial lakes. The largest of these lakes was Lake Agassiz which covered the northwestern part of the state 9,000 to 12,000 years ago and dipped down into the Red River Valley. The lake broadened as it extended farther north into Canada where it spread from Ontario to Saskatchewan. As natural dams gave way, Lake Agassiz spilled out over its banks and began draining at its south banks, creating **Glacial River Warren**. River Warren carved and eroded the 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 River. Water draining from Glacial Lake Duluth drilled a deep, narrow path through hard igneous rock, joining the previously formed lower river. Rocks and gravel, swirling in eddies, carved the dalles' potholes, stone walls up to 60 feet deep. Pines cling precariously today to steep rock walls that tower as high as 200 feet above the water. The St. Croix's depth at the dalles averages 70 feet, with holes as deep as 100 feet.

- **Ecosystems** – Today, three major ecosystems exist in Minnesota. Dominating the northeastern third of the state is the *boreal coniferous forest* made up of pine, spruce, and fir, with tamarack in bog areas. The *temperate deciduous forest*, running along the western and southern edges of the boreal coniferous forest, stretches diagonally from the northwestern to the southeastern corners of the state and consists of oak, maple and basswood. This band of hardwoods, known as the **Big Woods**, averages 40-80 miles in width. South and west of these hardwood forests, and dominating the southwestern third of the state, is the *temperate grassland* or tallgrass prairie. In this region is the most fertile soil of the state, rich in organic matter and high in soluble mineral plant food.

Little remains of the tallgrass prairie, nearly all has been taken for agriculture with only small pockets of prairie reserves created through the efforts of conservation groups. Most of the Big Woods have been cleared for crops, pasture and urbanization. The coniferous forest lands, cut over for timber, are growing back with aspen, birch and jack pine and are used today by the state's forest products industries.

Sometimes known as the "Mother of Three Seas," Minnesota receives no water from other states. It is a supplier of fresh water to the rest of the continent, with water flowing out of the state in three directions. Most of the state's land drains to the south through the Mississippi and its tributaries into the Gulf of Mexico. The **Laurentian Divide**, running through northeastern Minnesota and on through the **Boundary Waters Canoe Area** into Canada, marks the direction of flow into Lake Superior and on eastward into the St.

Lawrence watershed and the Atlantic Ocean. Those rivers north and west of the Laurentian Divide flow northward into Hudson Bay, like the Red River of the North which flows into Lake Winnipeg and Hudson Bay.

- **Geography** – The name of the state comes from two Dakota Indian words, *mine*, meaning “water,” and *sota*, broadly interpreted as “the varying color of a turbid, cloudy sky.” Together they read “cloudy, churning waters,” or “sky-tinted waters,” and aptly describe Minnesota as river and lake country. Other Dakota names for lakes, rivers, and places are Minnetonka, Waseca, Winona, Mendota, Mankato, Minnehaha, and Dakota. Famous Dakota chiefs whose names live on today are Wabasha, Little Crow, Big Thunder, Cloud Man, Good Road, Shakopee and Sleepy Eye. Ojibwa names also add melodic sounds to other cities and lakes: Pokegama, Mahnomen, Bemidji, Chisago and Winnibigoshish. The state motto, cast by early settlers, “L’Etoile du Nord” (French for Star of the North) describes the state’s central and northernmost position among the 48 coterminous states.

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 25 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 or more is 15,291. Land elevations in the state range from 2,300 feet at Eagle Mountain to 600 feet above sea level at Lake Superior with both high and low elevations in the same northeast region.

- **Weather** – the date of the average last spring freeze in Minnesota is April 20, and the average first fall freeze is October 13. Average annual rainfall is 24.71 inches and the average annual snowfall is 42.3 inches. The average temperature in degrees (F) 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 (F) range from 85° to 55° in southern Minnesota, 80° to 55° in the northwest, and 70° to 50° along the shore of Lake Superior. Average daily high and low temperatures (F) in January range from 25° to 5° in the south, and from 15° to -5° in the north. The average frost-free days range from less than 90 days in parts of the north, to more than 160 days in parts of the south. Annual regional precipitation averages range from more than 30 inches in the northeast, to less than 20 inches in the northwest. Average seasonal snowfall ranges from less than 40 inches in the western part of the state to more than 70 inches in the extreme northeastern tip. Most parts of Minnesota have continuous snow cover from about mid-December to mid-March, or about 90 days.

In the last 120 years, 7 earthquakes have been recorded in Minnesota. In June of 1987 an earthquake centered near Lawrenceville, Illinois measured 4.1 on the Richter scale, and was felt in parts of southeastern Minnesota. On July 10, 1975, a quake centered in the neighboring towns of Alberta and Morris registered 4.8 on the Richter scale; no damages or injuries were reported. The only recorded earthquake damage suffered in the state came in 1917 when a quake centered in Staples registered 6.0 on the Richter scale and knocked over some chimneys. This was the strongest earthquake recorded in the state.

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. Buildings, bridges, pipelines and other vital structures are being reinforced, and mutual agreements for responding to such a disaster are being made between the states.

- **Ancient People** – A people of the Pleistocene Epoch roamed the state about 20,000 years ago. Near Pelican Rapids, in Otter Tail County, the skeleton of one of these ancient people was unearthed in 1931. This skeleton, of a young woman about 15 years old, was found with a dagger shaped from an elk antler and a conch-shell ornament 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 the “**Browns Valley Man**,” which is believed to have been an Indian who lived and hunted in primeval Minnesota seven or eight thousand years ago.

In Itasca State Park in Clearwater County there are several sites that show evidence of human habitation 6,000 to 8,000 years ago. At the **Jeffers Petroglyphs**, located on Cottonwood County Road 2, archaeologists have discovered over 2,000 carvings on the outcropping of quartzite which still shows the ripple marks of an ancient sea dating back nearly 5,000 years ago that once lapped against this hard rock. The figures and symbols are diverse, showing thunderbirds, turtles, buffalo, human forms and other figures more difficult to identify.

Excavations, still in the early stages, on the north shore of Birch Lake near Babbitt have yielded evidence of ancient Indian life dating back to 500 B.C. and so far have been identified as Laurel Indian culture.

- **Mississippi Tradition** – Much evidence of many Indian civilizations can be found throughout the state in mounds, village sites and battle grounds. The **Woodland era**, from about 1,000 B.C. to the arrival of the European settlers, experienced an intrusion about 1,000 A.D. by a vigorous American Indian cultural tradition called the “**Mississippian Tradition**.” This culture arose in the central Mississippi River Valley and extended its influence over much of the American midlands. Its remains have been found in village sites near Red Wing and Mankato. The globular forms of the Mississippian Tradition’s pottery, which differ from the elongated pottery of the Woodland culture, have been found south of a line drawn from the Twin Cities to Lake Traverse on the western border.

The Mississippian culture represents the climax of prehistoric cultural development in North America north of Mexico. Mississippian peoples lived in towns, villages and hamlets, making a living by intensive cultivation of maize, beans and squash. Major towns of several thousand inhabitants were dominated by a central ceremonial precinct consisting of an open plaza surrounded by large flat-topped pyramidal earthen mounds which served as platforms for wooden buildings and temples. These “**temple towns**” were the political, economic and ceremonial administrative centers for larger regions of villages and hamlets. Archaeologists are now beginning to discover that by 1,200 A.D. this Mississippian culture was rapidly approaching a level of urbanization reached thousands of years earlier in Mexico and parts of the Old World.

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 Columbus’ arrival in 1492 it is estimated that there were about 100,000 Indians on the western plains between the Mississippi River and the Rocky Mountains. The most common relic of the early Indians of the western part of the Great Plains are 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 more interesting of the effigy mounds found in Minnesota lies northeast of Lake Winnibigoshish, on the shore of Cut Foot Sioux Lake. It is an earthen mound 25 feet wide by 30 feet long in the shape of a turtle, surrounded by another mound in the form of a snake. The mounds commemorate two major battles between the Dakota and Ojibwa. The Dakota claimed the region, but the Ojibwa, under the pressure of the European advance, looked on the area as a new homeland. In 1748, a battle between the two tribes ended with the complete route of the Ojibwa. The Dakota built the turtle mound to mark their victory, pointing the head north, the direction their enemy fled. Later that year, the Ojibwa surrounded and overran the Dakota and built the snake around the Dakota's turtle to show that their enemies had been defeated. The head and tail pointed south to warn other Dakota tribes that the Ojibwa intended to continue to push south.

- **Vikings** – The most controversial of Minnesota's archaeological remains is the Kensington Runestone, of unproved authenticity. Found on the Olof Ohman farm, two and a half miles northeast of Kensington in 1898, the runestone claims to record a visit by the Vikings to Minnesota.

Magnus Erickson, ruler of all Norway and Sweden, the story goes, had dispatched Baron Paul Knutson on an expedition to reassert control over errant colonists in Greenland. Not finding them in Greenland, Knutson sailed on to Vinland and later into Hudson's Bay and into the interior by way of the Nelson, Lake Winnipeg and the Red River. One day, returning to camp, they discovered that 10 of their men had been killed by the Indians. Before they left they chiseled a record of their presence. The translation of the stone reads: "8 Goths and 22 Norwegians on this exploration journey from Vinland over the west. We had camp by 2 rocky islets one-day-voyage north from this stone. We were fishing one day. After we came home, we found 10 men red with blood and tortured. Hail Virgin Mary, save us from evil. Have 10 man-crew by the sea to look after our ships. 14 day voyage from this island. Year 1362." Conjecture has it that the Vikings, fearing they would never see the homeland again, decided to remain in the wilderness and moved west of the Red River. There they met the Mandan Indians in central North Dakota, intermarried with them and became the progenitors of a blue-eyed, fair skinned Indian people, later discovered by French explorers who were surprised by their find.

- **Indian Culture** – The plains were a melting pot for more than 30 different peoples belonging to at least five major tribal families. Indian oral tradition relates their hunting skills were refined to an art by men, who were careful to take only the animals they needed. The plains' tribes organized warrior societies whose men, united into shield brotherhoods, lived for the joy and honor of counting coup (touching a live enemy and getting away unharmed). Many tribes awarded an eagle feather for each coup and these deeds earned a

warrior the right to hold office. Indian women, united into belt sisterhoods, maintained camps and embellished rituals by making ceremonial garments, mats, baskets and pottery. They also planted gardens, collected wild and seasonal foods and preserved them, besides helping the men fish, harvest wild rice, and build canoes, 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 region for a long time, however, no one knows their relationship to the primitive peoples of the postglacial era. The Dakota, or "Allies," are members of the Siouan linguistic family and part of a confederacy of seven tribes. The largest of the seven tribes was the Tetons, who along with the Yankton and Yanktonai, were people of the plains area that stretched out to the Missouri and beyond. The Santee were a group of four tribes that were primarily Minnesotan: Mdewakanton, Wahpekute, Wahpeton, and Sisseton, and of these Mdewakanton – meaning the "People of the Spirit or Holy Lake" – occupied the place of central importance in Minnesota.

The Dakota, a tall, robust people, valued the skills of hunting and fishing, and thrived on the rigors of warfare. Using no metals, they relied on stone, wood, and bone to fashion their tools and weapons. These nomadic people followed the plentiful buffalo herds, lived in skin-stitched tipis in winter and bark lodges in summer. They traveled on foot and in wooden dugouts or buffalo skin boats, and later earned a reputation as the finest horsemen of the American plains. The Dakota created a culture that remains rich in religion, music and storytelling.

- **Ojibwa** – In the 1700s the dominance of the Dakota was challenged by the Ojibwa nation, members of the Algonquian linguistic family. For centuries the Ojibwa had inhabited the lands to the north of the Great Lakes, but under the combined pressure of European settlement and the encroachment of the Iroquois Confederation they migrated slowly westward. The Ojibwa were shorter and stockier than the Dakota, but their long contact with the whites had given them skill in the use of firearms. Their tools and cooking instruments were metal. And they possessed the finest means of transportation on the continent: the birchbark canoe, faster and more maneuverable than the boats of the Dakota.

In 1745 the Ojibwa won the most decisive battle in the war with the Dakota at the great Dakota village of Kathio on the western shore of Mille Lacs. The Ojibwa were able to push the Dakota southward and southwestward out of the woodlands and onto the prairie lands of Minnesota in the 1730s and 1740s.

- **Europeans** – The first Europeans to traverse the Minnesota region were the French, who arrived in the early 1600s. By the 1670s and 1680s, with about 7,000 people in the St. Lawrence Valley, they had discovered the Upper Mississippi and proclaimed a mid-American empire for Louis XIV of France. This adventurous, vigorous people were the first to open the American West as they explored, made maps, trapped, traded, and conducted missionary work. For many of the early French, fur trading and searching for the legendary northwest passage to the Pacific and Cathay formed their principal interests in North America. Both interests commingled as trade often financed exploration. The early explorers chose one of two routes to the west: the first starting at the west end of Lake Superior, and the second starting at Lake Michigan, crossing to the Mississippi and moving northward. Both routes converged on Minnesota.

- **French** – The names of these explorers, voyageurs, missionaries, trappers and traders are used every day for streets, cities, townships and counties and recall great adventures of exploration and discovery: Jean 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 Ojibwa 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 because Frenchmen still worked the fur trade and gave Minnesota one more ingredient in the creation of its multi-national culture and tradition.

The British continued the French policy of trade with the Indians, while avoiding settlement of Indian lands. They established numerous trading posts, the most significant at Grand Portage on the mouth of the 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 by an English writer, came from an attempt to discover a Northwest Passage from the Pacific Ocean to Hudson Bay. The principal interest of the British, however, always remained in trading furs. In this enterprise they were assisted by the legendary French-Canadian voyageurs, who together with their British organizers made Grand Portage a bustling center of trade for the entire Northwest region. By 1797 the Minnesota area of the Northwest Territory had been mapped by North West Company trader David Thompson.

For half a century the British continued to tap the wealth of the Minnesota region. The legal transfer of the area to the new American nation after 1783 meant nothing to the entrepreneurs of the North West Company. Not until the War of 1812 did they finally begin to recognize the unrelenting nature of the American approach.



- **Yankees** – President Thomas Jefferson and Napoleon Bonaparte signed the Louisiana Purchase in 1803, which secured that part of Minnesota west of the Mississippi River for the American pioneers. Jefferson commissioned Lewis and Clark’s expedition to explore the new lands. Starting at St. Louis in May 1804, the explorers reached the Pacific on November 7, 1805. About a month earlier, on September 25, Zebulon Pike had raised the stars and stripes over Minnesota on Pike Island at the mouth of the Minnesota River, this was later to become Fort Snelling, the first U.S. military post established in Minnesota. Chief Little Crow and 150 of his Dakota warriors were urged by Pike in a council to keep the peace with their traditional enemies, the Ojibwa, and to abandon their trade with the British. Pike promised to establish government trading “factories,” and he secured two tracts of land for military posts: one at the mouth of the St. Croix and the other from below the mouth of the Minnesota River to above the Falls of St. Anthony, nine miles on either side of the river. The treaty was celebrated with an exchange of gifts and payment of 60 gallons of whiskey and \$2,000 for the 100,000 acres. This treaty was ratified by the U.S. senate in 1808.

### Early History

The first large wave of settlers to come to Minnesota was made up of Yankees, citizens of the new nation, the United States. With the building of Fort St. Anthony in 1819, begun by Zebulon Pike, Minnesota’s first permanent American settlement took root. The soldiers built a sawmill at St. Anthony Falls in 1822 and a flour mill in 1823. The first steam boat arrived at Fort St. Anthony on May 10, 1823.

In 1825 the fort was renamed Fort Snelling after its commander Colonel 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 of the eastern United States.

In 1832 Henry R. Schoolcraft, an explorer and writer, attracted attention by discovering the source of the Mississippi River with his Ojibwa guide Ozawindib. He named the long sought river source Lake Itasca by combining syllables of the Latin words for truth and head – veritas and caput.

Missionaries came to the region representing the Catholic and Protestant denominations. They built schools for Indian children, and though they made few converts, the schools soon became centers of the settlement as families newly arrived from the east gravitated to these unexpected reminders of home. Thus, the state’s missionaries became the state’s first educators.

In 1838 Franklin Steele established a claim at the Falls of St. Anthony, the future site of Minneapolis. The same year “Pigs Eye” Pierre Parrant built a shanty and settled on the present site of the City of St. Paul, and that early village took the name “Pigs Eye.” The Chapel of St. Paul was built by Father Galtier and consecrated in 1841, lending its name to the future capital of the state. Settlers arrived at Fort Snelling and Stillwater and pushed on to claim the new land opened for them as new treaties were signed with the Indians.

- **Minnesota Territory** – In 1849 Minnesota was organized as a territory with Alexander Ramsey the first territorial governor. The first newspaper of Minnesota, the *Minnesota Pioneer*, began publication that year under the editorship of James M. Goodhue. During the territorial period 88 other newspapers were established, including the *St. Cloud Visitor*, edited by Jane Grey Swissshelm, a fiery antislavery crusader. During the 1850s, Swissshelm 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, and 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. It sold 24 million acres to the whites, beginning an immigration rush.

- **Statehood** – On May 11, 1858, Minnesota became the 32nd state to enter the union with Henry H. Sibley the state's first governor. In size, only Texas and California were larger. The new state soon had the distinction of being the first state to offer troops to the Union cause in 1861. 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 United States policy toward Indian lands, and the insensitive attitude toward the Indian way of life. No tactics of bullying, cheating, or lying were neglected. When the whirlwind was reaped a decade later the immediate victims were the comparatively innocent white settlers near the reservations, not the businessmen and politicians who were ultimately responsible.

Discontent had been growing among the Dakota, who were confined by treaties to reservations along the Minnesota River. In the summer of 1862 the Dakota faced starvation when their government annuities were delayed by bureaucratic ignorance and indecision concerning the Indian's desperate situation. The Upper Sioux Agency was one of the points where the United States distributed food, supplies and annual payments to the Dakota. The agency was also an educational center where Indians learned farming, carpentry, and other skills valued by the white settlers. On August 17, 1862, four young Dakota shot and killed five settlers in Acton Township in Meeker County, and thus began the Sioux Uprising. Chief Little Crow declared war on the whites the next day. The Dakota attacked the Upper Sioux Agency and burned it to the ground. The Indians also attacked settlements in the Minnesota River Valley and prepared to overrun the garrison at Fort Ridgely. Chief Big Eagle later said, "We thought the fort was the door to the valley as far as to St. Paul, and that if we got through the door, nothing could stop us this side of the Mississippi."

On September 2, 1862, settlers near Forest City, hearing that the Dakota warriors had defeated a company of soldiers about 20 miles north of the village, hastily built a stockade within 24 hours. Twenty Dakota horsemen attacked Forest City the next day. Thwarted by the stockade and 40 armed settlers, they soon gave up their attack. The Battle of Wood Lake was the last major skirmish of the Sioux Uprising, and led to the release of 269 prisoners in September 1862. The site of the Dakota camp near Montevideo where Col. Henry H. Sibley took custody of the captives was later called Camp Release and is now a state monument.

In the end those who suffered most were the Indians. After the uprising all treaty rights of the Santee Sioux were cancelled. Those who had not fled to Canada or the western plains were imprisoned or deported to a bleak resettlement camp on the Missouri River, where hundreds starved. In Minnesota, meanwhile, Indians were hunted down with bloodhounds and a bounty was paid for their scalps.

A military tribunal had originally sentenced more than 300 Indians to die for participating in the uprising, but President Abraham Lincoln ordered the execution of 39 Indians. On December 26, 1862, thirty-eight Indians were publicly hanged in Mankato.

- **Immigrants** – With the passage of the Homestead Act of 1862 large numbers of immigrants from many countries began to settle in Minnesota. Germans formed the largest single group of immigrants. They built successful farms in the Mississippi and Minnesota River valleys. Many were skilled tradesmen who gravitated to the growing towns and cities of Minnesota. The Norwegians were the second largest single group. They settled into farming in the southeastern counties of the state and in the Red River Valley, while many chose Minneapolis as their home. The Swedes also sought out farms, but concentrated their

settlements in the area between the Mississippi and St. Croix rivers. Together with the Norwegians and Danes, the Swedes did much to give Minnesota its Scandinavian flavor. Newspapers in all three languages flourished, Lutheran churches prospered, and Lutheran colleges were founded. The Scandinavians soon replaced the Yankees as the political leaders of the state. The Irish also sought farms in the state, but for the most part they gravitated to Minnesota's larger cities making their living as 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, Icelandic, Welsh, Luxemburgers, Greeks, Italians, Austrians, Cornish, Slovaks, Serbs, Croatian, Moravians, Hungarians, Belgians, Ukrainians, Rumanians, and important Jewish immigration from several European countries. Although Asians have never accounted for as much as one tenth of 1% of the state's population, during World War II their number increased when a group of Japanese Americans moved from the West Coast. 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 part of this immigrant group are Vietnamese, Laotians, Cambodians and ethnic Chinese.

For all these groups, abandoning their homes, native lands 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 and rich diversity of the whole and helped to create a humane society, attuned to its past while aware of the promise of its future. Their cultural heritages are celebrated across the state through their variations in food, architecture, business and social practices, traditional art forms and ethnic festivals.

Results of the 1990 U.S. Census showed that Minnesota's population was divided by race in the following ways, with the 1980 census figures shown in parentheses: White - 4,130,395 (3,935,770); Black - 94,944 (53,344); American Indian - 49,909 (34,831); Asian and Pacific Islander - 77,886 (26,536); and Other (includes Asian and Pacific Islander groups not identified separately, e.g., Cambodian, Indochinese, Pakistanis, Indonesian, Fiji Islander, and other races not included in specific categories listed on the questionnaire) - 21,965 (25,304); Hispanic Origin - 53,884 (32,123).

The census showed the state's population grew by 7.3% since 1980 (7.1 percent growth from 1970 to 1980). See the accompanying population growth chart for 10-year totals. The census' final count of housing units in Minnesota was 1,848,445 (1,612,960) which includes both occupied and vacant housing units. This figure represents an increase of 235,485, or an increase of 14.6 percent from the 1980 census (1980 housing units showed a 26.4 increase over the 1970 count of 1,276,552 housing units).

## 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

### Population growth of Minnesota 1850-1990

1850	(the Minnesota Territory included a large part of the area of the present states of North and South Dakota)	6,077
1860		172,023
1870		439,706
1880		780,773
1890		1,310,283
1900		1,751,394
1910		2,075,708
1920		2,387,125
1930		2,563,953
1940		2,792,300
1950		2,982,483
1960		3,413,864
1970		3,805,069
1980		4,075,970
1990		4,375,099

the state.

Logs from northern Minnesota's extensive pine forests were milled into planks, beams, and shingles and sold to lumberyards in the midwestern states where settlement was rapidly increasing. Minnesota's vast river system floated the timber to the state's mills, powered sawmills, and later carried finished lumber to markets as far as Chicago and St. Louis. Large mills were built at the Falls of St. Anthony in Minneapolis and at other waterpower sites. By the early 1850s, with the forest resource barely touched, the annual harvest of timber was worth \$2.5 million.

Daniel Stanchfield was the first lumberman to probe extensively the forests of the Rum River valley. In 1840 he and his crew built two large lumber camps on the river, and that winter 2.5 million board feet of lumber was cut. By 1852, 22 logging camps operated on the Rum River and its territories. One company reported it "sawed day and night, in season, for 15 years on one project." Further northwest, near Bemidji, there were 14 sawmills at one time producing one million board feet of lumber a day which resulted in Bemidji being logged off in 20 years.

President Abraham Lincoln signed the Homestead Act in 1862 primarily for the benefit of farmers. But loggers turned the law to their advantage by filing phony homestead claims and logging off entire townships in a single season. The following year, they filed new claims and logged off the next township. Lumber became a big business and soon there were 153 sawmills operating in the St. Croix and Mississippi River valleys. With each decade lumbering grew, moving ever northward in pursuit of the massive virgin pines. After the 1880s, Duluth, then Virginia, and later Cloquet became important lumbering centers with large mills.

A forestry association to protect timber resources was founded in 1876. It became the first of many groups that focused increasing, though haphazard and sporadic, attention on the conservation of Minnesota's natural resources. On September 1, 1894, one of the greatest forest fires in the nation's history, the Great Hinckley Forest Fire, burned nearly 400 square miles, including the towns of Hinckley and Sandstone. Over 400 people lost their lives. Christopher Columbus Andrews, a Massachusetts lawyer who moved to Minnesota, became the state's leading forest management advocate. In 1895 he was named the state's first chief fire warden and later became forestry commissioner and secretary of the state's forestry board.

The industry reached its peak year in 1905, then began a steady decline as the supply of good trees dwindled. By 1915 sawmilling in the state was only half of what it had been a decade earlier.

In 1909 President Theodore Roosevelt established the Superior National Forest, setting aside 3,000,000 acres of wilderness. Within this forest is the Boundary Waters Canoe Area, 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 31% of the state is forested, with forest industry a big business. The 1990 forest harvest was \$257 million, including stumpage, at the mill, and Christmas trees, wreaths and associated products. Contributing to the state's economy through forest-based industries are lumber and wood products, furniture and fixtures, and paper making.

Minnesota's 1,400 lumber and wood-product companies and secondary processors manufactured forest products worth \$6.2 billion during 1990 and employed 58,900 persons.

The largest single producer of forest products in Minnesota is the pulp and paper manufacturing industry which operates 9 pulp and paper mills in the state. In addition there are two hardboard and five waferboard plants in Minnesota. In 1990, these mills used the equivalent of 2.3 million cords of pulpwood. That same year, Minnesota's forests also provided 270 million board feet of lumber, logs and bolts; over 12 million Christmas trees and wreaths; 46,000 cords of matchwood, 16,090 posts and poles; and 535,000 cords of fuel wood.

## Mining

Minnesota iron ore was observed east of Lake Vermilion as early as 1850 by Henry H. Eames, Minnesota's state geologist. About the same time, the Bessemer and Kelly processes – efficient methods of converting iron into steel – were developed and increased the nation's demand for iron ore. Again, in 1865, rich deposits of iron ore were unearthed in the Lake Vermilion area. Following a report of gold in the same area, prospectors and explorers headed for northeastern Minnesota. Finding little gold, explorers searched for iron ore and in the 1870s began packing ore samples out of the deep forests for inspection and analysis.

In 1884 commercial iron ore production began on Minnesota's Vermilion range at Soudan. 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.

When iron ore was discovered, mines opened in quick succession in the Biwabik and Hibbing areas, and near Virginia and Eveleth. As mining operations moved westward along the Mesabi, a third Minnesota iron range was being explored and developed. 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 himself 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 nonmagnetic ore from the Cuyuna and Vermilion Ranges is no longer mined. Almost all the ore shipped from Minnesota today is in the form of taconite pellets.

Minnesota currently supplies more than 60% of the iron ore mined in the United States. Mining is a \$950 million business in Minnesota, with over \$3 billion invested in taconite processing centers to extract the ore. Minnesota's mining companies maintain reserves of high grade ore for future use.

Minnesota mines also produce manganiferous ore, sand, gravel, and building stones. The state has ranked high in the production of building stones since the 1880s, particularly

granite from the quarries near St. Cloud and Ortonville. Architects and engineers know well the 40-odd varieties of Minnesota stone including Lasota limestone, Winona travertine and Kettle River sandstone.

## 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 of the value of Minnesota's commodity production. This provided the resource base for thriving flour milling and grain trade industries.

Flour milling, the second major industry to develop in Minnesota, grew slowly as small mills were built along the rivers and creeks throughout the settled parts of the state. Wheat, corn and rye were ground into flour for the people who lived nearby.

Flour milling began in Minneapolis in the 1850s. The first mills were built by lumbermen who needed a dependable source of flour to feed their lumberjacks. By the 1850s more than enough wheat was raised for local needs and the surplus was shipped to Eastern cities. Some lumbermen (John S. Pillsbury and William D. Washburn), decided to shift altogether to flour milling, investing their money from the lumber business, and building mills and railroads. To 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 1870s, railroads were built westward through Minnesota to the Red River Valley where newly arrived immigrants were opening farms to raise wheat. By the late 1870s, nearly 70% of Minnesota land farmed was in wheat, mostly in the southeastern counties. By 1880, hundreds of mills were operated in Minnesota, the largest being in Minneapolis. 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 1890s, the diversification of Minnesota agriculture was creating other agribusiness opportunities. Dairying had become an important industry and hundreds of small creameries were scattered throughout the state. Flax was also raised in sufficient quantities to require creation of factories to crush the flaxseed for linseed oil and meal. The nation's largest meat packer started business in South St. Paul in 1887 and Minnesota beef cattle contributed to the state's meat packing industry.

The flour milling industry continued to grow long after 1900. Minneapolis mills drew on supplies from Montana and the Dakotas, while Minnesota farmers raised less wheat (only 45% of Minnesota farm land was in wheat in 1900). The peak of Minnesota flour milling came in 1916 when 29,389,889 barrels of flour were turned out and Minneapolis was recognized as the world leader in the production of wheat flour. Mills in other Minnesota cities contributed greatly to the state's flour production and famous brands were milled in Duluth, Hastings, Red Wing, New Ulm, Winona, Mankato and St. Cloud. By the end of the decade, Minnesota's flour production declined and millers could not buy hard spring wheat from farmers because land was being used for other crops. Wheat farmers in the Dakotas and northwestern Minnesota were shifting from spring wheat to durum wheat which was used for macaroni and spaghetti. Railroad freight rates between Minneapolis and the East rose so high that it was cheaper to ship grain to the East and grind it there. Thus, Minneapolis millers moved their milling operations out of the state and Minnesota lost its rank as the top milling state.

After the turn of the century, Minnesota farmers derived the majority of their income from livestock and dairy products. In 1910, 60% of the state's farm land was sown in cash crops and 40% was allocated to livestock and its products. Twenty years later only 22% of the state's farm land was in cash crops and the rest, 78%, was for livestock. Since 1972

Minnesota farmers have shifted more land into cash crops. The shift from grain to livestock is one of the biggest changes that has taken place in Minnesota agriculture.

Today, income derived from livestock and livestock products holds a slim lead over crop production. In 1990, \$3.8 billion was received from livestock and its products and \$3.3 billion was received from crops. In 1990, dairy farmers received over \$1.3 billion in receipts for the sale of milk. Minnesota's ranking in dairy products is: second in cheese, third in butter, third in dry milk, and fourth in milk.

Meat packing in Minnesota rose sharply during the 1920s and employed nearly 7% of the state's labor force. Most meat packing plants were, and still are, located in the southern part of the state, part of the corn belt. During the 1930s Minnesota meat packing grew so rapidly that by the end of the decade it was the top food industry in wages paid, number of employees and value added by manufacture.

After a small beginning in the 1900s, vegetable canning increased in importance during the 1930s. The growth of the canning industry for preserving perishable commodities was an important influence on the development of agriculture. Along with other technological advances, it had the effect of widening the markets for farm producers, thus increasing their production opportunities and their income-earning possibilities. Frozen food products compliment the total food processing industry, and has mutual benefits for the farm and consumer.

Soybeans, previously raised as a forage crop, came into prominence in Minnesota agriculture in the 1940s when processors began to use them for oil and meal. During World War II, with demand for oil high, soybean mills were built near the bean fields and some linseed oil plants were converted to bean oil production. By the end of the 1950s Minnesota was producing 12% of the nation's bean crop, and a considerable percentage of its soybean oil.

Today, soybeans are Minnesota's second most valuable crop, worth over \$1 billion. In 1991, 5.35 million acres of soybeans were harvested. Minnesota soybean acreage has increased over 2,500 times since 1934 when information on soybeans was first recorded. "Soy-ink" is a new industrial product made from soybeans and is now commonly used in the printing industry.

Corn is Minnesota's most valuable crop and occupies more acreage than any other crop. In 1991, Minnesota farmers harvested a corn crop that yielded 120 bushels per acre. Production totaled 720 million bushels from 6 million acres.

Today, Minnesota agriculture continues to be diversified with approximately 52% of Minnesota cash farm income from livestock, dairy and poultry, and 48% from crops. Dairy continues as the state's leader in receipts. Large crops and dwindling foreign markets for grains have brought a shift in types of crops grown in the last few years.

As a natural resource industry, agriculture is a major employer in Minnesota and generates 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 season ranges from a maximum of 164 frost-free days in southeastern counties to a minimum of 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 1986, Minnesota produced the second highest gross tonnage of field and orchard crops in the nation; over 55 million tons of grains, oilseed, vegetables, fruits, nuts, forage, sugarbeets and seeds. The state ranked 6th in cash receipts from crops, 7th in livestock receipts, and 6th in all farm product receipts. Farm production is about three and a half times Minnesota's gross crops tonnage produced in 1935 when agriculture peaked at the end of the era of four-legged horsepower.

Minnesota agriculture has made significant progress through mechanization and scientific technology. In 1935, Minnesota had 204,000 farming units occupying 32.9 million acres of agricultural land. Crops production averaged about 81.5 tons for each family farming unit, and slightly over one-half ton per acre. Minnesota's 1981 and 1982 crop 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 the crops and livestock has increased production.

In 1991, the average crop yields per acre were 120 bushels of corn, 31 bushels of wheat, 50 bushels of barley, 40 bushels of oats, 20 bushels of flaxseed, 27 bushels of rye, 24,000 pounds of potatoes, 36.5 bushels of soybeans, 17 tons of sugarbeets, 3.3 tons of hay, 1,781 pounds of sunflowers, and 1,650 pounds of dry edible beans.

Total crop production in Minnesota in 1991 included 720 million bushels of corn, 195.3 million bushels of soybeans (a record high), 67.1 million bushels of wheat, 27 million bushels of oats, 509.4 million pounds of sunflowers, 8.1 million tons of hay, and a record high 1.98 million hundredweight of dry beans. Total livestock and poultry production included 2.76 million cattle and 300,000 sheep and lambs on January 1, 1991; 4.9 million hogs on December 1, 1991; and 46 million turkeys in 1991.

Today, Minnesota agriculture occupies over half of the state's total area and over 60% of the state's land surface. This agricultural land is valued at over \$26 billion. The 88,000 farms sharing this rich natural resource are the most efficient in state history and among the most efficient in the world. The average 341-acre farm represents a \$294,000 investment in land and buildings and it grows enough food to feed over 100 people an entire year.

Minnesota agriculture generates over \$8.4 billion annually in earned gross income from the marketing of farm-produced food and fiber. Minnesota ranks 6th highest among all states in farm cash receipts, and employs 155,000 family farm workers. In fall 1991, total farm employment in the 3 lake states (Minnesota, Wisconsin, and Michigan) totaled 359,000 of which 275,000 were family farm workers. Total Minnesota farm population in 1980 was 315,400; 2nd highest in the United States. Normally Minnesota ranks among the top 10 states in exports sales of agricultural products.

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 1992 fiscal year, Minnesota ranked 7th among all states in the foreign export of farm products. Foreign trade missions come in increasing numbers to Minnesota. The Minneapolis Grain Exchange is the



world's leading public grain market and is the only market trading spring wheat futures. A new World Trade Center was opened in downtown St. Paul in September 1987 to increase Minnesota's global marketing efforts. From the port of Duluth, Minnesota's agricultural products are shipped to markets in Europe, the Middle East, Africa, and Asia.

Minnesota stands out among the 50 states for its leadership in conserving the vital human and land resources of agriculture. The Agricultural Development Bond Program, more commonly known as Minnesota's Aggie Bond Beginning Farmer Loan Program (the "Program"), is a tax exempt bond program designed to assist beginning farmers in the state of Minnesota to acquire agricultural property at lower interest rates.

The program enables lenders to receive interest that is exempt from federal and Minnesota income taxation on loans made to beginning farmers. The lender will arrange the loan and purchase from the Rural Finance Authority (the "Authority") a federally tax-exempt Private Activity Bond (PAB) in the amount of the loan. The proceeds of that bond will be lent to the beginning farmer by the authority, and that loan and its collateral will be assigned to the lender as security for the tax-exempt bond.

### **Manufacturing**

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 manufacturer's were closely tied to raw materials from the woods and farms. As the kinds of raw materials changed so did the kinds of manufacture based on those materials. Paper manufacturing grew in importance as the virgin timber ran out; meat packing gained on wheat milling, and soybean oil manufacturing replaced the production of linseed oil. Factory locations were also changed to be nearer the sources of raw materials.

World War II brought about an increase in the percentage of the state's employed people working in manufacturing. Because so many people have been employed in farming and mining, the number of factory workers, compared to the total labor force, has always been relatively low in Minnesota. With the increased use of machinery on farms fewer people were needed to do the same amount of work, and many workers released from farms moved to urban areas and sought employment in factories. The increased manufacturing employment continued into the 1950s. In 1947, 12½% of the state's workers were employed in the factories. By 1950 the figure rose to 16½%, a rise almost five times greater than the national average for those years. In 1960, 20% of the state's workers were employed in factories, with the main shift in and around the Twin Cities.

Metal goods and other manufacturing became as important as food processing as a result of World War II. The most important Minnesota manufacturing industry to develop after the war was the making of computers and other kinds of electronic equipment. During the 1940s nearly 60 kinds of manufacturing industries increased in Minnesota and 32 kinds grew more than the national average. Among the fastest growing were the making of machine tools, electrical machinery and communications equipment. Other Minnesota manufactures which grew faster than the national average were the making of cheese, dried milk, and cosmetics. While all this growth in manufacturing took place, exceeding the

national average, Minnesota's population increased only half as fast as the national average.

Manufacturing became the dominant source of income in the state in 1952. In 1976, Minnesota's more than 5,800 manufacturing plants had shipments valued at \$20.4 billion – more than three times their value at the beginning of the 1960s. Employment in Minnesota's manufacturing industries for the period of 1940-1977 increased by 189%, compared to a national increase of only 82%.

A continuing process of industrial diversification, beginning about the time of World War II, has moved Minnesota into a position of industrial leadership in the United States.

### Structure and Trends in the Minnesota Economy

Minnesota, with a population of 4.3 million, has a work force of 2.1 million (1990), and a labor force participation rate of 73 percent, 10 percent above the national average and the second highest rate in the nation.

The Twin Cities metropolitan area comprises 56 percent of the state's population, and 65 percent of the state's jobs. Minneapolis/St. Paul is the 16th largest metropolitan area in the United States. In contrast, Greater Minnesota accounts for 44 percent of the state's population and 35 percent of the state's jobs (1990).

Minnesota's economy is characterized by a diverse industrial sector and a natural resource base of timber, agriculture and iron ore.

Minnesota's distribution of employment and Gross State Product (GSP) among the major economic sectors closely reflects the national distribution, with roughly 24 percent of employment in trade, 26 percent in service activities and 19 percent in manufacturing (1990). Twenty-one percent of Minnesota GSP (1986) comes from the manufacturing sector as compared to 20 percent of Gross National Product (GNP). The finance sector accounts for 18 percent of GSP and 17 percent of GNP and output from the services sector comprises 15 percent of GSP as compared to 17 percent of GNP.

In fact, a 1990 study by Goldman Sachs found that of the 50 states Minnesota's economy most closely reflected the national economy, based on sectoral distribution of employment.

#### GROSS STATE PRODUCT (1986)

Industry	Minnesota (millions)	Percentage of Total Minnesota	Percentage of Total United States
		Minnesota	United States
Farms	\$ 3,324	4.4 %	1.8 %
Agricultural Services, Forestry and Fishery	251	0.3	0.4
Mining	406	0.5	2.3
Construction	2,763	3.7	4.7
Manufacturing	15,813	20.9	19.7
Durable Goods	9,228	12.2	11.4
Nondurable Goods	6,585	8.7	8.2
Transportation and Public Utilities	6,851	9.1	9.3
Wholesale Trade	6,022	8.0	7.0
Retail Trade	7,282	9.6	9.7
F.I.R.E.	13,829	18.3	16.6
Services	11,667	15.4	16.7
Federal Civilian Government	860	1.1	2.4
Federal Military	183	0.2	1.4
State and Local Government	6,373	8.4	7.9
<b>TOTAL</b>	<b>\$75,626</b>	<b>100.0 %</b>	<b>100.0 %</b>

SOURCE: U.S. Department of Commerce, Bureau of Economic Analysis.

## Manufacturing Specializations

Manufacturing is the state's largest economic sector in terms of both GSP and wage income. When examining Minnesota's employment structure in more detail, its industrial specialties emerge: Minnesota is a high-tech state with more than four times the national share of employment in the computer industry, including such giants as Cray Research, Unisys, IBM and Control Data. The industrial machinery industry, which includes computer manufacturing, is the state's largest manufacturing industry employing more than 72,000 workers and 33,000 in the computer manufacturing activity, alone (3rd Q'91).

Minnesota is also a leader in design and manufacture of scientific instruments. Minnesota has more than two times the national share of employment in both the measuring and controlling device industry and medical instruments industry, with such leaders as Honeywell and Medtronic. The state has seven times the national share of employment in the design and manufacture of ordnance, also classified as a high technology industry.

Minnesota's industrial makeup also reflects its natural resource base of timber and farm land. Food products processing is Minnesota's second largest manufacturing industry employing more than 53,000 workers (3rd Q'91). Among processed food products specializations, Minnesota has 2.6 times the national concentration of employment in dairy products processing and 3.6 times the national share of employment in grain products processing and milling. Minnesota's leading food processing corporations include such firms as Pillsbury (now a wholly-owned subsidiary of Grand Metropolitan, PLC), General Mills, Land O'Lakes, International Multifoods and Cargill.

Among our wood products industries, Minnesota is highly specialized in the production of paper products, with 2.5 times the national share of employment involved in the production of paper products. Minnesota is particularly concentrated in the converted paper activity, with more than five times the national concentration in this industry. The converted paper industry includes such products as 3M's Post-It Notes. Other corporations with a notable Minnesota presence in forest and/or paper product industries include: Bemis, Pentair, Andersen Corp., Marvin Lumber, Waldorf, Boise Cascade and Potlatch.

Minnesota's third largest manufacturing industry is the printing and publishing industry, with employment of more than 52,000 (3rd Q'91). Among printing and publishing activities, Minnesota's work force is especially concentrated in book printing and publishing; and blank book printing, each with roughly two and a half times the national share of employment. Minnesota-based giants in these industries include Deluxe Corp. and West Publishing.

## Business and Support Services

Because service activities are largely dependent on local markets, they differ from national patterns less than manufacturing activities. However, some interesting specializations still emerge. Minnesota has a sophisticated financial services sector, employing more than 125,000 workers, with such major regional banks as Norwest and First Bank Systems. But, Minnesota's F.I.R.E. sector specializes in the insurance industry. The insurance industry in Minnesota employs a 20 percent higher share of the work force than the national average, with headquarters of such giants as St. Paul Companies and IDS Life Insurance.

Minnesota also has a well developed transportation industry, with a specialization in air transportation. Minnesota's share of employment in the air transportation sector is 50 percent above the national average.

Minnesota's business service sector employs nearly 96,000 workers, with a large number of nationally recognized advertising, management and training firms. In fact, according to *Advertising Age Magazine*, the Twin Cities area ranks sixth among U.S. metropolitan areas in advertising agency billings (March, 1990).

## Consumer/Personal Services

Reflecting the state's significant tourist industry and many parks, the state has 22 percent more than the national share of employment in lodges, inns, and campgrounds.

Minnesota's health services industry employs nearly 169,000. Among health services activities, the state specializes in residential care facilities, with nearly twice the national concentration of employment. Minnesota is home to some of the nation's best known residential health care facilities, such as the Hazeldon Drug Rehabilitation Center, attracting patients from around the world. In fact, nearly one-third of all revenue to the Twin Cities area drug treatment facilities come from out-of-state patients.

Finally, reflecting Minnesota's long and proud history of populist political involvement and civic-mindedness, we have one and one half times the national share of employment in political organizations and nearly twice the national share of employment in civic organizations.

### Corporate Minnesota

No description of the state's economy would be complete without recognizing the importance of large firms to the economy. In Minnesota, large firms (employing 500 or more workers) represented 49 percent of jobs and 73 percent of employment growth over the 1984-1988 period.

The state has a high concentration of *Fortune* 500 firms headquartered in Minnesota. There are 18 of these industrial giants, all but one of which are based in the Twin Cities Metro area. In comparison, its neighboring states of Wisconsin, Iowa, North Dakota and South Dakota combined account for only 13 such firms. Nationally, Minnesota ranks fifth in *Fortune* 500 industrial headquarter firms per capita and tenth in total number of *Fortune* 500 firms.

In addition, Minnesota is the headquarters location for 15 *Fortune* 500 service companies, including finance and insurance companies such as Norwest Corporation, First Bank, St. Paul Companies and IDS Life Insurance.

Minnesota is also prominent in the *Forbes* listing of the top 400 private companies in the United States. Cargill continues its dominance as the nation's largest privately held company with 1988 revenues of \$43 billion dollars, nearly three times the revenue of its closest competitor. Indeed, Cargill is often mentioned as one of the largest companies in the world. Northwest Airlines (NWA) is ranked eleventh and Carlson Companies thirteenth, among the top fifteen of the *Forbes* list.

However, Minnesota's business birth rate, the formation rate for new, primarily small, businesses is one of the lowest in the nation. According to the U.S. Small Business Administration (SBA), the state had the seventh lowest business birth rate, between 1986 and 1988. However, our business death rate is also one of the lowest in the nation, yielding a relatively stable business population. However, Minnesota's net business formation rate lags behind the national average. The number of business establishments grew by 9.9 percent in Minnesota between 1984 and 1989, while growing by 15.2 percent nationwide.

Moreover, small businesses added less than their share of employment during the 1984-1988 period. Firms employing less than 100 employees contributed only 24 percent of all net job growth, but accounted for 38 percent of employment during this period.

Nevertheless, many business journals report that Minnesota provides a business environment that nurtures younger, fast-growing firms. In 1990, *Business Week* magazine included 13 dynamic companies from Minnesota in its "Hot Growth" Companies list - more

#### Minnesota's Fortune 500 Industrial Firms, 1990

Rank	Company	Sales
31	3M	\$13,021
69	Honeywell	6,985
77	General Mills	6,487
167	Geo. A. Hormel	2,681
188	Land O'Lakes	2,415
207	International Multifoods	2,080
239	Control Data	1,731
273	Deluxe	1,423
299	Alliant Techsystems	1,248
310	Pentair	1,178
318	Bemis	1,130
383	Medtronic	842
389	Cray Research	824
397	H.B. Fuller	792
398	Tonka	789
399	Jostens	788
406	Toro	751
483	Valspar	571

Source: *Fortune*, April 23, 1991.

fast growing firms per capita than any other state. These companies represent a wide variety of industries and services from computer manufacturing and consulting to mass media marketing. In addition, during the past 10 years Minnesota has placed more companies on the *INC* 500 fastest growing list than all but four states (1990).

### Foreign Trade

In 1990, Minnesota ranked 17th in the nation in value of manufactured exports at \$5.9 billion. Minnesota's top 5 exporting industries are industrial machinery, including computers, scientific instruments, electrical equipment, transportation equipment, and processed food products. Minnesota also exports an estimated \$1 billion in agricultural commodities annually.

Nearly 70 percent of the value of our manufactured exports comes from high technology goods, 40 percent from exports of computers and other industrial machinery alone. This is a very highly concentrated export portfolio. In a recent study, only four other states had similarly concentrated manufactured export bases. When the industrial machinery industry is excluded, Minnesota exports 30 percent less of its manufactured shipments to international markets than the national average (1987).

Minnesota lost export share between 1987 and 1990, dropping from the nation's 16th largest exporting state to 17th. Exports from Minnesota increased by 52 percent as compared to a nationwide increase of 60 percent. This reversed the pattern from 1980 to 1987, when exports of manufactured products from Minnesota grew far faster than the national average. This slowing of growth was primarily due to the poor performance of the industrial machinery sector, including computer exports. Not only was this sector one of the five slowest growing in the U.S., but Minnesota's exports from the industry grew at less than half the national rate over the 1987-1990 period. To a lesser extent our loss of export share was due to slow growth in exports from the food products industry, up only 19 percent over the period as compared to 33 percent nationwide. The three other of our top five industries grew faster than national average over the period.

Minnesota is also somewhat more concentrated in the destinations for its exports than the nation. In 1990, the 10 countries receiving the largest amounts of Minnesota's manufactured goods accounted for nearly 80 percent of the state's export value. These same 10 represent the destination for less than two-thirds of the U.S. manufactured exports. Canada is the most important market for Minnesota goods. Exports to Canada totaled \$1.5 billion in 1990, nearly 25 percent of total Minnesota exports.

Japan is the second most important destination for Minnesota goods. Minnesota exports accounted for two percent of total U.S. exports to Japan, more than \$800 million in 1990. Japan is the single largest foreign buyer from Minnesota's industrial machinery industry (computers). The next largest markets for Minnesota products are: United Kingdom (\$440 million); West Germany (\$370 million); Netherlands (\$370 million); Italy (\$240 million); France (\$236 million); and South Korea (\$228 million).

### Recent Economic Performance

According to many broad indicators of economic performance, Minnesota's recent economic performance has shown strength and vitality in recent years. However, some underlying factors suggest weakness that is not immediately apparent. In addition to the above information on business formation rates and export growth, below is a discussion of recent patterns of employment, income and GSP growth.

#### Employment

Employment in Minnesota grew at a faster rate and added more jobs over the 1983-1990 period than any surrounding state and the U.S. average.

Minnesota's manufacturing employment grew at a rate of 15 percent between 1983-1990, nearly five times the national growth rate of 3.4 percent. Comparing manufacturing employment growth rates with the four surrounding states is somewhat misleading, because only Wisconsin has any significant existing manufacturing base. It is more meaningful to look at other states with well developed manufacturing sectors. Of the nation's 29

manufacturing intensive states, Minnesota's growth rate ranked fourth (1983-1989).

However, this overall growth in employment was far from even. Minnesota has lost share of employment in many non-goods producing industries in the 1980s. Employment in trucking, communications, wholesale trade, banking, and health services all grew significantly slower than the national average (1978-1988). In addition, manufacturing employment growth was heavily concentrated in a few industries. Nearly 60 percent of all net new manufacturing jobs created from 1980-1989, were created by the printing and publishing industry alone.

One positive result of the strong overall growth in employment is Minnesota's low unemployment rate, which has consistently been 15-25 percent below the national average in the 1980s. Continuing this trend, Minnesota's 1990 average unemployment rate was 4.8 percent compared to 5.5 percent nationwide and 5.6 percent in the midwest region.

However, labor force constraints may pose a serious threat to sustained economic growth in Minnesota in the 1990s. The last of the baby boom generation entered the labor force in the early 1980s. Since that time, the cohort of entrants into the labor force has been declining and this pattern will continue until the late 1990s or early 2000, when the children of the baby boomers begin to enter the labor market. Because Minnesota already has a very high level of labor force participation, as discussed earlier, we cannot hope to greatly expand our work force with non-traditional workers. As a result, without significant immigration or productivity gains Minnesota may face serious labor supply problems in the next decade.

Employment Growth 1983-1990			
	Percent Growth	Number of Jobs Added (000s)	1990 Unemployment Rate Percent
<b>U.S. Average</b>	22.4%		5.4%
<b>Midwest Average</b>	19.3%		
<b>Minnesota</b>	23.7%	408.0	4.8%
<b>South Dakota</b>	22.6%	53.2	3.7%
<b>Iowa</b>	17.7%	183.7	4.2%
<b>Wisconsin</b>	17.5%	339.2	4.4%
<b>North Dakota</b>	6.0%	15.0	3.9%

Manufacturing Employment Growth 1983-1990			
	Percent Growth	Number of Jobs Added (000s)	
<b>U.S. Average</b>	3.4%		
<b>Minnesota</b>	15.0%	52.0	
<b>South Dakota</b>	31.3%	8.1	
<b>Iowa</b>	16.6%	33.5	
<b>Wisconsin</b>	15.6%	75.6	
<b>North Dakota</b>	16.9%	2.5	

**SOURCE:** U.S. Department of Labor, Employment and Earnings, Annual Averages, May 1990 and 1985.

	Personal Income			Per Capita Personal Income		
	1983 (mill)	1990 (mill)	Percent Change	1983	1990	Percent Change
<b>U.S.</b>	\$2,833,184	\$4,662,698	64.6%	\$12,093	\$18,691	54.6%
<b>Iowa</b>	31,572	47,870	51.6%	10,869	17,218	58.4%
<b>Minnesota</b>	49,919	82,223	64.7%	12,042	18,731	55.5%
<b>North Dakota</b>	7,388	9,686	31.1%	10,843	15,215	40.3%
<b>South Dakota</b>	6,795	10,997	61.8%	9,722	15,797	62.5%
<b>Wisconsin</b>	54,868	86,147	57.0%	11,554	17,560	52.0%

**SOURCE:** U.S. Department of Commerce, Bureau of Economic Analysis, *Survey of Current Business*.

## Income

Between 1983 and 1990 Minnesota also grew slightly faster than the surrounding states than the nation in terms of personal income.

However, personal income has grown more slowly in Minnesota than the nation since 1987. As a result, per capita personal income has dropped from 102 percent of the national average in 1987 to 100 percent of the national average in 1990 and the state's ranking has dropped from 14th highest per capita income in 1987 to 17th in 1990.

## Gross State Product

Gross State Product (GSP), the value of gross output of the economy, is generally economists' preferred measure of economic activity. GSP growth includes not only growth generated by expanding employment, but also economic activity generated by capital investment and productivity improvements.

Between 1963 and 1986 (the latest year for which we have data) real, non-farm per capita GSP grew faster in Minnesota than the nation. This growth has been especially strong since 1973. Between 1973 and 1986 real, non-farm GSP grew at an annual rate of 2.49 percent in Minnesota, and at an annual rate of 1.46 percent in the rest of the nation. Over that period, Minnesota GSP showed particularly strong growth during periods of national economic expansion, declining at rates similar to the nation during periods of recession.

However, according to a 1989 study by the State Economist, Tom Stinson, nearly two-thirds of this growth came from growth in the labor force. Minnesota's capital stock grew more slowly than the nation over this period, especially in the early and mid 1970s. According to Stinson, "Identifying ways of encouraging additional investment in Minnesota remains a major challenge for state policy makers."

This will be especially true in the 1990s. Minnesota can no longer count on labor force growth to fuel economic growth in the decade ahead. It will be nearly a decade before the cohort of entry level workers expands markedly. And recent information also suggests that productivity growth in Minnesota, the other major source of economic growth, has been lagging behind the nation. According to the Census of Manufacturers data, output per production worker hour increased by less than 28 percent in Minnesota between 1982 and 1987 while expanding by 31 percent nationwide. This reverses the 1977-1982 period during which productivity in Minnesota grew at a rate more than three times the national average.

## 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. As of mid 1991, its commercial banks had total assets of \$54.3 billion. Of those banks there were 465 state chartered banks with assets of \$16.8 billion; and 155 national banks with assets of \$37.5 billion. The Federal Reserve Bank headquarters for the Ninth Federal Reserve District is located in Minneapolis, as well as two of the largest bank holdings companies, a federal land bank, a federal intermediate credit bank, a bank for cooperatives, and one of the nation's 26 largest savings and loans associations.

Minnesota is also home to some of the nation's largest insurance companies. As a group, 218 insurance companies incorporated in Minnesota held \$56.6 billion in assets as of June 30, 1991, and generated \$20 million in premium taxes during the tax year March 15, 1990 to March 15, 1991.

Gross product in Minnesota's finance, insurance and real estate industries was at the \$13.8 billion level in 1986 and accounted for 18.3% of the gross state product. The average annual growth rate during the 1983-1986 period was 11.2%. At the national level, gross product of finance, insurance and real estate was approximately \$551,318 billion in 1986 or about 12.8% of the gross national product. The average annual growth rate for the 1983-1986 period for the nation was 12.8%.

Employment in Minnesota's finance, insurance and real estate industry averaged 119,400 workers during the year 1988. The average annual growth rate in employment during the past decade amounted to 9.8% and the number of new jobs increased by 180,300.

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, over 2 million. 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 \$11.63 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, an Elk River pioneer farmer and populist activist, founded the National Grange, or the Patrons of Husbandry, in 1867. The organization promoted education in agriculture and provided social and cultural opportunities for farmers and their wives through club meetings. Since that time thousands of cooperatives of all sizes, 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. When Minnesota became a state, Neill was appointed by the legislature as superintendent of public instruction.

• **School Districts** – In 1861 the legislature stipulated that every township would be a school district, but this was changed the next year into the so-called neighborhood plan, a district system of public schools.

The first decade of public education in Minnesota saw an emphasis on the common school for those who wanted only the basics, and the university for those who desired an extensive education which usually only a few could afford.

In 1878 the legislature appropriated \$400 annually to each high school, at the time frequently referred to as "people's college," that wished to be placed on the 'accredited list' and to receive state aid. At first there could not be more than three state aided high schools in any one county, but later that number was increased to five.

In 1885 superintendent Kiehle obtained support from the legislature which passed a measure requiring every parent or guardian of a child between the ages of 8 and 18 to send their child to a public or private school for 12 weeks each year. Disobeying the law was a misdemeanor. This compulsory attendance law was strengthened in 1899 when the legislature authorized school boards in cities and large villages to appoint truant officers with power to arrest truants, take them to school, and to file complaints against their parents or guardians. Yet at the turn of the century many children remained out of school, especially in the smaller villages and rural areas where the majority of children lived. The 1899 legislature also required that prospective teachers take an examination prepared by the office



of public instruction, and that upon satisfactory completion of the test the teacher be issued one of three certificates depending on academic and professional preparation.

• **Board of Education** – In 1919 a state board of education, consisting of five members, was established. This board elected a commissioner of education for a six-year term who was given responsibility for the department of education. The board 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.

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.

As of fall 1991, Minnesota had 423 school districts which operate elementary and secondary schools. Each school system functions under an elected school board. The state's public school system included 934 elementary schools, 77 middle schools, and 500 secondary schools. Enrollment in the public schools was 749,203. The schools were staffed by 43,753 teachers; 3,153 administrators, coordinators, directors and supervisors; and 3,250 support staff including counselors, librarians, reading consultants and others. Through a system of state aids, part of the cost of operating these schools is covered by the state, with funds graduated in favor of districts having a poorer tax base.

In the 1980s and '90s, Minnesota has been recognized as a leader and innovator in public education. It pioneered school choice, a variety of enrollment options that allow students and parents to pick the program that best fits student needs. The state has invested heavily in education technology, alternative education programs for students who do not respond well to traditional schooling, and comprehensive early prevention and risk reduction programs to address social, familial, and personal barriers to learning. Minnesota has led the way in early childhood family education (ECFE), which combines developmentally appropriate activities for children from birth through age 4 with parenting education for the child's first and most important teachers, their parents. In 1990-91 more than 175,000 parents and children took advantage of these programs offered by 365 school districts. Community education continues to expand to provide lifelong learning opportunities for all Minnesotans, with more than 4 million people participating in 1990-91 (duplicated count) names that included, in addition to ECFE, adult education, literacy, school-age child care, programs for non-speakers of English and people with disabilities, youth development/community service, and programs serving and involving the elderly. Minnesota is implementing a system of outcome-based education that will spell out high expectations for all students and provide the means to ensure success.

• **University of Minnesota** – The University of Minnesota was chartered in 1851 as a land-grant college and preparatory school when the territory consisted of 7,000 settlers. Today it spreads across 4 state campuses and 20 research, experimental and branch stations. The combined campuses of the University of Minnesota in Minneapolis and St. Paul have one of the largest daytime enrollment of full-time students of any campus in the country. With almost 51,000 full-time students on all campuses, 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 12 Nobel laureates. Its graduate school ranks among the top 10 in the number of doctoral degrees conferred annually. The U of M has 227 endowed chairs and professorships as of August 1991, making it a leader in this area in the United States.

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 64 public 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 of Technical Colleges. These public universities, community colleges and technical colleges serve more than 212,000 students from the freshman through graduate levels.

More than 3,700 instructional programs are available to students. These programs range from occupational programs provided primarily at public technical colleges 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 1991 Legislature, for example, appropriated almost \$2 billion for higher education for use during the 1991-92 and 1992-93 academic years.

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 1991-92 and 1992-93 school years the legislature has made available over \$160 million in state-supported grants and work-study opportunities for Minnesota residents. A state loan program also assist thousands of students to pay for their education beyond high school.

In addition, Minnesota residents have increased access to opportunities in neighboring states under tuition reciprocity agreements with Wisconsin, North Dakota and South Dakota. More than 17,000 Minnesota residents attend more than 50 public post-secondary institutions in neighboring states under the agreements while about 13,000 out-of-state students enter Minnesota institutions each year.

Overall, 58 percent of the state's high school graduates enroll in a post-secondary institution the next fall. Within 6 years, 89 percent of Minnesotans have pursued postsecondary education. Minnesota has the best high school completion rate in the country of 91%.

• **Private Schools** – 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 26 private four-year colleges, one private junior college, nine private professional schools and more than 100 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 36 private colleges and professional schools, 17 were founded by 1900. More than 52,000 students, or about 20 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 16 private colleges and universities in the state, and the Minnesota Association of Private Postsecondary 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 28 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 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. Education takes up 42 percent of the state's budget, that includes both higher and elementary and secondary.

Minnesota's goal in the future is to maintain and enhance quality educational opportunities that contribute to the high quality of life.

## **Government**

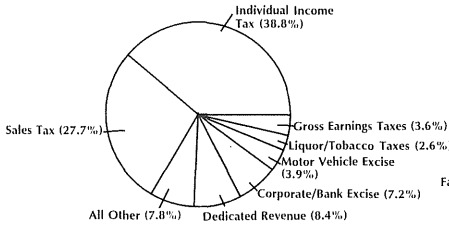
Minnesota has a reputation for independent political thinking. From its very beginning this has been a strong influence and resulted in the refusal of both Democrat and Republican delegates to meet in the same convention. Therefore, each party convened their delegates to the state's constitutional convention 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.

Minnesota was admitted to the union at a time when the country was heatedly debating the issue of slavery and the repeal of the Missouri Compromise in 1854. That compromise had prohibited slavery in states north of 36°30' (except Missouri). With repeal, each state could decide whether to be slave or free. Dred Scott, a former black slave who gained his freedom by escaping to the free state of Minnesota, waited at Fort Snelling for the U.S. Supreme Court to decide whether once gaining his freedom he could return to his home state, which permitted slavery, as a free man. The court eventually ruled that he could not.

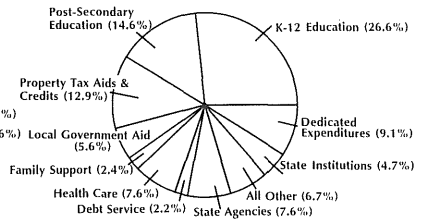
Scott probably met and became friends with another famous Minnesotan, George Bonga, the son of Minnesota's first black settler and a fur trader and businessman who freely associated with the prominent politicians of the Territory of Minnesota. Bonga was known for his capture of Che-Ga-Wa-Skung, a Chippewa Indian accused of murder in 1837 which resulted in Minnesota's first criminal trial.

In becoming a state, certain institutions were established and the Territorial Legislature had to decide where they would be located. Stillwater was chosen for the state prison, and Minneapolis was to be the location of the University of Minnesota. The location of the state capital was a hotly debated issue. Many sites were proposed, but the rural legislators who made up the majority wanted a site convenient to them. A site near Kandiyohi was suggested because it was the exact center of the state and ideally located to all. Other sites were the cities of St. Paul and St. Peter in the south central part of the state on the Minnesota River.

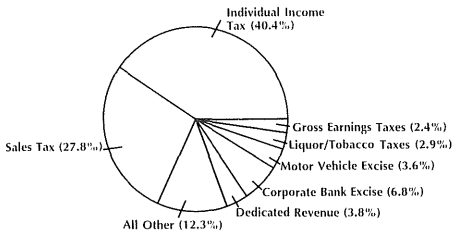
1988-89 General Fund Resources



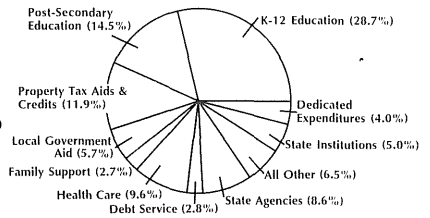
1988-89 General Fund Spending



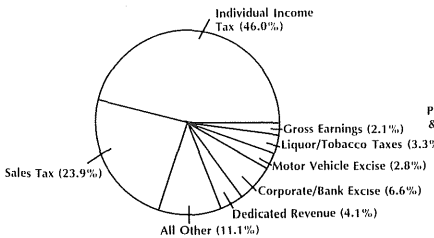
1990-91 General Fund Resources



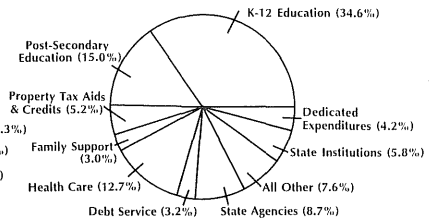
1990-91 General Fund Spending



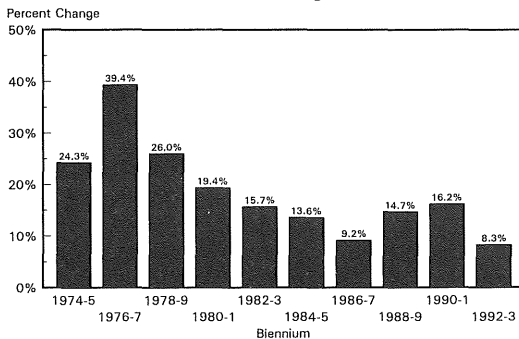
1992-93 General Fund Resources



1992-93 General Fund Spending



### General Fund Spending Percent Change



St. Peter was chosen, and the bill the Territorial Legislature approved was sent to Joe Rolette, a legislator from Pembina and a man of robust humor who was the son of a French Canadian fur trader and who dressed like an Indian or voyageur. As chairman of the enrollment committee, he was supposed to give the bill his imprimatur and pass it on to the governor. But Rolette disappeared and when he dramatically returned to the legislative session, it was too late to get any more bills passed and the capital ended up in St. Paul.

Minnesota was the first state in the nation to enact a limited statewide compulsory primary law in 1901. In 1913 Minnesota became one of the first states to adopt a non-partisan system of electing its legislators. This was repealed in 1973 when party designation 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 four presidential elections, with 67.2% (2,125,119) of the 3,161,000 estimated eligible voters casting ballots in the 1988 presidential election. The nation's average was 67.23%.

In 1989, the legislature authorized a presidential primary to be conducted on April 7, 1992. This will be the first presidential primary to be held in Minnesota in 36 years. Previous presidential primaries were conducted in 1916, 1952 and 1956. Minnesota joins 37 other states that conduct presidential primaries.

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.

The state's chief sources of revenues are taxes on personal and corporate 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 5% and a year later 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.

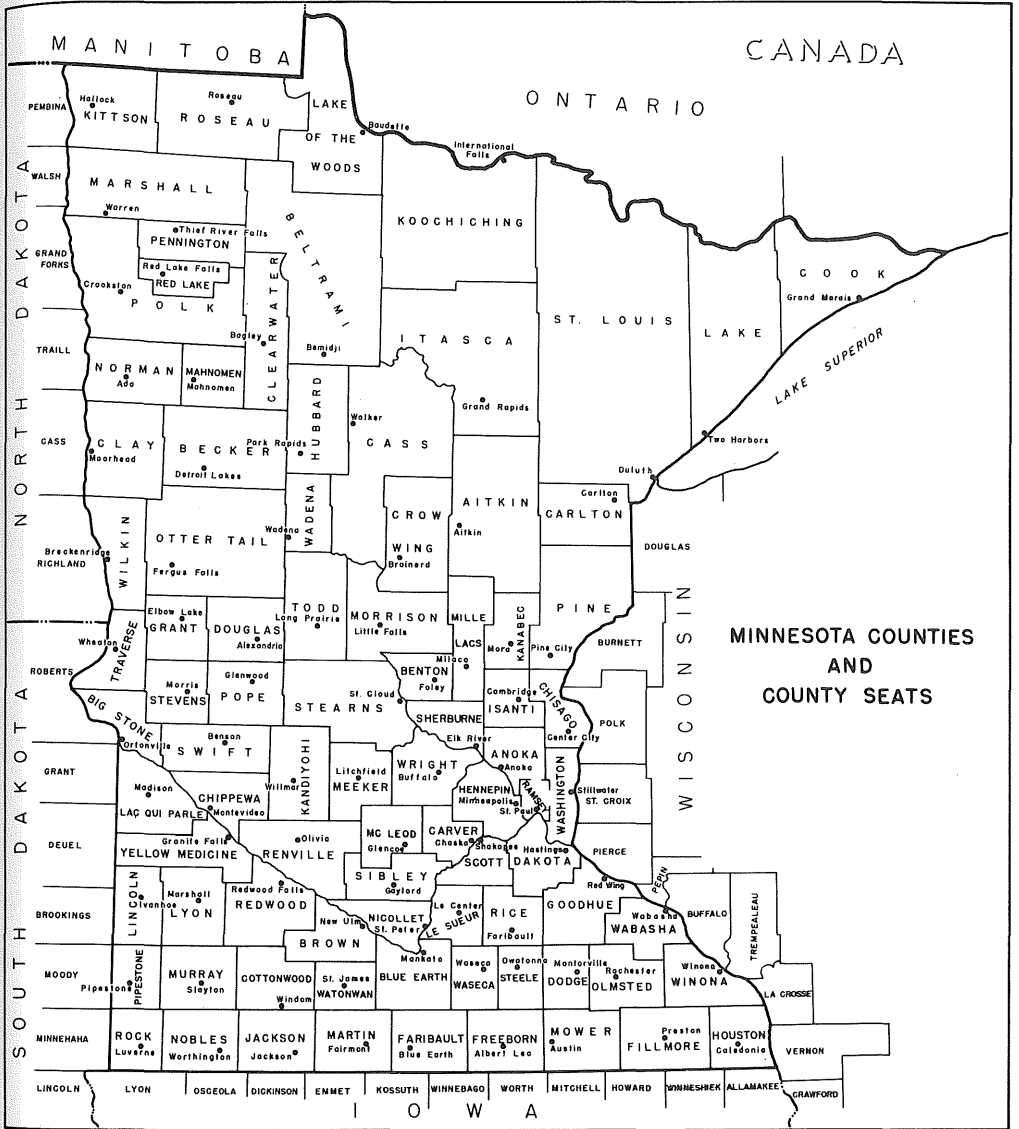
Social services, especially those for children, traditionally have been well developed in the state. Minnesota was the first state to treat crippled children at public expense. Continued concern and service is provided to the physically handicapped, senior citizens, and the mentally ill and retarded of all ages. The state substantially expanded its mental health program in 1949, and in 1957 state aid was granted to local communities to encourage the establishment of local mental-health centers, redistributing patient loads in state hospitals, preventing overcrowding and improving patient care.

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 establishment of the Department of Administration. In 1973 another reorganization set up new departments of finance and personnel, brought together functions that had been fragmented, and gave the governor more control over them. 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 in 1977, while Minnesota local government employment ranked 15th. The same study showed that in terms of growth, Minnesota government employment had been growing at a slower rate than the national average (2.6% in Minnesota as compared to 3.8% among all states).

There are 87 counties, 855 municipalities and 1,801 townships in Minnesota. Most local governmental services are provided by counties and municipalities. Townships'

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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 433 school districts. Two hundred eleven special districts provide for sewers, conservation, water supply, fire protection, parks, airports, and mosquito control.

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 second 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.

Many of Minnesota's government leaders have served with distinction in the federal government. Hubert H. Humphrey and Walter F. Mondale have both served as vice presidents, under President Lyndon Johnson and President Carter respectively. It was Humphrey's idea for the Peace Corps that John F. Kennedy put to work. Warren E. Burger served as Chief Justice of the U.S. Supreme Court, while another Minnesota attorney, Harry A. Blackmun, served as an Associate Justice, both appointed by President Nixon. Frank B. Kellogg served as United States ambassador to Great Britain and from 1925-1929 and was secretary of state under President Coolidge. He was awarded the Nobel Peace Prize for his role in the negotiation of the Kellogg-Briand Pact of 1928 which outlawed war. Some others were: Alexander Ramsey who served as secretary of war under President Hayes, Pierce Butler was appointed to the Supreme Court by President Harding and Harold E. Stassen who served under President Truman on the American delegation to form the United Nations. Under President Kennedy, Orville Freeman served as secretary of agriculture and Walter W. Heller served as chairman of the President's Council of Economic Advisors.

## 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, 78% of the state's population lives to the age of 65 and the average life expectancy of any baby born in Minnesota is 76.2 years (72.5 years for male and 79.8 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 fourth state in the nation (after Massachusetts, California and Virginia) to establish a board of health. In those days, smallpox, typhoid fever, diphtheria, and other communicable diseases were almost constantly present. The first health department office was set up in Red Wing with two employees and a total year's appropriation of \$500. It immediately began to wage war against epidemic and infectious diseases. The greatest gain in life expectancy occurred between 1880 and 1930 – a span of time during which enormous advances were made in disease prevention and control.

To control infectious diseases, the health department early turned its attention to the need for safe water supplies and sanitary conditions in public institutions. Minnesota pioneered the use of chlorine in public water supplies as a means of controlling typhoid in the state. In 1910, the health department installed a system of chlorination in the Minneapolis water supply, making it the first major municipality in the nation to have such a system. Duluth followed suit in 1912 and St. Paul in 1920. These chlorination systems produced an immediate and dramatic decline in typhoid and other water-borne diseases in these cities. In 1910, there were 3,204 cases of typhoid in the state, 688 of which were fatal. There have been very few typhoid cases and almost no deaths reported in the past decade.

Control of food-borne diseases has come a long way since a state organization of traveling businessmen pushed for the creation of a hotel inspection section of the health department in 1903. At that time, cities that wanted their food, beverage, and lodging establishments inspected had to invite the inspector and pay his stagecoach and railway fares for the visit. Today, all of the state's hotels, resorts and restaurants are inspected regularly.

In 1936, the Pigseye Sewage Plant was built on the Mississippi River by the Minneapolis/St. Paul sanitation district. Construction of the plant was based on studies done

by the health department. The plant eliminated sewage dumping from the metropolitan area into the river and helped control infectious disease. It was the first sewage treatment plant to be built on the entire length of the Mississippi.

In 1937, the health department adopted state water supply standards that became a model for the entire country.

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 US. 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, many communicable diseases have been all but eliminated as serious public health problems in the state and in the nation. The last serious outbreak of smallpox in Minnesota was in 1924-25 when 4,098 cases and 505 deaths were reported. There have been no reported cases in the state since 1947. The last smallpox case anywhere in the world was reported in 1977, and in 1987 the World Health Organization declared that the disease had been eradicated.

Until immunization against diphtheria became available in 1926, the major weapon against it was quarantine or isolation. There were 5,012 reported diphtheria cases resulting in 566 deaths in Minnesota in 1910. Only one case has been reported in the state since 1971.

Tuberculosis is no longer the scourge it was in earlier times. In 1887 there were 1,245 deaths in the state from TB. In 1954 anti-tuberculine drugs became available and were distributed to TB patients free-of-charge by the health department. Around a hundred cases a year are now reported in the state.

Intensive immunization programs, carried out by the state and local health departments in cooperation with medical societies, have kept polio from being the greatcrippler and killer it once was. The Minnesota Health Department received national and international recognition for its part in developing and testing the oral polio vaccine in 1957.

Many factors have contributed to our success in controlling communicable diseases over the past century – improvements in nutrition and sanitation, the efforts of our health care system, the development of modern vaccines and antibiotics, and other improvements in medical technology. Public health has also played an important role in keeping communicable diseases under control by investigating disease outbreaks and identifying the source of the problem and enforcing regulations designed to check the spread of disease.

As a result, the deadliest communicable diseases had been largely controlled by the 1940s, and the prevention and treatment of the common childhood diseases (polio, measles, rubella, mumps) has become possible in the last 30 years. For example, 99% of Minnesota's school children now have proof of immunization against measles. The major impact of this disease has now shifted to a more vulnerable population – unvaccinated preschoolers living primarily in our inner cities. Efforts to find and immunize these children are now underway.

Children in Minnesota are healthier today than at any previous point in history. In the early years of the state, almost 50% of all deaths in Minnesota occurred among those under five years of age. Little improvement occurred until after 1900. By 1930 that percentage of death had been reduced by two-thirds, and in 1980 it was only one-tenth of its former level. This improvement was largely the result of better sanitation, nutrition and housing as well as extensive use of vaccines and antibiotics. These measures, along with improved prenatal, obstetrical and pediatric care have helped to bring about a dramatic drop in the mortality rate of infants as well as adults.

When communicable disease control became a reality through advances in sanitation, immunization and treatment, the health department began to place a new emphasis on chronic diseases and conditions. Since the causes of many of these health problems are deeply rooted in the environment and the way of life in modern America, public health efforts now focus on lifestyle, the environment and the health care system in the state. Programs dealing with lifestyle issues like smoking and diet are receiving new emphasis.



In addition to discovering new ways to take care of chronic diseases and the factors that contribute to them, the health department is exploring new avenues to enrich the lives of Minnesotans. A major focus of the health department is providing assistance and support to local health agencies to help them effectively respond to current public health problems in their service areas. All of Minnesota's 87 counties are now served by local Community Health Services agencies, which plan for and provide needed public health services for local residents.

Other department programs study the health risks associated with Minnesota's air, food, water, and places of work, and encourage Minnesotans to stay healthy by informing them about good health practices.

Minnesota's doctors, nurses and medical professionals have made significant, global, innovative and pioneering contributions in many areas of health care and medicine. One state pioneer doctor was Dr. Martha G. Ripley who founded Maternity Hospital for Minneapolis' unwed mothers in 1887, specifying that the medical department was to be under the care and control of female physicians. No attempt to give recognition can be complete without mentioning the controversial, yet popular, Sister Elizabeth Kenny. This self-trained Australian bush nurse pioneered a successful hotpack and mobility treatment in Minneapolis for victims of poliomyelitis, establishing that city as an important treatment center during the 1940 and 1950 polio epidemics.

Minnesota's tradition of innovative health and medical practices goes far back in the state's history. Dr. William Worrall Mayo settled in Rochester in 1863, and by 1889 he and his two sons, Drs. Will J. and Charles H. Mayo, established the Mayo Clinic and Hospitals. The University of Minnesota Medical School was founded at the same time the Mayo's were laying the foundations for modern America's first group medical practice. By 1912, Minnesota was already being held up as a model to the rest of the nation. A few of the many milestones achieved by the University of Minnesota's Hospitals and Medical School are: the first open heart surgery, the first successful bone marrow transplant, the first use of an artificial pancreas in a diabetic patient, the first use of artificial blood in a human patient, and the development of the first total body x-ray scanner. The University of Minnesota has attained preeminence in the fields of immunology, cardiac surgery, organ transplants, genetic engineering, and many others.

The Department of Surgery Transplant Unit in the University of Minnesota Medical School is the largest in the world. Dr. John Najarian's innovative techniques have been instrumental in stimulating progress in this important area, along with Dr. Owen H. Wangenstein, surgery educator and inventor. Cooperation in the late 1950s between Dr. C. Walton Lillehei of the Medical School and Earl Bakken, co-founder of Medtronic, resulted in the world's first external cardiac pacemakers and set an early example for cooperative ventures with medical industry.

More than 500 health-related companies and institutions are located in a 350-mile corridor of the state known as Medical Alley. Their activities include the development, manufacturing and distribution of health care products, as well as research and the delivery of care. As a percentage of our state's population, the number of people employed by Minnesota's medical device industry ranks third in the nation. Exports to other states and nations account for a large share of total revenue for the health care sector here in Minnesota – 50% larger than in other states.

More than 170 health care organizations have banded together to form the Medical Alley Association, a non-profit group engaged in education, advocacy and promotional efforts on behalf of Minnesota's health care industry.

## **Minnesota's Transportation Network**

**Air.** Minnesota's airport system consists of 140 publicly owned airports that accommodate the 5,937 active general aviation aircraft registered in the state. In addition, 14 of these airports have scheduled passenger service by commuter, regional and major air carriers.

Minneapolis/St. Paul International Airport, the hub for the Upper Midwest, is a designated international gateway for nonstop service to several foreign destinations. It is served by 10 air cargo carriers as well as 16 different passenger airlines that enplane more than 9.4 million passengers.

Total economic impact of aviation in Minnesota is estimated at more than 49,000 jobs and \$4.3 billion in income annually.

Mn/DOT's Office of Aeronautics provides both financial and technical assistance to publicly owned airports to ensure that the state transportation system remains safe, efficient and responsive to the aviation needs of the people of Minnesota.

Aviation boasts several Minnesota pioneers. The most famous ones are Charles A. Lindberg who flew solo, nonstop from New York to Paris in May 1927 and Dr. Jeannette R. Piccard, the first woman in space who rode a high altitude helium-filled balloon into the stratosphere in 1934.

**Roads.** A major component in its transportation infrastructure is the state's roadway system. Minnesota has about 129,000 miles of roads and streets, of which 12,100 miles are trunk highways under Mn/DOT's jurisdiction. Highway users travel about 37.6 billion miles on Minnesota's streets and highways each year.

The state's agriculture, retail and wholesale trade as well as the processing, manufacturing and service industries rely on Minnesota's road systems to move raw materials and finished products. Our human services including health care and education as well as recreational activities also rely on highway access.

The greatest challenges facing Minnesota's road systems include providing congestion relief in large urban areas, improving rural accessibility to move people and goods, further improving highway safety, and improving and preserving the state's roadway network to meet growing travel demands and future access needs.

**Trucks.** In Minnesota, 5,200 intrastate and 17,000 interstate carriers as well as many private fleets provide truck transportation services. Trucking, or highway freight, is the dominant mode of transportation for moving about half of all Minnesota freight tonnage and for carrying about 80 percent of manufacturing freight into and out of the state. The majority of Minnesota businesses report trucking as their primary mode of transportation for carrying goods and services.

Excluding pick-ups and passenger vans, 141,000 trucks are registered in Minnesota.

**Rail.** Railroads operating in Minnesota shipped 61 million tons and received 60 million tons of freight in 1990. The three Iron Range railroads shipped an additional 52 million tons of iron ore and taconite.

Minnesota's rail system consists of three major carriers who own 3,493 miles of rail line and 17 smaller carriers who own 1,293 miles of line. As of December 1991, the state had a total of 4,786 miles of commercial freight rail line. Twenty-three railroads are operating in Minnesota, including three private companies that do not provide commercial freight services.

Rail passenger services are provided by Amtrak to St. Paul/Minneapolis, Winona, Red Wing, St. Cloud, Staples and Detroit Lakes.

**Water.** Minnesota's four Great Lakes ports-Duluth-Superior, Two Harbors, Silver Bay and Taconite Harbor-generate annual combined totals of as much as 80 million tons of freight. Major items shipped from these ports to and from other U.S. and international ports include cargoes of iron ore-taconite, grain, coal, limestone, liquids and a variety of manufactured goods.

The port of Duluth-Superior, the world's largest deep-draft freshwater port in terms of tonnage, has moved as much as 50 million tons of cargo through its 36 terminals in a single season. Duluth-Superior ranks tenth nationally in terms of tons shipped and received.

Minnesota's 58 active terminals serve its 231-mile navigable river system that includes portions of the Mississippi, Minnesota and St. Croix rivers. Terminals located in the Twin Cities Metropolitan Area, Red Wing and Winona handle as much as 21 million tons of freight a year.

The barge and towing industry moves such commodities as grain, coal, aggregate, fertilizer, petroleum/petroleum products and general cargo in to and out of the state and among these river terminals. Barges carry more than 60 percent of the grain raised for export in the state and 50 percent of the fertilizer used statewide.

Minnesota's 11 river grain terminals annually supply about 12 percent of the grain shipped from the Gulf Coast. That accounts for 7 percent of the total U.S. exports of grain, regardless of area of production or mode of transportation to the export terminal. Five electricity generating plants serving major portions of Minnesota (including the Twin Cities), western Wisconsin and northern Iowa rely totally or partially on barge delivery of coal supplies.

**Transit.** A wide range of public transit services is available today. The Twin Cities metropolitan area has regular route bus service, taxi service, special service for persons with disabilities, and car and van pool programs.

Transit services are also available in many of Greater Minnesota's large and small urban and rural areas. These systems include the same types of services available in the Twin Cities but are tailored to meet the needs of the local community. Funding for these public transit services comes from federal, state and local governments and from fares charged to passengers.

During 1990, Minnesota's 82 public transit systems served 82 million passengers. Private carriers provide limited bus service for traveling longer distances. Unlike the public transit services described above, intercity bus companies do not receive funding from the government.

In 1980, Minnesota was the first state in the nation to develop and implement a statewide ridesharing program-Minnesota Rideshare. Ridesharing has now been integrated into a number of local public transit programs throughout Greater Minnesota.

Our transportation network brings food to our tables, goods to our stores, and helps us get to work safely. Minnesota's transportation network is Minnesota's lifeline.

### **Brief Transportation History**

Minnesota's lakes and rivers provided the first means of transportation for settlers and for trading goods. French fur traders who followed the routes used by the Indians and who ventured across the Great Lakes in birch bark canoes opened Minnesota's land area by 1650 to the western world. The French voyageurs Marquette and Jolliet explored the Mississippi River from its headwaters at Lake Itasca to its confluence with the Arkansas River.

In the middle of the 18th century, Dakota Indians brought the first horses to the upper plains for use as beasts of burden and a means of transportation. The early 1800s saw ox carts from the Red River Valley carrying furs and buffalo hides along a system of roads from the settlements around Pembina to St. Paul. The Red River Oxcart Trail paralleled the Mississippi River from St. Paul to Sauk Rapids. It then forked in to trails leading west and north. The journey to Pembina took nearly a month, and the trail carried 500-600 carts a year during the 1850s. (The trail can still be seen today at the wayside park north of Anoka near TH 10.) The earliest road probably was a trail used before 1816 by British soldiers between Grand Portage and Fort Charlotte on the Pigeon River.

The arrival in 1823 of the Virginia-the first steamboat to visit Fort Snelling-proved the upper Mississippi River could be navigated. It took 20 days, however, to travel from St. Louis due to channel conditions. Cargoes carried by the early steamboats consisted almost entirely of furs and military supplies.

When population centers along the rivers-such as St. Paul and Minneapolis-began to grow in the mid-1800s, cargoes expanded to include a wide variety of commodities as well as passengers. Individual entrepreneurs who were in strong competition with one another operated the steamboats. Their operations, however, were generally unorganized and lacked scheduled arrival or departure times.

That changed in 1847 when the Minnesota Packet Company was created to help organize the industry by assigning steamboats to scheduled stops and time tables, especially on the passenger runs. Having begun regular service in March 1849, the steamboats for that first season brought news from Washington, D.C., of the creation of the Minnesota Territory.

The first regular mail-stage line in Minnesota started on a triweekly basis in May 1849 between Stillwater and St. Paul. Responding to requests from early Minnesota leaders,

Congress appropriated \$40,000 in 1850 for a military road system. In 1851, the Minnesota Territorial Legislature required all healthy men from 21 to 50 years of age to work three days a year building roads.

Also in the same year, the U.S. Corps of Engineers responded to the need for safer navigation by initiating a major study of flood control and navigation on the Mississippi River. This study provided the basis for the 1878 Rivers and Harbors Act that authorized construction of a 4.5-foot deep channel for navigation from St. Louis to St. Paul. The project included the construction of dams to provide a more stable level of water in the channel in order to facilitate steamboat movement.

The first bridge over the Mississippi River opened at St. Anthony Falls in 1855.

Minnesota railroad history, on the other hand, began when the Territorial Legislature chartered four land-grant railroad companies. By 1857, 27 charters had been issued. Because of financial difficulties, none of the building time-limits were met, and the Territory foreclosed, becoming the owner of all railroad properties.

The steamboat *Alhambra* delivered the state's first steam locomotive, the William Crooks, on Sept. 9, 1861. Five years later, the state was linked by rail to Chicago, Ill. On Feb. 15, 1870, the Northern Pacific Railway broke ground at Thomson's Junction, west of Duluth. Fourteen years later the Northern Pacific route was completed from St. Paul to Portland, Ore., and to Tacoma, Wash. But, by far the most celebrated railroader in Minnesota was the "Empire Builder," James J. Hill, founder of the Great Northern Railroad. In 1893, the Great Northern Railroad linked St. Paul with Seattle, Wash., with 1,816 miles of track.

By 1900, Minnesota railroads provided service on several routes to Chicago, two routes to the Pacific and routes to such points as Kansas City, Omaha, Los Angeles, Sault St. Marie, St. Louis and Winnipeg. Grain continued to be the stable commodity, but there was also important tonnage in lumber and ore. Over the years, manufacturing also increased its contribution of goods to state commerce.

The Minnesota rail network began as 10 miles in 1862 and reached 5,409.11 miles in 1890. By 1929, the number of miles of track had peaked at about 9,500 miles. From this peak, rail mileage declined during the years of the Great Depression as a result of competition from motor carriers, depletion of forests and bankruptcy of many railroad companies.

Automobiles were already in Minnesota by 1900, but had less than 75 miles of paved roads to use. The horse remained the people's engine. Steam-driven paddlewheelers still plied the Mississippi, trains had been operating for only 40 years, and electric trolley cars were introduced just nine years earlier. With mass production techniques developing rapidly, the Ford Motor Company opened its Minneapolis plant in 1912 to build 10 automobiles a day.

And in 1921, the Minnesota Department of Highways began contracting to build roads following the adoption of the trunk highway plan and the introduction of taxation of motor vehicles for trunk highway purposes. By 1925, more than 500,000 vehicles were registered in Minnesota, and in that year more than 15 million passengers traveled its roads by bus. Comfortable, fast trains also traversed the state.

### **Art, Literature, Music, Theater, Dance**

Minnesota's cultural life reflects a rich fabric of ethnic origins, a long tradition of sturdy, self-reliance, climate and geographical location. Although the Twin Cities are often perceived as the center for the arts in the Upper Midwest, arts activities thrive in nearly every town in the state. Because Minnesota's artists live, work and create throughout the state, their individual perceptions, visions and means of expressing themselves add depth to living in Minnesota, and make the arts of this state unique and vital, rejuvenating and inspiring.

A number of major literary figures in the nation have come from Minnesota or have been strongly influenced by its people and geography. One of the great works about the settlement of this country by European immigrants, *Giants in the Earth* was written by Norwegian settler and St. Olaf College professor, Ole Rolvaag. Carol Ryrie Brink, Wanda

Gag, Laura Ingalls Wilder and Maud Hart Lovelace all wrote classic children's stories drawn from their Minnesota childhoods on the prairie. In 1930, Sinclair Lewis, a native of Sauk Centre, became the first American to win the Nobel Prize for literature. Minnesota experiences have not only been the basis of prose works, but also of poetry. John Berryman, Allen Tate, Robert Penn Warren, 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, Eric Sevareid, Robert Bly and Garrison Keillor.

The literary works of the state are actively promoted by many small presses and literary magazines. This is where the works of many of the poets and novelists of the state are first available to the public. Writers such as Jon Hassler, Carol Bly, Susan Allen Toth, Judith Guest, Frederick Manfred, Tom McGrath, Joseph Maiolo, James Moore, Marisha Chamberlain, Patricia Hampl, to name only a few, are part of an increasingly recognized group who create a special vision of Minnesota for all 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.

Concert music grew out of the influence of European traditions. As early as 1863 instrumental ensembles were offering public performances. Saint Paul and Minneapolis were also stopping places for the great operatic tours and keyboard stars of the 1880s and 1890s. This opportunity to present the great classical performers of the world to Minnesotans led to the founding in 1882 of the Schubert Club of Saint Paul and Duluth's Matinee Musicale. Both groups continue to offer a variety of musical performers and recitalists to the public.

German and Scandinavian settlements fostered a strong interest in choral music. The singing societies of these communities were the origin of many high school, college, church, and community choruses which are performing today.

A summer vacation by Anton Dvořák in 1893 to Spillville, a little northeastern Iowa town just south of Minnesota, is believed to have been one of the inspirations for his Symphony Number 9 in E, *From the New World*.

In 1903 the Minneapolis Symphony Orchestra, later to become the Minnesota Orchestra, was founded and Emil Oberhoffer became its first conductor. He has been succeeded by a number of prominent conductors including Eugene Ormandy, Dimitri Miropoulos, Antal Dorati, Stanislaw Skrowaczewski, and Sir Neville Marriner. Under music director Edo de Waart, with assistance from guest conductors Charles Dutoit, Henry Charles Smith, Leonard Slatkin, and Skrowaczewski, the Minnesota Orchestra is prominent among the nation's orchestras. The Saint Paul Chamber Orchestra is hailed as one of the nation's top chamber orchestras. Its internationally acclaimed conductors have included Dennis Russell Davies and Pinchas Zukerman. Orchestras in Duluth, Fargo-Moorhead, and Rochester are cited for their commitment to new composers and the special musical needs of young people.

One of the nation's oldest community theaters, the Duluth Playhouse, was founded in 1914. The state's first professional theater, the Old Log, was founded in 1941. Community theaters have thrived in the state since the first one was founded. However, it was the opening of the Guthrie Theater in the early 1960s that marked the beginning of a "theater boom" in the Twin Cities and around the state. The Guthrie Theater is the nation's premier regional theater – the first when it was founded in 1960 by Sir Tyrone Guthrie, and renowned world wide for its artistic excellence. Today, Minnesota is home to a large number of outstanding theater companies including the Children's Theater Company, Theatre de la Jeune Lune, the Mixed Blood Theater, and prominent community theaters such as Theater 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

theaters than any other metropolitan area in the country, except New York City. At last count there were over 75 community theaters in the area.

Minnesota is home to many other performing arts organizations including several opera companies. Dance is an art form with a dedicated and strong following served by several companies and independent choreographers, among them Loyce Holton and Nancy Hasuser, offering a variety of dance styles and viewpoints. The annual Nutcracker Fantasy is the single largest cultural attraction in the upper Midwest.

The 1970's marked the development of several organizations in the state which promote the work of independent artists. The Minnesota Composers Forum, the Minnesota Dance Alliance, Film in the Cities, the Playwrights' Center, and InterMedia Arts 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 Walker Barlow, 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 Gallery 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 1970s, the reuse of old buildings was an impetus for the establishment of art centers in many parts of the state. In Moorhead the Plains Art Museum is housed in a former post office, the Owatonna Art Center is in a former state school, the former Duluth Depot now houses the Saint Louis County Heritage and Arts Center, and the former federal courthouse and post of office in St. Paul is now The Landmark Center and home to many arts groups.

Among the well known people in the history of Minnesota art are Peter Rindisbacher, George Catlin, Seth Eastman, John Rowson Smith, John Bovard, J.D. Larpenteur, Peter Gui Clausen, Frank Bass, Gilbert Munder, Charles (Carl) Gutherz, 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, John B. Flannagan and Paul Granlund. 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 contribution. 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 which 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.

Holding 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 has contributed its programs nationally, among them Garrison Keillor's Prairie Home Companion Show, and Saint Paul Sunday Morning.

Important museums serving the Upper Midwest and located in the Twin Cities are the Bell Museum of Natural History, the new Minnesota History Center, the Minnesota Museum of Art, the American Swedish Institute, the Planetarium of the Minneapolis Public Library, the Children's Museum, the Science Museum of Minnesota and its William L. McKnight 3M Omnitheater, the University of Minnesota Landscape Arboretum, and the Como Zoo and Conservatory.

Two major arts information centers serve Minnesota: The Visitor 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 and in Town Square in downtown Saint Paul (612) 333-6841.

### **Recreation, Travel, and Tourism**

Vacationers came to Minnesota even before the Civil War coaxed by "cascades and pine forests and cooling breezes." It is estimated that more than 10 million travelers spent \$5,300,000,00 in Minnesota in 1986. The tourist-travel industry provides a substantial contribution to Minnesota's economy and generates an estimated \$700 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 involving about a fifth of the population. In the fall, hunters take out 300,000 deer licenses annually, besides licenses for other game, including duck, pheasant, moose and bear. From late November through early March there is downhill and cross-country skiing in more than 30 ski areas, snowmobiling on 5,800 miles of trails, plus skating, tobogganing, snowshoeing, dog sled racing, ice boating and ice hockey. Winters also bring out over 250,000 ice fishermen and thousands of ice houses that dot frozen lakes with hundreds of seasonal "boom towns."

"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 1.3 million licensed anglers.

Two major attractions in the northeastern "Arrowhead" region of the state are Voyageurs National Park and the Boundary Waters Canoe Area. Voyageurs National Park, established in 1971, is America's newest national park and covers some 219,000 acres of Minnesota lake country near the Canadian border. The Boundary Waters Canoe Area, a federally protected wilderness preserve, is the largest unit of the National Wilderness Preservation System and the nation's only wilderness canoe area.

At the Canadian border vast expanses of forest and lakes stretch out almost endlessly and contain the only sizeable population of timber wolves left in the United States south of Alaska. Moose and bear feed there, and bald and golden eagles can still be seen.

Four million acres of parks in over 70 locations, with about 900 miles of recreational trails, display some of the state's abundant natural wonders. Two National Monuments are located in Minnesota. Pipestone, in the southwestern area, memorialized in Longfellow's "Song of Hiawatha," is the site of quarries from which an unusual red stone has been taken for centuries by the Plains Indians to make ceremonial pipes. Grand Portage, in the northeast, is a faithful reconstruction of a North West Company trading post established in 1778. Located on Lake Superior, this was a major gateway to the Northwest territory and a vital link to the fur trade empire.

Many historic sites enrich the Minnesota landscape, including the 5,000 year old Jeffers Petroglyphs, the Sinclair Lewis museum in Sauk Centre, the boyhood home of Charles Lindbergh in Little Falls, the Sioux Agencies, Fort Snelling, the Mille Lacs Indian Museum, the Mayo house, fur trading establishments and one of the largest prehistoric Indian burial grounds.

Over 200 festivals celebrating ethnic heritages, historical events, arts and crafts and special industries are held throughout the year. Three of the best known are the Minneapolis Aquatennial in July, the Saint Paul Winter Carnival in late January and the Minnesota State Fair in Saint Paul during the twelve days prior to Labor Day, one of the countries' largest state fairs drawing over a million and a half people each year.

Minnesota is home for major league teams in soccer, hockey, basketball, 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.

The Minnesota Zoological Garden is a 500 acre environmental, 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.

The Science Museum of Minnesota in Saint Paul features one of the finest collections of Highland Maya cultural materials, ancient reptiles, and one of the only three mounted triceratop dinosaurs in the country. The museum's William L. McKnight-3M Omnitheater uses a 76-foot domed screen to reflect a 7,300 square foot image as it presents unique science-related films in its 70 millimeter format.

Minnesota's Office of Tourism along with cities' convention and visitor's bureaus are located throughout the state to provide information and assistance upon request. For more information, see the entry for the Office of Tourism with the Department of Trade and Economic Development, page 438.



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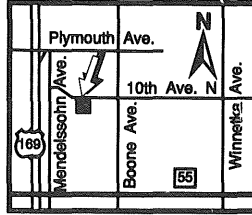
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**Zippel Bay State Park, 350**  
**zoning, Capitol Area, 84**  
**Zoo Gift Shop, 554**  
**Zoo Theater, 553**  
**Zoolab, Discovery Trail, 553**  
**Zoological Garden, Minnesota, 551**  
**Zubaz pants, 197**  
**Zumbro River canoe route, 338**

# Emission Inspection Centers

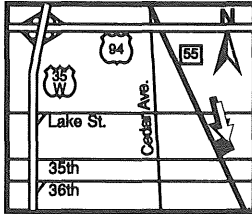
## Eleven Convenient Locations

### GOLDEN VALLEY



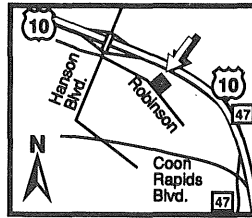
9105 10th Ave. North  
 Intersection of Hwy. 169 and Hwy. 55

### MINNEAPOLIS



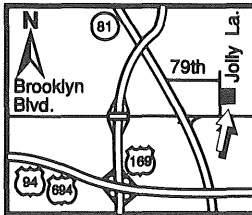
3435 Hiawatha Ave. S.  
 South of Interstate 94 on Hiawatha Ave. S.

### COON RAPIDS



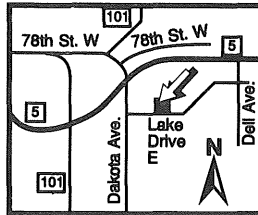
11355 Robinson Drive  
 Intersection of Hanson Blvd. and Hwy. 10

### BROOKLYN PARK



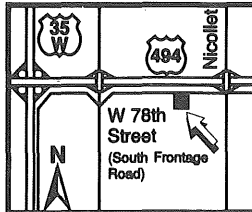
7800 Jolly Lane N.  
 1 Blk. north of Brooklyn Blvd.

### CHANHASSEN



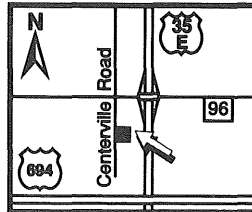
60 Lake Drive East  
 South of Hwy. 5 from Dakota Ave.

### BLOOMINGTON



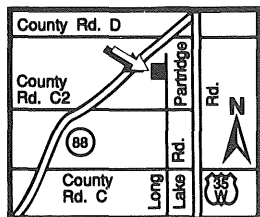
221 West 78th Street  
 3 Blks. west of Nicollet Ave.

### WHITE BEAR LAKE

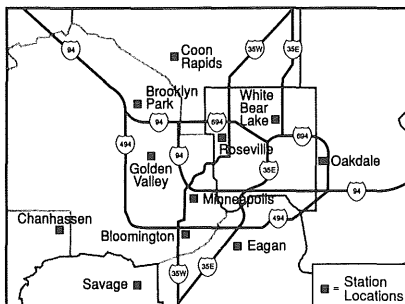


4350 Centerville Road  
 Off State Hwy. 96 and Interstate 35E

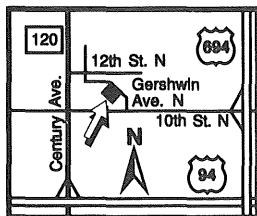
**ROSEVILLE**



2931 Partridge Rd.  
North of  
County Rd. C  
to Long Lake Rd.



**OAKDALE**

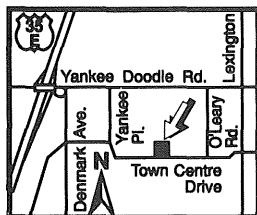


1040 Gershwin  
Avenue  
Northeast of  
Century Ave. (120)  
and 10th St. N.

**Hours of Operation**

Monday: Closed  
Tuesday and Thursday:  
7:00 a.m. to 7:00 p.m.  
Wednesday and Friday:  
7:30 a.m. to 5:30 p.m.  
Saturday: 8:00 a.m. to 2:00 p.m.  
Sunday and State Holidays: Closed

**EAGAN**

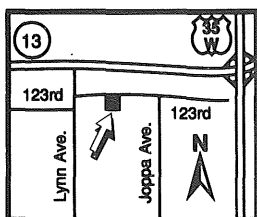


1195 Town Centre  
Drive  
Between Yankee  
Place and Lexington

INFORMATION HOTLINE: 884-8000

Operators will answer calls in the order received between 8 a.m. and 5 p.m. on weekdays. Phone lines may be busy; your patience is appreciated.

**SAVAGE**



4221 West Hwy. 13  
On Frontage  
(123rd St.) between  
Joppa and Lynn Ave.



# Buying Recycled: The Final Step in Recycling



Recycling is a 3-step process.

1. Materials are collected.
2. Collected materials are made into new products.
3. Consumers buy the new products.

Markets for recyclable materials and demand for recycled products must exist for recycling to happen. Business, citizens and government can take active roles in recycling's success by buying products with recycled content.

The Minnesota Office of Waste Management has information on starting recycled product procurement programs as well as up-to-date information about specific materials.

## Look for recycled content in:

- *Notebooks and folders*
- *Stationery*
- *Computer, copier and fax papers*
- *Paper tissue and towels*
- *Food packaging such as glass and aluminum cans*
- *Landscaping, automotive and construction items*
- *Plastic and rubber containers*

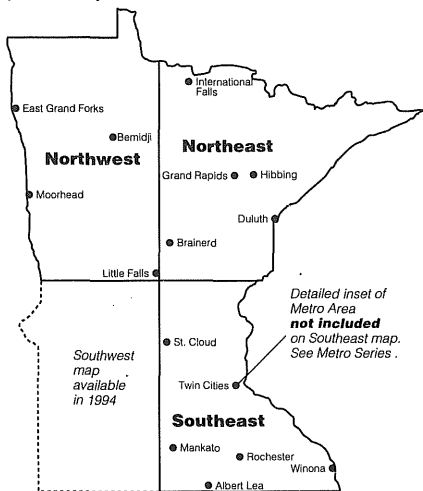
**Minnesota Office of Waste Management**  
**612-649-5750**  
**800-652-9747 toll-free**



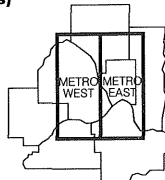
# EXPLORE *Minnesota* BIKEWAYS

MINNESOTA DEPARTMENT OF TRANSPORTATION

## New Statewide Quadrant Series (1986-1991)



## Metro Series - Minneapolis-St. Paul Metro Area (2 maps)



*Downtown Minneapolis appears on both the Metro East and the Metro West maps.*

### Price Schedule (includes tax)

Map	Quantity	
	1 to 19	20 or more
Northwest (NW)	\$3.00 ea.	\$2.40 ea.
Southeast (SE)	\$3.00 ea.	\$2.40 ea.
Northeast (NE)	\$3.00 ea.	\$2.40 ea.
Metro East	\$2.00 ea.	\$1.60 ea.
Metro West	\$2.00 ea.	\$1.60 ea.

Postage per order \$1.00 \$2.00

Prices subject to change without notice.

### Map Specifications

Each map contains information regarding:

- road analysis for bicycle usage
- location of paved road shoulders
- location of off-road bikeways
- controlled access roads (bicycles prohibited)
- historical and cultural attractions
- public parklands and facilities

In addition, maps include detailed metropolitan maps of larger cities, providing information on roads and parks.

### Map Scale

Northwest, Northeast, Southeast Minnesota 1" = 6 miles  
Metro maps: 1" = 0.75 miles

### Map publication dates

1991: Northwest Minnesota  
1990: Southeast Minnesota (revised)  
1989: Metro maps  
1986: Northeast Minnesota

Please call (612) 296-2216 for map availability update

### Phone orders accepted by:

Minnesota Bookstore  
117 University Ave.  
St. Paul, MN 55155  
(612) 297-3000 or 1(800) 657-3757  
MasterCard, Visa, Discover and American Express accepted.

**Prices vary from those indicated above.**

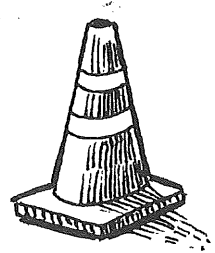
The Minnesota Department of Transportation would like to offer these tips to keep you safe while traveling:

### Automobile

**Summer**—Minnesota Highway Workers, Give 'em a BRAKE.

Orange means road work. Please...

- Reduce your speed.
  - Adjust your lane position away from workers.
  - Prepare for the unexpected.
- Remember...800 people die each year in road work areas in the United States.



**Winter**—Don't Crowd the Plow, Give 'em a BRAKE.

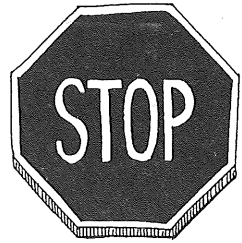
Please...

- Stay back from snowplow.
  - Pass only when safe.
  - Reduce your speed.
  - Prepare for the unexpected.
- Remember...there are more than 120 snowplow accidents each year in Minnesota.

If you would like further information on our work zone safety public education programs, please contact the Work Zone Safety Committee, Room G-4 Transportation Building, 395 John Ireland Blvd., St. Paul, MN 55155

### Bicycle

- Make safety your number one concern.
- Plan your route to avoid heavily traveled roadways.
- Always ride on the right and obey traffic rules.
- Use your head. Wear an approved bicycle helmet!
- Be cautious and ride defensively.
- Lock your bicycle securely and insure it.



### Train

- Expect a train on any track at any time.
- Don't get trapped on a grade crossing.
- Never drive around gates or race a train.
- Watch out for a second train at multiple tracks.
- Be extra alert at night for railroad crossing warning signs.
- Look out for vehicles that must stop at railroad tracks.

