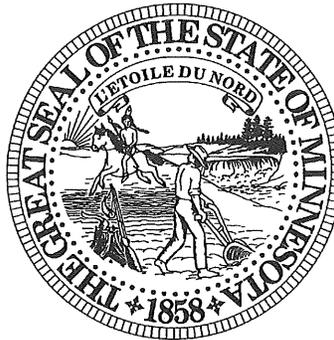


Minnesota Guidebook to State Agency Services

1996-1999

STATE OF MINNESOTA

Department of
Administration



Robin PanLener, editor
Communications.Media

Front cover: *The Prosperity of the State* sculpture above the main entrance to the Minnesota State Capitol, also known as the Quadriga. Photo taken by Amy Webster, PrintCOMM, Communications.Media, Minnesota Department of Administration.

Back cover: A female figure in the Quadriga, before being hoisted into place after restoration. Photo by David J. Oakes, photographer, Minnesota Senate, who in collaboration with the Minnesota Historical Society, documented the sculpture's restoration.

The Prosperity of the State, also known as the Quadriga because of the four horses abreast, stands high atop the main entrance of the Minnesota State Capitol. Greeting visitors to the Capitol complex and to the state of Minnesota, the sculpture represents Minnesota's successful collaboration between people and nature.

It was the State Capitol's architect, Cass Gilbert, who planned to "emphasize this focal point in the design by a spot of brilliant light." Bold and energetic, the animals contrast with the order and restraint which is the intended business of the Capitol building.

The Quadriga's four horses represent the forces of nature: earth, wind, fire and water. The two female figures leading them symbolize civilization and represent industry and agriculture. They hold the bridles as symbols of women's civilizing influence, encouraging, guiding, and inspiring. The male charioteer, who represents prosperity, holds both a horn of plenty filled with Minnesota products, and a banner bearing the word "Minnesota."

Sculpted by Daniel Chester French, creator of the Lincoln Memorial in Washington, D.C., and Edward Potter, a specialist in animal sculpture, the Quadriga is made of sheet copper over steel supports, with a gold leaf finish that is shaded, then coated in wax to protect the gold leaf. Originally individual figures were assembled into a whole. A 1993-95 restoration by Linda Merk-Gould, Fine Objects Conservation, Inc., Westport, Connecticut, made them into interlocking pieces so each could be removed if necessary.

The quadriga is a Roman artistic concept, with quadrigae used for ornamentation throughout Europe atop triumphal arches and buildings, and copied in America in the Grand Army Plaza in Brooklyn, New York and at the 1893 World's Columbian Exposition in Chicago.

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Foreword

Minnesota is a state of many successes and is rich in nature's bounty. It has a distinguished record of pioneering and innovating, and making productive use of its resources while exercising good stewardship for future generations.

Known for nourishing an environment of growth, Minnesota ranks as a leader in many areas, including manufacturing, agriculture, commerce, health, information, transportation, resource management, the arts and recreation.

One of the best tributes to Minnesota's successful use of its bounty—both natural and human—was delivered by the first Minnesota governor to hold office in the present State Capitol, designed by Cass Gilbert. Governor Samuel R. VanSant's message to the state rings as surprisingly true today as it did when it was delivered in 1903:

“ . . . Our state has a great future. Situated in the center of the great American continent, her market facilities are unexcelled. Nature has dealt us her favors with a lavish hand; a fertile and productive soil in which all cereals thrive; a realm of forest domain, rich deposits of ore, unrivaled facilities for commerce by lake and river. But better than all we possess an enterprising and intelligent people; a people who have taken the rude wilderness of fifty years ago and made it an ornament of civilization, a habitation of nearly two million American citizens; a people who have not only made a veritable garden of their domain, but who have enriched the world with the products of the field, mine and forest, and who have inspired other peoples with the example of enterprise, thrift, public education and much wise legislation.”

Standing as a brilliant testament to this success, and featured on the covers of this guidebook, is the golden sculpture, *The Progress of the State*, above the main entrance to our State Capitol. Greeting visitors to the Capitol and to the state of Minnesota, the sculpture represents the successful collaboration between people and nature. It was sculpted by Daniel Chester French, creator of the Lincoln Memorial in Washington, D.C., and Edward Potter, a specialist in animal sculpture.

The sculpture is also known as the Quadriga for its four horses which represent the forces of nature: earth, wind, fire and water. The two female figures leading them symbolize civilization and represent industry and agriculture. The male charioteer, who represents prosperity, holds both a horn of plenty filled with Minnesota products, and a banner bearing the word Minnesota.

Our Minnesota state government was established for the security, benefit and protection of the people, in whom all political power is inherent, together with the right to alter, modify or reform government whenever required by the public good. So states Article I of the Bill of Rights in the Minnesota Constitution.

Today's elected and appointed leaders, working together, have crafted a state government that contributes to our state's successes. State government works in partnership with businesses, communities and individuals, in promoting prosperity, ensuring the safety of its citizens and wisely investing its inheritance from previous generations.

Minnesota state agencies and state employees contribute to our state's prosperity through the agencies of all three branches of state government. Even as state agencies restructure and seek innovative ways to meet the challenges of tomorrow, they provide daily a wide array of public services and offer many opportunities for its citizens to participate in governing.

It is my wish that you find this guidebook a useful tool in working with, and participating in, our state government and making use of its many helpful services.

Governor Arne H. Carlson

Introduction

This 1996-1999 edition of the *Minnesota Guidebook to State Agency Services* is provided as a user-friendly resource for the citizens and visitors to Minnesota. This book is produced under directive from the Minnesota State Legislature, and with the contributions of literally hundreds of state government employees in cooperation with many others from both the public and private sectors of the state.

It is designed to be a "one stop" resource, service center, and guide to anyone working with the agencies of Minnesota state government. The users of this guidebook will discover between these covers a bounty of services for agriculture, arts, commerce, education, environment, finance, health, history, human relations and rights, information services, manufacturing, quality standards, protections, recreation, social services, trade, and transportation.

Minnesota state government is a recognized leader in creating and delivering economical, efficient, and innovative services to its citizens and visitors. We, who work in Minnesota state government, can justifiably claim a measure of pride in the round-the-clock public services we provide.

We have chosen for the covers of this guidebook photographs of the recently restored "Quadrige" above the main entrance to our State Capitol because it so well represents the Minnesota success story.

In the words of Julie C. Gauthier, a St. Paul painter and art teacher, written in 1907 for an official guide to the newly completed Minnesota State Capitol, "Standing upon a triumphal car drawn by four spirited horses, is the figure of 'Prosperity,' holding in one hand the horn of plenty, in the other a banner with the symbols of state. The horses are guided by two youthful women, full of life, strength and grace." It was the architect Cass Gilbert's plan "to emphasize this focal point in the design by a spot of brilliant light."

"The broad, muscular beasts capture a visitor's attention for their earthy strength. They do their job of symbolizing the forces of Nature well," writes Thomas O'Sullivan (*North Star Statehouse*, Pogo Press, 1994). The female figures hold the bridles as symbols of women's civilizing influence, guiding, inspiring and encouraging. Bold and energetic, the animals contrast with the order and restraint which is the business of the Capitol building.

This eighth edition of the guidebook details the business taking place in state government, both in the Capitol building and at the agencies of state government throughout Minnesota. In this book you will find several new agency listings, and a record of recent reorganizations and consolidations.

In an effort to unify services for children and families into one state agency, the Department of Children, Families and Learning was created. It contains the previously listed Department of Education and the following programs: Head Start, Project Cornerstone and Community Action programs from the Department of Economic Security; Teen Pregnancy Prevention, Action for Children and the Minnesota Children's Initiative from Minnesota Planning; Family Service Collaboratives, Children's Trust Fund, Early Childhood Care and Education Council, the basic sliding fee Child Care Fund, Migrant Child Care and other child care programs from the Department of Human Services; Child Abuse and Child Victim programs from the Department of Corrections; and, Drug Policy and Violence Prevention Program and the Chemical Abuse and Violence Prevention Councils from the Department of Public Safety.

The Minnesota State Colleges and Universities (MnSCU) is the result of a merger of the State University System, the Community College System and the Technical College System into one agency. The Higher Education Service Office takes over the responsibilities of the Higher Education Coordinating Board. The Minnesota Trade Office is now part of the Department of Trade and Economic Development.

The Crime Victim and Witness Advisory Council, the Crime Victims Ombudsman, and the Crime Victims Reparations Board have been merged into the Department of Public Safety.

Merged into the Metropolitan Council are the Metropolitan Transit Commission, the Metropolitan Waste Control Commission, and the Regional Transit Board.

Renamed from the previous edition are: the Department of Economic Security, formerly listed as the Department of Jobs and Training, the Environmental Assistance Office is the new name for the Waste Management Office, and the Minnesota Office of Citizenship and Volunteer Services was previously listed as the Minnesota Office of Volunteer Services.

New listings have been created for the Board of Dietetics and Nutrition Practice, the Minnesota Film Board, the Health Care Commission, the Health Professionals Service Board, the Board of Invention, The Labor Interpretive Center, and the Veterans Homes Board.

Given full entries of their own in the Table of Contents are the State Designer Selection Board and the Intergovernmental Information Systems Advisory Council, both part of the Department of Administration.

Abolished since the last edition of the guidebook were: the Board of Abstractors, whose duties were assigned to the Department of Commerce; the Harmful Substance Injury Compensation Board, whose authorities were transferred to the Pollution Control Agency; and the Legislative Commission on Employee Relations with duties going to the Joint Subcommittee on Employee Relations of the Legislative Coordinating Commission.

During the last four years, several agencies moved to downtown St. Paul for more efficient operations, future planned consolidation, or due to building renovation in the State Capitol area. A twenty-year plan was unveiled in 1994 which indicated many agencies would eventually be housed in buildings on or near the State Capitol complex, where some new buildings would be constructed.

Publication of the *Minnesota Guidebook to State Agency Services* fulfills the requirements set forth 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.

As you pursue your goals in business, academics, community, family and home, may this guidebook be a helpful resource. May it open doors of opportunity and assistance by putting you in touch with your state government. Finally, may you make good use of the many resources available to you in all the activities that enrich your home, your work, and your life.

Elaine S. Hansen
Commissioner
Department of Administration

Features of the 1996-1999 Guidebook

Welcome to your one-stop, easy access guide to Minnesota state government. This guidebook puts you in direct contact with nearly all of Minnesota's state agencies.

The *Minnesota Guidebook to State Agency Services* is designed to fulfill 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.

What you'll find in the Guidebook

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 the regulated professions, as well as for recreation.

It explains how agencies are organized to best serve you. Special efforts have been made to remove legal, managerial, and bureaucratic jargon, and to provide clear, concise, easy to understand writing.

Agencies are alphabetized by their specific focus, rather than by their official title. Not used for alphabetizing are the words Authority, Board, Commission, Committee, Council, Governor's, Minnesota, Public, State, Task Force, etc. Therefore, the Department of Agriculture will be listed under "A" for agriculture and not "D" for department, and the Department of Public Safety can be found under "S" for safety, rather than "D" for department or "P" for public. Minnesota Planning will be found under "P" for planning, rather than "M" for Minnesota.

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. A hypothetical example is:

Department of Administration
Property Management Bureau
Building Codes and Standards Division
Code Consultant Section
Office of Plan Review
Specifications Approval Unit
Blue Print Review Activity

This book is a directory to telephone/FAX/E-mail numbers for state agencies and branch offices throughout the state. Each office has these numbers prominently listed in bold type close to its title.

Internet addresses for state employees follow a basic format: first name.last name@state.mn.us. Internet addresses for state employees can be found electronically on the state's Mail*Hub. To look up an

employee address, send an e-mail message to: query@state.mn.us. A subject line is not required and will be ignored. The body of the message should contain the name of the person about whom information is requested. A special mailbox set up on the hub will receive, process the request and send information back to the requester via e-mail. If you have access to Internet client software, the Mail*Hub may be accessed by pointing your gopher client to X500.state.mn.us, port 70, or using Mosaic or Cello, open a URL to gopher://X500.state.mn.us. Any problems or questions in the use of Internet addresses may be directed to postmaster@state.mn.us.

In the table of contents of this guidebook, the symbol (I) indicates that an agency is served by the state's "Inter-Office Mail" system, and the symbol (*) indicates the agency has rulemaking authority.

Over 1,650 agencies at your fingertips

This eighth edition of the guidebook contains listings for 115 agencies in the executive branch, about 40 in the legislative branch, and about 20 in the judicial branch.

Linked with each of these agencies are a little over 200 multi-member agencies whose membership is made up of citizens appointed to varying terms through the "State's Open Appointments Law." Each is enclosed in a screened box, and placed within its related entry. These are state agencies, created by law to bring important citizen participation and professional expertise to the governing process. Each is governed by the "Open Appointments" process described on page 1, and in the Office of the Secretary of State's entry, and in *Minnesota Statutes* 15.014 and 15.0575-.066.

In addition, there is an entry for the University of Minnesota, which, although not a state agency, is a state-funded, land-grant institution that works closely with many state agencies. The University of Minnesota entry lists the 19 colleges of the Twin Cities campus, plus campuses at Crookston, Duluth, and Morris, as well as about 200 programs, services, and clinics, in addition to over 60 outpatient clinics of the University of Minnesota Hospital and Clinics.

Over 1,000 additional offices are listed if you add in agricultural extension and inspection offices, federal and state veterinarians, state universities, community and technical colleges, state parks and campgrounds, historical sites and societies, Job Service offices and Workforce Centers, County Human Service Agencies, state agency district offices, ombudsmen offices, community legal services agencies, foreign consuls and consulates.

User comments and suggestions are welcome regarding the content, layout and design of this guidebook. Contact the editor at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155; phone: (612) 297-7963, or toll-free within Minnesota 1-800-657-3757.

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Agencies indicated by the symbol (*) have administrative rule-making authority and those with the symbol (I) can send and receive mail via the state's Inter-Office Mail system. All others must use the U.S. Postal Service or other postal carriers.

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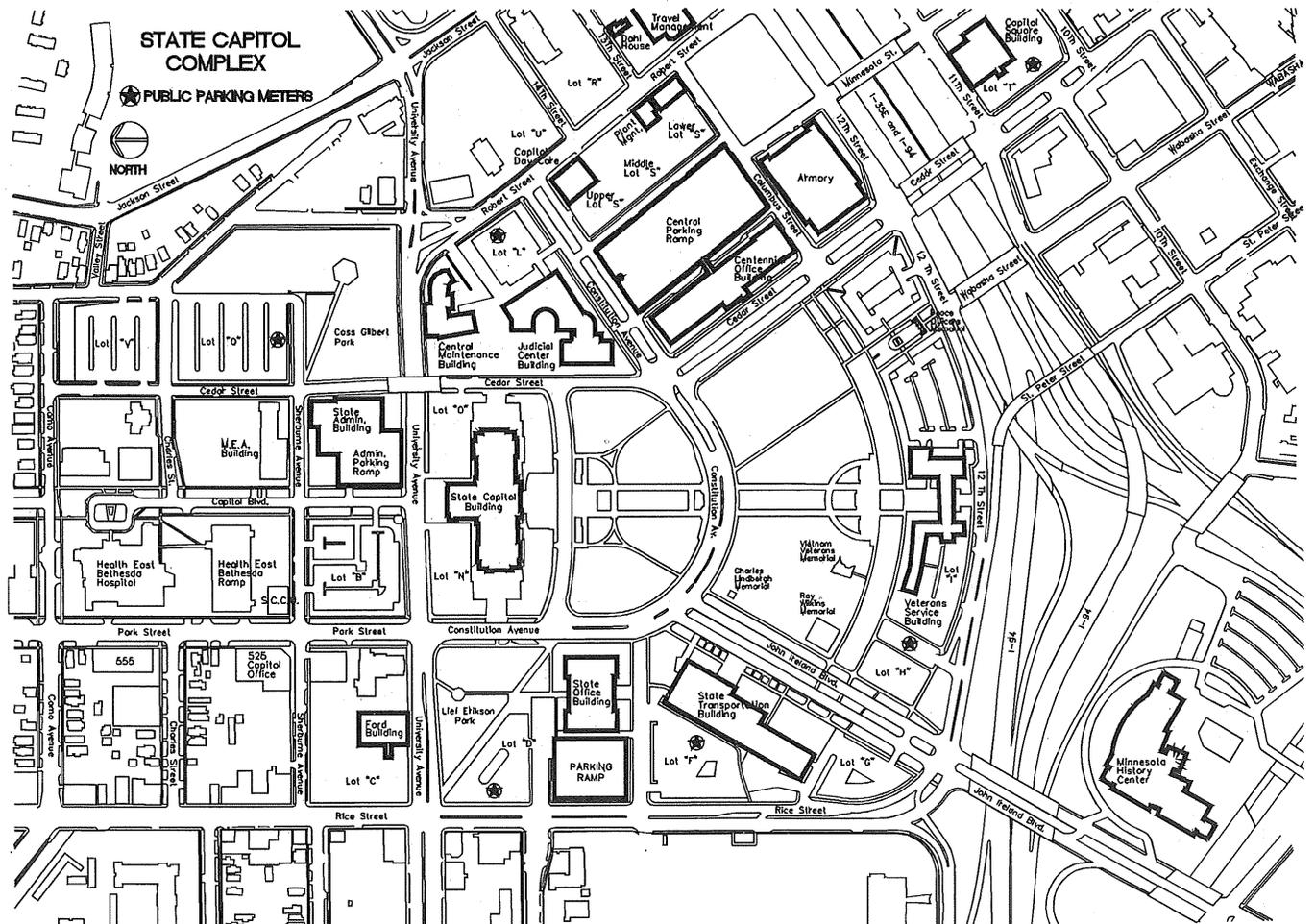
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Minnesota Executive Branch

The preamble to Minnesota's Constitution states: "We, the people of the state of Minnesota, grateful to God for our civil and religious liberty, and desiring to perpetuate its blessings and secure the same to ourselves and our posterity, do ordain and establish this Constitution."

"Government is instituted," the Constitution continues in its Bill of Rights, "for the security, benefit and protection of the people, in whom all political power is inherent, together with the right to alter, modify or reform government whenever required by the public good."

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, 1997 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 that have 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, Open Appointments Division and will be mailed out upon request. For more information see page their entry.

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 multi-member 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 in the *State Register* in the first issue of each month.

Administrative Powers and Rulemaking Authority

Administrative agencies affect the life of every citizen. In Minnesota, about 80 administrative agencies have the authority to make rules. These administrative agencies are executive branch agencies as well as the Metropolitan Council. These agencies' jurisdiction to act is extensive and their effect on private and corporate life can be substantial. A look at the table of contents of this guidebook shows the wide area of governmental activity given to administrative control. The breadth of legislative authority delegated to state agencies is also significant. More and more the legislature is turning to administrative agencies to provide solutions to complex problems.

Agencies are now concerned with 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.

Compiling Agency Rules

In 1945 the responsibility to establish "a uniform manner and form for the preparation, printing, and indexing of regulations" was delegated to a publication board made up of the commissioner of administration, the attorney general and the secretary of state. Individual agencies published their own rules and the format varied widely.

The duties of compiling and indexing rules were assigned to the revisor of statutes in 1955, but no funds came with the assignment, so the rules remained unchanged. The board retained its publication duty while the commissioner of administration sold the rules.

In 1963 compilation and indexing of rules reverted back to the commissioner of administration.

The first attempt to publish a uniform set of regulations occurred in 1970 when the commissioner of administration printed the 11-volume "*Minnesota State Regulations*." A quarterly supplement of inserts serviced the set of rules still individually printed by agencies.

In 1975 a law called for the publication of a "Manual of State Agency Rules" with the commissioner of administration designated as the publisher and compiler of the rules. The July 1976 set appeared with a name change only.

Finally, in June 1977 an entirely new set of rules appeared entitled the "*Minnesota Code of Agency Rules (MCAR)*". This was the first attempt at a comprehensive numbering system for the entire set. The 11 volumes expanded to 15 and new binders were issued. Yet, each agency still controlled the printing of its rules and the conversion to the MCAR numbering system. Consequently, the MCAR numbering system was never uniformly implemented and many rules were not printed in the set.

In 1980 the revisor of statutes was directed to prepare a plan for compilation of permanent and temporary rules "in a manner convenient for public use." A last reprint of MCAR appeared in 1982 in a set of 70 paper-covered volumes in place of the 15-volume loose-leaf format issued previously. This reprint was meant to serve as a transition between the end of MCAR and the beginning of the new *Minnesota Rules*.

A distinctly different publication from earlier versions of agency rules appeared in 1983 called *Minnesota Rules*. Its seven volumes included the first index to agency rules, as well as a concordance table showing the MCAR number and the corresponding *Minnesota Rules* number assigned to it in its recompilation. In 1984 a "pocket part" supplement appeared including "parts, subparts, or items that were amended, repealed, or added in rules adopted between August 1, 1983, and August 31, 1984."

The 1985 *Minnesota Rules* were printed in 10 volumes to decrease the bulk per volume for ease in use. It also included historical notes, the source of each change to a part since the 1983 recompilation of the rules, and reprinted the concordance table with an additional part including those rules adopted after the original cut-off date in 1983. These combined tables gave users a complete table reflecting the recompilation of all administration rules from MCAR to *Minnesota Rules*. Also included was a table of amendments to rules in volume 10, listing those rules affected by action after the original publication and the source where the notice of adoption appeared in the *State Register*.

Two supplements to *Minnesota Rules* were published in each of the even numbered years of 1986, 1988 and 1990, while *Minnesota Rules* appeared in odd-numbered years, adding an 11th volume to accommodate a table of amendments in 1987, and expanding to 13 in 1993. These added volumes continued the task of locating and updating obsolete terms and references, clarifying changing terminology, and accommodating agency reorganizations stemming from actions of the legislature.

For a more detailed explanation of *Minnesota Rules*, see the "User's Guide" in Volume 1 of *Minnesota Rules*.

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 relating to internal administrative procedures, and, if requested, to adopt contested case precedents as 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 also 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 Chief Administrative Law Judge is empowered to prescribe the procedures to be followed by all agencies in the receipt, consideration and disposition of petitions.

Seeking Outside Comment

An agency must seek information or opinions on contemplated rules from sources outside the agency. An official notice of solicitation of comments on a rule must be published in the *State Register* at least 60 days before an agency initiates a rule-making proceeding. The purpose of this provision is to allow all persons to have input into the rules while the rules are being drafted. When comments are submitted, the agency writes the rules. Each agency is also required to maintain a public rule-making docket which provides information about each proposed rule which is under active consideration. This allows interested persons to easily track the status of a proposed rule.

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 agency must also prepare a statement of need and reasonableness which justifies the rule, discusses cost implications, and describes agency efforts to provide notice of the proposed rule.

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. The text of the rule may be omitted if approved by the Legislative Commission to Review Administrative Rules. This notice will state whether or not a public hearing will be held. Agencies may initiate a dual notice rule proceeding in which a hearing is held on a specific date only if requested by 25 persons. 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 ensure 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.

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*. 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 must identify their particular objections to the proposed rule language. 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 office of administrative hearings before they are effective. Permanent rules are effective five days after publication 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, 100 Washington Avenue South, Suite 1700, Minneapolis, MN 55401-2138. For five 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

If a hearing is held, the administrative law judge prepares a report within 30 days of the close of the record 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. The report must also determine if any modifications of the proposed rules are substantially different from the rules as published.

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 law judge if it makes changes other than those recommended by the administrative law judge. The rule is then submitted to the revisor of statutes who reviews it for form. The adopted rule is then filed with the secretary of state and published in the *State Register*. It is effective five working days after publication.

An individual who comments on the 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. Questions should be directed to the Ethical Practices Board, where lobbyist registration forms may be obtained (see entry for Ethical Practices Board).

Exempt Rules

Excluded from the normal APA procedures are exempt rules. They are of two kinds. The first are rules which are specifically exempted by the legislature from APA rulemaking. These rules are reviewed for form by the revisor of statutes, reviewed for legality by the office of administrative hearings, and then published in the *State Register*. These exempt rules are effective for a period of two years only.

The second kind of exempt rule is one adopted where an agency for good cause finds that the rulemaking provisions of

Minnesota Statutes, Chapter 14 are unnecessary, impracticable, or contrary to the public interest. This exemption can be used only where the rules 1) address a serious and immediate threat to the public health, safety, or welfare, or 2) comply with a court order or a requirement in federal law in a manner that does not allow for compliance with *Minnesota Statutes*, Sections 14.14 to 14.28, or 3) incorporate specific changes set forth in applicable statutes when no interpretation of law is required, or 4) make changes that do not alter the sense, meaning, or effect of the rules. These exempt rules are also reviewed for form by the revisor of statutes, for legality by the office of administrative hearings and then published in the *State Register*. In addition, the office of administrative hearings must determine whether the agency has provided adequate justification for the use of this exemption. Rules adopted under clauses (1) or (2) above are effective for two years only.

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 *State Register* and the Legislative Commission to Review Administrative Rules. 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 13 for more information about the *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 their entry in the Legislative section.

Public access to all adopted rules of state agencies is available in the *Minnesota Rules*, previously known as "*Minnesota State Regulations*," and later as "*Minnesota Code of Agency Rules (MCAR)*." Published by the revisor of statutes and sold through the Minnesota Bookstore, this 13-volume compendium lists the rules in force from the approximately 80 state agencies that have the authority to promulgate rules. Sets of *Minnesota Rules* and copies of the *State Register* can be viewed in designated "state depository libraries" throughout Minnesota. A list appears with the Legislative Reference Library entry.

Executive Branch Agencies

Board of Accountancy

Mailing and Office Address: 85 East 7th Place, Suite 125, St. Paul, MN 55101
 Deby Knupp, acting executive secretary, (612) 296-7937

Minnesota Statutes, Section 326.165-326.229; Minnesota Rules Chapter 1100

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 accountants (CPAs) and licensed public accountants (LPAs) and their firms in order to provide the public with qualified professional public accounting services.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Accountancy** 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. **Appointing Authority:** Governor. **Compensation:** \$55 per diem.

The board's program for administering the law is comprised of: (1) administering the Uniform Certified Public Accountant Examination; (2) issuing and renewing licenses to CPAs; (3) renewing licenses to LPAs; and (4) regulating the profession by enforcing the board's rules and laws on ethics, continuing professional education and practice monitoring.

The board reviews and processes applications for the Uniform Certified Public Accountant Examination, identifies applicants who meet the education and experience requirements for admission to the exam (see below), and administers the exam twice a year, in May and November. The exam takes 2 days to complete and currently consists of four parts (business law & professional responsibilities, auditing, accounting & reporting, and financial accounting & reporting). The application deadline is March 1st for the May exam and September 1st for the November exam. The fee for taking all four parts of the exam is \$165; the re-examination fee is \$44 per part up to a maximum of \$165. Candidates who pass the CPA exam and the Minnesota Ethics Exam are issued certificates indicating passage of the CPA 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. The application fee for an initial CPA license is \$50. The board issues reciprocal licenses to qualified holders of certificates and licenses of other states. The application fee for a reciprocal license is \$150. All licensees must renew their license on an annual calendar-year basis. The annual license renewal fee is \$45 for active and \$10 for inactive CPAs and LPAs.

Qualifying Public Accounting Experience¹ Requirements for CPA Examination and Licensure

| Education | (to sit for exam) | Experience | (licensure) ⁵ |
|--|-------------------|------------|--------------------------|
| Masters in Accounting ² | -0- | + | 1 year |
| Baccalaureate degree <i>WITH</i> Accounting Major ² (or equivalent ³) | -0- | + | 2 years |
| Baccalaureate degree <i>WITHOUT</i> Accounting Major ² | 1 year | + | 2 years |
| 2 years postsecondary education ⁴ | 3 years | + | 2 years |
| High school diploma | 5 years | + | 1 year |

¹ 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: (a) as a staff employee of a certified public accountant or licensed public accountant or a firm of certified public accountants or licensed public accountants; or (b) as an auditor in the office of the legislative auditor or state auditor, or as an auditor or examiner with any other agency of government, which experience, in the opinion of the board is equally comprehensive and diversified; or (c) as a self-employed public accountant; or (d) in any combination of the foregoing capacities. Qualifying self-employment experience must include some audit experience or education.

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

³ 24 semester credits or 36 quarter credit hours in accounting and business law *AND* 24 semester credits or 36 quarter credit hours in business and economics. The accounting and business law credits must include a minimum of 18 semester credits or 27 quarter credits in accounting. Applicants shall have successfully completed the following types of courses: elementary financial accounting, elementary managerial accounting, intermediate accounting, cost and managerial accounting, and auditing. Credit is not permitted for duplicate courses.

⁴ Two or more years of full-time study with a passing grade average or above from a college or university that is fully accredited by the North Central Association of Colleges and Universities 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.

⁵ Once you have obtained the necessary number of years of qualifying experience to be licensed, the board grants you ninety (90) days in which to apply for and become licensed. Failure to get licensed within ninety (90) days of the date you qualified will result in disciplinary action for practicing without a license.

CPA and LPA firms practicing in Minnesota must maintain an annual license. Professional corporations and limited liability companies (LLCs) must comply with the Minnesota Professional Corporations Act. The application fee for partnerships is \$35 and for corporations, LLCs, and limited liability partnerships (LLPs) is \$100. The annual renewal fee for firms is \$35.

In 1979, the legislature created a one-time opportunity for experienced accounting practitioners to become licensed public accountants (LPA). About 1,500 people took advantage of this opportunity. LPAs have all of the same rights and privileges as CPAs. No new LPAs have been created since 1979-1980.

The board reviews, amends, adopts, and enforces Minnesota statutes and board rules. The board investigates all written 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.

Department of Administration

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

Elaine S. Hansen, commissioner (612) 296-1424

Internet Home Page: <http://www.state.mn.us/ebranch/admin/>

E-mail: elaine.hansen@state.mn.us

TTY: (612) 297-4357; FAX: (612) 297-7909

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

The Department of Administration (Admin) provides a broad range of business management and administrative services to state and local government agencies. The department's mission is to improve the quality and productivity of Minnesota government so that state and local agencies can serve the public more efficiently and effectively. Admin's services include information, facilities and operations management, consultation on effective and innovative management techniques, and leadership on government technology issues.

Among the services provided directly to the public are the sale of government publications, education and advice on the state's data practices and privacy statutes, and administration and enforcement of the state building code. The department commissioner serves as secretary of the executive council.

Background

The department was created in 1939 as part of a comprehensive effort to reform and professionalize state government administrative services. During fiscal year 1995, the department had 900 employees and an operating budget of \$160 million. Most of the department's divisions charge fees for their services and the annual general fund appropriations from the legislature accounts for approximately 10 percent of the budget.

Communications Officer

(612) 296-8929 **Kristopher Kytonen.** The position exists to develop and implement a strategic internal communications program, directed at increasing effective communications with all department employees concerning strategic business decisions; to provide direction, expertise, and assistance in developing departmentwide reports, news releases, and other communications; to promote the department mission, future, and values in all written materials; to be aware of significant budget and legislative issues; and to function as an effective liaison between the department and various statewide committees, task forces, boards, etc.

Licensees who intend to practice public accounting must maintain an active license and must report a total of 120 hours of continuing professional education (CPE) at the end of every three year cycle. A minimum of 20 hours is due on June 30 for each of the first two years of the cycle. CPE courses keep Minnesota CPAs and LPAs up to date with the most recent changes in the accounting profession. Those licensees who are not actively practicing public accounting can obtain an inactive license and be exempt from the CPE requirements.

All firms and sole proprietors doing audits, reviews, and/or compilations/financial statements must have their practice monitored once every three years. The review is done by a qualified reviewer and submitted to a qualified report acceptance body. Practice monitoring ensures that CPAs and LPAs in Minnesota are using the most up-to-date practices and procedures.

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.

STATE OF MINNESOTA

Department of
Administration



Management Analysis Division

(612) 296-7041 **Judy Plante, acting director.** E-mail: jplante@admin.state.mn.us 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.

This division is located at 50 Sherburne Avenue, 203 Administration Building, St. Paul, MN 55155 TTY: (612) 297-5353; FAX: (612) 297-1117.

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.

Fiscal Services Division

(612) 296-1532 **Larry Freund, director.** E-mail: larry.freund@state.mn.us The Fiscal Services Division establishes and maintains a centralized and integrated accounting system for both general and revolving funds for the Department of Administration. It also provides these services for the Capitol Area Architectural and Planning Board (CAAPB), Citizens Committee on Voyageurs National Park, Spanish Speaking Affairs Council, Council on Black Minnesotans, Council on Asian/Pacific Minnesotans, Ombudspersons

for Families, Intergovernmental Information Systems Advisory Council (IISAC), and Board of Government Innovation and Cooperation. 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) 296-4604, Veronica Legan, accounting supervisor.

This division is located at 50 Sherburne Avenue, 309 Administration Building, St. Paul, MN 55155 (612) 296-1532; TTY: (612) 296-6280; FAX: (612) 282-5333.

Human Resources Division

(612) 296-2885 Sheila Reger, director. E-mail: sheila.reger@state.mn.us The Human Resources Division provides personnel services to all department employees. It also provides advice and consultation to management on human resources. 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 and wellness program for department employees and provides services necessary for the recruitment, selection, placement, and training of employees. It administers payroll, employee benefits services, and maintains personnel records.

This division is located at 50 Sherburne Avenue, 114 Administration Building, St. Paul, MN 55155 TTY: (612) 296-2886; FAX: (612) 296-0579.

Employee Assistance Program

(612) 296-0765 or 1-800-657-3719 Keith Tvedten, director. E-mail: keith.tvedten@state.mn.us The state Employee Assistance Program (EAP) provides Minnesota state government, agencies, employees and employees' families with a statewide counseling resource. Located at 205 Aurora Avenue, 200 University Bank, St. Paul, MN 55103, TTY: (612) 297-5533; FAX: (612) 282-2099. The function of this resource is to assist with personal, family, or workplace problems which may affect job performance. Perceived as an employee benefit and/or management tool, EAP is well-integrated within the administration of labor relations, health promotion, safety, human resource development, and benefits. The specific EAP focus is on:

- Intervention and brief counseling for employees experiencing a wide variety of problems in living such as grief and loss, legal or financial problems, parent/child issues, career struggles, and job stress. EAP also provides referral and ongoing support with serious behavioral disorders such as chronic mental illness and compulsive addictive behaviors.
- Intervention, consultation, and case management with individuals or work groups experiencing worksite problems such as harassment, threats of violence, critical incidents, or transition issues.
- Management consulting and assessment regarding organizational effectiveness. Focus is on interpersonal conflict, workplace communications, and performance management coaching.

This professional counseling resource is provided cost-free to state employees. The program is voluntary and contact with EAP is confidential. As an assessment and short-term counseling resource, the EAP addresses a wide range of concerns. If ongoing counseling is necessary beyond EAP's intervention, referral options will be suggested to clients. Employee Assistance Program offices are accessible in 25 cities throughout Minnesota. A joint labor-management committee on employee assistance provides feedback and direction for program services. EAP also presents various training opportunities for managers and supervisors through the Department of Employee Relations (DOER).

Governor's Planning Council on Developmental Disabilities

(612) 296-4018 Colleen Wieck, executive director. The Governor's Planning Council on Developmental Disabilities promotes public policy that will enhance community acceptance and inclusion of people with developmental disabilities and their families so that such persons receive the services, support, 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 103-230). Council members are appointed by the governor and are responsible for selecting priorities and the submission of a three-year state plan. Numerous publications are available to policy makers, professionals, family members, and the general public.

This council is located at 658 Cedar Street, 300 Centennial Office Building, St. Paul, MN 55155, TTY: (612) 296-9962; FAX: (612) 297-7200; E-mail: admin.d.d.@state.mn.us

Briefing Books for Minnesota Policy makers:

1990 Report: The Heart of Community is Inclusion, 1990

A New Way of Thinking, 1987

Minnesotans Speak Out: A summary of town meetings held throughout Minnesota on developmental disabilities issues, 1992

Policy Analysis Series:

Policy Analysis Series: Issues related to Welsch Consent Decree, Numbers 1 through 30

Policy Analysis Series: Issues related to Minnesota's State Hospitals, Numbers 1-8, 1985

Advocacy/Empowerment:

Making Your Case, 1994

Shifting Patterns, 1992

Individual Planning:

Friends: A Manual for Connecting Persons with Disabilities and Community Members, reprinted 1991

It's Never too Early, It's Never too Late, A Booklet about Personal Futures Planning, 1990

Making Futures Happen, 1990

Read My Lips: It's My Choice, 1989

Videotape Productions: (Available on loan basis)

Beyond Boundaries, 1993

Shifting Patterns, 1992

A New Way of Thinking, 1988

Tools for Life: How Technology Helps People with Disabilities, 1988

It's Never too Early, It's Never too Late, 1987

Citizen participation and appointment: (For more information see pages 1 and 272). The **Governor's Advisory Council on Technology for Persons With Disabilities** (*Executive Order 92-05*) will coordinate support and advance technology uses for persons with disabilities through public awareness, advocacy, training, consumer involvement, expanded service delivery, interagency coordination and insuring services to people of all ages. The council consists of fifteen members representing the private sector, consumers, service agencies, third party funding sources, education, and library systems. **Appointing Authority:** Governor. **Compensation:** None. Minnesota Department of Administration 300 Centennial Building 650 Cedar St., St. Paul, MN 55155 (612) 297-1554.

STAR Program (A System of Technology to Achieve Results)

(612) 296-2771 Rachel Wobshcall, executive director. STAR, A System of Technology to Achieve Results, 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 103-218, the Technology-Related Assistance for Individuals with Disabilities Act (amended 1994).

This program is located at 658 Cedar Street, 300 Centennial Office Building, St. Paul, MN 55155 TTY: (612) 296-9962; FAX: (612) 282-6671.

STAR provides information and referral, educational opportunities, systems change, policy analysis, and advocacy related to people with disabilities and older Americans throughout the state of Minnesota. STAR's goal is to increase awareness of and access to assistive technology for people of all ages with all types of disabilities in Minnesota.

STAR has produced over 30 publications on assistive technology ranging in topic from self-advocacy to funding for assistive technology. Most publications are free for individual copies. Multiple copies of the Directory of Funding Resources for Assistive Technology in Minnesota are available for a small fee from Minnesota's Bookstore listed in this guidebook. All publications are available in alternate formats (Braille, large print, and audio tape) and some are produced in languages other than English. Resources such as videos and slides are also available to the public for a small fee to cover return postage and handling.

Current Publications

- *The Star Program*
- *Assistive Technology and Home Modifications*
- *Education and Assistive Technology*
- *Assistive Technology Assessment Process*
- *Assistive Technology and People who are Medically Fragile*
- *Medicaid Waivers & Assistive Technology*
- *Assistive Technology and Recreation*
- *Directory of Funding Resources for Assistive Technology in Minnesota*
- *Private Reimbursement of Assistive Technology*
- *Barriers to Effective Use of Technology*
- *Consumer Products and Individuals with Disabilities*
- *Funding and Assistive Technology*
- *Accessibility Financing*
- *Transition and Assistive Technology*
- *Buying and Maintaining Assistive Technology*
- *Assistive Technology and the Americans with Disabilities Act*
- *Computer Output (flyer)*
- *Computer Input (flyer)*
- *Self-Advocacy and Assistive Technology (flyer)*
- *Assistive Technology and the Workplace (brochure & flyer)*
- *InfoTech (brochure & newsletter)*
- *An Assistive Technology Service Delivery Model for Minnesota*
- *Assistive Technology and Older Minnesotans*
- *Assistive Technology and Rural Life*
- *Assistive Technology - Some Facts on Medical Assistance*

STAR staff will travel throughout the state in response to the individual training needs of an agency or organization. There is no fee for the host organization. Typical workshops focus on the Americans with Disabilities Act, funding for assistive technology, increasing customer service for people with disabilities, and funding resources for organizations. STAR also sponsors an annual scholarship for individuals with disabilities and family members to attend an international technology-related conference held each October in the Twin Cities. Preference is given to individuals with disabilities living outside the metro area who can demonstrate applicability of the information.

Regional Assistive Technology Resource grants are offered annually to Minnesota-based organizations for projects that fit within the scope and mission of the STAR Program. The mobile outreach program provides funds for organizations providing rural outreach rehabilitation and technology services throughout the state. The Governor's Award Program recognizes outstanding achievement of individuals and groups in the creation or modification of an assistive technology product or system that benefits people with disabilities and older adults.

For further information about systems change activities, publications, educational opportunities, scholarships, or grants, please contact the STAR Program.

InterTechnologies Group

(612) 296-8888 Bernard E. Conlin, assistant commissioner. 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. InterTech also provides consultation, development, and operations of telecommunications systems (voice, data and video). InterTech is located on several floors of the Centennial Building, 658 Cedar Street, St. Paul, MN 55155; TTY: (612) 296-3961; FAX: (612) 297-5368; E-mail: intertech.info@state.mn.us

Computer Support Services

Doug Schneider, director. The Computer Support Services Division provides expertise in establishing, integrating, and supporting hardware and systems software for multiple computer architectures. The division's customers are state agencies and local governments who, in turn, provide effective, efficient service to Minnesota citizens. CSS provides no services directly to the public.

The division's units are: Input/Output Services, Technical Support, Service Management, and Storage Management.

The Input/Output Services Unit provides accurate, timely delivery of computer output. The Report Distribution System provides online viewing, archiving, and distribution of reports processed on the InterTech enterprise server. The Advanced Function Printing (AFP) staff provide form design and creation, research, and development of print on a page. This unit also provides expertise and support in computer output microfilm (COM) and file transfer for state agencies that do not have the capacity to perform these processes. Contact Greg Mayer at (612) 296-6365 for further information.

The **Technical Support Unit** plans, installs, and manages operating system, online system, database management, and operating system support software to ensure that InterTech's software and hardware configuration operates reliably and meets customers' expectations. Contact Bill Tomczyk at (612) 297-5834 for further information.

The **Service Management Unit** supports service-level agreements between state agencies and InterTech, measures computer system performance and projects processing requirements, recommends and leads workload balancing projects, publishes technical bulletins to keep customers informed, and administers customer satisfaction surveys. Contact Debra Johnson at (612) 297-4775 for further information.

The **Storage Management Unit** ensures the safety, accessibility, and reliability of computer-based data for enterprise direct access storage devices (DASD) and magnetic tape. Contact Tom Scanlan at (612) 296-5109 for further information.

Business and Information Services

Leo Konz, director. The Business and Information Services Division manages InterTech's risk management systems, such as data and physical security and business continuation activities. The division also provides customers with various technical tools to transport, access, and manage data. Other units of the division supply internal LAN management, administrative support, training, and communications.

Services and products provided are:

Distributed Computing—Bob Babcock at (612) 296-6391;

Data Base Services—Greg Dziejewczynski at (612) 296-6360;

- Business Quality Services Team**—Dennis Reber at (612) 296-4386;
LAN/Administration—Tom Kelly at (612) 296-6578;
Business Continuation—Greg Dziejewczynski at (612) 296-6360;
Security Services—Ray Kermode at (612) 297-3894.

Computer Operations Division

Beth Bengtson, director. The Computer Operations Division provides resources and support to meet customers' data processing needs. As the focal data center for state government, the division provides a secure, controlled environment within which facilities management, applications processing, printing/distribution, data storage, data entry, and operations monitoring services are delivered to the agencies that use this center. Major data center customers include the departments of Administration, Employee Relations, Finance, Human Services, Public Safety, and Revenue.

For more information about Data Entry services, call Juanita Peuse at (612) 296-3351. To contact the Help Desk, call (612) 297-1111.

Financial Management Division

Shari A. Huck, acting director. The Financial Management Division provides financial, accounting, and contract administration for InterTech operations, including telecommunications billing, rates, budgeting, and financial reporting for the revolving, general, and special revenue funds. The division also manages statewide master contracts which provide agencies with programming and systems analysis services.

The **Computer Services Financial Team** and the **Telecommunications Services Financial Team** provide the financial management services for InterTech and its customers. Contact Denise Shaw at (612) 296-6757 for further information on Computer Services Financials and Bill Halter at (612) 296-6389 for further information on Telecommunications Services Financials.

The **Accounting Services Team** provides the day-by-day accounting services for InterTech. For further information contact Char Clark at (612) 296-6696.

The **Financial Systems Implementation Team** provides the technical skills necessary for implementation of new financial systems. For further information contact Shari Huck at (612) 297-5462.

The **Contract Unit** provides contract management services for InterTech and manages master contracts used by InterTech's customers. Contact Bryan Eastep at (612) 296-5108 for further information.

The **LAN/Administration Team** manages internal operations for InterTech's local area network, administrative support, asset tracking, and facilities management. The **Business Quality Services Team** includes two groups, Training and Communications. The **Training Groups's** mission is to meet the technical learning requirements of InterTech staff; some support is provided for customer technical learning. The **Communications Group** develops and edits various publications. Contact Tom Kelly at (612) 296-6578 for further information on LAN/Administration; Dennis Reber can be reached at (612) 296-4386 for further information on Business Quality Services.

Telecommunications Division

(612) 296-6191 William Schnellman, director. The Telecommunications Division provides voice, data, and video telecommunications products and services that meet customers' present and future needs. Customers include the public sector, including state agencies, educational institutions (public schools, private colleges, and certain private schools), public corporations, and state political subdivisions.

The division operates the statewide MNet digital network which provides data and video connectivity and services. 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 and video networks and hardware. Telecommunications regulatory activities at the state and local levels are monitored by the division, and intervention activities initiated as needed. The Telecommunications Division operates and manages the

state's long distance voice network, "800" services, calling cards, public pay phones and voice mail system. The division leads 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 division provides community development assistance, helping client communities integrate their strategic telecommunications and overall community/economic development planning. The division assists clients in forming telecommunity organizations to share resources that strengthen comprehensive community and organizational goals.

The Telecommunications Division's Communications Center operates a statewide referral service, publishes the state telephone directory, provides training on telephone features and etiquette, manages the telecommunications coordinators program, and provides teleconferencing services. The Customer Services Unit processes telephone change requests and repairs.

Citizen participation and appointment: (For more information see pages 1 and 272). The **MNet Advisory Council** advises the commissioner on the development and operation of the statewide telecommunications access and routing system - MNet. The council consists of MNet customer representatives, including representatives from higher education, state agencies, and political subdivisions. Meeting schedule varies, approximately bimonthly, located in St. Paul, or by interactive video statewide. The council no longer has any members appointed through the Open Appointment process.
Appointing Authority: Commissioner of Administration.
Compensation: None. 500 Centennial Building, 658 Cedar

For more information on the following services, please use the phone number and name provided.

- Telecommunications Consulting:** Barb Neumann at 296-1846
Voice Long Distance Services: Bonnie Plummer at 296-4399
Local Voice Services and Voice Mail: Mary Buley at 297-4784
Data and Router Services: Diane Jones at 297-1734
Video Services: Mark Nelson at 297-7208
9-1-1: Jim Beutelspacher at 296-7104
State Information and Referral: Gretchen Miller at 296-9933
Telecommunity Development: Jane Leonard at 297-8306

Information Policy Office

(612) 296-5643 Beverly J. Schuft, assistant commissioner. E-mail: bev.schuft@state.mn.us The Information Policy Office (IPO) is responsible for ensuring that the state's information resources are well-managed to avoid duplication, developed and operated to maximize the use of technology to the benefit of the citizens, and responsive to a variety of public policy requirements relating to information. IPO establishes state information resource management policies, standards, and guidelines; reviews and approves state information resource investments; supports the work of the Government Information Access Council (GIAC) in developing policy for electronic access to information and services; and works to assure that governmental entities comply with public policy requirements relating to information.

This office is located at 658 Cedar Street, 320 Centennial Office Building, St. Paul, MN 55155 TTY: (612) (612) 282-5599; FAX: (612) 296-5800; E-mail: admin.ipo@state.mn.us

Information Strategies and Planning Division

(612) 296-5643 Sarah Kline-Stensvold, director. E-mail: sarah.kline-stensvol@state.mn.us The Information Strategies and Planning Division provides the legislature and government organization with direction and guidance for managing the state's information resource investment such as computer hardware, networks, and software. Services include: developing and publishing Information Resource Management (IRM) policies, standards, and guidelines; advising customers on implementation of IRM; completing performance

review and risk assessment activities for information resource projects; recommending actions that address risks and encourage performance management; and supporting statewide information resource initiatives that cross organizational boundaries and have potential to provide improved management of the state's information resource investment.

The division publishes an Information Resource Management Handbook that includes statewide IR policies, standards, and guidelines. The handbook is available by contacting the Information Policy Office, 320 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155 or by phone at (612) 296-5643. An electronic version of the handbook and other IPO materials are available at: E-mail: admin.ipo@state.mn.us or Home Page Internet: <http://www.state.mn.us/branch/admin/ipo/>

Government Information Access Council

(612) 296-6451 **Thomas A. Satre, director.** E-mail: tom.satre@state.mn.us The Government Information Access Council (GIAC), created by the 1994 Minnesota State Legislature, has a twofold mission: to assist citizens to become more involved in the democratic process through improved public access to government information and services; and, to help government become more efficient, effective, and responsive to the public through the use of information technology. The 29-member council is charged to provide leadership and develop guidelines from a citizen-focused perspective on how government information and services can be provided and accessed through a statewide, coordinated, electronic method. The council members represent state government, other public sector organizations, educational institutions, libraries, local government, business, and citizens. The council has created an Internet access point:

North Star — Minnesota Government Information and Services. Council meeting agendas are available by calling (612) 296-6451, FAX: (612) 296-5800, E-mail: giac@state.mn.us Internet Home Page: <http://www.state.mn.us>

Citizen participation and appointment: (For more information see pages, 1 and 272). The **Government Information Access Council's** (*Laws of 1994, Chapter 632*) primary mission of the council is to develop principles to assist elected officials and other government decision-makers in providing citizens with greater and more efficient access to government information both directly and through private business. The council consists of twenty-nine members including; all Minnesota residents who are members of the President's National Information Infrastructure Advisory Group; two commissioners of state agencies, appointed by the governor; one person appointed by the University of Minnesota Board of Regents; one person appointed by the Higher Education Board; one representative of public television, appointed by the Minnesota Public Television Association; one representative aligned with the Minnesota Equal Access Network, appointed by the board of the network; one member appointed by the telephone company providing access to the largest number of customers within the state; one corporate executive from a company that is a member of the Minnesota Business Partnership, selected by the partnership; one representative of the Citizens League, appointed by the league; one member of the Intergovernmental Information Systems Advisory Council, appointed by the council; one member appointed by the Minnesota AFL—CIO; one member of American Federation of State, County and Municipal Employees, Council 6, appointed by the executive board of Council 6; and one member of the Joint Media Committee, appointed by the Committee. These members as a group appoint the following positions on the council: one member to represent each of the following groups: telephone companies, the cable television industry, and librarians who manages government information. These members, along with the rest of the council, appoint four additional members representing

diverse communities or private citizens with unique perspectives regarding information policy, and one person representing a telecommunication carrier providing interexchange service to the largest number of customers within the state, one member representing a public utility regulated under *Minnesota Statutes, Chapter 216D*, and one member representing non-profit cable communication access centers serving community populations. In addition, two members of the House of Representatives, one appointed by the Speaker of the House, and one appointed by the Minority Leader; and two members of the senate, one appointed by the Subcommittee on Committees of the Committee on Rules and Administration, and one appointed by the Minority Leader of the Senate, shall serve as nonvoting members of the council. Members serve at the pleasure of the appointing authority. The council chair will be appointed by the Governor from the membership. An executive committee will be appointed. Working groups and subcommittees may be established. The council will meet at least quarterly at a site to be determined. **Appointing Authority:** Government Information Access Council. **Compensation:** \$55 per diem plus expenses. 320 Centennial Building, 658 Cedar St., St. Paul, MN 55155. (612) 296-6322

Public Information Policy Analysis Division

(612) 296-6733 **Donald A. Gemberling, director.** E-mail: don.gemberling@state.mn.us The Public Information Policy Analysis Division (PIPA), promotes understanding of and compliance with a number of laws that regulate information. PIPA answers questions about federal and state freedom of information, data practices, and records management laws; issues advisory opinions to both government agencies and the public concerning the Minnesota Government Data Practices Act (*Minnesota Statutes Chapter 13*), and related laws; provides educational and consultative services; reviews compliance policies and procedures; consults on legal questions; and acts as a resource on legislation for information policy matters.

The above services are offered to the general public, to state and local government agencies and their attorneys, and to legislators and others who participate in the legislative process. Inquiries should be directed to the division by calling the PIPA information line at (612) 296-6733 or by mail directed to: PIPA, State of Minnesota, Room 320 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Phone inquiries are the quickest way to receive a response from the division. E-mail: admin.ipo@state.mn.us Internet Home Page: <http://www.state.mn.us/branch/admin/ipo/>

Facilities Management Bureau

Dennis J. Spalla, assistant commissioner. E-Mail: dennis.spalla@state.mn.us The Facilities Management Bureau 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 million square feet of state-owned building space. The bureau also leases buildings, manages parking, coordinates recycling and energy conservation efforts, and administers the state building code.

Building Codes and Standards Division

(612) 296-4639 **Thomas R. Joachim, director/state building official.** The Building Codes and Standards Division administers the state building code which sets construction standards to assure the health, safety, comfort, and security of building occupants. The division provides interpretations on the adopted codes, gives information regarding building materials, and consults with municipal officials, design professionals, and the general public relating to all types of projects.

This division is located at 408 Metro Square Building, 7th and Robert Streets, St. Paul, MN 55101 TTY: (612) 297-5353; FAX: (612) 297-1973.

**Call (612) 296-4639 to
request information about
State Building Code
certification, registrations, fees and
general assistance.**

Code Consultant Section

(612) 296-9991 Elroy Berdahl, supervisor. The code consultant section assists division clientele in interpreting and applying the state building code. It updates the building code, through the Administrative Procedure Act, to the latest model codes and amends specific sections to address legislative mandates or geographic needs. It also provides for certification, training, and educational seminars for building officials, the design profession and the construction industry. *Minnesota Statutes 16B.59-75.*

Plan Review Section

(612) 296-4630 Steve Hernick, supervisor. The Plan Review Section provides for review and evaluation of construction documents and inspections to ensure conformance with requirements of the state building code for buildings which the cost is paid for by the state or a state agency, public school district buildings, and buildings which are licensed by other state agencies such as health care facilities and correctional facilities. *Minnesota Statutes 16B.61.*

Manufactured Structures Section

(612) 296-4639 The Manufactured Structures Section regulates manufactured housing (mobile homes) and prefabricated buildings. It answers consumer inquiries and complaints regarding manufactured homes and prefabricated structures and provides training and educational seminars for building officials, manufacturers, dealers, and installers. It licenses manufactured home manufacturers and dealers and registers installers. *Minnesota Statutes 327B.01-12.*

Elevator Safety Section

(612) 296-9991 The Elevator Safety Section reviews, evaluates, and inspects all new or altered elevators and lifting/transportation devices. It provides for inspection and investigation on reported accidents relating to elevators and lifting/transportation devices. *Minnesota Statutes 16B.74.*

Division of State Building Construction

(612) 296-4640 Bruce E. Taber, director. E-mail: bruce.taber@state.mn.us The Division of State Building Construction is responsible for the administration and development of the predesign, planning, design, and construction of new and existing state-owned building projects. The division's activities and services include programming, design, hazardous substance removal, construction supervision, and project management. It also provides consultation services and information to state agencies, and professional and trade groups regarding design and construction problems and serves as the owners agent on state projects.

This division is located at 50 Sherburne Avenue, G-10 Administration Building, St. Paul, MN 55155 TTY: (612) 296-4640; FAX: (612) 296-7650. E-mail: admin.dsbc@state.mn.us

When the state designer selection board or the commissioner of administration selects a project consultant, the division initiates planning for the agency's building program requirements for a 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 bids themselves and the locations where plans and specifications may be obtained. All bids are then processed by the Department of Administration, Materials Management Division.

State Designer Selection Board

(612) 296-4656 Mary Closner, 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 \$750,000 and on architectural or engineering planning projects with estimated fees greater than \$60,000. The board has five members appointed by the Consulting Engineers Council, the State Arts Board, and the Minnesota Society of Architects. The Designer Selection 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 Mary Closner at 296-4656.

Plant Management Division

(612) 296-6404 Lenora Madigan, director. E-mail: lenora.madigan@state.mn.us The Plant Management Division maintains facilities managed by the Department of Administration, promotes energy conservation opportunities on a statewide basis, facilitates the recovery of materials, and manages state-owned parking facilities in the Capitol Complex.

This division is located at 625 North Robert Street, St. Paul, MN 55101 TTY: (612) 297-4407; FAX: (612) 297-5158. E-mail: admin.plant.mgmt@state.mn.us

Facilities under the jurisdiction of the Plant Management Division include:

| | |
|---------------------------|----------------------------|
| Administration Building | Judicial Center |
| BCA Building | MN History Center |
| Capitol Building | Power House |
| Capitol Child Care Center | State Office Building |
| Capitol Square Building | Transportation Building |
| Centennial Building | Travel Management Building |
| Central Stores Building | 625 Robert St. Building |
| Duluth Gov Service Ctr | 635 Robert St. Building |
| Ford Building | 691 Robert St. Building |
| Governor's Residence | Veterans' Service Building |
| Health Building | |

Plant Management Division is organized into four (4) different activities: Complex Operations, Complex Services, Support Operations, and Technical Services.

Complex Operations

This activity maintains and operates buildings under the jurisdiction of Plant Management to ensure a clean, healthy, comfortable building environment for all tenants and visitors. This includes housekeeping services, engineering services, automation system monitoring, electronic installation, maintenance and testing, and building management services to ensure tenant satisfaction.

Building Maintenance Services

To report emergency cleaning needs, maintenance problems, or heating, ventilation or cooling problems, call 296-6800 during the hours of 7:00 a.m. and 5:30 p.m., Monday through Friday, excluding holidays. If an emergency exists after these hours, contact 296-2100 for assistance.

Complex Services

This activity provides grounds and snow removal services in the Capitol Complex, operates the State Recycling Center, provides resource recovery education, promotion, and assistance to state agencies, and approves and coordinates special events such as "Taste of Minnesota," public rallies, parades, demonstrations, Rotunda ceremonies, and other related events which use the buildings, grounds and state-owned streets in the Capitol Complex. This activity also provides material delivery services including vehicle repair services; refuse removal services; courier, dispatch services; delivery of duplicating,

resource recovery, interoffice mail, and central stores materials to other state agencies; moving services for office/modular furniture, and supplies of state agencies; and special event set-up/takedown and equipment rental.

Grounds and Snow Removal

When emergency grounds services are required, such as the sanding of sidewalks or snow removal, contact 296-2503 or 296-6800.

Resource Recovery

For additional information regarding coordination of waste reduction and recycling including agency recycling rate measurement, onsite technical assistance and training, and recycling collection, transportation, and marketing services, contact 296-9084.

Special Events

To apply for a special event use permit, contact 296-0797. The Request for Use of Capitol Complex Facilities for Public Events form should be submitted 14 days or more prior to the proposed event to Plant Management, 625 North Robert Street, St. Paul, MN 55101 or FAX: 297-5158.

Material Delivery Services

For information on moving, interoffice mail delivery or delivery of supplies, contact 296-1812.

Support Operations

This activity coordinates transportation services in the Capitol Complex area, dispatches and schedules services in response to tenant/building issues or problems, schedules conference rooms, handles lost and found, manages the fixed assets and consumable inventories of parts and supplies for the division, and provides administrative, office services, information system/technology, and financial/accounting support to all other activities in the program. This activity also provides transportation coordination and program development services to increase the use of alternative forms of transportation in the Capitol Complex area and reduce the number of single occupancy vehicles.

Transportation Services

To make application for contract parking, contact 296-9899. When demand for parking is greater than the space available, assignments will be made based on the following priorities: 1) handicapped, 2) car poolers, 3) employees who require special parking because of conditions of employment, and 4) date of application.

Car pool: To obtain information on car pooling, contact 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.

To request daily parking permit(s), for short-term needs, contact 297-3993.

Scheduling of Conference Rooms

Conference rooms handled by Plant Management are reserved on a first-come, first-served basis. The following conference rooms are available by contacting 296-6800:

- Administration Building Rooms 116A (30 seats); 116B (40 seats)
- Capitol Building Room B-22 (30 seats)
- Capitol Square Building Cafeteria - lower level (25 seats)
- Veterans Building Room D - 5th floor (50 seats)

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 rooms, the dates, the times, and the name and the telephone number of the contact person.

To schedule meeting rooms in other 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: training center 296-2380 or 297-1184.
- State Office Building: 296-5974 Judicial Center: 297-7802
- Transportation Building: 297-2932
- MN History Center: 297-4859

Lost and Found

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 296-6800 with a description of the article and when and where it may have been lost.

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.

Technical Services

This activity provides traditional trade services and building maintenance coordination for maintaining and repairing buildings under the jurisdiction of the division. The trade services include carpentry, cabinetry, painting, plastering, caulking, electrical work, machine shop work, key/locksmith work, plumbing, sheet metal work, steam fitting, and refrigeration. It also focuses on statewide energy efficiency improvements and use in all state-owned and wholly-leased facilities through its energy management and energy retrofit services.

Energy Management

For information regarding preventive maintenance, energy efficiency improvements, energy monitoring, energy training, and energy retrofit services, contact 297-2867.

Trade Services

To request maintenance trade services, such as carpentry, electrical, plumbing, or minor remodeling, contact 296-6800.

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
- Judicial Center, 25 Constitution Avenue, first floor
- State Office Building (during legislative session), 100 Constitution Avenue, basement level.
- State Capitol, Aurora Avenue, basement level.
- Transportation Building, John Ireland Boulevard, ground floor.

The following are food service cafeteria, convenience store, or vending area locations operated by the Services for the Blind, Department of Economic Security:

- Administration Building, 50 Sherburne Avenue, cafeteria and vending area, 1st floor
- Capitol, 75 Constitution Avenue, cafeteria, 2nd floor, (during legislative session) and vending areas
- Capitol Square, 550 Cedar Street, convenience store, lower level and vending areas
- Centennial Building, 658 Cedar Street, convenience store, ground floor, and vending areas
- Duluth Government Services Center, 320 W. Second Street, Duluth, vending areas
- Health Building, 717 Delaware St. S.E., Minneapolis, cafeteria and vending areas
- State Office Building, 100 Constitution Avenue, vending areas
- Transportation Building, 395 John Ireland Boulevard, convenience store, 1st floor lobby, and vending areas
- Veterans Services Building, 20 West 12th Street, vending areas

Please send suggestions or complaints regarding these food services to the Plant Management Division, 625 North Robert Street, St. Paul, MN 55101, 296-6800.

Real Estate Management Division

(612) 296-6674 **Beverly H. Kroiss, director.** E-mail: bev.kroiss@state.mn.us The Real Estate Management Division plans, allocates, leases, and inventories office and storage space in state-owned buildings under the custodial control of the Department of Administration. In addition to that which the state owns, the division leases 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.

This division is located at 50 Sherburne Avenue, 309 Administration Building, St. Paul, MN 55155; TTY: (612) 296-1899; FAX: (612) 297-7715.

The division also acquires and disposes of real property. Acquisitions are made by direct purchase or eminent domain. 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. Additionally, the division performs life cycle cost analyses comparing owning to leasing facilities.

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.

Operations Management Bureau

Kent Allin, assistant commissioner. E-mail: kent.allin@state.mn.us 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; designed 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 in procurement 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.

Communications.media (formerly Print Communications Division)

(612) 282-2255 <http://www.pcomm.state.mn.us>
Kathleen Lynch, director. E-mail: kath.lynch@state.mn.us The Communications.media service bureaus combine knowledge of government guidelines and mandates with the strictest standards of customer service to provide efficient and cost-effective services to a full range of constituents. Comprised of several service bureaus, Comm.media offers sales of public information to private businesses and individuals, while providing the business resources that many state and local government customers rely upon to run their operations. PrintCOMM, Minnesota's Bookstore, the Mailing List Service, MailCOMM, the *State Register*, and DocuCOMM are all part of Communications.media. Other than the MailComm operation, these units receive no legislative appropriations but generate business cash flow by charging their customers directly for products and services.

Minnesota's Bookstore

(612) 297-3000

Mary K. Mikes, marketing/distribution/retail services manager.
Vicki Westholter, acting supervisor. Minnesota's Bookstore provides retail sales of publications that are by, for, and about the state. Located near the Capitol, Minnesota's Bookstore sells law and rule extracts, lake depth, bikeway, and other maps, reports, forms, guides, directories, 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. "**Publications,**" "**Laws & Rules,**" and "**Maps**" catalogs are available at no charge.

Convenience is guaranteed with five easy ways to shop, including the retail store (open to the public 8-5 Mon-Fri), and ordering by mail, phone, FAX and on-line. All orders must be pre-paid. Minnesota's

Bookstore accepts VISA, MasterCard, American Express, and Discover credit cards. Checks and money orders should be made payable to the State of Minnesota for the amount of purchase plus the current sales tax (6.5 percent, or 7 percent for St. Paul residents). To order, list the product's exact title and stock number and enclose your name, address, zip code, and daytime telephone number. When ordering by mail, please allow 4-6 weeks for delivery. Telephone, FAX, and on-line orders are shipped for delivery within 7-10 days.

Minnesota's BOOKSTORE

Phones: (8:00 a.m. – 4:30 p.m. Central Time M-F)

Store Hours: (8:00 a.m. – 5:00 p.m. M-Thurs, 8 – 4:30 Fri)

Nationwide toll free (800) 657-3757

On-line catalog/ordering: (612) 821-4096 (parameters 8-N-1)

117 University Avenue, St. Paul, MN 55155

TTY: (612) 282-5077; FAX: (612) 296-2265

With sales and marketing tools, retailing, warehousing, and re-printing facilities readily available, Minnesota's Bookstore is an excellent resource for marketing, sales, and distribution of publications and other materials produced by state, local, and federal government agencies. Forming a distribution "partnership" with Minnesota's Bookstore allows agencies to simply refer requests to the Bookstore instead of using their own valuable resources to get their message out. Agencies may request information, assistance, and evaluation of the marketing potential of specific publications or products by calling Paul Hoffman at 296-0929.

In partnership with DocuCOMM and the Legislative Reference Library, Minnesota's Bookstore also handles distribution of state agency publications to depository libraries pursuant to *Minnesota Statutes* Section 15.18. These depositories are located around the state and receive monthly copies on microfilm of all printed materials produced by state agencies for public distribution. The depository libraries include state community college and university libraries, the University of Minnesota library system, the State Law Library in St. Paul, the main branch Public Libraries in Duluth, Minneapolis and St. Paul, the Minnesota Historical Society Serials Library, and the Office of Library Development and Services affiliated with the Department of Education. For a complete list of State Depository Libraries and phone numbers, see the Legislative Reference Library entry in this guidebook.

State Register

(612) 297-7963 **Robin PanLener, editor.** The *State Register* is a weekly magazine of the business of the executive branch of state government. Established by the legislature in 1976 through the Administrative Procedure Act (APA), *Minnesota Statutes*, Chapter 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. It is published every Monday, and on Tuesday when Monday is a holiday.

The *State Register* is located at 117 University Avenue, St. Paul, MN 55155, TTY: (612) 282-5077, or FAX: (612) 297-8260.

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, amended, adopted, withdrawn, and emergency. For a more detailed description of the administrative rulemaking process, see the introductory pages to the "Executive Branch" of this guidebook.

Material for publication in the *State Register* must be submitted in duplicate. State agencies must include form SR-0000-07 (6-95), or

earlier forms. Non-state agencies, or agencies not on statewide accounting, should include a letter on their letterhead stationery, signed by their agency head and listing the date(s) for publishing their notices. Proposed, amended, adopted, or temporary rules must be submitted with the text of a "notice of hearing" or "intent to adopt without a hearing," and must be submitted two weeks prior to publication date to allow for proofreading due to the legal nature of the rules. All other notices must be submitted one week prior to publication. Also published in the *State Register* are executive orders of the governor; commissioners' orders; revenue notices; official notices; state loans; state grants; contracts for professional, technical and consulting services; and non-state public bids, contracts and grants. Charges for publishing in the *State Register* are based on a per page rate billed in tenths of a page used in the *State Register*. A list of instructions, with deadline schedule, is available upon request to help in preparing submissions. For more information and assistance, call the editor.

A bulletin of commodity and service contracts, which are not listed in the Monday *State Register*, appears every Tuesday, Wednesday and Friday and is called the *State Register Contracts Supplement*. Over \$1 billion per year in state contracts and advertised bids appear in the *State Register* and the *Contract Supplement* averaging to about \$20 million per week. Together, they are the most complete listing available of state government requests for commodities and services, and for professional, technical and consulting services.

Two "Awards Reports" for bids and contracts appearing in the *State Register* and the *State Register Contract Supplement* are available. They list the agency and item sought, winning bidder and bid, awarded and delivery dates, delivery point, and requisition number.

Subscriptions

(612) 296-0931; FAX: (612) 296-2265 **Debbie George, circulation manager.** Annual subscriptions to the Monday *State Register* cost \$150.00. Individual copies cost \$3.50. Annual subscriptions for the *Contracts Supplement* are \$125.00 by first class mail and \$140.00 by FAX or On-line access. Individual copies cost 50 cents. Trial subscriptions for 13 weeks cost \$60.00 and these receive both the *State Register* and the *Contract Supplement*. Awards Reports cost \$75.00 for a six-month subscription. Individual copies of the "Awards Report" for professional, technical and consulting contracts appearing in the *State Register* cost \$15.00 plus \$3.00 shipping. "Awards Reports" for commodity and service contracts and bids appearing in the *Contract Supplement* cost \$5.00 plus \$3.00 shipping. Binders for 26 issues of the *State Register* are available for \$12.00. These are current prices and are subject to change. Send orders to: 117 University Avenue, St. Paul, MN 55155. Call for other subscription services.

Minnesota Guidebook to State Agency Services

(612) 297-7963; TTY: (612) 282-5077; FAX: (612) 296-8260

Robin PanLener, editor. A directory and guide to state government, the *Minnesota Guidebook to State Agency Services* provides information on all state agencies in the executive, judicial, and legislative branches of government. The *Minnesota Guidebook*, legislatively mandated in Chapter 14 of *Minnesota Statutes*, tells how the public may obtain information and services, file complaints, make submissions or requests, and secure assistance from state agencies. The guidebook is a desk reference to state government and gives 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 has data, information, and statistics about the state of Minnesota, its formation and historical development. The guidebook offers useful data helpful to students, educators, speech writers, researchers, and anyone with a question about Minnesota. Copies may be purchased at Minnesota's Bookstore. For more information about *Guidebook* submissions, contact the editor.

Mailing List Service

(612) 296-0930 E-mail: mnbook.list@state.mn.us More than 100 mailing lists are available for public purchase from the

Mailing List Service. Located at 117 University Avenue, St. Paul, MN 55155 TTY: (612) 282-5077; FAX: (612) 296-8260. These lists include names and addresses of licensed professionals and permit holders in the State of Minnesota. Some of these databases are available for on-line computer license verification/inquiry, via computer and modem dial-in connection. This information is extracted from Minnesota's most recent licensing files, which are updated and managed by the state government agencies required by law to maintain and regulate them.

Lists can be ordered in several formats: paper printout, cheshire labels, pressure sensitive labels (PSLs), and diskettes. Lists can be customized using a variety of selections, such as sectional center facilities, zip-codes, counties, licensing dates, continuing education, credit information, and more. Customers can also take advantage of reducing their mailing charges by utilizing the Zip+4 service, a software that will standardize addresses and insert the U.S. Post Office +4 Zip-Code, along with carrier-routing numbers.

The Mailing List Service also outputs cheshire labels from customer-provided disks. Please call or write for a free mailing list catalog.

PrintCOMM (formerly Printing Services)

(612) 296-3277; TTY: (612) 282-5077; FAX: (612) 296-2265

PrintCOMM and the Copy Centers serve all branches of state government as well as counties, municipalities, and local city governments. It provides no services directly to the public.

Operating around the clock, these units provide a wide range of graphic arts services that are environmentally friendly with a focus on service. Pick-up and delivery of proofs and orders is available at no charge. In-house printing facilities produce saddle-stitched books, brochures, posters, flyers, forms, and stationery in both one and two color formats. Bindery options include saddle stitching, cerlox, twin loop, padding, cutting, and drilling.

PrintCOMM also provides assistance with desktop publishing. Some of the applications supported are QuarkXpress, PageMaker, Adobe Illustrator, Aldus Freehand, Word Perfect, and Photoshop. PrintComm supports most of these applications on both Macintosh and IBM platforms. Output services include output to high quality paper and film in a variety of resolutions. Call 296-2403.

To ensure the individualized service crucial to getting printing jobs done right, every PrintCOMM customer is assigned a Customer Service Representative (CSR) to assist in all aspects of the project. These include price quotations, filling out the requisition form, developing job specs, paper selection, bindery options, job status, and delivery. MAPS users should include their MAPS order number on the requisition form.

Copy Centers

(612) 296-COPY; TTY: (612) 282-5077; FAX: (612) 296-2265.

Quick copying is a specialty service offered by PrintCOMM's Copy Centers, which also provide halftones, reverses, screens, reduction or enlargement of artwork, cut and paste services, and signature imposition on the DocuTech copier. Many jobs can be completed in 24 hours and all charges are based on a simple-to-use, published price list. Copies of the price list and Copy Center requisition forms are available from any of the PrintCOMM Copy Center locations, or by calling 296-COPY. MAPS users should include their MAPS order number on the requisition form. Customers may drop off their disks or originals, along with a completed Copy Center requisition and pagination sheet, mock-up, etc., at any of our three locations:

- 444 Lafayette Road, St. Paul (Human Services Bldg.) main floor. Hours 7-3:30.
- Capitol Square, 550 Cedar St, St. Paul (Education Bldg.) lower level. Hours 7-3:30.
- Ford Building, 117 University Avenue. This location has a convenient drive-up window located on the north side of the Ford Building. Open 7:30 a.m. - 7:00 p.m.

OR call 296-COPY for more information or for free pick-up and delivery service. E-mail: mn.book.list@state.mn.us

MailCOMM (formerly Central Mail Unit)

(612) 296-6802; TTY: (612) 282-5077 **Mike Perry, manager.** Located in G-60 of the Transportation Building, MailCOMM handles interoffice mail for the state and provides mailing and postage services to state and local units of government. MailCOMM also provides information on and assistance with preparing mail to take advantage of 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 be used only when metering is not possible. There are no direct charges for interoffice mail services. MailCOMM provides no services directly to the public. For more information, or a free copy of the Mailing Procedures Manual, or a current rate list, call Mike Proulx, mail handling supervisor, at 296-6801.

The Addressing Section provides addressing services using the following methods:

- Computer labels generated by the customer
- Computer labels generated from the customer's list by the Mailing List Service (296-0930) or Administration's InterTechnologies Group.
- Cheshire card system
- Word processor

Charges are based on the first 1,000 addressed pieces and each 100 thereafter. For more information, call Bill Petsch at 296-9912.

The Inserting section provides for the insertion of up to six inserts in a standard #10 envelope. The envelope is stuffed, sealed, and postage is applied. For more information, call Bob Stoehr at 296-9913.

Addressing and inserting processes are combined with a new in-line mailing service in which a single form sheet is enclosed in a tear-out envelope and electronically addressed (as currently used for State payroll checks).

DocuCOMM (formerly State Micrographics Unit/State Records Center)

(612) 779-5200 **Mike Bodem, manager.** E-mail: mike.bodem@state.mn.us **Rick Scheller operations supervisor.** This operation provides a full range of records management services, including microfilming, indexing, film processing and duplicating, storage of paper, magnetic or digital record media, equipment advice, and system consultations. DocuCOMM is currently exploring the feasibility of providing digital scanning to optical disk or CD-ROM as part of its records management program.

This center is located at 1600 Gervais Avenue, Maplewood, MN 55109 TTY: (612) 282-5077; FAX: (612) 779-5203.

Offering state-of-the-art microfilm production, as well as assistance with purchasing retrieval equipment, DocuCOMM helps state and local government reduce storage space and increase retrieval efficiency while providing a document backup program and a flexible but secure media. Microfilm is a legal, inexpensive, and easy-to-use archival replacement for paper.

Many microfilm output formats are available, including hollerith code aperture cards, 35mm film for plans and drawings, roll film, and microfiche. Related services include database design and indexing for Computer Aided Retrieval systems, hardcopy prints from microfilm, document prep service, and sales of raw microfilm, viewer lamps, and other supplies. Microfilm originals are stored in a climate-controlled vault to ensure longevity and provide backup for disaster recovery.

Public and private corporations call on DocuCOMM to film Wastewater Treatment Plant and Air Quality submissions to Pollution Control Agency specifications, and private companies across the country purchase microfilm copies of Minnesota's Uniform Commercial Code documents. All state documents submitted to the Legislative Reference Library are microfilmed for distribution throughout the State Depository System.

DocuCOMM provides inexpensive storage of paper files, diskettes, tapes, optical disks, and loaded skids. Record retrievals from paper files are available to authorized agencies with a twenty-four hour turn-

around. For a copy of DocuCOMM's User's Guide, which contains all procedures and forms required to utilize DocuCOMM, call Marlene Neirengarten at 779-5205. DocuCOMM does not take actual ownership of the records, but acts as custodian. All public requests for records must be processed through the owning agencies. DocuCOMM provides no services directly to the public.

Free local pick-up and delivery, system expertise, and prompt courteous service make DocuCOMM a convenient and reliable records management resource for state and local government.

Call for a free system evaluation and cost estimate, to request a copy of the publication *Managing Minnesota's Records for the Future*, or for further information.

Materials Management Division (MMD)

(612) 296-1442 **John Haggerty, director.** E-mail: john.haggerty@state.mn.us The Materials Management Division consists of four units that are responsible for purchasing, contracts, surplus property acquisition, warehousing and disposal, and all other aspects of buying goods and services for state agencies.

This division is located at 50 Sherburne Avenue, 112 Administration Building, St. Paul, MN 55155; TTY: (612) 282-5799; FAX: (612) 297-3996.

Professional Technical Contracts

Contracts are used primarily for services that are intellectual in nature, that do not provide supplies or materials, and the result of which is the completion of a task or a report. Two acquisition management specialists are responsible for these contracts and report to the division director.

Environmental Stewardship

Materials Management Division is responsible for providing opportunities for state agencies and other governmental units in the use of surplus property and purchasing products and services that are environmentally responsible. The division is responsible for overseeing state personal property disposal in such a way that waste and pollution are avoided or minimized.

Acquisitions

Richard Slivik, manager. This unit is responsible for the operation and oversight of purchasing activity of more than \$1 billion annually, including negotiating standard requirement price contracts, as well as directly purchasing goods and services not on contract.

It also administers the Cooperative Purchasing Venture and the Minnesota Multi-State Governmental Contracting Alliance in Pharmaceuticals.

The unit's goal is to acquire goods and services for the best possible price from responsible vendors within the required time.

These services are provided through two primary mechanisms.

First, more than 1,300 standard requirement price (commodity) contracts exist, providing agencies with immediate access to goods. The contracts have already been established by MMD for the state, so that legal requirements already have been met.

Secondly, agencies also initiate their own request with a requisition for purchase. Agencies' needs are met through the competitive bid process, with requests for bid being sent to vendors who are registered with MMD.

Additionally, the unit is responsible for developing methods and goals to meet the requirements of the small business program and encourage the purchase of recycled and recyclable products; and 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.

Cooperative Purchasing Venture

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 MMD. Cities, counties, school districts, or any other political subdivision can become a member of the CPV program.

Minnesota Multi-State Contracting Alliance for Pharmacy

The Minnesota Multi-State Alliance is a partnership among 24 states and nearly 1,000 state agencies and political subdivisions. The program started in Minnesota, and the State of Minnesota negotiates pharmaceutical contracts. The alliance saves its members millions of dollars in purchasing of pharmaceutical products for states and local government agencies. It is not funded by tax dollars, but by administrative fees paid by manufacturers for pharmaceuticals purchased after they are awarded contracts. The combined total of pharmaceuticals contracted for the various states grew to about \$70 million in 1994 and is expected to exceed \$200 million soon with the addition of member states. Under the program, MMD contracts directly with pharmaceutical manufacturers.

Business Management

(612) 296-0498 Paul Stembler, manager. E-mail: paul.stembler@state.mn.us The business management area provides internal clerical and administrative support to the Materials Management Division, while managing the procurement system of MAPS.

Minnesota Accounting and Procurement System (MAPS)

The systems support section guides the development and maintains the operation of the procurement component of the Minnesota Accounting and Procurement System (MAPS). This is the system agencies use to communicate purchase needs to the purchasing activity and which MMD uses for bid award and purchase order generation. MAPS provides buyers and vendors better electronic tools to conduct their business. MAPS is a complete system that can process all types of purchases made by the state of Minnesota, and provides quicker access to information on all phases and types of purchases than in the past.

Customer Assistance

(612) 296-8489 Dorothy Lovejoy, manager. The customer assistance area serves as the main link between the Materials Management Division and its clients, both vendors and state agencies. Customer Assistance is responsible for:

HelpLine Message Center

(612) 296-2600 Customers of MMD may call for information on the status of Materials Requests, answers to questions regarding all division services, and for help in resolving difficulties with services. The goal of HelpLine is to provide a fast response to inquiries directly or by referring questions to the proper area for quick resolution. The HelpLine also answers phones for all MMD staff located in the Administration Building and provides reception services at MMD's front desk.

Quality Management, Marketing and Information

The quality management, marketing, and information section is responsible for ensuring quality management for all division services, both internally and externally. Promotional visits to state agencies and other clients are part of this section's responsibilities, as is implementing a program to provide information on customer satisfaction to all activities of the division. This section is responsible for preparing information pieces on the division's services, and publishes bulletins and newsletters regarding the division's activities, including the bi-monthly *Minnesota Materials Manager*. Additionally, this section is responsible for developing and providing training for state agencies and division employees, and monitoring agency purchases to ensure that all purchases are done according to legislated, legal, and ethical standards.

Vendor Management

The vendor management section is responsible for registering and managing all businesses wishing to do business with the state of Minnesota. This section also recruits and certifies targeted group (TG), economically disadvantaged, and other small businesses who are eligible for the Small Business Procurement Program. In conjunction with acquisitions, it monitors the achievement of purchasing goals. It also provides the central certification and reporting for many government agencies.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Small Business Procurement Advisory Council** (*Minnesota Statutes* 16B.20) advises on the Small Business Procurement Program, reviews complaints from vendors and reviews compliance reports. The council consists of 13 members. **Appointing Authority:** Commissioner of Administration. **Compensation:** \$55 per diem.

Stores and Surplus Services

(612) 296-0726 Jon Schaefer, manager. E-mail: jon.schaefer@state.mn.us The stores and surplus services area provides: centralized services related to the acquisition, merchandising, 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, local units of government, state colleges and universities, school districts, legislative and judicial branches of government, and federal agencies.

Central Stores

(612) 296-2111 Central Stores is the state's retail distribution center with an annual sales volume of \$7 million. It acquires, warehouses, sells, and distributes approximately 900 office products and common-use forms to all state agencies. Its partnership with a private office products vendor provides an additional 24,000 items available to its customers and the ability to order from both through Central Stores. Customers have a catalog to help them prepare orders. Orders are placed through the Minnesota Accounting and Procurement System (MAPS). Customers can pick up their orders or have them delivered. The store operates through an enterprise revolving fund that requires bottom-line 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 at 139 E. 12th St., St. Paul, MN 55101.

Surplus Operations

(612) 639-4024 Surplus Operations 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 products and services 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 at 5240 Highway 8 (County Rd. I and I-35W), Arden Hills, MN 55112.

Services are provided in the following areas:

State Surplus Property

(612) 639-4024 This unit assists state agencies in determining the most effective and efficient method of disposing of their surplus property according to state law. The methods of disposal include: recycling, transfer to other state agencies, transfer to local units of government, or other organizations eligible to participate in the federal surplus property program, and public sale through sealed bids, garage sale, or auction. Fees are charged for services such as transportation, warehousing, 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) 639-4024 This unit works with customers to determine their property 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 property is on display for sale at the Arden Hills Distribution Center where authorized customers can buy and take the items they choose with them.

Auction Program

(612) 639-4024 Surplus Operations holds several auctions at various sites throughout the year where the general public can bid on state surplus property or property confiscated by state or local government agencies. The property may include cars, trucks, and other vehicles, as well as a variety of machinery such as lawnmowers, tillers, plows, and other items. A list of items available at each auction, as well as the dates and times is available through MMD and the auction Hotline, (612) 296-1056.

Risk Management Division

(612) 296-1001 Fred Johnson, director. E-mail: fred.johnson@state.mn.us The Risk Management Division is responsible for the development and operation of the state's risk and insurance management program to minimize the exposure to financial loss and to provide the most economical funding alternatives. The division operates the state's risk management fund which provides self-insurance for state agencies for property and casualty coverages including automobile liability, general liability, and other insurance coverages requested by state agencies. The division maintains the state's risk management information systems, administers property-casualty programs for purchased insurance, and works closely with all units of state government as a consultant on their risk and insurance management needs.

This division is located at 50 Sherburne Avenue, 309 Administration Building, St. Paul, MN 55155 TTY: 296-6280; FAX: (612) 297-7715.

Travel Management Division

(612) 296-2163 Michael J. Higgins, director. E-mail: mike.higgins@state.mn.us 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, the Capitol complex state employee bus pass program, and contracts for other travel services on behalf of all state agencies. The division acquires, operates, regulates, maintains, and disposes of vehicles owned by the division. Used vehicles are sold at public auctions which are held by Admin's Materials Management Division. The services provided to the public by the Travel Management Division are the disposition of used vehicles and processing and investigating complaints of possible misuse of state vehicles.

TTY: (612) 296-5659; FAX: (612) 296-3911; E-mail travel.mgmt@state.mn.us

Travel Coordinator

(612) 296-5658 The Travel Coordination Center coordinates official vehicle travel for state employees. The center also handles complaints from the public regarding state-owned vehicles. Pertinent information is gathered and forwarded to the head of the department to which the vehicle is assigned. The center ensures that an investigation is conducted and a report and response filed. Complaints should be sent to the center at 610 North Robert Street, St. Paul, MN 55101. No forms are required.

To request an automobile - Employees requesting an automobile for daily or weekly use must first contact their agency's travel coordinator who will generate an order (BPA) in MAPS and contact Travel

Management to reserve the car. Form 00006-08, 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 enforcement officers, representatives of the state's insurance company, or the Travel Management Division. 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 must be completed and sent to the Travel Management Division. If the accident involves injuries, call (612) 296-6781 or 1-800-366-2899.

Travel Management Shop - The shop is responsible for routine maintenance of division vehicles and provides maintenance services to other state agencies in the Minneapolis/St. Paul metropolitan area.

Servicing - Gasoline and oil should be obtained from the service center at 610 North Robert Street, St. Paul, whenever possible. A state credit card is included with the keys to each vehicle and should be used for fuel purchases at the division pumps and outside vendors. 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) is in each car and should be used for gasoline, oil, and emergency repairs. Any purchase over \$35 must be approved by the Travel Management Division prior to purchase by calling (612) 296-8318 or 1-800-366-2899. Purchasing tires or batteries on the credit card is prohibited except in cases of emergency.

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 ensure that necessary maintenance is scheduled and performed. Drivers should check the stickers on the left door jamb for maintenance schedule information. Oil changes are performed every 5,000 miles or three months and minor tune-ups every 30,000 miles. To obtain servicing and routine maintenance, contact the Travel Management Division, 610 North Robert Street, St. Paul, MN, 55101, (612) 296-8318 or 1-800-366-2899.

Commuter Van Program - The Travel Management Division administers a van pool program for Capitol complex state employees interested in commuting to and from 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 to reduce costs 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).

Bus Card program - The Travel Management Division manages the distribution of Metropolitan Council Transit Operations bus cards purchased by Capitol complex state employees through payroll deduction.

Minnesota Office of Citizenship and Volunteer Services

(612) 296-4731 Lauren P. Weck, director. The mission of the Minnesota Office of Citizenship and Volunteer Services (MOCVS) is to stimulate volunteerism and increase the impact of volunteer programs, citizen participation efforts, and public/private partnerships in Minnesota. MOCVS provides information, technical assistance, and consultation on volunteerism to individuals and organizations throughout Minnesota, and works to bring visibility and public recognition to the values and accomplishments of volunteerism.

This service is located at 117 University Avenue, 3rd Floor, St. Paul, MN 55155; toll free: 1-800-234-6687; TTY: (612) 297-4022 or 1-800-657-3783; FAX: (612) 282-2411.

MOCVS is an information clearinghouse and resource center for materials about the management of volunteer programs and the engaging of citizens in the public policy process. Member benefits include a quarterly newsletter, reports on legislation having an impact on volun-

teer programs, bi-monthly member bulletins containing timely information and resources of interest to volunteer administrators and citizens interested in working with policy makers, library borrowing privileges, discounts for MOCVS-sponsored events and workshops, networking opportunities, and participation in research and projects which serve volunteerism and citizen action in Minnesota. Services to non-members include information and referral, and on-site use of library materials.

Office of Administrative Hearings

100 Washington Avenue South, Suite 1700
Minneapolis, Minnesota 55401-2138
Kevin E. Johnson, chief administrative law judge
(612) 341-7600; TTY/TDD: (612) 341-7346
Fax: Admin Procedure Act; (612) 349-2665
Workers' Comp; (612) 349-2691

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

The Minnesota Office of Administrative Hearings (OAH) was created as an independent state agency in 1975 in order to ensure a fair and impartial hearing process in state government. The Minnesota Administrative Procedure Act which created the office is designed to ensure fairness in the conduct of administrative hearings and to encourage public participation in the formulation of state agency rules. Judges from the office conduct trial-type administrative law hearings, workers compensation trials, child support enforcement hearings and contested rulemaking hearings. The office also reviews administrative rules that do not go to a hearing.

There are 11 administrative law judges, 29 workers' compensation judges, 30 part-time administrative law judges and 32 support staff in the office. The central offices are located in Minneapolis. OAH also has an office in the Government Services Center in Duluth with two full-time compensation judges. Hearings are 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 three divisions, one devoted to administrative law hearings, another to child support hearings and the third to workers compensation hearings. The office also conducts hearings for Minnesota's political subdivisions when a city, county or school district requests that an administrative law judge preside.

Contested case hearings conducted by administrative law judges are typically in the areas of human rights, employee discipline, public utilities, professional licensure, business regulation and environmental

quality. There are approximately 700 such hearings each year. Administrative law judges also conduct 12,000 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, 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.

Citizen participation and appointment: (For more information, see pages 1 and 272). The **Office of Administrative Hearings** conducts all hearings of state agencies as required by *Minnesota Statutes*, Chapter 14, child support hearings as required by *Minnesota Statutes* Section 518.511, and all workers' 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.
Appointing Authority: Governor. Senate Confirmation.
Compensation: \$67,000 per year.

Minnesota Board on Aging

444 Lafayette Road, St. Paul, Minnesota 55155-3843
Ken Moritz, chair; Jim Varpness, executive secretary
(612) 296-2770; Fax: (612) 297-7855
Ombudsman for Older Minnesotans: (612) 296-0382 or 1-800-657-3591

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 from 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 1-800-882-6262.

The Minnesota Board on Aging administers approximately \$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, or contracts with, 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. These agencies 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 senior dining programs, 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 senior 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 senior dining to facilitate social interaction. Home delivered meals are provided for those unable to partake in the senior dining program.

The board has established long term care, acute care, and home care ombudsman services. The ombudsman works 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 ten 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," a bi-monthly newsletter containing information about board programs, activities, and developments in aging programs at the local, state, and national levels. To obtain a free subscription, contact the Minnesota Board on Aging at (612) 296-2770 or 1-800-882-6262. Other publications include "Planning Ahead," "Long Term Care Planning," a "Profile of the Minnesota Board on Aging," and others which are available by calling the above number.

Other activities of the board include the Senior LinkAGE Line, a toll-free information and assistance line that provides help in finding answers for what to do when you need help to stay in your own home or community. The number, 1-800-333-2433 will connect you directly to the service providers in the area of the state where services are needed.

The board sponsors the Outstanding Senior Citizen competition with the Minnesota State Fair and the Federation of County Fairs, the Sixth Grade Essay contest, and the development of legal services for the older population.

For more information call or write the Minnesota Board on Aging or your local Area Agency on Aging.

Area Agencies on Aging:

Northwest Area Agency on Aging

Serving Kittson, Marshall, Norman, Pennington, Polk, Red Lake, Roseau Counties.

(218) 745-6733; FAX (218) 745-6438; Danica Robson, director, 115 South Main Avenue, Warren, MN 56762

Headwaters Area Agency on Aging

Serving Beltrami, Clearwater, Hubbard, Lake of the Woods, Mahnomen.

(218) 751-3108; FAX: (218) 751-3695; Alan Goldberg, director, P.O. Box 906, 403 4th Street, Bemidji, MN 56601

Arrowhead Area Agency on Aging

Serving Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, St. Louis.

(218) 722-5545 or 1-800-232-0707; FAX: (218) 722-2335; Dawn Simonson, director, 330 Canal Park Drive, Duluth, MN 55802-2316

West Central Area Agency on Aging

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

(218) 739-4617; FAX: (218) 739-5332; Virginia Smith, director, P.O. Box 726, Fergus Falls, MN 56537

Region Five Area Agency on Aging

Serving Cass Crow Wing, Morrison, Todd, Wadena.

(218) 894-3233; FAX: (218) 894-1328; Barb Card, director, 611 Iowa, Staples, MN 56479

Mid-Minnesota Area Agency on Aging

Serving Kandiyohi, McLeod, Meeker, Renville Counties.

(320) 235-8504 or 1-800-450-8608; FAX: (320) 235-4329; Lorraine Patton, director, 333 West 6th Street, Lower Level, Willmar, MN 56201

Upper Minnesota Valley Area Agency on Aging

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

(320) 289-1428 or 1-800-752-1983; FAX: (320) 289-1983; Connie Nygard, director, 323 West Schlieman, Appleton, MN 56208

East Central Area Agency on Aging

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

(320) 679-4065; FAX: (320) 679-4120; Herman Bakker, director, 100 South Park Street, Mora, MN 55051

Central Minnesota Council on Aging

Serving Benton, Sherburne, Stearns, Wright Counties.

(320) 253-9349; FAX: (320) 253-9576; Donna Walberg, director, 600 25th Avenue South #206, St. Cloud, MN 56301

Southwestern Area Agency on Aging

Serving Cottonwood, Jackson, Lincoln, Lyon, Murray, Nobles, Rock, Pipestone, Redwood Counties.

(507) 836-8549; FAX: (507) 836-8866; Maddy Forsberg, director, 2524 Broadway, P.O. Box 265, Slyton, MN 56172

Region Nine Area Agency on Aging

Serving Blue Earth, Brown, Faribault, LeSueur, Martin, Nicollet, Sibley, Waseca, Watonwan Counties.

(507) 387-5643 or 1-800-450-5643; FAX: (507) 387-7105; Linda Giersdorf, director, 410 Jackson Street, P.O. Box 3367, Mankato, MN 56001

Southeastern Minn. Area Agency on Aging, Inc.

Serving Dodge, Fillmore, Freeborn, Goodhue, Houston, Mower, Rice, Olmsted, Steele, Wabasha, Winona Counties.

(507) 288-6944; FAX: (507) 288-4823; Connie Bagley, director, 421 SW 1 Avenue, 2nd Floor, Rochester, MN 55902

Metro Area Agency on Aging, Inc.

Serving Anoka, Carver, Dakota, Ramsey, Hennepin, Scott, Washington Counties.

(612) 641-8612; FAX: (612) 641-8618; Andrea Skolkin, director, 1600 University Avenue West, Suite 300, St. Paul, MN 55104

Minnesota Chippewa Tribe Area Agency on Aging

Serving White Earth, Leach Lake, Bois Forte, Grand Portage Reservations.

(218) 335-8585 ext. 65; FAX: (218) 335-6562;

Luella Seelye, coordinator, P.O. Box 217, Cass Lake, MN 56633

Minnesota State Agricultural Society

(Minnesota State Fair)

Minnesota State Fairgrounds,
1265 Snelling Ave. N., St. Paul, Minnesota 55108
Mike Heffron, executive vice president (612) 642-2200;
TTY/TDD: (612) 642-2372; FAX: (612) 642-2440
Visit the Minnesota State Fair on the Internet.
Internet Home Page: <http://www.statefair.gen.mn.us>
E-mail: sritt@statefair.gen.mn.us



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.

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 140 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.

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 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, an auto race, fine arts and home craft competitions, farm equipment, commercial and ethnic complexes and a midway. To enter any of the fair's competitive events, contact the State Fair for entry forms and other instructions.

In 1995, the year-around operations of the fair resulted in a total economic impact of \$80 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.

Board of the Minnesota State Agricultural Society

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, 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 about 50 employees who work under the supervision of the executive vice president.

| | Block # |
|---|--|
| Dairy and Animal Products (Empire Commons) | 48 |
| Department of Natural Resources Building and Park | 43 |
| East Room | 28 |
| Education Bldg. | 32 |
| Ejection Seat | 39 |
| Empire Commons | 48 |
| Employment Services Office (4-H Bldg) | 25 |
| Exotic Animal Posing Zoo | 30 |
| 4H Exhibit Bldg. | 26 |
| Farm Equipment | 12, 13, 14, 15, 16, 19, 20, 21, 23, 24, 29, 30, 31, 41, 42, 50, 51 |
| First Aid | 40 |
| Food Bldg | 35 |
| Giant Slide | 36 |
| Gift Shop | 30 |
| Grandstand | 28 |
| Grandstand Tickets | 28 |
| Grocery Store | 42 |
| Guest Services Office | 30 |
| Haunted Mansion | 47 |
| Heritage Square | 27 |
| High Technology Exhibit | 35 |
| History Museum | 27 |
| Home Improvement Bldg | 31 |
| Horse Barn | 41 |
| Horse Barn Annex | 41 |
| Horse Shows (Coliseum) | 50 |
| Infant Care Facilities | 37 |
| Care & Assistance Center | 37 |
| Information Booths | 24, 25, 30, 34, 37, 40, 43, 45 |
| Information Directories | 12, 19, 27, 33, 35, 43, 46, 50, 51 |
| Judging Arena | 53 |

| | Block # |
|---|---------|
| KARE TV | 44 |
| KDWB Radio | 48 |
| KEYE Radio | 37 |
| KEGE Radio | 29 |
| KFAN Radio | 35 |
| KLBB Radio | 36 |
| KNJZ Radio | 38 |
| KMSP TV | 37 |
| KQRS Radio | 28 |
| KSTP AM Radio | 38 |
| KSTP FM Radio | 36 |
| KSTP TV | 38 |
| KTCZ Radio | 37 |
| KTIS Radio | 36 |
| Kidway | 30 |
| Knox Care & Assistance Center | 37 |
| Leinenkugel's Leinie's Lodge | 47 |
| Letterpress Museum | 27 |
| Libby Conference Center | 34 |
| Lockers | 40 |
| Lost & Found (Police Station) | 40 |
| Lost persons (Care & Assistance Center) | 37 |
| MS Society Access Information Booth | 24 |
| Medica's Charter Bus Center (Seniors Days Only) | 27 |
| Medical Aid Station | 40 |
| Merchandise Mart | 34 |
| Metro Mobility Drop-off Point | 24 |
| Mighty Midway | 40 |
| Milking Parlor | 61 |
| Miller Genuine Draft Bandshell | 34 |
| Minnesota Public Radio | 44 |
| Minnesota Sports Exhibit | 35 |
| Mission: Planet Earth | 49 |
| Modern Living Bldg. | 36 |
| Motorcycle Lot | 56 |
| Old Mill | 44 |
| Oriental Pavilion | 18 |

| | Block # |
|--|--|
| Pet Center | 12 |
| Police Station | 40 |
| Police Sub-station | 34 |
| Post Office | 30 |
| Poultry Bldg | 42 |
| Prose Sand Sculpture Garden presented by Coca-Cola | 19 |
| Progress Center (Oriental Pavilion) | 18 |
| Radio Aahs | 30 |
| Railton Puring Pet Center | 12 |
| Ramberg Senior Center | 44 |
| Restrooms | 16, 17, 19, 24, 26, 27, 28, 30, 32 through 38, 40 through 46, 48, 50, 51, 52 |
| River Ride | 49 |
| Royal Lipizzaner Stallions | 41 |
| St. Paul Pioneer Press | 37 |
| Sand Sculpture Garden | 19 |
| Service Bldg | 43 |
| Sheep Barn | 42 |
| Skyride Terminals | 27, 45 |
| Space Shuttle Exhibit | 49 |
| Space Tower | 34 |
| Special Contests | 38 |
| Star Tribune | 37 |
| Stroller & Wheelchair Rental | 24, 31, 40, 43 |
| Swine Barn | 52 |
| Taxi & Bus Terminals | 49 |
| Territorial Pioneers | 44 |
| Visitors Plaza | 30 |
| WBQB Radio | 42 |
| WCCO Radio | 44 |
| WCCO TV | 37 |
| Wheelchair & Stroller Rental | 24, 31, 40, 43 |
| Wonders of Technology Exhibit | 35 |



Facilities for Disabled

Facilities for people with disabilities on the fairgrounds include accessible rest rooms, telephones, paved streets and sidewalks, curb cuts, accessible seating in the Grandstand and Coliseum, reserved parking areas, drop-off points, interpretive services and listening devices and wheelchair rental service.

Employment Opportunities

Employment opportunities at the State Fair are handled by the State Fair's Employment Service, located on the north side of the 4-H Building on the fairgrounds.

The office opens in early 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 2,600 jobs are filled during the State Fair season. For more information, call (612) 642-2200.

Administration Division

(612) 642-2215 Mary Goiffon, director. The administration division handles a variety of functions including guest and staff services, which deal with fair-time services for State Fair visitors, along with year-round management of personnel matters. The administration division also is responsible for employment services, accessibility and Americans with Disabilities Act issues, real estate, State Fair board liaison, staff training and legislative contacts.

Competition Division

(612) 642-2314 Steve Pooch, director. The competition 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) 642-2208 Marshall Jacobson, 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.

Marketing Division

(612) 642-2251 Jerry Hammer, director. The marketing 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 programs and handle 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 **Special Services Group** includes the following fairtime functions: admissions, forage, parking, sanitation, youth camp and public safety. The latter consists of police and fire services plus medical aid.

The operations 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 storage, call (612) 642-2214.

Sales Division

(612) 642-2221 V. James Sinclair, director. The sales division administers all fair-time concessions and commercial exhibits, themed concession areas, midway 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. To register interest in obtaining a commercial space license, or to obtain information on commercial exhibit space at the State Fair, contact the division.

Admission and parking fees:

| | |
|--|--------------------|
| Outside Gate Admission | |
| Adults | \$5.00 |
| Children 5-12 | \$4.00 |
| Seniors 65 & over | \$4.00 |
| Kids under 5 | free |
| Senior Citizens Day (65 & over) | \$1.00 |
| Kids Day (12 & under) | \$1.00 |
| Parking | \$3.00 |
| Carload parking (4 or more per car) | free |
| Park & Ride parking | free |
| Park & Ride bus fare | free |
| Campgrounds Charges (per night) | \$13.00 |
| Grandstand Stage Shows and track events | Prices vary |
| For information call (612) 642-2262 | |
| Coliseum Events | Prices vary |
| (All prices subject to change) | |

Department of Agriculture

90 West Plato Boulevard, St. Paul, MN 55107-2094

(612) 297-2200; Internet Home Page: <http://www.mda.state.mn.us>

Gene Hugoson, commissioner; E-mail: ghugoson@mda-is.mda.state.mn.us

William Oemichen, deputy commissioner;

E-mail: woemiche@mda-is.mda.state.mn.us

Sharon Clark, assistant commissioner; E-mail: sclark@mda-is.mda.state.mn.us

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



The Minnesota Department of Agriculture (MDA) is responsible for ensuring the food we eat is safe and wholesome all the way from the farm until it reaches the consumer. Its mission is to work toward a diverse agricultural industry that is profitable as well as environmentally sound; to protect public health and safety regarding food and agricultural products; and to assure orderly commerce in agricultural and food products. The MDA administers inspection programs to ensure the wholesomeness of foods, milk and animal feeds. The agency is responsible for pesticide, fertilizer, weed, feed and seed regulations. The MDA is also the only state agency that promotes the development of Minnesota agriculture and its related industries, which together are responsible for nearly one-quarter of all the jobs in Minnesota.

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 oleomargarine 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 Minnesota Department of Agriculture. Today the department works to promote Minnesota food products, protect consumers, provide information and assistance to the state's farmers, and protect our natural environment.

Office of the Commissioner

(612) 296-2857; Fax (612) 297-5522 **Gene Hugoson, commissioner.** The commissioner and his staff are responsible for the overall administration of the 550-person Minnesota Department of Agriculture. The commissioner serves as a spokesperson for Minnesota agriculture throughout the state and nation, and also within the state's executive branch of government. The commissioner and his staff set policy directions for the agency. Every two years, the commissioner and his staff are responsible for preparing the agency's budget and presenting it to the legislature. Legal issues are also administered within the commissioner's office. The commissioner and his staff also actively represent the interests of Minnesota agriculture in Washington, D.C. Citizens wishing to bring issues to the commissioner's attention can reach him on a toll-free hotline by calling 1-800-967-AGRI(2474).

Policy and Legal Analysis Section

(612) 296-4435 **Bill Oemichen, deputy commissioner.** Responsibilities focus on collecting issue information and monitoring agriculture policy. This section coordinates legal services to the department, including rule writing and department legislative activity. It monitors legislative sessions and coordinates the department's legislative initiative process.

It also administers the following programs:

- **Farmers' Market Nutrition Program.** This program supplements the Women, Infants and Children (WIC) program administered by the Department of Health by providing WIC participants with vouchers that can only be used at farmers' markets for fresh, locally grown fruits and vegetables.
- **Agriculture Information Center Grants.** Six regional agriculture information centers located around the state receive grant funds through the department. The services offered by the centers reflect the needs of the area in which they are located, but all provide financial analysis for farming operations.

The MDA is organized into three program areas: Protection Services, Marketing and Promotion, and Support Services.

Protection Services Program Area

Protection Services is responsible for:

- Protecting the public health and safety by ensuring a safe and wholesome food and dairy supply.
- Preventing fraud in the manufacture and distribution of food, animal feeds, fertilizers, seeds, pesticides and similar items.
- Administering inspection and regulatory programs that encompass the production, processing and consumption of agricultural products.
- Inspecting and certifying both bulk (or raw) and processed Minnesota agricultural products so that they enter into intrastate, domestic and international markets without delays or restrictions.
- Protecting water quality and natural resources by promoting voluntary and regulatory Best Management Practices for agricultural chemicals (*i.e.*, pesticides and fertilizers).
- Protecting natural resources through plant pest monitoring, exotic pest interception and biological control efforts.
- Provides comprehensive laboratory testing of samples submitted in support of inspection activities.

Dairy and Food Inspection Division

(612) 296-2627; Fax (612) 297-5637 **Thomas W. Masso, director.** E-mail: tmasso@mda-is.mda.state.mn.us **Fred Mitchell, assistant director.** E-mail: fmitchel@mda-is.mda.state.mn.us 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 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 farm operations.

Inspects poultry products and eggs marketed and sold in the state for quality, wholesomeness, condition and labeling.

Food handlers license application forms are available from the division or a field inspector. Establishments must be inspected before the license is issued. Unannounced inspections are made periodically after licensure. The division inspects sanitation facilities and equipment in each establishment; checks for meat, poultry and food 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 Dairy and Food Inspection Division, 90 West Plato Boulevard, St. Paul, MN 55107.

License Fees Are:

- **Retail Food Handler License or State/County Fair Food Concession.** The fee is based on gross food sales for the immediately previous license or fiscal year. The fee is \$42 for prepackaged, nonperishable food with gross sales of less than \$15,000 per year; \$58 for gross sales less than \$15,000, including food preparation, or gross sales of \$15,000 to \$50,000. The fee is \$111 for gross sales of \$50,000 to \$250,000. The fee is \$191 for gross sales of \$250,000 to \$1,000,000. The fee is \$530 for gross sales of \$1,000,000 to \$5,000,000; \$742 for gross sales of \$5,000,000 to \$10,000,000; and \$848 for gross sales over \$10,000,000.
- **Wholesale Food Handlers License.** The fee is based on gross food sales or service for the immediately previous license or fiscal year. The fee is \$50 for gross sales or service under \$25,000. The fee is \$212 for gross food sales of \$25,000 to \$250,000, the fee is \$318 for mobile units with gross sales of \$250,000 to \$1,000,000 or \$424 with a separate storage facility. The fee is \$530 for gross sales of \$1,000,000 to \$5,000,000. The fee is \$610 for those firms with more than \$5,000,000 in gross sales.
- **Food Broker** fee is \$106.
- **Wholesale Food Processor or Manufacturer.** This fee is based on gross sales of food items for the immediately previous license or fiscal year. The fee is \$292 for gross sales of less than \$250,000. The fee is \$424 for gross sales of \$250,000 to \$1,000,000. The fee is \$530 for gross sales of \$1,000,000 to \$5,000,000. The fee is \$610 for gross sales of more than \$5,000,000.
- **Wholesale Food Processor or Manufacturer of Meat or Poultry Products Under Supervision of USDA.** The fee is based on gross sales of food items for the immediately previous license or fiscal year. The fee is \$159 for gross sales of less than \$250,000. The fee is \$239 for gross sales of \$250,000 to \$1,000,000. The fee is \$292 for gross sales of \$1,000,000 to \$5,000,000. The fee is \$345 for gross sales of more than \$5,000,000.

Licenses for retail and wholesale food handlers are valid from July 1 to June 30 each year. Licenses for brokers and wholesale food processors or manufacturers are valid from January 1 to December 31 each year.

These fees will increase effective July 1, 1996.

- **Plan Review Fee.** The plan review fee structure for retail food stores 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 25,000 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 Section

(612) 296-3647; Fax (612) 297-5176 William W. Coleman, assistant director. E-mail: wcoleman@mda-is.mda.state.mn.us Michael Krim, assistant director. E-mail: mkrim@mda-is.mda.state.mn.us.

Licenses for Receiving Stations and Processors

Licenses milk-receiving stations, creameries, cheese factories, condensers, milk plants, transfer 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 Food Inspection Division, 90 West Plato Boulevard, 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 Manufacturer/Processor License.** Based on gross sales of less than \$250,000, the fee is \$292, and the penalty fee is \$75; between \$250,000 to \$1,000,000 the fee is \$424, and the penalty fee is \$100; \$1,000,000 to \$5,000,000 the fee is \$530, with a penalty fee of \$125; and over \$5,000,000, the fee is \$610, with a penalty fee of \$150.

Renewal applications are mailed to the license holders about six weeks before the renewal date. Penalties are assessed for fees received after the renewal deadline.

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 Food Inspection 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 Food Inspection 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 6 cents per hundred weight of milk processed. There is a fee for inspection of all pasteurization units of \$140 per year per unit.

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 Food and Drug Administration standards. Companies which make single service milk containers are also certified by the division.

For information or application for certification, contact the Dairy and Food Inspection 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 Food Inspection Division. No forms or fees are necessary to make a complaint.

Dairy and Food Inspection Division

Outstate Offices

All outstate offices provide inspection services and information relating to food, food safety, consumer complaints and licensing of food establishments.

Larry Kruger, food inspection supervisor

Dairy and Food Inspection Division
Minnesota Department of Agriculture
401 16th Avenue NW, Suite 101B
Rochester, MN 55901
Telephone Number: (507) 280-2935
FAX Number: (507) 280-2957

Anthony Loosbrock, food inspection supervisor

Dairy and Food Inspection Division
Minnesota Department of Agriculture
Building 4A, East Drive, Suite 700E
Fergus Falls, MN 56537
Telephone Number: (218) 739-7218
FAX Number: (218) 739-7544

James Topie and Robert Behling, food inspectors

Dairy and Food Inspection Division
Minnesota Department of Agriculture
320 West Second Street, 603 Government Services Center
Duluth, MN 55802
Telephone Number: (218) 723-4690
FAX Number: (218) 723-4743

Agronomy and Plant Protection Services Division

Waste Pesticides: 1-800-657-3986

(612) 296-5639; Fax (612) 297-2271 **Greg Buzicky, director.** E-mail: gbuzicky@mda-ag.mda.state.mn.us Agronomy and Plant Protection Services Division programs encompass consumer, trade, public health and environmental protection laws in areas including: pesticide, fertilizer, feed, noxious weed, seed, groundwater protection and environmental quality. Various permits and individual, facility or product licenses, registrations and certifications are involved. The division conducts statewide surveillance, inspection and investigation activities.

In addition to the regulatory programs described above, the division provides services for handling responses to agricultural chemical emergencies, clean-up of agricultural chemical contaminated sites, waste pesticide collections, pesticide container collection and recycling, monitoring for agricultural chemical contaminants in surface and groundwater, soil testing laboratory certification, as well as educational activities in pesticide and fertilizer management practices. Program and unit supervisors listed below are available for assistance. The division facilitates commerce by certifying agricultural shipments, both interstate and abroad, as being pest free. It also promotes healthy urban forests and combats exotic pests such as gypsy moth and Japanese beetle. For more information on any of the programs, contact the Agronomy and Plant Protection Services Division, 90 West Plato Boulevard, St. Paul, MN 55107.

Agronomy Regulation and Division Operations

(612) 297-2418 **Tom McConnell, assistant director.** E-mail: tmconne@mda-ag.mda.state.mn.us

Division Operations Section

(612) 297-1390 **Gary Braun, chief.** E-mail: gbraun@mda-ag.mda.state.mn.us

Outreach Unit

ACRRA executive director/supervisor. Coordination of all division outreach activities and administrative support to the ACRRA Board.

The Agricultural Chemical Response and Reimbursement Account (ACRRA) is an agricultural industry-financed fund that is 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 monthly. Staff to the Board is provided by the department. Persons wishing to obtain more information, including application forms and instructions, should call (612) 296-3490.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Agricultural Chemical Response Compensation Board (ACRRA Board)** (*Minnesota Statutes* 18E.05) accepts applications for reimbursement from the Agricultural Chemical Response Compensation Account, determines eligibility and amount of reimbursement due and notifies the Commissioner of eligible claims. The board consists of five members including the Commissioner of Agriculture, 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 dealers who sell the agricultural chemicals at retail. Meetings at the Department of Agriculture on the third Wednesday of every month at 9:00 a.m., unless notified otherwise. Members must file with the Ethical Practices. **Appointing Authority:** Governor. **Compensation:** \$55 per

Operations Unit

(612) 297-7121 **Jenny Hance, supervisor.** E-mail: jhance@mda-ag.mda.state.mn.us Provides staff and management support in the area of the division's computer systems, communications, budgets, office management and personnel matters.

Field Surveillance and Investigation Section

(612) 297-7276 **David Read, chief.** E-mail: dread@mda-ag.mda.state.mn.us Conducts inspections and investigations at agricultural chemical facilities, performs misuse investigations and complaint response. Assist in waste pesticide collection projects. Obtains regulatory samples. No service samples are accepted.

To report a pesticide or fertilizer regulatory violation, call and ask for a "Request for Inspection." The telephone number for registering a complaint is (612) 297-5732. To request other inspections or to file other complaints, contact field staff or the unit supervisor indicated.

Seed and Noxious Weed Unit

(612) 296-6123 **Charles Dale, supervisor.** E-mail: cdale@mda-ag.mda.state.mn.us Administers and enforces the Minnesota Noxious Weed Law, Seed Law and Screenings Act. State regional staff provide training, technical support and direction to the local weed inspectors in each city and township about noxious weed law enforcement, and to county agricultural inspectors about enforcement of the seed, noxious weed and screenings laws.

Information and assistance regarding the state noxious weed control program are available by contacting the Seed and Noxious Weed Unit 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. Payment of fees through a reporting system is required. The permit may be obtained by application to the unit. 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 unit. Seed samples are obtained for regulatory purposes. Service samples are accepted. A fee schedule for this is available.

All hybrid seed corn varieties sold in Minnesota must be registered annually to ensure compliance with the law requiring correct labeling of the maturity rating. Registration forms may be obtained by contacting this unit. Varieties must be registered by February 1. A fees schedule is available for this also.

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

Feed Programs

(612) 297-7176 Paul Bachman, E-mail: pbachman@mda-ag.mda.state.mn.us 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 analysis of products are routine enforcement activities. Service samples are not accepted.

Environmental Regulation and Technical Support

(612) 296-1161 Larry Palmer, assistant director. E-mail: lpalmer@mda-ag.mda.state.mn.us

Land Management Section

(612) 297-7178 Chief.

Ag Chemical Management Unit

Supervisor. Provides education and information to farmers on best management practices in the use of fertilizers, pesticides and land application of manure. The unit is responsible for nitrate water testing clinics, soil testing laboratory certification and farm nutrient assessments.

Monitoring and Survey Unit

(612) 297-3994 John Hines, supervisor. E-mail: jhines@mda-ag.mda.state.mn.us This unit plans and conducts programs to monitor agricultural chemicals as environmental contaminants. They develop and implement ground and surface water monitoring programs and provide pesticide monitoring data for support of pesticide management plans and nitrate monitoring data for support of the nitrogen fertilizer management plan.

Compliance and Enforcement Section

(612) 297-4872 Paul Liemandt, chief. E-mail: pliemandt@mda-ag.mda.state.mn.us

Incident Response Unit

(612) 297-8293 Daniel Stoddard, supervisor. E-mail: dstoddard@mda-ag.mda.state.mn.us The department 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.

The department's incident response program cleans up sites that have been historically contaminated by agricultural chemicals. The department will identify the site and responsible party(s), manage the investigation to determine the scope and extent of contamination and request, or in some cases, perform remediation.

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

Metro (612) 649-5451

Non-Metro 1-800-422-0798

Enforcement Unit

(612) 297-2528 Heidi Fischer, supervisor. E-mail: hfischer@mda-ag.mda.state.mn.us The Minnesota Department of Agriculture 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 brings actions to enforce regulatory violations, including: pesticide misuse; use and distribution of unregistered or unlabeled products; improper licensing, record-keeping, and handling, storage and disposal practices which may adversely affect the environment. Investigation and inspection files are evaluated and appropriate administrative, civil or criminal enforcement action is taken when the violations are substantiated.

Facilities Unit

(612) 297-2614 John Peckham, supervisor. E-mail: jpeckham@mda-ag.mda.state.mn.us This unit oversees inspection of, and provides information and education to, Minnesota pesticide and fertilizer facilities. Permits are required for fertilizer and pesticide storage in large single volume tanks prior to construction or modification of the facility.

Pesticides or fertilizers applied through irrigation systems also require permitting for adequate environmental safeguards.

Environmental Regulatory Section

(612) 296-8547 Michael K. Fresvik, chief. E-mail: mfresvik@mda-ag.mda.state.mn.us

Ag Chemical Licensing and Certification Unit

(612) 297-7175 Rick Hansen, supervisor. E-mail: rhansen@mda-ag.mda.state.mn.us Provides for compliance with pesticide applicator licenses and certification requirements. Individuals applying pesticides commercially or persons applying "restricted use" pesticides within Minnesota must meet licensing/certification. Licensing requirements include completion of appropriate applications, fee submission, passage of examinations and attendance at approved recertification training workshops. Contact this unit for pesticide license application forms, training information and general pesticide information.

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

The unit publishes the *MDA Update*, a quarterly newsletter describing programs, policies and projects of the Agronomy and Plant Protection Services Division.

Ag Chemical Registration Unit

(612) 297-4871 Gregg Regimbal, supervisor. E-mail: gregimba@mda-ag.mda.state.mn.us 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Pesticide Applicator Education and Examination Review Board** (*Minnesota Statutes* 18B.305) reviews, revises and updates pesticide applicator training manuals and examinations, and discusses topics of concern that can be incorporated into pesticide applicator training. The board consists of 15 members, representing industry, private, nonprofit organizations, and other governmental agencies, including the University of Minnesota, the Pollution Control Agency, Department of Health, Department of Natural Resources, and Department of Transportation. Membership on the board must include representatives from environmental protection organizations. The terms of members are indefinite. Quarterly meetings of approximately three hours, specific dates are set by the board. Meetings are held at the Minnesota Department of Agriculture. **Appointing Authority:** Commissioner of Agriculture. **Compensation:** None.

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 and firms within the state; out-of-state firms which ship fertilizer into the state; and agricultural liming material producers and distributors must be licensed. The unit also registers products labeled as specialty fertilizer and soil and plant amendments, and approves the installation and modification of anhydrous ammonia fertilizer storage facilities.

Contact the Ag Chemical Registration Unit 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 registration are either the "Application for Specialty Fertilizer Registration" or the "Application for Soil/Plant Amendments Registration."

The form used for obtaining approval of an 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. Renewal applications are sent 30 to 60 days prior to the renewal date. All renewals must be made annually, prior to January 1.

Fertilizer Fee Schedule: Fertilizer license, \$100. In addition to the license fee, applicants also pay an ACRRA (Agricultural Chemical Response and Reimbursement Account) surcharge fee of \$75. The ACRRA surcharge fee is evaluated yearly and adjusted periodically based on the ACRRA fund balance. Specialty fertilizer registration, \$100; soil/plant amendment registration, \$200; lime license, \$150 (companies giving away product are fee-exempt); new anhydrous ammonia permit, \$100; substantial anhydrous ammonia alteration permit, \$50.

Pesticide Registration Fee Schedule: All registrants pay a \$250 minimum fee per product. In addition, companies with total sales of \$62,500 or more per product pay a fee that represents .4 percent of their total sales. Registrants also pay an ACRRA surcharge of 1 percent of total sales per product. The ACRRA surcharge fee is evaluated yearly and adjusted periodically based on the ACRRA fund balance. Disinfectants and sanitizers pay only the \$250 minimum fee and are not subject to the ACRRA surcharge.

The unit manages a program to collect and dispose of waste pesticides, and a program to collect and recycle empty pesticide containers. The unit develops strategies for proper disposal of waste pesticides/containers and reduce human exposure to these products.

Plant Protection Services

(612) 296-8328; Fax (612) 296-7386 Art Mason, assistant director. E-mail: amason@mda-is.mda.state.mn.us The division fulfills some of industry, municipality and the general public needs through inspection, certification, and plant pest control programs.

Certifies grain shipments to foreign countries and other states as pest free, inspects and certifies nurseries and nursery stock. Also approves municipal mosquito and other pest control programs, certifies tree inspectors, monitors shade tree and other urban pests, promotes community tree care practices.

Plant Pest Management

(612) 296-3349 Dwight Robinson, supervisor. E-mail: drobinso@mda-is.mda.state.mn.us Surveys for such exotic pests as gypsy moth and Japanese beetle, and develops control and/or eradication strategies for these and other exotic or native destructive or nuisance species. The section has four main program areas:

Exotic Pest Survey and Control

(612) 296-3343 Jeanne Ciborowski. E-mail: jciborow@mda-is.mda.state.mn.us Develops and coordinates surveys and control programs for serious plant pest species. To date, every early startup population of gypsy moth detected since 1983 through statewide surveys has been eradicated by means of cooperative state/federal and municipal control programs. Early detection and eradication of this tree pest alone has served to protect the state's trees and forests, and spared the state the millions of dollars spent in other states just to contain this pest after it was established.

Oak Wilt Control

(612) 296-0592 Dan Gillman. E-mail: dgillman@mda-is.mda.state.mn.us Assists communities in developing oak wilt control programs through technical assistance, education and public information. Through coordination with other state, federal and private agencies and the Minnesota Shade Tree Advisory Committee's Forest Health Committee, current issues affecting forest/tree health and communities such as criteria for wood waste management, research needs and best management practices for urban forests are discussed and developed.

Tree Inspector Certification

(612) 296-6692 Peter Dzuik. E-mail: pdzuik@mda-is.mda.state.mn.us Trains and certifies community tree inspectors and provides educational and technical support to communities and the public on tree/plant-related problems. Coordinates continuing educational opportunities by means of annual short courses and workshops cooperatively with the University of Minnesota Extension Service and other related state agencies and industries. Provides timely information on all aspects of tree planting and plant health care through field manuals and a quarterly urban forestry newsletter, *Overstory*.

Municipal Pest Control

(612) 296-1348 Doree Maser. E-mail: dmaser@mda-is.mda.state.mn.us Reviews and approves community pest control projects and provides technical assistance for all programs supported by public funds to assure they are conducted in a safe and effective manner. Any organization public or private that will expend public funds for the control of pest and/or nuisance species such as mosquitoes, cankerworms, grasshoppers, rodents, etc. must be approved by this office. Contact this office for more information or application forms.

Shade tree/tree inspector short courses and workshops are fee-supported. There are no fees for the other services listed above. For further information, contact Pest Management Section, Room 226, 90 West Plato Boulevard, St. Paul, MN 55107.

Plant Pest Regulatory Services

(612) 296-8507 Mark Schreiber, supervisor. E-mail: mschreib@mda-is.mda.state.mn.us Provides inspection and certification to allow the introduction and establishment of new plant material into the state; the growth, movement and sale of nursery stock, and for export of unprocessed and processed 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. The section is divided into three main programs: Nursery Inspection, Phytosanitary Certification and Port of Duluth.

Nursery Inspection

(612) 296-8619 Steven Shimek. E-mail: sshimek@mda-is.mda.state.mn.us 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 to ensure they meet the regulations of the importing country. Greenhouses which are not handling nursery stock but ship plants interstate may voluntarily request inspection and certification that plants are free of injurious plant pests. Nursery stock growers and dealers must be certified. Commercial and privately owned plants need certification prior to sale. Assists and provides advice on the proper care of nursery stock.

For information, applications or to request an inspection, contact Nursery Inspection Program, 90 West Plato Boulevard, St. Paul, MN 55107. Inspection of plants being exported does not require an application form.

The nursery stock grower certification fee ranges from \$70 for half acre or less, to \$725 plus \$1/acre for each acre over 50, for more than 50 acres of growing stock. The nursery stock dealer certification fee ranges from \$70 to \$600 per location, depending on the previous year's gross sales of nursery stock. The voluntary greenhouse fee is \$50. Renewals must be received by January 1, following the year of certificate expiration or a penalty of 25 percent is assessed. Inspection fees for plants or plant parts being exported to foreign countries, or to states requiring special inspection and certification, is \$20 plus expenses. A phytosanitary certificate must accompany most overseas plant shipments. A \$35 administrative fee is charged per certificate.

Inspection requests are handled within two weeks. All growing acreage is inspected each year. Storage facilities are inspected in the winter. Foreign plant shipments are inspected through appointments arranged one or two weeks prior to shipment.

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

Phytosanitary Certification Program

(612) 296-8558 Gary Miller. E-mail: gmiller@mda-is.mda.state.mn.us Certifies agricultural commodities for foreign and interstate shipment. Certifications made according to the particular state's or country's plant health regulations, licensing/certification requirements and plant quarantines. Inspects and certifies as pest free, corn and small grain shipments to the west coast and western Canada. Shippers may be issued European corn borer certificates for these shipments upon screening facility inspection and completion of a signed compliance agreement. Cereal leaf beetle certificates are available upon request. Certificates are issued after inspection of shipments for foreign markets. State and federal phytosanitary certificates, export certificates for processed products and re-export certificates are available, depending on the import requirements of the destination state/country. A \$35 administrative fee is charged per certificate.

For information, to request an inspection or certificate, contact Phytosanitary Certification Program, 90 West Plato Boulevard, St. Paul, MN 55107. Requestors must purchase pads for certification. European corn borer certificates are issued in pads of 25 at a cost of \$25 per pad. Cereal leaf beetle certificates cost \$15 for a pad of 25 forms. The annual fee for elevator inspection, certification and compliance agreement for corn to be free of European corn borer is \$60. Depending upon location and time of year, inspection and certification take five days. Application forms for growing season field inspections required to fulfill certification requirements of some foreign countries are available. Field inspections are conducted at a cost of \$20 per site plus \$3 per acre plus expenses.

Port of Duluth Inspection Program

(218) 723-4691; Fax (218) 723-4743 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 state from ship refuse, dunnage and cargo. Aircraft (charter) which arrive from foreign countries, except for Canada, are also inspected in Duluth. State and federal phytosanitary certificates, export certificates for processed products and re-export certificates are also issued from this office. Conducts nursery inspections in northeastern Minnesota. Also works for Agronomy and Plant Protection Services Division conducting various regulatory investigations throughout northeast and north central Minnesota.

For information, or to request inspection and certification service, contact the Agronomy and Plant Protection Services Division, Government Service Center, 320 West Second Street, Room 603, Duluth, MN 55802.

Laboratory Services Division

(612) 296-3273; Fax (612) 297-8787 Bill Krueger, director. E-mail: wkrueger@mda-lab.mda.state.mn.us The Laboratory Services Division provides comprehensive laboratory testing of samples submitted in support of inspection activities and service programs of the department's regulatory divisions. Chemical, microbiological and physical analyses are performed on samples of food, dairy products, beverages, water, fertilizer, lime, feed, seed, plant material, pesticides, pesticide residues, grain and other agricultural products. These tests determine quality and conformance to state and federal laws and regulations. Additionally, Laboratory Services performs analyses to fulfill contracts and cooperative agreements with the USDA, FDA, EPA and other federal and state agencies. Certifying other laboratories that test dairy products for Grade A labeling is another service provided to maintain consistent standards throughout the state. The laboratory maintains a technically competent staff through professional development and provides scientific expertise and technical knowledge for the department as a whole.

These analytical activities support the department in its protection of consumers, farmers, processors and the environment through the elimination of fraud and error in the production, processing, marketing and use of agricultural/food products.

Microbiology/Food Chemistry Analyses Section

This section is composed of two work units which provide primary analytical support to the Food Inspection and Dairy and Livestock Regulatory Divisions of the department. They also work through cooperative agreements with the FDA and USDA and provide some services to the private sector as directed by the commissioner or regulatory divisions.

Microbiology Analysis Unit

(612) 296-1574 Roger Reuter, supervisor. E-mail: rreuter@mda-lab.mda.state.mn.us The Microbiology Work Unit tests food, meat, beverages and water for microbiological safety and wholesomeness of food products. This includes participating in all United States Department of Agriculture (USDA) and Food and Drug Administration (FDA) certification programs. This section analyzes grade "A" milk products; egg products for salmonella and other bacteria and certifies egg products as salmonella-free, as required by the USDA; it tests food products for bacteria which can indicate production plant sanitation problems; it tests suspect foods and beverages for pathogens, which can seriously impair the health of consumers. The Microbiology Unit also monitors Minnesota's canning industry to help prevent problems with food products, and works with Plant Protection Division to test for bacteria injurious to seeds destined for foreign markets.

Food Chemistry Analysis Unit

(612) 296-1576 Douglas Bakker, supervisor. E-mail: dbakker@mda-lab.mda.state.mn.us The Food Chemistry Work Unit analyzes foods to check for adulteration, short-weight, insect or rodent contamination, and illegal use of preservatives. The laboratory also checks for artificial coloring, sulfites and off-flavors in foods. Dairy products are checked for proper pasteurization and chemical composition. Meats and fish are checked for proper species identification.

Processed meats are checked for safe processing temperatures. Poultry, fish and meats are also tested in the laboratory for additives that could be harmful. Fish is checked for proper salt and moisture levels. Grain products are tested for the presence of mold toxins. This unit also analyzes products regulated by the department to verify the accuracy of labeling such as cholesterol, sodium and protein. With the advent of the Nutritional Labeling Act, additional analysis can be required to verify label claims.

Agronomic/Water Inorganic Analyses Section

(612) 296-1575 Dave Syverson, section supervisor. E-mail: dsyverso@mda-lab.mda.state.mn.us Analytical activities are performed in four work areas within the Agronomic/Water Inorganic Analysis Section. The Agronomic/Water Inorganic Section provides data for the regulatory purposes of the Agronomy Services Division, Food Inspection Division and Dairy and Livestock Division. It also works cooperatively with the Department of Natural Resources in providing analytical support for this agency's Minerals and Ecological Services Divisions.

Agronomic Chemistry Analysis Unit

(612) 296-1575 Dave Syverson, supervisor. E-mail: dsyverso@mda-lab.mda.state.mn.us Agronomic chemistry unit activities address analyses for animal feed, agricultural fertilizer, and agricultural lime to ensure accuracy of manufacturing and label claims. Typical analyses include, but are not limited to crude protein, fat, fiber, ash, moisture, minerals, vitamins, animal drugs and antibiotics, nitrogen, phosphorous, potash, microscopy, trace plant nutrients and neutralizing value of lime.

Water Inorganic Chemistry Analysis Unit

(612) 296-1575 Dave Syverson, supervisor. E-mail: dsyverso@mda-lab.mda.state.mn.us The Water Inorganics section provides analytical support for the department's Agronomy and Plant Protection Services, Dairy and Food Inspection regulatory activities as well as the Minerals and Ecological Services Divisions of the Department of Natural Resources. Examples of analytical work provided by this group include high and low level metals analysis of water and monitoring parameters such as nitrate/nitrite, sulfates, BOD and total solids for examining water quality of wells, rivers, lakes and fisheries.

Seed Analysis Unit

(612) 296-4749 Mike Muggli, supervisor. E-mail: mmuggli@mda-lab.mda.state.mn.us Seed analysis is performed in the State Seed Laboratory including purity and germination determinations for the regulatory purposes of the department and services for fee to any citizen.

Plant Pathology/Entomology Unit

(612) 296-5152 Mick Marinis, plant health specialist. E-mail: mmarinis@mda-lab.mda.state.mn.us The Plant Pathology/Entomology unit provides analyses for citizens and the department's Agronomy and Plant Protection Division. Services rendered include identification and quantification of diseases of trees, ornamental plants, seedstock and bees.

Environmental Analysis Section

(612) 296-1535 Gary Horvath, section supervisor. E-mail: ghorvath@mda-lab.mda.state.mn.us In support of the department's Agronomy Services regulatory activities and under an EPA Cooperative agreement, this section analyzes various matrices for pesticide residues and conducts analyses on formulated pesticide products. In addition to this work, this section provides pesticide analyses on raw agricultural commodities and finished products for the department's food safety program. This work is carried out by the following three units.

Water Pesticide Unit

(612) 296-1535 Gary Horvath, supervisor. E-mail: ghorvath@mda-lab.mda.state.mn.us The Water Pesticide Unit analyzes groundwater and surface water, monitoring samples for the presence of pesticide residues.

Enforcement Unit

(612) 296-1535 Gary Horvath, supervisor. E-mail: ghorvath@mda-lab.mda.state.mn.us Enforcement Unit analyzes soil and other nonwater or food samples for pesticide contamination that results from the accidental release or misuse of pesticides. This unit also analyzes pesticide formulation samples to assure compliance with label claims.

Food Pesticide Unit

(612) 282-2543 Phillip Hansen, supervisor. E-mail: phansen@mda-lab.mda.state.mn.us The Food Pesticide Unit is responsible for the analyses of pesticide and certain industrial chemical residues in produce and other foodstuffs.

Laboratory Information/Support Services Section

(612) 282-2543 Theresa Leahy, section supervisor. E-mail: tleahy@mda-lab.mda.state.mn.us The section coordinates samples and associated information throughout the laboratory and provides technical backup support to analytical processes. This section consists of two units.

Laboratory Information Services Unit

(612) 296-3729 Theresa Leahy, supervisor. E-mail: tleahy@mda-lab.mda.state.mn.us The Laboratory Information Services Unit ensures that samples as submitted and their associated data comply with all project plans, quality standards and legal/regulatory requirements. The unit facilitates communication between inspection divisions and the laboratory to provide projected sample flow schedules. Responsibilities include support for computer hardware, software and Laboratory Information Management Systems (LIMS) for the division.

Support Services Unit

(612) 297-8052 Edward M. Chromey, Jr., supervisor. E-mail: echromey@mda-lab.mda.state.mn.us The Support Services Unit provides support to analysts, chemists, and microbiologists through the use of chemist aides and agricultural technicians. These personnel are responsible for the proper preparation of samples for analysis, glassware preparation and cleaning, inventory control, routine utility maintenance, proper disposal of hazardous waste and safety assurance. Additionally, the unit supervisor acts as the Division's Chemical Hygiene (Safety) Officer to coordinate right-to-know, hazardous waste and laboratory safety training. The Chemical Hygiene (Safety) Officer with unit staff also conduct on-sight inspections of laboratory work areas and safety equipment.

Quality Assurance (QA) Unit

(612) 296-3273 The Quality Assurance Unit oversees the overall quality of the laboratory. The objective of quality assurance, as a comprehensive program, is to ensure that all analytical data produced by the laboratory meet certain quality criteria and that all data are reproducible, precise and accurate. The unit ensures that analysts adhere strictly to the recommended or official methods by following the quality control details for reagents and procedures.

Quality Assurance for Environmental Analysis:

Enforcement and Food Pesticide Units

(612) 282-5985 Louise Ogden, quality assurance officer. E-mail: logden@mda-lab.mda.state.mn.us Oversees quality control criteria, standard operating procedures and overall data quality for the Environmental Analysis Section in coordination with the Laboratory Information Services Unit.

Quality Assurance for Microbiology/Food Chemistry and Agronomic/Water Inorganic Analyses Sections

(612) 282-5986 Wayne Ziemer, quality assurance officer. E-mail: wziemer@mda-lab.mda.state.mn.us Oversees quality control criteria, standard operating procedures and overall data quality for the Microbiology/Food Chemistry and Agronomic/Water Inorganic Analyses Sections in coordination with the Laboratory Information Services Unit.

Marketing and Promotion Program Area

The Marketing and Promotion Program Area is responsible for:

- Administering financial programs that support agricultural development.
- Developing markets for agricultural products.
- Certifying agricultural products for weight, grade, condition and other characteristics.
- Administering departmental planning projects, environmental review, sustainable agriculture, plant pest detection, biological control and biocontrol activity.
- Providing accurate and timely statistics on Minnesota agriculture.

Agricultural Finance Division

(612) 297-3557; Fax (612) 296-9388 **Jim Boerboom, director.** E-mail: jboerboo@mda-is.mda.state.mn.us Agricultural Finance encompasses the lending programs available from the Minnesota Department of Agriculture. It includes the following specific programs:

Minnesota Rural Finance Authority (RFA)

The RFA currently administers loan programs to provide affordable credit to eligible farmers and a program to provide financial assistance to proposed ethanol production projects. The following is a brief description of the loan programs administered by the RFA:

Agricultural Development Bond (Aggie Bond)

The Agricultural Development Bond creates a federal tax exemption for banks and a federal and state tax exemption on interest income for an individual in exchange for below market interest rates for the buyer. The loan may be used to purchase agricultural land, agricultural improvements, breeding livestock and machinery. No state funds go into these loans. Sales between direct relatives are not eligible.

Basic Beginning Farmer

This program is aimed at younger individuals with lower equity who intend, over time, to become full-time farmers. Purpose is for the purchase of farm real estate. The RFA participation is limited to 45 percent of the loan principal up to a maximum of \$100,000. Each loan will require a minimum down payment of 10 percent of the purchase price. Loan amortization may be scheduled on a term of 15, 20 or 25 years negotiated between the lender, borrower and the RFA. RFA participation is for a maximum of 10 years. Eligibility requirements include: (1) sufficient education, training or experience to succeed in the type of farming that they intend to pursue; (2) total net worth of less than \$224,500, indexed for inflation; and (3) agreeing to enroll in a farm business management program approved by the commissioner of agriculture.

Seller-Sponsored

This program is very similar to the Basic Beginning Farmer program with one exception. This program is designed to permit the sellers of a farm to fund a portion of the financing essential to the completion of the sale. The seller agrees to subordinate their financing to the lender/RFA. The lender and the RFA provide the balance of the funds with a first mortgage. The down payment is negotiable.

Livestock Expansion

This program creates affordable financing for new, state-of-the-art improvements for livestock production. This includes the purchase and construction or installation of improvements to land, buildings and other permanent structures, including equipment incorporated in or permanently affixed to the land, buildings or structures, which are useful for and intended to be used for the purpose of raising livestock. The RFA may participate on a loan up to 45 percent of the loan principal to a maximum of \$250,000 of state involvement. The RFA is restricted to participation in loans that do not exceed 80 percent of the appraised value of the real estate offered for collateral.

Agricultural Improvement

This program is similar to the Livestock Expansion program in that it provides financing for improvements to a farm, but these improvements can be for any farm-related purpose including grain handling facilities, machine storage, erosion control, wells and manure systems. The RFA participation is 45 percent of the loan principal up to a maximum of \$100,000. The RFA is restricted to participation in loans that do not exceed 80 percent of the appraised value of the real estate offered for collateral. Borrower eligibility includes having a total net worth not to exceed \$224,500, indexed for inflation.

Under this program only, there is the possibility of a direct loan from the RFA. Borrowers are to show that they would not be able to make the proposed improvements but for the availability of this financing. The maximum loan amount is \$35,000. The loan will be for a maximum term of ten (10) years and may not have a balloon. The collateral securing a direct loan must have a value equal to not less than 150 percent of the amount of the loan.

Restructured Loan

Under this program, the RFA will work with local lenders to help farmers reorganize their debt. This program is for farmers who remain in good credit standing with their local lender, but who are having trouble with cash flow. Only debt of an agricultural nature is eligible. The RFA will participate on 45 percent of the loan principal up to \$100,000. Amortization schedule may be based on up to 25 years. Participation is restricted to loans that do not exceed 80 percent of the appraised value of real estate offered for collateral. Eligibility criteria include: (1) have received at least 50 percent of average annual gross income from farming for the past three years, (2) have a debt-to-asset ratio over 50 percent, and (3) have a net worth that does not exceed \$400,000.

Value-Added Stock Loan Program

The 1994 Legislature established this program to provide financing for farmers with limited capital who want to buy stock in a cooperative proposing to build or purchase and operate an agricultural product processing facility located in Minnesota. The RFA will participate in loans at 45 percent of the loan up to a maximum of \$24,000. There are limited funds available.

Ethanol Production Facility Loan Program

Established in 1993 with a one million dollar appropriation to a revolving account, this program provides financial assistance for the construction or expansion of ethanol plants in Minnesota. An additional \$1.475 million was appropriated in 1994 and \$350 thousand in 1995. The RFA may provide up to \$500,000 of assistance to a given project.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Rural Finance Authority (RFA)** (*Minnesota Statutes* 41B.025) purpose is to develop the state's agricultural resources by extending credit on farm real estate security and depreciable agricultural property (improvements, machinery, animals). The authority carries out this purpose by purchasing participation interests in loans or selling Agricultural Development Revenue Bonds to agricultural lenders or farmers for the purchase of these agricultural items. Another loan participation program provides for restructuring farmer agricultural debt. The RFA also makes direct loans to farmers to make improvements to a farm. A new service is being offered to assist farmers wanting to purchase farmland in Minnesota in finding farms that are being offered for sale. This service is called the "Minnesota Farm Connection". The board consists of the Commissioners of the Depts. of Agriculture, Commerce, Finance, Trade and Economic Development, and six public members. No public member may reside within the metropolitan area. The board meets the first Wednesday of each month at 1:00 p.m. **Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem.

Two other loan programs are administered by Agricultural Finance.

Agriculture Best Management Practices Loan Program

This is a water quality program that provides no-interest loans to local units of government to help implement agricultural non-point source pollution priorities in their local water plans. The program is administered jointly with the Agricultural Development Division. Agricultural Development is responsible for overall policy and program implementation; Agricultural Finance is responsible for the financial management and oversight functions of the program. Agricultural Development works with county Soil and Water Conservation Districts (SWCDs) and local water planners to develop applications. Agricultural Development also convenes the advisory committee established by state statute (comprised of water quality agencies and local units of government) to review and rank the applications and advise the commissioner on allocation decisions. Local units of government or others with questions on program policy, program eligibility criteria and the allocation process should contact the Agricultural Development Division.

Sustainable Agriculture Loan Program

The Sustainable Agriculture Loan Program provides low-interest loans for purchasing new or used equipment and/or facilities to assist farmers in making the transition to more environmentally sound, profitable practices. This program is administered jointly with the Agricultural Development Division. The Energy and Sustainable Agriculture Program (ESAP) is responsible for program policy, the application process and evaluation by a technical review panel. The Agricultural Finance Division is responsible for financial management and oversight of the program and advises on the credit worthiness of applicants. Questions regarding policy, application procedures, and program eligibility criteria should be directed to the ESAP.

Other activities administered by the division include the following:

Family Farm Security Program

Although the program is not making any new loans, it continues to service existing loans.

Alien and Corporate Farm Acts

The Corporate Farm Law (*Minnesota Statutes*, Chapter 500.24) restricts 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 department. Limited partnerships were included under these restrictions in 1988. No fee is charged for this certification or report. Failure to make annual reports to the department is subject to a \$500 civil penalty.

The Alien Farm Law (*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.

Market Development and Promotion Division

(612) 297-2301; Fax (612) 296-6890 **Ralph Groschen, director.** E-mail: rgrosche@mda-is.mda.state.mn.us The Market Development and Promotion 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. The division works closely with the Minnesota Department of Trade and Economic Development (DTE) to develop foreign markets.

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 aqua-

cultural facilities and technical assistance. *Aquaculture News* is a quarterly newsletter for present and potential fish farmers, as well as policy makers; it is free. Contact Ying Ji, (612) 296-5081; E-mail: yji@mda-is.mda.state.mn.us

Ethanol Program

Oxy-Fuel/Ethanol Info: 1-800-846-FUEL

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 Ralph Groschen, (612) 297-2223; E-mail: rgrosche@mda-is.mda.state.mn.us

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; E-mail: sye@mda-is.mda.state.mn.us

Minnesota Grown Program

Minnesota Grown Info: 1-800-657-3878

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 Paul Hugunin, (612) 297-5510; E-mail: phugunin@mda-is.mda.state.mn.us

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; E-mail: dvorderb@mda-is.mda.state.mn.us

Minnesota Ag in the Classroom

Produces educational materials that help K-12 students learn about agriculture by encouraging teachers to integrate agriculture into existing courses. Produces a student newsletter and teacher guide. For more information contact Al Withers, (612) 296-6688; E-mail: awither@mda-is.mda.state.mn.us

Promotion Councils Section

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 Margaret Savard, (612) 296-6962, Fax (612) 297-7449, or write to Agricultural Commodity Research and Promotion Councils Section, 90 West Plato Boulevard, St. Paul, MN 55107.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Area One Potato Research and Promotion Council** (*Minnesota Statutes* 17.54 subdivision 9) 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 in August, November, February and June at East Grand Forks, MN. **Appointing Authority:** Governor. **Compensation:** \$45 per diem plus expenses.

Agricultural Certification Division

(612) 341-7537; Fax (612) 349-2507 **Jim Gryniewski, director.** Brings together many department functions relating to licensing, bonding, and certification of agricultural products, including: grain licensing and auditing, grain inspection, fruit and vegetable grading, seed potato certification, apiary inspection, livestock weighing and licensing, wholesale produce dealers bonding, unfair dairy pricing, external auditing and licenses issued by the department.

Grain Licensing & Auditing Section

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.
- **Grain Bank License:** 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. All licenses expire June 30.

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 bonding 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 South Fourth Street, Minneapolis, MN 55415.

Grain Inspection Section

(612) 341-7190; Fax (612) 349-2616 **Dale Heimermann, assistant director. Judy Wickham, assistant 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 Grain Inspection, Packers and Stockyards

Administration. Performs official grain weighing, sampling and inspection for outbound shipments of grain at the export terminals in Duluth. Official weighing, sampling and inspection services on grain loaded from inland or country elevators are provided to any interested person upon request when an official certificate is required on specified lots or containers of grain.

Inspects and grades grain samples, officially obtained or submitted, according to federal standards established by the U.S. Grain Standards Act and 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, aflatoxin testing, deoxynivalenol (vomitoxin) testing, and falling numbers test. 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 Section, 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 is available upon request. Ask for the booklet *Fees for Grain Inspection and Weighing Services*.

All outstate offices provide sampling, weighing and inspection services.

- Breckenridge, 718 Minnesota Avenue, 56520; (218) 643-1517; Fax (218) 643-1605
- Crookston, 1226 South Main Street, 56716; (218) 281-6081; Fax (218) 281-6082
- Duluth, 716 Garfield Avenue, 55802; (218) 723-4998, Fax (218) 723-4697
- Granite Falls, Office Plaza, Highway 212, 56241; (320) 564-3512, Fax (320) 564-3512
- Mankato, Village East Center, 3132 Hoffman Road, 56001; (507) 389-6282, Fax (507) 389-6283
- Morris, Fifth and Great Northern Track, 56267; (320) 589-1827, Fax (320) 589-2860
- Savage, Highway 13, 55378; (612) 890-1143, Fax (612) 890-5656
- Windom, 1043 Fourth Avenue, 56101; (507) 831-2924, Fax (507) 831-2923

Fruit and Vegetable (Metro)

Apiary and Wholesale Produce Bonding Section

Fruit and Vegetable Inspection Program

(612) 296-8557 **Alan Peterson, supervisor.** E-mail: apeter-so@mda-is.mda.state.mn.us Provides inspection and grading at both terminal markets and shipping points for all fresh fruits, vegetables, nuts and ornamentals. For more information or to request one of these voluntary inspections, contact Fruit and Vegetable Inspection Program, 90 West Plato Boulevard, St. Paul, MN 55107.

Federal fresh fruit and vegetable grades and fee schedules are used for terminal market inspections. State fees ranging from 9 to 10 cents per hundredweight are charged for shipping point inspections. Federal or federal-state certificates are issued at the completion of the inspection.

Apiary Inspection

(612) 296-0591 **Blane White.** E-mail: bwhite@mda-is.mda.state.mn.us Works with apiarists to detect and control diseases and pests of honeybees, and with pesticide sprayers to reduce bee losses and provides interstate inspection. Registers and inspects honeybee colonies to prevent serious disease losses and inspects honey houses for sanitary conditions. Beekeepers can request technical assistance. For information, bee colony registration or to obtain applications, contact Apiary Inspection, 90 West Plato Boulevard, St. Paul, MN 55107.

Fees are \$10 per registration. Certification and inspection is provided for bees and equipment moved out of the state. Inspections billed at \$34 an hour. Registration takes 30 days. Renewals must be made prior to April 16.

Wholesale Produce Dealers

(612) 296-8620 John Malmberg. E-mail: jmalMBER@mda-is.mda.state.mn.us 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, 90 West Plato Boulevard, 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.

Potato Section

(218) 773-3346; Fax (218) 773-3530 Willem Schrage, Ph.D., supervisor. Manages the activities in this section.

Seed Potato Certification Program

Willem Schrage, supervisor. Certifies seed potatoes to meet prescribed standards relating to disease and variety. Each growing season, seed acreage 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, 312 Fourth Avenue Northeast, East Grand Forks, MN 56721. The inspection/certification fee is \$14 per acre, and applications must be received by June 15.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Advisory Seed Potato Certification Task Force** (*Minnesota Statutes* 21.112) 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 take place four times a year, are approximately four hours in length, and are held in East Grand Forks. **Appointing Authority:** Commissioner of Agriculture. **Compensation:** Reimbursed for expenses. 90 W. Plato Blvd., St. Paul, MN 55107. (612) 296-8328

Fruit and Vegetable (NW)

(218) 773-3346 Willem Schrage, supervisor. Provides voluntary and mandatory shipping point grading to assure proper grade and condition of potatoes. For information or to request inspection, contact Potato Inspection Program, 312 Fourth Avenue Northeast, East Grand Forks, MN 56721.

No forms are necessary. Shipping point inspection fees are 8 to 10 cents per hundredweight with a minimum of \$12.50 to \$15.00 per inspection. An additional \$1.00 is charged for additional inspection and grading issued on same certificate. 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.-5 p.m.), there is an overtime fee of \$10 to \$15 an hour. Inspections can usually be scheduled within 24 hours.

Livestock Weighing

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 West Plato Boulevard, St. Paul, MN 55107.

Livestock Licensing

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 Ag Certification Division, 90 West Plato Boulevard, 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.

External Auditing

(612) 296-1686 Alan Dupay, auditor principal. E-mail: adupay@mda-ac.mda.state.mn.us Performs auditing and accounting work of 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 requirements. Audits are to determine compliance with statutes, laws, rules and regulations under department jurisdiction.

Licensing Section

(612) 297-2216 Marykaye Alpaugh, licensing supervisor. E-mail: malpaugh@mda-ac.mda.state.mn.us The Licensing Section completes processing of the licenses on computer 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 licensing computer system.

Licenses are issued only when they have been approved by the division with regulatory responsibility. The payment of all license fees must be made before a license is issued. This section will answer questions concerning fees and renewals. The appropriate regulatory division should be contacted concerning rules and regulations to follow for obtaining a license.

Dairy Trade and Pricing Practices Section

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

Enforces 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 violating the Dairy Industry Unfair Trade Practices Act.

For information or to file a complaint, contact the Dairy and Livestock Division. No forms or fees are necessary although 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.

Agricultural Development Division

(612) 296-7686; Fax (612) 297-7678

Development Planning Unit

(612) 296-3820 **Gerald F. Heil, director.** E-mail: gheil@mda-is.mda.state.mn.us Assesses the business and development needs of producers, producer organizations and small agri-business, and tries to link needs to programs or resources. Major responsibilities include working with producers to identify information and technical needs; working with other state and federal developmental agencies; and administering special projects.

Specific activities administered include the following:

- **Feedlot and Manure Management Advisory Committee (FMMAC)** The committee is responsible for identifying needs, goals, and suggesting policies for research, monitoring, and regulatory activities regarding feedlot and manure management.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Feedlot and Manure Management Advisory Committee** (*Laws of 1994*, Chapter 6719, Sec. 1) shall identify needs, goals, and suggest policies for research, monitoring, and regulatory activities regarding feedlot and manure management. The committee consists of 18 members including: representatives from at least eight livestock producers; three environmental organizations; four experts in soil and water science nutrient management and animal husbandry; one representing local units of government; one State Senator and one State House Representative. Ex-officio non-voting members include representatives from: Department of Agriculture, Pollution Control Agency, Board of Water and Soil Resources, Soil and Water Conservation Districts, Federal Soil Conservation Service, Association of Minnesota Counties, and the Agricultural Stabilization and Conservation Service. First consideration shall be given to members of the existing feedlot advisory group. The committee must include representation from beef, dairy, pork, chicken, and turkey producer organizations. Non-government members of the advisory committee shall receive expenses. Meeting schedule and location will vary, meetings are approximately eight hours. **Appointing Authority:** Commissioners of Agriculture and Minnesota Pollution Control Agency. **Compensation:** expenses.

Agricultural Planning and Environmental Review Unit

(612) 296-1488 **Paul Burns, assistant director.** E-mail: pburns@mda-is.mda.state.mn.us Carries out departmental planning functions as well as administers specific planning programs in Agricultural Land Preservation and Agricultural Non-Point Source Pollution. Responsibilities also include conducting environmental review and EQB Technical Representative responsibilities; coordinating environmental policy development; assisting with policy and customer research; facilitating producer participation in planning and programming activities of state government; and providing program and long-range planning services.

Specific activities administered include the following:

- **Agriculture Best Management Practices Loan Program.** This is a water quality program that provides no-interest loans to local units of government to help implement agricultural non-point source pollution priorities in their local water plans. The program is

administered jointly with the Agricultural Finance Division. Agricultural Development is responsible for overall policy and program implementation; Agricultural Finance is responsible for the financial management and oversight functions of the program. Agricultural Development works with county Soil and Water Conservation Districts (SWCDs) and local water planners to develop applications. Agricultural Development also convenes the advisory committee established by state statute (comprised of water quality agencies and local units of government) to review and rank the applications and advise the commissioner on allocation decisions. Local units of government or others with questions on program policy, program eligibility criteria and the allocation process should contact the Agricultural Development Division.

- **Agriculture Land Preservation/Feedlot and Animal Agriculture Planning Technical Assistance to Local Units of Government.** Department staff provide technical assistance to local units of government interested in developing plans and implementing ordinances dealing with the protection of agricultural land from competing land uses, or for addressing the issues of animal agriculture and feedlots.
- **Environmental Review.** Environmental documents on proposed public and private projects are reviewed for impacts on agriculture. Staff also coordinate with the activities of the Environmental Quality Board (EQB) and other agencies working on environmental policy issues affecting agriculture. They also assist in the preparation of department environmental documents.

Energy and Sustainable Agriculture Unit

(612) 296-1277 **Mary Hanks, supervisor.** E-mail: mhanks@mda-is.mda.state.mn.us Works to identify producers educational and research needs and link needs to resources or delivery systems. Major responsibilities include identifying and demonstrating sustainable agriculture practices and systems; administering technical and financial assistance programs; providing a clearinghouse of information and organizations on sustainable agriculture; and writing state plans on sustainable agriculture and integrated pest management.

Specific activities administered include the following:

- **Sustainable Agriculture Grants.** Grants provide a maximum of \$25,000 to farmers, researchers, educators and non-profit organizations for on-farm demonstrations that last up to three years. The projects demonstrate farming methods or systems that increase energy efficiency, reduce agricultural chemical usage, show environmental and economic benefits. A technical review panel made up of farmers, university agricultural researchers, extension agents and educators, evaluates the applications on a competitive basis and makes recommendations to the commissioner of agriculture for his approval. Grant project participants hold public field tours every year to share what they have learned and accomplished in their demonstrations. Summaries of project results are published annually in the *Greenbook*.
- **Sustainable Agriculture Loan Program.** The Sustainable Agriculture Loan Program provides low-interest loans for purchasing new or used equipment and/or facilities to assist farmers in making the transition to more environmentally sound, profitable practices. This program is administered jointly with the Agricultural Finance Division. The Energy and Sustainable Agriculture Program (ESAP) is responsible for program policy, the application process and evaluation by a technical review panel. The Agricultural Finance Division is responsible for financial management and oversight of the program and advises on the credit worthiness of applicants. Questions regarding policy, application procedures, and program eligibility criteria should be directed to the ESAP.
- **Whole Farm Planning.** The whole farm planning project focuses on the development of management options that integrate environmental, economic, landscape, and farmer goals into comprehensive, long-term, site-specific farm assessment and planning. As part of a watershed planning process, the project assists local groups in the

identification of existing resources and building cooperation of farmers and a variety of disciplines and professionals to develop whole farm plans that meet the needs of the farmer and the community.

- **Sustainable Agriculture Advisory Committee.** The advisory committee, appointed by the commissioner of agriculture, assists the department in carrying out its legislative responsibilities in the areas of information dissemination, determination of research and information needs, coordinating sustainable agriculture efforts in the state and reviewing policy and legislation. The committee includes farmers, representatives from higher education, state agencies, the Agricultural Utilization Research Institute, private sector ag professionals and environmental and ag interest groups.
- **Conservation Reserve Program Analysis.** Lands enrolled in the federal Conservation Reserve Program are analyzed for nonpoint source pollution potential and information on land management options that preserve the conservation benefit for land being retired from the program.

Plant Pest Survey, Detection and Biological Control Unit

(612) 296-1350 Dharma Sreenivasam, Ph.D., supervisor. E-mail: dsreeniv@mda-is.mda.state.mn.us Manages the activities in this section.

Plant Pest Survey

(612) 296-6509 Neville Wilson, Ph.D. E-mail: nwilson@mda-is.mda.state.mn.us Minnesota cropland is surveyed during the growing season for insect, disease and weed pests to assess crop damage. Crop pest information is disseminated during the growing season through press releases and the "Minnesota Pest Report," published biweekly during June, July and August. Selected pest data is transmitted to National Agricultural Pest Information System (NAPIS) for nationwide distribution.

Plant Pest Detection

(612) 296-6509 Neville Wilson, Ph.D. E-mail: nwilson@mda-is.mda.state.mn.us Minnesota Department of Agriculture, in cooperation with USDA, sets traps to detect new pests and prevent exotic pest introduction/establishment in the state. Survey information is used to provide phytosanitary certification for other states and countries.

Taxonomic Support

(612) 282-6809 John Luhman, Ph.D. E-mail: jluhman@mda-is.mda.state.mn.us Provides identification of insects including pests for intra- and inter-division needs.

Biological Control of Pests:

Weed Control

(612) 296-6509 Neville Wilson, Ph.D. E-mail: nwilson@mda-is.mda.state.mn.us Works cooperatively with USDA and the University of Minnesota to provide biological control agents for controlling must thistle, leafy spurge, spotted knapweed and Canada thistle.

Urban and Roadside Pest Control

(612) 282-6809 John Luhman, Ph.D. E-mail: jluhman@mda-is.mda.state.mn.us Surveys are conducted to find native pest infestations such as tent caterpillars, tussock moth and webworm for releasing biocontrol agents. This also provides preemptive control for gypsy moth.

Fruit and Vegetable Crop Pest Control

(612) 282-6808 Richard Gagne. E-mail: rgagne@mda-is.mda.state.mn.us Apple pests — apple maggot, codling moth, plum curculio and leafminers are monitored for augmentative releases of biocontrol agents. Three species of egg-parasites (*Trichogramma* spp.) are being tested against the European corn borer in organically grown sweet corn.

Biotechnology Activity

(612) 296-7509 Cheryl Fox, Ph.D. E-mail: cfox@mda-is.mda.state.mn.us Biotechnology products are rapidly moving into

the Minnesota marketplace. You can now purchase better tasting tomatoes in the winter, soybeans that are resistant to an environmentally friendly herbicide, or squash and potatoes that require fewer pesticides. There are many promising products that will soon be on the market, but there are also questions about effects on human health and the environment. The Agricultural Development Division regulates the release of genetically engineered agriculturally related organisms with the goal of protecting humans and the environment, without duplicating federal regulations. All genetically engineered organisms must obtain a permit or an exemption prior to release. For information or an application, contact Biotechnology, 90 West Plato Boulevard, St. Paul, MN 55107.

Minnesota Agricultural Statistics Service

(612) 296-2230; Fax (612) 296-3192 Michael Hunst, state statistician. E-mail: mhunst@ag.gov 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 services.

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, Minnesota 55107.

Support Services Program Area

This area includes internal activities that facilitate the department's personnel, office management, financial and licensing functions. Also includes computer, copying and word processing activities.

Administrative Services Division

(612) 296-2323; Fax (612) 297-7868 Harold Frank, director. E-mail: hfrank@mda-is.mda.state.mn.us Provides financial, personnel and office management support services to the department. This includes labor relations, employee performance appraisals, affirmative action, employee training, recruitment and placement, budgeting, accounting, payments and computerized licensing services.

Personnel Services

(612) 296-2361 Sue Miller, personnel officer. E-mail: smiller@mda-is.mda.state.mn.us Maintains personnel records and provides assistance on problems or questions pertaining to fringe benefits and union contracts. Answers inquiries from the general public about job opportunities in the department.

Office Management Services

(612) 296-2636 Claudia Furlong, office manager. E-mail: cfurlong@mda-is.mda.state.mn.us 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 Doug Ellingsen, safety officer. E-mail: dellings@mda-is.mda.state.mn.us 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 an off-site nuclear emergency planning and preparedness 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 two power company reactors in the state.

Financial Services Section

(612) 296-6187; Fax (612) 297-1056 Orrin J. Bakke, budget coordinator. E-mail: obakke@mda-ac.mda.state.mn.us Provides necessary budgeting and accounting support to activity managers and program directors. Provides budget and accounting information to enable activity managers to meet objectives within existing budgets, encumbers funds and pays all bills for the agency. Administers the Livestock Compensation Program (*Minnesota Statutes, Sec. 3.737*).

Information Services Division

(612) 296-4659; Fax (612) 282-2442 Karen Nelson, director. E-mail: knelson@mda-is.mda.state.mn.us This division provides computer, communication, copying and word processing services. Computer services include: user support, network administration, software systems analysis, system specification documents, cus-

tomized programming, technical installation, hardware support, filling data requests, and cabling and consultation. 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, charts, forms and graphic design, lettering, scanning and slide making. Telephone dictation service is available 24 hours a day from any location. Material is transcribed daily. For further information, contact Information Services Division, Room 215, 90 West Plato Boulevard, St. Paul, MN 55107.

Information Services also provides to the public computerized ag-related mailing lists compiled from licenses issued by the department. Minimum order is 1,000 names or less at a base price of \$45/thousand. Additional cost of \$5/thousand for each selection type: alphabetical, city, county, zip code, license type, date, etc. Also: \$6.50/thousand on pressure sensitive labels; \$1/page for certification stamping; \$40 flat fee for diskettes; \$25 flat fee for setup and handling; 6.5 percent sales tax. Contact Donna Revoir (612) 297-2506; E-mail: drevoir@mda-is.mda.state.mn.us

Board of Animal Health

90 W Plato Blvd, St. Paul, MN 55107

Dr. T. J. Hagerty, executive secretary

(612) 296-2942 Ext. 16; FAX: (612) 296-7417

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: (For more information, see pages 1 and 272). The **Board of Animal Health** 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 Department of Agriculture. Members must file with the Ethical Practices. **Appointing Authority:** Governor. Senate Confirmation. **Compensation:** \$55 per diem plus expenses.

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. Terry Bolding (218) 643-2532, Rt. Box 116, Breckenridge, MN 56520** (Becker, Beltrami, Clay, Clearwater, Douglas, Grant, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Ottertail, Pennington, Polk, Red Lake, Roseau, Traverse and Wilkin)
- Dr. William Hartmann (612) 296-2942 Ext 27, 90 W Plato Blvd., St. Paul, MN 55107** (Carver, Dakota, Hennepin, Ramsey, Scott and Washington)
- Dr. Arnold Jostock (320) 769-2521, 887 Chestnut, Dawson, MN 56232** (Big Stone, Lac Qui Parle, Lincoln, Lyon, Pipestone, Redwood and Yellow Medicine.

- Dr. Dale T. Neirby (507) 334-8045, 503 5th Street N.E., Faribault, MN 55021** (Dodge, Freeborn, Mower, Rice, Steele and Waseca)
- Dr. Brad Peterson (507) 526-2430, 330 N Circle Drive, Blue Earth, MN 56013** (Blue Earth, Faribault and Martin)
- Dr. L. Kern Schwartz (507) 376-6675, 2675 Fox Farm Road, Worthington, MN 56187** (Jackson, Murray, Nobles and Rock)
- Dr. G. R. Suskovic (507) 625-8616, 2005 Roe Crest Drive, No. Mankato, MN 56003** (Brown, Cottonwood, LeSueur, Nicollet, Sibley and Watonwan)

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. Leon Boehland (320) 235-8284, 400 N W 30th Street, Suite 205, Willmar, MN 56201** (Chippewa, Kandiyohi, McLeod, Meeker, Pope, Renville, Stearns, Stevens, Swift and Wright)
- Dr. Joel Goldman (507) 287-3256, 1147 1st Street S.W., Rochester, MN 55902** (Goodhue, Fillmore, Houston, Olmsted, Wabasha and Winona)
- Dr. John Piehl (320) 259-0491, 1215 9th Ave. No., Sauk Rapids, MN 56379** (Anoka, Benton, Chisago, Isanti, Kanabec, Mille Lacs, Morrison, Pine Sherburne and Todd)

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.

Export Division

(612) 296-3592 The division monitors movement of animals to other states and 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 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.

Cattle and Ruminant Diseases/Markets Division

(612) 296-2942 Ext 27 William L. Hartmann, DVM, MS, division head. The division administers the bovine brucellosis eradication program, the bovine paratuberculosis control program, the bovine tuberculosis eradication program, the goat brucellosis control program, the goat tuberculosis control program, the anaplasmosis program, the cervidae tuberculosis eradication program, the cervidae registration program, scrapie program, the public exhibition of livestock and poultry state rule, the slaughter cattle identification state rule. The division promulgates rules for the importation of livestock and companion animals into Minnesota. The division provides information on requirements for importation of livestock into Minnesota. It also issues permits for livestock auction markets and consignment sales. Livestock owners, veterinarians, and the public may call, write, or visit 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 humans 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, DNA Probe, 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 either 1) paratuberculosis-free; 2) herd in process of becoming paratuberculosis-free; 3) paratuberculosis-positive program herd; 4) paratuberculosis-positive herd or; 5) 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 the 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 humans can contract tuberculosis from tuberculosis infected cattle.

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.

Goat 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.

Anaplasmosis Control

The rule for anaplasmosis control became effective in 1981. The rule requires all breeding cattle imported into Minnesota from high prevalence states to be tested negative for anaplasmosis prior to entry. Serologically positive cattle are quarantined and herds in which there is a clinical outbreak are quarantined. Tests made under the anaplasmosis rule are at the owner's expense. This board has no charges for the administration of the rule.

Public Exhibition of Livestock and Poultry

This 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 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 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 Identification

The rule requires slaughter cattle to be identified by back tag 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.

Importation of Livestock and Companion Animals

Calves under two months of age, not accompanied by dams, need the name and address of the veterinarian requesting the permit and signing the certificate of veterinary inspection, 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 person 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 moving before knowing the results of the anaplasmosis test 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 for slaughter at a non-inspected slaughtering establishment 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 destination.

For information and permits contact the division, Agriculture Building, Room 119, 90 W. Plato Boulevard, St. Paul, MN 55107, (612) 296-2942 (days), (612) 296-2967 (nights, weekends, 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 the request is received. Up to five days may be required for inspection of the sale premises to determine compliance with board rules before the permit is issued.

Farmed Cervidae Registration

The board registers farmed cervidae upon request of the owner. The owner submits the registration request on forms provided by the board. The forms must include copies of sales receipts or other documentation of the origin of the cervidae. The owner is required to keep written records of the purchases and sales of registered farmed cervidae. Registration is voluntary and there is no charge.

Farmed Cervidae Tuberculosis Eradication

The rule was adopted to permit the establishment of accredited tuberculosis-free cervid 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 the owner's expense.

Minnesota Brucellosis Laboratory

(612) 624-9250 **Dr. William L. Hartmann, veterinary supervisor; Robert Tiller, laboratory supervisor.** The laboratory, located in Room 110E, Diagnostic and Research Building, College of

Veterinary Medicine, St. Paul, MN 55108, is open from 8:00 a.m. to 4:30 p.m., Monday- Friday, except holidays.

The St. Paul laboratory is the official state-federal laboratory and makes 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, intrastate shipments, interstate shipments and international shipments. The tests include cattle, bison, swine, goats, and miscellaneous species. Results of the tests are normally reported the day or day following the receipt of blood or milk samples.

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

Swine Diseases and Epidemiology Division

(612) 296-2942 **Dr. Paul L. Anderson, veterinarian in charge.** The division administers rules regulating importation of livestock, pseudorabies control and eradication, swine brucellosis, feeding of garbage to livestock and poultry, and swine tuberculosis. It also produces the Board of Animal Health Newsletter.

Importation of Livestock

The division issues permits for importation of livestock. There is no cost for this service. Permits may be obtained 24 hours per day by calling (612) 296-2967. Permits must be obtained prior to importation of the following categories of livestock: breeding cattle if anaplasmosis test results are pending; female feeding cattle of beef type and breed between 6 and 18 months of age; calves under 2 months of age not accompanied by the dam; feeding swine which originate from Stage 1 or 2 states; breeding swine which originate from Stage 1 or 2 states; horses if equine infectious anemia (EIA) test results are pending; and all cervidae including deer, elk, moose, caribou, and reindeer.

Swine Brucellosis

Minnesota was declared a Validated Swine Brucellosis Free State on May 1, 1975. A slaughter surveillance program is used in Minnesota to maintain this swine brucellosis free status. At least 5% of the State's breeding swine population is subjected to an official swine brucellosis test each year. Producers may apply to have individual herds designated as validated swine brucellosis free by contacting the board office. There is no fee for this service. All required testing is at owner expense.

Pseudorabies Control and Eradication

Retest of imported breeding swine - Breeding swine imported into Minnesota from Stage 1 or 2 states or countries must be separated from all other swine until tested negative for pseudorabies between 15 and 60 days following importation according to a prescribed testing schedule. These tests are to be completed at owner expense.

Intrastate movement of feeder pigs - All feeder pigs sold in Minnesota must originate from a qualified pseudorabies-negative herd; an officially designated low-prevalence area; or a pseudorabies monitored herd. Producers may contact the board office to obtain requirements for herd testing.

Monitored herd program - All swine herds in Minnesota must be monitored for pseudorabies. Producers should contact their local veterinarian to test a monitoring sample of the herd. This usually involves testing 30 head of swine. Testing may be at producer expense or at board expense depending on available funding. Contact the board office for current regulations.

Qualified pseudorabies negative herd program - Producers may participate in this program to facilitate the sale of swine breeding stock. Producers who desire to have their herd designated as qualified free may contact the board office for an application. To maintain a qualified herd, producers must test 20% of their breeding herd and up to 30 head of offspring for pseudorabies every three months. They may elect to test 7% of their breeding herd and 10 head of offspring each month as an alternate plan. Finishing swine housed on remote locations must be tested (maximum of 30 head per site) each month for pseudorabies. All required testing is at producer expense.

Feeding of Garbage to Livestock and Poultry

No person is permitted to feed garbage to livestock in Minnesota unless he has first obtained a garbage feeding license from the Board of Animal Health. Licensed garbage feeders must cook all garbage at 212° F for 30 minutes prior to feeding it to livestock. They are also subject to monthly inspections to verify compliance. Currently there are thirteen (13) producers in Minnesota that have obtained permits from the board to feed garbage to pigs. There is no fee for this service.

Livestock producers may also apply to the board for an "Exempt Materials" permit. Such a permit allows producers to feed certain non-meat food waste ("exempt materials") to livestock and poultry without cooking it prior to feeding. There are five (5) producers who have obtained permits from the board to feed exempt materials.

Swine Tuberculosis

The bovine strain of tuberculosis was eradicated from cattle and swine in Minnesota in 1976. All currently occurring cases of tuberculosis in swine in Minnesota are caused by the avian strain of tuberculosis which is an environmental contaminant and is inhaled or ingested by swine in close contact with infected birds or their environment.

The Food Safety Inspection Service (FSIS) does maintain a program to identify tuberculosis lesions in swine at slaughter. This division responds to inquiries from swine producers regarding condemnation of hogs at slaughter.

Newsletter

The Board of Animal Health Newsletter is currently published on a quarterly basis. It is sent to all veterinarians who practice in Minnesota, all State Veterinarians, USDA-APHIS Veterinary Staff, University of Minnesota staff and veterinary students, and other parties who have expressed interest. Present circulation is approximately 2,400. There is no cost for the publication.

Pseudorabies Division

(612) 296-2942 Ext. 24 John C. Landman, D.V.M., pseudorabies coordinator. This division in cooperation with the Swine Diseases and Epidemiology Division administers the pseudorabies control and eradication program. The current pseudorabies rule is in Chapter 1705.2400 through 1705.2530 of the Board of Animal Health rules.

The pseudorabies rule requires all swine herds be monitored annually and this is accomplished by testing a percent of breeding swine on a premises or finishing swine if there are no breeding swine. Monitoring tests are at producer expense unless state funds are available. The annual monitoring may be discontinued when a county or area achieves Stage III status in the National Pseudorabies Eradication Program. Swine herds that are found to be positive (infected) are quarantined until criteria for quarantine release as provided in the pseudorabies rule are met.

There are currently 66 counties with Stage III status and 21 counties with Stage II status in Minnesota. A means of random surveillance must be in place in the Stage III counties by which 10% of breeding swine or 25% of the herds are tested annually. In 51 of the Stage III counties this is achieved by slaughter surveillance and random herd monitoring is used for surveillance in the 15 additional counties. Other means of surveillance for pseudorabies include traceback testing of swine brought into or moved out of new quarantined (infected) herds and circle testing around new quarantined herds and qualified negative herds. All surveillance testing is funded by state/federal appropriations.

Pseudorabies tests required by the pseudorabies rule that are at producer expense include: tests of breeding swine that are moved out of a herd except for immediate slaughter, tests required for exhibition and tests required to attain and maintain qualified negative herd status.

All investigations of suspected cases of pseudorabies are conducted by a district veterinarian assigned to the county in which the case occurs. District veterinarians establish and release pseudorabies quarantines.

All blood samples obtained for pseudorabies tests must be collected by a (veterinarian) licensed and accredited in Minnesota.

There is a Pseudorabies Advisory Committee that meets on request of the Board of Animal Health or the membership. A list of the members of the committee is available upon request to the board.

There are charts and maps that illustrate where the quarantined herds are located as well as those that illustrate the progress of the pseudorabies eradication program. Any questions or requests for information can be sent to Board of Animal Health or by calling the phone number as listed for this division.

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, fecal swabs, and environmental samples collected from flocks participating in poultry disease control programs including Salmonellae, 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 1st St. S., P.O. 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.

Poultry, Companion Animal and Miscellaneous Diseases

(612) 296-2942, ext. 18 Dr. Keith Friendshuh, division head. The division directs poultry diseases and eradication programs and conducts investigations of all rabies cases and other miscellaneous diseases, establishing quarantines when indicated. It licenses and inspects dog and cat dealers and kennels which confine stray and unwanted animals. This division inspects and issues permits to rendering and to pet and mink food plants for processing and to transport carcasses and discarded animal parts and also 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. There is a small charge for the course and preregistration is required. Annual permits are issued, after an inspection, to hatcheries and poultry dealers and to out-of-state hatcheries, dealers and breeders to import poultry and hatching eggs into Minnesota.

Information, applications and disease control program forms can be obtained by contacting the division, Room 119, 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 regulations for the importation of companion animals, equine infectious anemia (EIA or swamp fever) and rabies. Investigations are made immediately upon receipt of report of a rabies infected animal. 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 veterinarian and pamphlets on rabies are available to organizations for presentations and to answer questions on rabies. For information, contact the board at (612)296-2942, ext. 18, or the nearest field veterinarian.

The division issues licenses, after inspection, to dog and cat dealers and kennels 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 license fee is \$15 for kennels and \$100 for dealers.

After inspection, annual permits are issued to rendering and pet and mink food processing plants to transport animal carcasses and discard-

ed animal parts. A veterinarian must be authorized to inspect carcasses used by the plant for pet food and to supervise plant sanitation. There is no fee for a permit. Applications are processed after inspection.

The division investigates reports of improper disposal of farm 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, complaints are to go to local law enforcement first and then to this division if not resolved. 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

Fort Snelling History Center

St. Paul, MN 55111-4061

Mark J. Dudzik, state archaeologist (612) 725-2411; FAX (612) 725-2427



Minnesota Statutes 138.31-138.42 and 307.08

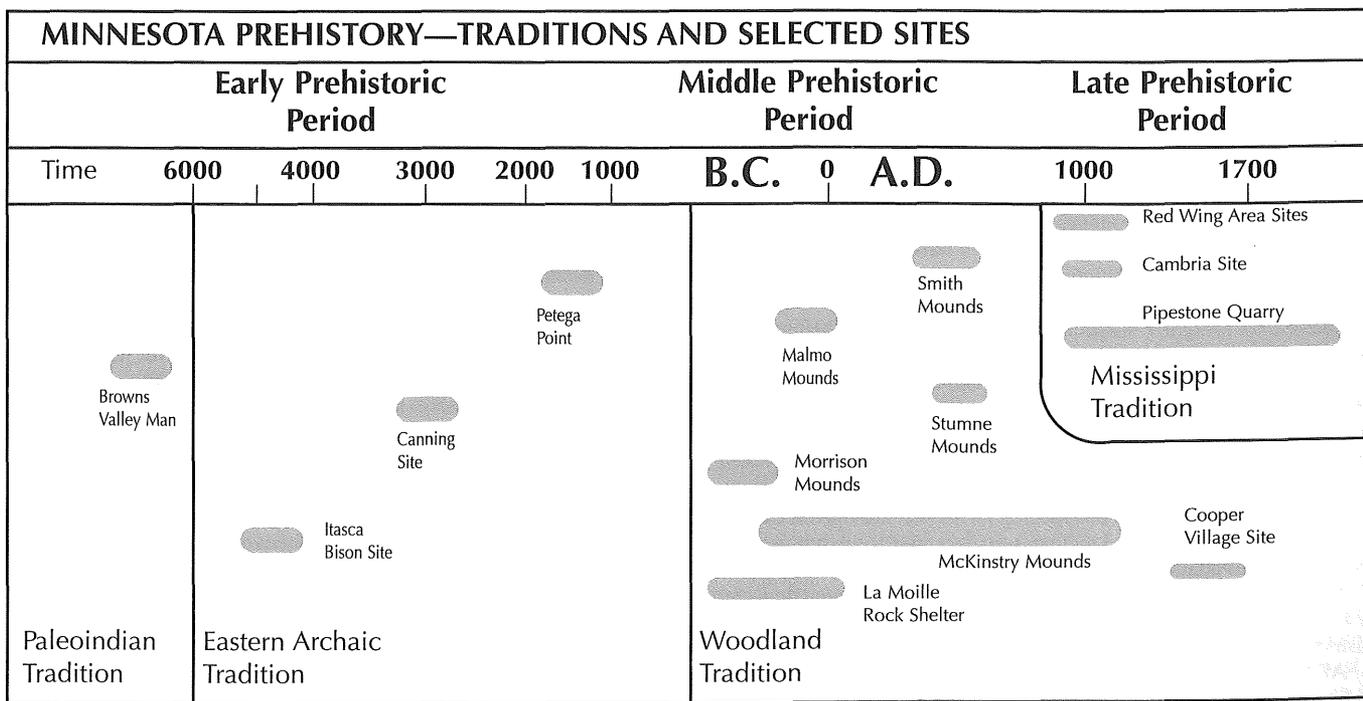
Established in 1963, the Office of the State Archaeologist (OSA) is charged with sponsoring, conducting and directing research into the prehistoric and historic archaeology of Minnesota; protecting and preserving archaeological sites and objects; disseminating archaeological information through the publication of reports and articles; identifying, authenticating and protecting human burial sites; and reviewing and licensing archaeological fieldwork conducted within the state. The state archaeologist is a professional archaeologist appointed by the Minnesota Historical Society.

Under *Minnesota Statutes* 138.31-138.42, licensure through the OSA is required for field archaeology undertaken on all lands or waters owned, leased by or subject to the paramount right of the state or its subdivisions, as well as on lands impacted by publicly-funded development projects. Proposed projects are reviewed to assess the appropriateness of research methodology and to assist in identifying strategies for mitigating potential adverse effects to known cultural resources. Only professional archaeologists meeting the *Secretary of the Interior's Standards for Archaeology* (36 CFR Part 61) may be licensed to conduct such investigations in the state of Minnesota. A copy of the application form including terms and conditions for licensure can be obtained by contacting the above address.

Minnesota's "Private Cemeteries Act," *Minnesota Statutes* (307.08), affords all human remains and burials older than 50 years, and located outside of platted, recorded or identified cemeteries, protection from unauthorized disturbance; this statute applies to burials on either public (excluding federal) or private lands or waters. Authentication of burial sites is conducted under the sole auspices of the OSA per this statute. In the event that a burial is either known or suspected to be associated with American Indian peoples, the OSA works in concert with the Minnesota Indian Affairs Council (MIAC) to ensure the integrity of such burial sites. Guidelines for the protection of burials covered under this act have been developed jointly by the OSA and MIAC. The OSA maintains a database of identified burial sites in the state.

The OSA also maintains a database of the state's identified archaeological sites in collaboration with the Minnesota State Historic Preservation Office (SHPO). For further information on this database, please contact either the above number or the SHPO (see separate listing under "Minnesota Historical Society")

The chart below is adapted from one in *The Prehistoric Peoples of Minnesota*, revised third edition, 1988, by Eldon Johnson, *Minnesota Prehistoric Archaeology Series No. 3*, Minnesota Historical Society Press, St. Paul, MN.



Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design

133 7th Street East, St. Paul, MN 55101-2333
George Iwan, executive secretary (612) 296-2388

Minnesota Statutes 326.02-326.15; Minnesota Rules 1800.0200 to 1805.1600

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

The full board meets 6 times annually; normally the third Friday of January, March, May, July, September, November. Board meetings are open to the public. Most board work is done by board committees. The **Complaint Committee**, comprised of one architect, one professional engineer (structural), one land surveyor and two public members, is responsible for processing and resolving all complaints received by the board.

The **Enforcement Compliance/Communications Committee**, comprised of one architect, landscape architect or certified interior designer, one professional engineer or land surveyor, one board officer, and two public members, is responsible for providing information about the board's laws and rules and publicizing those ones where violations have occurred, citing penalties, if any.

The **Examination & Licensing Committee**, comprised one architect, one professional engineer, one land surveyor, one landscape architect, one certified interior designer, one board officer, and one public member, is responsible for addressing issues concerning examinations and licensing including those surrounding the use of national examinations and their applicability to Minnesota's situations.

The **Executive Committee**, comprises of chair, vice chair, secretary, and treasurer, are responsible for setting board policy for the board. The Legislative/Laws & Rules Committee, comprised of one architect, landscape architect or certified interior designer, one professional engineer, one board officer and two public members, is responsible for preparing proposed revisions to board rules and statutes.

The full board must ratify all actions taken by board committees.

Citizen participation and appointment: (For more information, see pages 1 and 272). The **Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design** licenses and regulates architects, engineers, land surveyors, landscape architects and certifies interior designers. The board consists of 24 members including three licensed architects, five licensed engineers, two licensed landscape architects, two licensed land surveyors, two certified interior designers, and eight public members. Not more than one member may be from the same branch of the profession of engineering. Each professional member must have 10 years of experience and shall have been in responsible charge of work for at least five years. Meetings a minimum of four times a year. Members must file with the Ethical Practices **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

Architects

The Board administers the 33 1/2 hour, four day, nine part **Architect Registration Examination (ARE)** annually during June. Two graphic divisions of the examination are also given during 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. 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. Effective in 1997, the ARE will be computerized. The fee schedule and additional information concerning the computerized test will not be available until 1996.

Engineers

The board administers engineering and land surveying licensing examinations in April and October each year. The eight-hour **Fundamentals of Engineering (FE) 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 (PE) Examination** in the engineering discipline desired by the applicant. Applications for the Fundamentals of Engineering (FE) Examination must be filed in the board office sixty (60) days prior to the date of the scheduled examination with a fee of \$40.00. Preliminary requests for admission to the Principles and Practice of Engineering (PE) Examination must be submitted five (5) months prior to the scheduled examination date. Upon approval of the preliminary request, the formal application is sent to the applicant. The formal application must be submitted to the board office ninety (90) days prior to the scheduled examination date with a fee of \$80.00.

Land Surveyors

The eight-hour **Fundamentals of Land Surveying (FLS) Examination** is given to those applicants who hold a bachelor of science degree to include eight (8) quarter credits of surveying coursework. Applications for the Fundamentals of Land Surveying (FLS) 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 \$50.00. Preliminary requests for admission to the **Principles and Practice of Land Surveying (PLS) Examination** must be submitted five (5) months prior to the scheduled examination date. Examination qualification requirements include a bachelor of science degree to include sixteen (16) quarter credits of surveying coursework 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 application must be filed in the office sixty (60) days prior to the scheduled examination. The fee for the Principles and Practice of Land Surveying (PLS) Examination is \$100.00.

Landscape Architects

The sixteen-hour **Landscape Architectural Registration Examination (LARE)** is given twice a year in June and December. 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. Formal requested for admission to the LARE must be filed in the board office by March 1 for the June exam and September 1 for the December exam. The examination fee is \$445.00. The examination fee may increase in FY 96.

Geoscientists

Effective October 1995, Geoscience professionals were added to the board's responsibilities. Rules, as well as examination and licensing procedures will be developed.

Interior Designers

Certified interior designer means a person who is certified under section 326.10, to use the title certified interior designer and who provides services in connection with the design of public interior spaces, including preparation of documents relative to non-load-bearing interior construction, space planning, finish materials and furnishings. An applicant for certification as a certified interior designer shall pass a written examination prepared and administered by the National Council for Interior Design Qualification (NCIDQ). To qualify for admission to the written examination, an applicant shall present evidence that the applicant has obtained at least six qualifying credits for education and experience. The fee for application for certified interior designer is \$70.00. After an applicant has been approved by the board based on education, experience and passage of the NCIDQ exam, the applicant will be required to submit a \$70.00 certification fee. The certificate must be renewed on the following 2 year renewal period. Minnesota licensed architects are exempt from the NCIDQ examination. Licensed architects who are interested in certification as an interior designer shall submit application to the board with application fee of \$50.00 as well as a \$70.00 certification fee for the remaining two year biennium and are required to renew every two year renewal period thereafter.

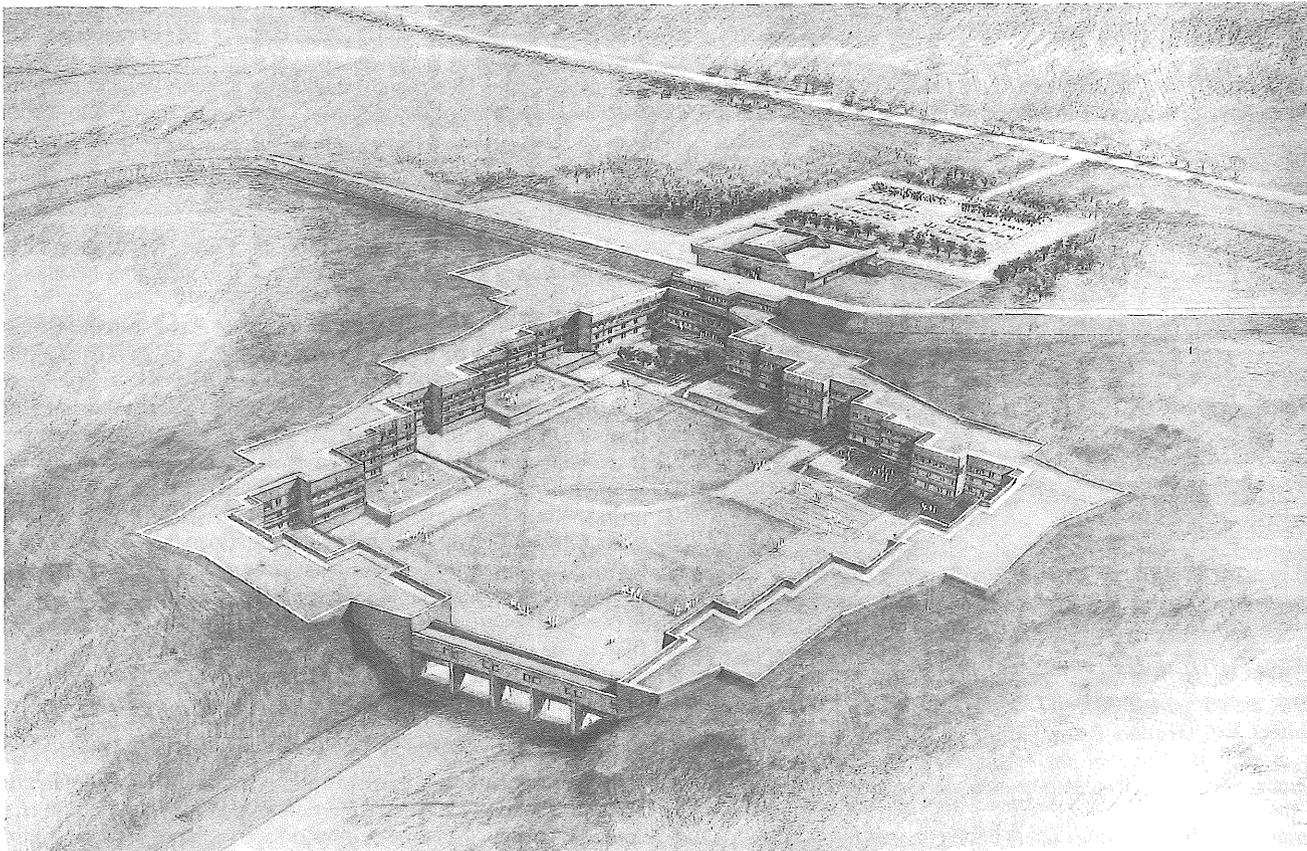
Information concerning licensing, examinations, examination fees and certification may be obtained by calling or writing the board office. Written and telephone requests are normally answered on a same-day basis.

Comity (Reciprocity)

The board also licenses persons from other jurisdictions on the basis of reciprocity (mutual acceptance of professional standards). The out-of-state applicants must have received the original license based on requirements equal to or greater than Minnesota requirements at the time of original licensure. The reciprocal application fee is \$100.00. Reciprocal applicants are reviewed upon receipt of compliance with board requirements. Architect, professional engineer and landscape architect reciprocal applicants tentatively approved for licensure are notified that they may practice their profession in Minnesota pending final board approval and licensure issuance. Prospective reciprocal land surveyor applicants must pass a two hour examination on Minnesota land surveying law and procedures before they may be licensed to practice.

The board renews licenses and certifications every two years. Renewal notices are mailed by May 15 each even-numbered year. Licenses and certifications must be renewed by July 1 of each even-numbered year. The renewal fee is \$70.00 biennially.

The board receives and investigates consumer complaints. The board has the power to revoke or suspend licenses and certifications or bring lawsuits against unlicensed and uncertified persons who practice architecture, professional engineering, land surveying, landscape architecture, geoscience or interior designer. Persons desiring to file a complaint may do so by 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.



Utilizing architects, engineers, land surveyors, landscape architects, geoscientists, and interior designers, Minnesota's newest maximum security institution, Oak Park Heights near Stillwater, was completed in 1981. Its tiered construction with a

hillside abutting the outside wall for most of the building, provides both security and energy conservation. It contains a unique heat reclaiming system that allows for substantial energy savings.

Minnesota State Arts Board

400 Sibley Street, Park Square Court, Suite 200, Saint Paul, MN 55101-1928

Dr. Sam W. Grabarski, executive director

Conrad Razidlo, board chair

Marjorie Casey, communications director

(612) 215-1600; (800) 8MN-ARTS (866-2787)

E-mail: msab@maroon.tc.umn.edu

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 Arts Board nurtures and supports excellence in the arts, encourages new forms of artistic expression, and works to preserve the state's artistic heritage. Through a series of grant award programs administered by a professional staff, the Arts Board provides aid for a variety of arts activities in the performing, visual, and literary arts. 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota State Arts 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 11 members including one member from each congressional district and three at-large members; only four members may serve on boards of the other arts organizations. A minimum of six meetings per year. Members must file with Ethical Practices Board. **Appointing Authority:** Governor. Senate Confirmation. **Compensation:** \$35 per diem plus expenses.

The Arts Board was first established as the State Arts Society by the Minnesota Legislature in 1903. In 1963, two years before 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.

The board is governed by eleven private citizens, appointed by the governor and approved by the senate to serve four-year terms. One member is selected from each of the eight congressional districts, with the remaining members chosen at large. Serving without pay, the board meets approximately ten times a year to establish 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, sexual orientation, or handicap.

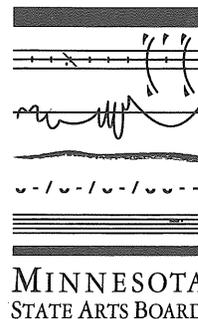
Each year the board appoints over one hundred advisory panelists to review funding requests and recommend grantees based on the artistic quality of their work. Volunteer panelists from throughout Minnesota contribute their time and knowledge to help make the distribution of state funds to the arts a fair and open process. Throughout the year the Arts Board actively solicits and accepts panelist nominations from constituents and private citizens who have expertise or experience in a particular area of the arts.

The board also offers assistance by providing consultant services, mailing lists, workshops, conferences, and publications to individuals, organizations, and schools around the state. The board maintains a mailing list of arts constituents that includes approximately 10,000 artists and arts organizations who have applied to one of its grant

programs or who have asked to be placed on the database. The information on this database is provided to the public for a nominal fee in accordance with the Minnesota Government Data Practices Act and the information release guidelines of the National Standard.

Major programs offered by the Arts Board are listed below. All grant amounts and selection criteria are current for fiscal year 1996. Contact the Arts Board for up-to-date information:

- **Artist Assistance Program** — The *Fellowship* program seeks to recognize, reward, and encourage outstanding individual artists throughout Minnesota. This annual program provides support for time, materials, and living expenses to visual, performing, and literary artists in various stages of their careers. The fellowship period is twelve months long, and the award is \$6,000. The program has three deadlines each year. *Career Opportunity Grants* enable professional artists to take advantage of unique, short-term opportunities that will significantly advance their work or careers. The program is designed for artists at various stages in their careers. Awards ranging from \$100 to \$1,000 are made at three deadlines each year.
- **Arts in Education Program** — This program encourages students and teachers to realize that the arts are essential to education and daily life. The *School Support* program offers 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. The program has an annual deadline in the spring. *Organizational Support* grants are available for arts organizations that produce K-12 school residency programs of at least one week in length. The program offers matching grants in variable amounts; grants cannot exceed one-half of residency expenses. The program has a biennial deadline. The *Roster of Artists* is a list of juried artists demonstrating high artistic quality and teaching ability. 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 roster has a biennial deadline.
- **Cultural Collaborations** grants provide assistance to artists of color who wish to collaborate with nonprofit arts or community groups. The grants range from \$1,000 to \$6,000. Collaborating organizations provide half of the cost of the project as a match to the grant. This program is dependent on continued funding from the National Endowment for the Arts.
- **Folk Arts Program** — This program helps preserve and perpetuate Minnesota's living folk arts traditions by providing financial assistance to folk artists and folk arts organizations, and through research projects undertaken by the Arts Board's folk arts specialist. Each year the *Folk Arts Apprenticeship* program awards grants ranging from \$500 to \$4,000 for the serious study of traditional art forms between a master folk artist and an apprentice. The *Folk Arts Sponsorship* program provides 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 *Minnesota Folk Artists Directory* is a juried listing of individual folk artists and groups in Minnesota interested in public performance opportunities.



- **Formula Funds** — This is a streamlined grant process designed to stabilize and ensure the long-term health of Minnesota's arts community. Formula Funds are supplemental operating support for qualifying arts groups. The program is open to groups that have received a competitive grant from the Arts Board or one of Minnesota's eleven Regional Arts Councils. All groups receive an equal percentage of their three-year average operating expenses. The program has an annual deadline.
- **Minnesota Percent for Art in Public Places** — According to Minnesota's 1984 "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 of work by visual artists from around the country interested in having their work purchased or commissioned for the Percent for Art program. The Registry, which is available for review by appointment, is used as a resource file for selecting artists and artwork when new sites are identified for the program. To be included in the Registry, artists must submit an application form, resume, and up to twenty slides of their work. The Percent for Art program is administered by the Arts Board in partnership with the Department of Administration.
- **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, and the program has a biennial deadline.
- **Series Presenters** — This program provides annual grants to arts presenting organizations to help Minnesota communities experience new, diverse, and outstanding live performances, exhibitions, and screenings in the visual, performing, and literary arts. A presenter can be any nonprofit, tax-exempt organization, college, university, school, or governmental unit which engages touring artists or exhibitions.
In order to be included on the Arts Board's mailing list, and regularly receive application guidelines and other publications, con-

stituents must complete and return a Mailing List Questionnaire. The following publications, which are produced or updated at various times throughout the year, are available free of charge from the Arts Board.

- *Arts Board News*, the agency's quarterly newsletter
- *The Minnesota State Arts Board Annual Report*
- *Arts in Education Roster of Artists*
- *Minnesota Folk Artists Directory*
- *A Basic Guide to Grants for Minnesota Artists* and *A Guide to Gallery and Exhibition Spaces in Minnesota* (produced in collaboration with Resources and Counseling for the Arts.)
- *Program Information* - detailed guidelines for all Arts Board grant programs; including application forms and instructions.
- A variety of additional brochures and pamphlets on the Arts Board and the services it provides are also available.
- Copies of the publications and program guides from the National Endowment for the Arts are frequently available at the Arts Board office.

The Arts Board library is a treasure house of information on the arts in Minnesota. In addition to newsletters, season brochures, and calendars from dozens of Minnesota arts groups, the library includes a variety of reference books on where to look for arts grants, how-to manuals on touring and presenting, local arts agency development, economic impact studies, and numerous arts periodicals. The board posts listings of local and national job opportunities in the arts, as well as other opportunities for artists and arts organizations. The library resources are available for in-house use during office hours; an appointment is recommended.

The Arts Board is a member Arts Midwest, a regional arts organization providing funding, training, and publications to individuals and organizations in the nine-state Midwestern region. Arts Midwest's programs include a regional performing arts touring program that 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 Arts Council
115 South Main Avenue
Warren, MN 56762
(218) 745-6733

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

Arrowhead Regional Arts Council
Carnegie Building
101 West Second Street, Suite 204
Duluth, MN 55802-2086
(218) 722-0952
(800) 569-8134

Lake Region Arts Council
112 West Washington Avenue
PO Box 661
Fergus Falls, MN 56538-0661
(218) 739-5780
(800) 262-ARTS

Five Wings Arts Council
611 Iowa Avenue
Staples, MN 56479
(218) 894-3233

Southwest Minnesota Arts & Humanities Council (SMAHC)
PO Box 1193
Marshall, MN 56258
(507) 537-1471
(800) 622-5284

East Central Arts Council
100 South Park Street
PO Box 147
Mora, MN 55051
(612) 679-4065

Central Minnesota Arts Board
Radio City Music Mall
619 Mall Germain, Suite 219
PO Box 1442
Saint Cloud, MN 56302
(612) 253-9517

Prairie Lakes Regional Arts Council
100 North State Street, Suite 5
Waseca, MN 56093-2951
(507) 835-8721
(800) 298-1254

Southeastern Minnesota Arts Council
1610 14th Street NW, Suite 306
Rochester, MN 55901
(507) 281-4848

Metropolitan Regional Arts Council
2324 University Avenue West, Suite 114
Saint Paul, MN 55114
(612) 645-0402

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*

three times a year, a newspaper featuring 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, MN 55422

David O'Fallon, executive director (612) 591-4700; toll-free 1-800-657-3515;

FAX: (612) 591-4747; Internet Home Page: <http://www.mcae.k12.mn.us>

E-mail: firstname.lastname@mcae.k12.mn.us



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

The Minnesota Center for Arts Education is a state 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: (For more information, see pages 1 and 272). The **Board of the Minnesota Center for Arts Education** shall have the powers necessary for the care, management, and control of the Minnesota Center for Arts Education. The board consists of 15 members, including at least one member from each congressional district. A member may not serve more than two consecutive terms. The board meets at 3:00 p.m. on the fourth Wednesday of the month, at their Golden Valley office. Members must file with the Ethical Practices **Appointing Authority:** Governor. Senate Confirmation. **Compensation:** \$55 per diem plus expenses.

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 11th graders in the fall of their 10th grade year and as 12th graders 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. Resident students pay a dormitory fee.

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 arts. Applicants develop a professional development plan to meet their own needs and interests.
- **The Dance Education Initiative**, a program to develop and implement a sequential dance curriculum in the public schools.
- **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 education 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 offer the curriculum and instructional strategies developed by the Arts High School and which are adapted to meet local needs.
- **Conferences and Seminars** on arts education topics that are under-represented 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:** Program and curricular 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 teachers. Listings of available publications may be obtained by writing or calling the center.

Council on Asian-Pacific Minnesotans

205 Aurora Avenue, University Bank Building, Suite 100, St. Paul, MN 55103
Lee Pao Xiong, executive director (612) 296-0538 FAX: (612) 297-8735

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. It is estimated that if this trend continues, Asian-Pacific Islander would be the largest ethnic minority group in Minnesota.

The council advises the governor and legislature on issues confronting Asian-Pacific people in this state .

The council has 23 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: (For more information see pages 1 and 272). The **Council on Asian-Pacific Minnesotans** advises the governor and legislature on issues confronting Asian-Pacific people in this state. The governor appoints 19 members who represent the Asian-Pacific community of this state. The legislature appoints two senators and two representatives who are non-voting members. Quarterly meetings (special meetings as needed), hosted by various agencies throughout the state of Minnesota.
Appointing Authority: Governor. **Compensation:** \$55 per

Presently, the council has its principal office in St. Paul.

The council rotates its meetings, which are open to the public, between St. Paul and Minneapolis and outstate Minnesota. 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. These issues include: the unique problems of non-English speaking immigrants and refugees; 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 under-utilization 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 Asian-Pacific Rim Countries and Minnesota, USA and support new and emerging Asian Pacific small business in Minnesota." Now the chamber is a free standing 501 c (3) non-profit organization.

The council serves as a conduit to state government for organizations of Asian-Pacific people in the state; as a referral agency to assist Asian-Pacific people in securing access to state agencies and programs; and as a liaison with the federal government, local government units, and private organizations on matters relating to the Asian-Pacific people of this state. It recommends to the governor and the legislature laws designed to improve the economic and social condition of Asian-Pacific people in this state.

In addition, the council performs or contracts for the performance of studies designed to suggest solutions to the problems of the Asian-Pacific people in the areas of education, employment, human rights, health, housing, social welfare and other related areas. The council implements programs designed to solve the problems of Asian-Pacific people and publicizes the accomplishments of Asian-Pacific people and their contribution to this state. It works with other state and federal agencies and organizations to develop small business opportunities and promote economic development opportunities for Asian-Pacific Minnesotans. It also 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. In addition, the council 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 affect on Asian-Pacific Minnesotans

The council serves the following Asian-Pacific communities from: Afghanistan, Australia, Bangladesh, Belau, Bhutan, Brunei, Burma, Cambodia, China, Gilbert Islands, Guam, Hmong, Hong Kong, India, Indonesia, Japan, Khmer, Korea, Laos, Malaysia, Maldiv Islands, Maoris, Marianas, Marshall Islands, Micronesia, 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

Mail Station 3340, St. Paul, MN 55146-3340

Gerald Garski, secretary-treasurer; Pam Lundgren, administrative secretary
(612) 296-0209; FAX: (612) 297-2166; TDD: (612) 215-0669

Minnesota Statutes 270.41-270.53; Minnesota Rules 1950

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 rules of the Board of Assessors 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Assessors** provides for the education, licensure, conduct and discipline of 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 at various locations throughout the state. Members must file with the Ethical Practices board. **Appointing Authority:** Commissioner of Revenue. **Compensation:** None.

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 Pam Lundgren at (612) 296-0209.

The board publishes a semi-annual newsletter describing current events in the assessment field. A free copy can be obtained by calling the board office.

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.

Office of the Attorney General

102 State Capitol, St. Paul, MN 55155

Hubert H. Humphrey, III attorney general

(612) 296-6196; FAX: (612) 297-4193; TDD: (612) 297-7026

E-mail: attorney.general@state.mn.us

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 counsel and representation from the attorney general.

The attorney general has authority to initiate legal actions he deems necessary for the enforcement of the laws of the state, the preservation of order and the protection of public rights. He regularly provides legal assistance to local officials, such as county attorneys and sheriffs, in

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.

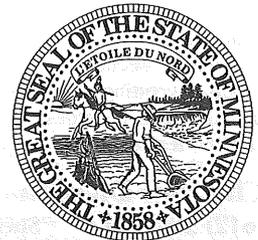
Accredited assessors must attend five weeks of courses and have three years of assessment experience. In addition, an individual must write and receive a passing grade on a demonstration narrative appraisal which demonstrates the applicant's knowledge of the appraisal process.

Senior accredited assessors are required to have five years of experience and must submit a second narrative appraisal report on an income producing property.

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, 1992 and ending June 30, 1996 and every succeeding four-year period thereafter. Certified assessors and certified assessor specialists must earn four C.E.U.'s; accredited 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, 214 Nolte Center, 315 Pillsbury Drive S.E., Minneapolis, MN 55455, or call (612) 624-6053. 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 canceled.



their efforts to enforce laws, and his Criminal Division prosecutes difficult or complex criminal cases at the request of local prosecutors, especially serious crimes against persons. He serves as the state's principle consumer advocate through specialized divisions focused on consumer protection, charities oversight, antitrust enforcement and utilities regulation.

As a statewide elected official, the attorney general also serves as the people's attorney, advocating a wide range of policy initiatives and legal reforms to protect Minnesotans and enhance our quality of life.

Priority issues for the attorney general's policy agenda include criminal justice, government and fiscal reform, children's advocacy, environmental protection and consumer protection. In the criminal justice area, he has initiated legislation to toughen penalties for violent criminals, expand victims rights and reform the juvenile justice system. As part of his fiscal reform efforts, he initiated an aggressive program to collect more of the \$350 million in unpaid child support taxpayers have paid out in welfare costs. He also filed a landmark lawsuit against the tobacco industry to recover millions of dollars the state expends on health care costs for diseased and dying smokers. His work on behalf of children such as the Drug Abuse Resistance Education (DARE) program, the Partnership for A Drug Free Minnesota, and the Education Now and Babies Later (ENABL) curriculum have focused on preventing the root causes of social problems. Among the environmental issues he has initiated, the Land Recycling Act and an environmental self-auditing bill have gained national recognition. On the consumer front, he has focused on efforts to enforce laws banning tobacco sales to children, combating senior fraud, gambling oversight and telemarketing fraud. Initiatives in the areas of civil rights and health care typically round out the attorney general's ongoing policy agenda.

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

The attorney general's staff is headed by Chief Deputy Attorney General, **Lee E. Sheehy**; Executive Assistant, **Eric A. Johnson**; five deputy attorneys general, **Gail M. Olson**, **Beverly Jones Heydinger**, **Thomas F. Pursell**, **Lucinda Jesson**, and **Charles I. Wikelius**; Solicitor General, **Alan I. Gilbert**; Deputy Counsel, **Scott R. Strand**; Director of Management Services, **John C. Ditmore**; Administrative Manager, **James Kirkpatrick**; Communications Director, **Joseph Loveland**; Press Secretary **Steven Kinsella**; and policy directors, **Patricia Moen** (Law Enforcement and Criminal Justice), **H. Camilla Nelson** (Civil Rights), **LeRoy Paddock** (Environmental Protection) and **D. Douglas Blanke** (Consumer Protection).

Other staff include attorneys, legal assistants and support staff in the following divisions:

Agriculture and Natural Resources Division

(612) 297-1075 **LeRoy Paddock**, assistant attorney general, division manager. This division performs a full range of legal services and representation to the Department of Natural Resources, Department of Agriculture, the Arts Board, the state archaeologist, the Board of Water and Soil Resources, the Board of Animal Health, the Indian Affairs Council and other related agencies. Information and assistance are provided to assist the preservation of our state's natural heritage, to make sure resource use and development takes place in a legally correct manner, and to enable the agencies to function effectively, efficiently and within Minnesota statutes and the constitution.

Antitrust Division

(612) 296-7575 **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. It also reviews major mergers for legality.

Charities Division

(612) 297-4613 **Sheila S. Fishman**, assistant attorney general, division manager. This division represents the public interest in charitable organizations and trusts. Charities Division staff members 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 nonprofit corporations that have charitable assets.

The Charities Division maintains a registry of all approximately 3,600 publicly-supported charities, 1,150 charitable trusts and foundations and 188 professional (paid) fund-raisers. Each registered organization is required to file registration information and financial statements for its most recently completed fiscal years. This information is available to the public in hard copy or in computerized format.

The division publishes a wide variety of information to assist charities with registration, to educate charities and their board members as to their duties and responsibilities, and to assist the general public in evaluating charitable organizations. These materials are available free-of-charge and include forms and information sheets and well as brochures and booklets. Titles include:

FORMS

- *Charities Registration Statement*
- *Charities Annual Report Form*
- *Charitable Trust Registration Statement*
- *Trust Financial Report Form*
- *Notice of Intent to Dissolve Form*
- *Professional Fund-Raiser Registration Statement*
- *Professional Fund-Raiser Solicitation Notice*
- *Professional Fund-Raiser Campaign Report*
- *Professional Fund-Raiser Bond Form*

PUBLICATIONS

- *Forming a Nonprofit*
- *Nonprofit Resources*
- *Guide to Minnesota's Charities Laws*
- *Tips for Smart Giving*
- *Soliciting for a Named Individual*
- *Guide for Board Members*

The Charities Division is located at Suite 1200, NCL Tower, 445 Minnesota Street, St. Paul, MN 55101-2130. To obtain copies of the above listed forms or publications, to file a complaint about a charity or to obtain information on the availability of computerized data, contact the Charities Division by mail or at (612) 297-4613. Registration materials are available for public inspection and copying at the Charities Division between 8:30 a.m. and 4:30 p.m. daily.

Civil Litigation Division

(612) 297-6473 **Richard S. Slowes**, assistant attorney 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.

Collections Litigation Division

(612) 297-5919 **Martha J. Casserly**, assistant attorney general, division manager. This division provides assistance to state agencies, boards and commissions to recover debts owed to the state, including assistance with collections and bankruptcy matters, probate escheat and unclaimed property litigation, contract claims, real estate recovery and client security funds litigation, enforcement of student and business loans and administrative penalties, and actions to recover misappropriation or theft of state funds.

Commerce and Gambling Division

(612) 296-9412 The division provides legal advice and representation to the Minnesota Department of Commerce, which regulates the areas of banking, insurance, securities and real estate and the various agencies that regulate gambling activities in the state, including the Lawful Gambling Control Board, the Minnesota Racing Commission and the Minnesota State Lottery. The principal work of the division is litigation involving matters such as securities and real estate fraud, defense of constitutional challenges to client agency legislation, and disciplinary cases against persons licensed by client agencies. The division also handles various matters relating to insurance company solvency and advises the state on Indian gambling issues.

Construction Litigation Division

(612) 296-8954 William R. Sierks, 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

(612) 296-7575 or (612) 296-3353 James Jacobson, assistant attorney general, division manager. Attorneys in this division work on behalf of Minnesota consumers to ensure that state consumer protection laws are enforced. The division investigates and prosecutes a broad range of consumer-related cases, including telemarketing scams, fraudulent auto sales practices, bait-and-switch practices, 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 involving marketing practices by national drug companies, inaccurate health claims on food labels, false environmental claims on household products, illegal charges by mortgage lenders, and initiating new protections for consumers in the areas of auto sales, home buying and others.

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 option a consumer may have for pursuing their claim.

The Consumer Division also publishes a wide variety of brochures available to consumers free-of-charge. Titles include:

- *Buying a New Car*
- *Conciliation Court*
- *Fast Food Facts*
- *Hang Up on Fraud*
- *Hassle-Free Home Building and Remodeling*
- *The Home Buyer's Handbook*
- *The Home Seller's Handbook*
- *The Refinancing Handbook*
- *Landlord and Tenants: Rights and Responsibilities*
- *Manufactured Home Park Residents: Rights and Duties*
- *Minnesota's Lemon Law*
- *Minnesota's Used Car Warranty Law*
- *Pyramid Schemes*
- *Seniors Legal Rights*
- *Taking the Scare Out of Auto Repair*
- *Using Credit Wisely*

To request copies of these free consumer publications or for assistance with consumer-related matters, contact the Consumer Division by phone or in writing at Suite 1400 NCL Tower, 445 Minnesota Street, St. Paul, MN 55101. The World-wide web address for this division is: <http://www.ag.state.mn.us>

Corrections Division

(612) 297-8929 M. Jacqueline Regis, 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. This division also handles psychopathic personality and sexually dangerous person commitments that are referred to the Attorney General's Office by county attorneys.

Criminal Division

(612) 296-7681 William F. Klumpp, 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 81 of Minnesota's 87 counties. It assists with difficult or complex criminal cases at the request of local prosecutors, especially serious crimes against persons. It also initiates investigations and prosecutes organized and white collar crimes. Increased emphasis has been placed on the prosecution of environmental crimes, gambling violations and health care and insurance fraud.

Education Division

(612) 296-9412 Charles T. Mottl, assistant attorney general, division manager. The division represents agencies that provide services to the public at all levels of Minnesota's public education system, including the Department of Children, Families and Learning and the Minnesota State Colleges and Universities. Division attorneys have daily client contact, giving advice on personnel matters, open meeting and conflict of interest issues, copyright, contract, statutory construction and rulemaking proceedings. The division defends its clients actions in state and federal court and prosecutes teacher license revocation cases.

Employment Law

(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 the State University System.

Environmental Protection Division

(612) 296-7341 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 Environmental Assistance and the Environmental Quality Board.

Health Division

(612) 297-5934 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 (HMOs), and restaurants; handling public health aspects of communicable diseases; and dealing with public health aspects of environmental concerns related to such matters as protection of the state's drinking water.

Human Rights Division

(612) 296-9412 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, sexual orientation, disability, national origin, marital status, familial status and status with regard to public assistance.

Human Services Division

(612) 296-6628 Julie K. Harris, assistant attorney general, division manager. This division provides a full range of legal services to the Department of Human Services. Division attorneys provide advice and handle litigation on a wide range of issues including health care (eligibility, services and provider payment rates), income assis-

tance programs (AFDC, GA refugee assistance, child support), social services for children and adults (maltreatment, foster care, adoption), and licensing of day and residential treatment programs. The division also represents several regional treatment centers that provide residential and treatment services to persons who are judicially committed as mentally ill, developmentally disabled, psychopathic personalities and chemically dependent.

Labor Law Division

(612) 297-1075 Contact Joy Friedman, legal secretary, for current division attorney team facilitators. 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) 296-8954 Linda F. Close, assistant attorney general, division manager. This division represents 18 boards that license and discipline health care professionals such as doctors, dentists and nurses, and other professionals such as architects, electricians, barbers and peace officers. 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. **Complaints against a licensed professional should be filed directly with the board licensing the individual.**

Licensing Investigation Division

(612) 297-1134 Rick Munson, division manager. Investigators in this division investigate complaints filed with the state licensing boards governing health professionals such as doctors, nurses, dentists, social workers and psychologists. The division works closely with the licensing boards and with the office's licensing division.

Medicaid Fraud Division

(612) 296-7575 Louise T. Dobbe, 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 that receive Medicaid funds.

Public Finance and Opinions Division

(612) 296-9421 Christie B. Eller, assistant attorney general, division manager. Kenneth E. Raschke, Jr., assistant attorney general, opinions manager. This division represents the Departments of Finance and Administration, as well as numerous other state boards, agencies and departments which deal with financial matters, including the State Board of Investment, 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 represents numerous other state boards such as the Ethical Practices Board and the Client Security Board.

Public Safety Division

(612) 297-5902 Nancy J. Bode, assistant attorney general, division manager. This division provides legal services to the Department of Public Safety, including the State Patrol, Bureau of Criminal Apprehension, Driver and Vehicle Services, Emergency Management and the Office of Pipeline Safety. Staff attorneys prosecute DWI and other drivers license revocation cases throughout the

state. In addition, the division represents other clients, including the Private Detectives Board and the Crime Victims Reparations Board.

Public Utilities Division

(612) 296-0410 Margie E. Hendriksen, 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. This division is located at 350 Metro Square, 121 7th Place E., St. Paul, MN 55101.

Residential and Small Business Utilities Division

(612) 296-6504 Eric F. Swanson, assistant attorney general, division manager. This division acts as an advocate for residential and small business customers of utilities services and products. Division attorneys, economists and accountants initiate and participate in both state and federal proceedings related to the regulation of natural gas, electricity and telephones. The division also assists residential and small business customers with specific questions or problems regarding their utility service. While Attorney General staff cannot represent private citizens in legal actions, division staff are available to assist customers in disputes with utilities on issues such as disconnections and unauthorized information services charges, including 1-900 calls and other matters. For assistance on utility matters, contact the Residential and Small Business Utility Division at 1200 NCL Tower, 445 Minnesota Street, St. Paul, MN 55101-2130.

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. This division is located at 10 River Park Plaza, St. Paul, MN 55146.

Telecommunications and Energy Division

(612) 296-9412 Dennis D. Ahlers, assistant attorney general, division manager. This division litigates on behalf of the Department of Public Service in the areas of telecommunications and energy law. The Department of Public Service is responsible for the regulation of most of Minnesota's telephone, gas and electric utilities, and is the decision-maker for energy conservation programs throughout the state. Division attorneys represent the department before the Public Utilities Commission, federal regulatory agencies and state and federal courts. The division also provides legal representation, primarily in the consumer protection area, to the Weights and Measures Division of the department. The division advises the department on a wide range of energy and utility law issues, and assists the department on matters of 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) 296-3369 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

525 Park Street, Suite 400, Saint Paul, MN 55103
Judith H. Dutcher, state auditor (612) 296-2551



Minnesota Statutes, Chapter 6

The mission of the Office of the State Auditor is to assure integrity, accountability and cost-effectiveness in government. The state auditor fulfills this mission by serving as a "watchdog" over Minnesota's governmental entities. Through financial, compliance and special audits, and review and analysis of financial data, the office helps to assure that approximately 4,300 units of government hold themselves to the highest standards of integrity.

Conducting annual audits is the largest function of this office and most important component to fulfilling its mission. The office performs approximately 200 audits per year, including 86 of the 87 counties, the three first class cities, and selected other cities, school districts, economic development organizations, regional development commissions, relief associations and other local governmental units. In addition, the office reviews the audits performed annually by private CPA firms for local governmental units and non-profit organizations that receive federal funds through the state of Minnesota. The audits attest to the accuracy of these governments' financial statements according to generally accepted accounting principles and to their compliance with the federal, state, and local laws.

Citizens may petition for an audit of the financial affairs of a city, township or school district. If the petition audit is for 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 petition audit, the petition must be signed by ten eligible voters for each 50 students in average daily attendance. Town voters may request a petition 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.

The second component to fulfilling the office's mission is to collect and distribute accurate, up-to-date information on the financial condition of Minnesota's cities, counties and townships. The office collects financial information about Minnesota's local units of government through its audits and statutorily required reporting to the Office of the State Auditor. One of its goals is to provide this information in an easily accessible format for lawmakers, local governmental units and the public. Ultimately, the state should have up-to-date, accurate information on the expenditures of Minnesota's state and local governments.

The third component to fulfilling the office's mission is to work actively with local government officials to find more efficient and cost-

effective ways to spend tax dollars. The office serves 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 their efforts.

The Office of the State Auditor consists of the following divisions:

Constitutional Office - manages the operating divisions of the office, its finances and its administrative affairs, and performs the constitutionally and legislatively mandated responsibilities of the office.

Audit Practice - performs financial and legal compliance audits of various local governments in Minnesota in accordance with generally accepted government audit standards. The components are divided into audits, standards and procedures, review of local governments' single audits, and audit administration.

Special Investigations - investigates reports by staff auditors, local governmental units, and the citizens of Minnesota of wrongdoing, improprieties and illegal acts by officials and employees of local government units. The division evaluates allegations brought to this office's attention, and when appropriate, provide specialized auditing techniques, initiate an independent investigation, or refer the matter to appropriate oversight authorities.

Government Information Division (GID) - collects and analyzes local government financial data and prescribes the chart of accounts and 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 local governments is compiled in a statewide database, published, and made available to the public. This information provides local officials with a better understanding of their financial condition relative to other local governments around the state and provides Minnesota policy makers with the information necessary to make sound public policy decisions.

Police and Fire Relief Oversight - monitors the financial and actuarial reporting of approximately 700 police and fire relief associations to ensure compliance with Minnesota statutes and a sound retirement for association members. This division also gathers investment and financial data from relief associations and issues an annual report to provide relief associations with a better understanding of their fiscal situation relative to other relief associations.

Board of Barber Examiners

1885 University Ave. West., Iris Park Place Bldg., 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 accomplished 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.

The board normally meets once a month and the meetings are open to the public.

The board also conducts examinations four times a year, February, May, August and November. Examinations are held at the barber schools and pre-registration is required.

The board gives three different types of examinations to qualified applicants; registered barber, registered apprentices and instructors. The examination application can be obtained 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Barber Examiners** 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 are held as necessary. Members must file with the Ethical Practices. **Appointing Authority:** Governor. **Compensation:** \$55 per diem.

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.

Minnesota will issue an apprentice license or registered barber license without examination to an individual who holds a current license in a state which has a written reciprocal agreement with Minnesota. Applicants should contact the board in the state which they hold a current license, obtain a license certification from that board and submit the completed papers to the Minnesota board for review. Fee for a reciprocal license varies according to the other state. Minnesota charges what the other state would charge.

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. Complaints are turned over to the Attorney General's Office in some

instances and that office requires the name of the complainant before they will begin any type of investigation. There is no fee for filing a complaint and complaints are handled as quickly as possible.

LICENSE, EXAM, AND REGISTRATION FEES:

| | |
|---|------------|
| Temporary apprentice permit | \$25.00 |
| Student permit | \$10.00 |
| Examination and certificate registered apprentice | \$50.00 |
| Examination and certificate registered barber | \$55.00 |
| Examination - instructor | \$150.00 |
| License - instructor | \$35.00 |
| Initial school registration | \$1,000.00 |
| Initial shop registration | \$50.00 |
| Renewal - shop registration | \$35.00 |
| Renewal - school registration | \$200.00 |
| Renewal of license - registered apprentice | \$20.00 |
| Renewal of license - registered barber | \$25.00 |
| Renewal of license - instructor | \$35.00 |
| Restoration of registered apprentice license | \$45.00 |
| Restoration of registered barber license | \$50.00 |
| Restoration of shop registration | \$60.00 |
| Change of location - shop registration | \$25.00 |
| Change of ownership - shop registration | \$25.00 |
| Apprentice home study course | \$75.00 |
| Temporary apprentice license | \$25.00 |
| Duplicate license | \$10.00 |

Council on Black Minnesotans

2233 University Avenue, Wright Building, Suite 426, St. Paul, MN 55114
Lester R. Collins, executive director (612) 642-0811; FAX: (612) 643-3580

Minnesota Statutes, Section 3.9225

The Council on Black Minnesotans (CBM) was created in 1980 to address the unmet needs and ongoing issues impacting Minnesotans of African descent and ensure that the needs of their constituents are conveyed to the policy makers and others in positions of authority who impact the well-being of this population. One objective is to provide accurate and culturally competent information to policy makers and guarantee protection of the law and equal access to state services and programs to Black Minnesotans.

In 1990, Minnesota documented a growth rate of 78 percent for persons of African heritage, the sharpest increase nationally. Over the past five years, thousands of Minnesotans born in African as well as other cities throughout the nation have chosen this state as their home and CBM anticipates that the census figures for the year 2000 will, also, reflect a record growth.

The 78 percent increase reflects an under-count of the community per the State Office of Demographics. The CBM continues to experience a swift increase in the request for services: *i.e.* telephone activity has tripled since 1992 and mailing list is four times greater.

In order to advise the governor, legislative body and others, the small staff of CBM works in collaborative efforts with organizations and participates in approximately 73 different ongoing committees and task forces which examine and address issues including: economic development, education, employment, violence, crime, drugs, health, out-of-home placement of children, family preservation, police community relations, poverty, housing and the unique concerns of African-born Minnesotans.

As the population grows, the diversity of concerns continues to increase. In 1980, African Americans were the predominant focus. Today, diverse committees and task forces include individuals from approximately 20 different African countries and the Caribbean. 1995 included a number of new accomplishments for CBM: 1) coordination of the Martin Luther King march, rally and celebration (Over 5,000 individuals attended); 2) launching of the "One Company, One Child" campaign; 3) facilitation of the African and African-American Resource Committee; 4) African-American Lobby Day at the State

Capitol (1,000 in attendance); 5) the Roy Wilkins Memorial (2,000 attended); 6) the African-American Summit and post-summit meetings; 7) ACCESS: Consumer Issues and, 8) the University of Minnesota's Roy Wilkins Community Dialogue.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Council on Black Minnesotans** makes recommendations to the governor and legislature on improving the economic and social conditions of African American and Native African Minnesotans. The governor appoints 11 public members who must represent persons of African descent throughout the state, and must include at least five males and five females. The legislature appoints two senators and two representatives who serve as ex-officio, non-voting members. Approximately 6-8 meetings a year at statewide locations, usually at the council office. **Appointing Authority:** Governor. **Compensation:** per diem for public members.

The **Governor's Council on the Martin Luther King Jr. Holiday** (Executive Order 93-20) plans and executes events to promote racial harmony and to recognize and honor Martin Luther King, Jr. The council consists of 15 members. The chair shall be appointed by the governor. New members will be chosen to serve on the council for the 1995 celebration. Meeting schedule and location undetermined at this time. **Appointing Authority:** Governor. **Compensation:** None.

In addition to gathering statistics related to the issues previously listed, making recommendations, conducting and participating in task forces and committees, 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

Dan McGuinness, administrative director (612) 436-7131 or (715) 386-9444; Fax: (715) 386-9571

E-mail: mwbac@aol.com

Minnesota Statutes, Sections 1.31-1.40

Citizen Participation and Appointment: (For more information see pages 1 and 272). The **Minnesota-Wisconsin Boundary Area Commission** studies, makes recommendations, coordinates intergovernmental activities and provides public information on the use, development and protection of the St. Croix and Mississippi rivers that form the interstate border of Minnesota and Wisconsin. Members include five commissioners from each state, each Minnesota member has a four year term. Terms are staggered. Bi-monthly commission meetings; more frequent committee meetings. **Appointing Authority:** Governor. **Compensation:** Reimbursed for expenses.

The commission conducts studies, makes recommendations, 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 chair of the Upper and Lower St. Croix River 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.

Board of Boxing

Office Address: 85 East 7th Street, Suite 170, Golden Rule Bldg., St. Paul, MN

Mailing Address: 133 E. 7th Street, St. Paul, MN 55101

James J. O'Hara, executive secretary (612) 296-2501; FAX (612) 297-5310

Minnesota Statutes, Chapter 341; Minnesota Rules 2200-2299

Citizen Participation and Appointment: (For more information see pages 1 and 272). The **Board of Boxing** licenses boxers, seconds, managers, franchise holders and makes rules governing sparring and boxing exhibitions, which includes full contact karate and kick-boxing. 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. **Appointing Authority:** Governor. **Compensation:** \$55 per diem.

The Board of Boxing provides uniformity in the regulation of boxing, full contact karate 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 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.

Boxing, Full Contact Karate and Kick-Boxing License and Renewal Fees:

| License | Professional | Amateur |
|----------|--------------|----------|
| Referees | \$ 25.00 | \$ 10.00 |
| Seconds | \$ 5.00 | \$ 2.00 |
| Boxers | \$ 5.00 | no fee |
| Managers | \$ 10.00 | no fee |

The commission advises the state governments and private parties on developing and protecting the St. Croix and Mississippi River valleys. It conducts special studies on interstate and regional river corridor and watershed problems for state agencies, organizations and individuals. Technical assistance is provided to state and local agencies for preparation of land 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, commission meeting notices, meeting minutes and a quarterly *St. Croix River Stewards Journal*. A river and watershed stewardship reference library is open to the public.

For more information or to request a report, contact the commission. There are normally 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. The commission requests reimbursement for cost of copying large documents or multiple copies of any document.

Professional Boxing Franchise License Fees:

- (issued quarterly [13] weeks)
- \$ 250.00 in Minneapolis, St. Paul, Bloomington
- \$ 125.00 in cities with 100,000-150,000 population
- \$ 50.00 in cities with 10,000-100,000 population
- \$ 25.00 in cities with populations from 10,000

Amateur Boxing Franchise License Fees:

- (issued annually)
- \$ 150.00 in cities with over 150,00 population
- \$ 50.00 in cities with 100,000-150,000 population
- \$ 25.00 for all other cities and towns

Full Contact Karate and Kick-Boxing Professional and Amateur Franchise License Fees:

(Professional franchises are issued quarterly [13] weeks. Amateur franchises are issued annually)

- \$ 100.00 for cities with over 100,000 population
- \$ 50.00 for cities with 50,000-100,000 population
- \$ 25.00 for cities and towns under 50,000 population

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

50 Sherburne Avenue, 204 Administration Building, St. Paul, MN 55155
Nancy Stark, executive secretary (612) 296-7138; FAX (612) 296-6718

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.

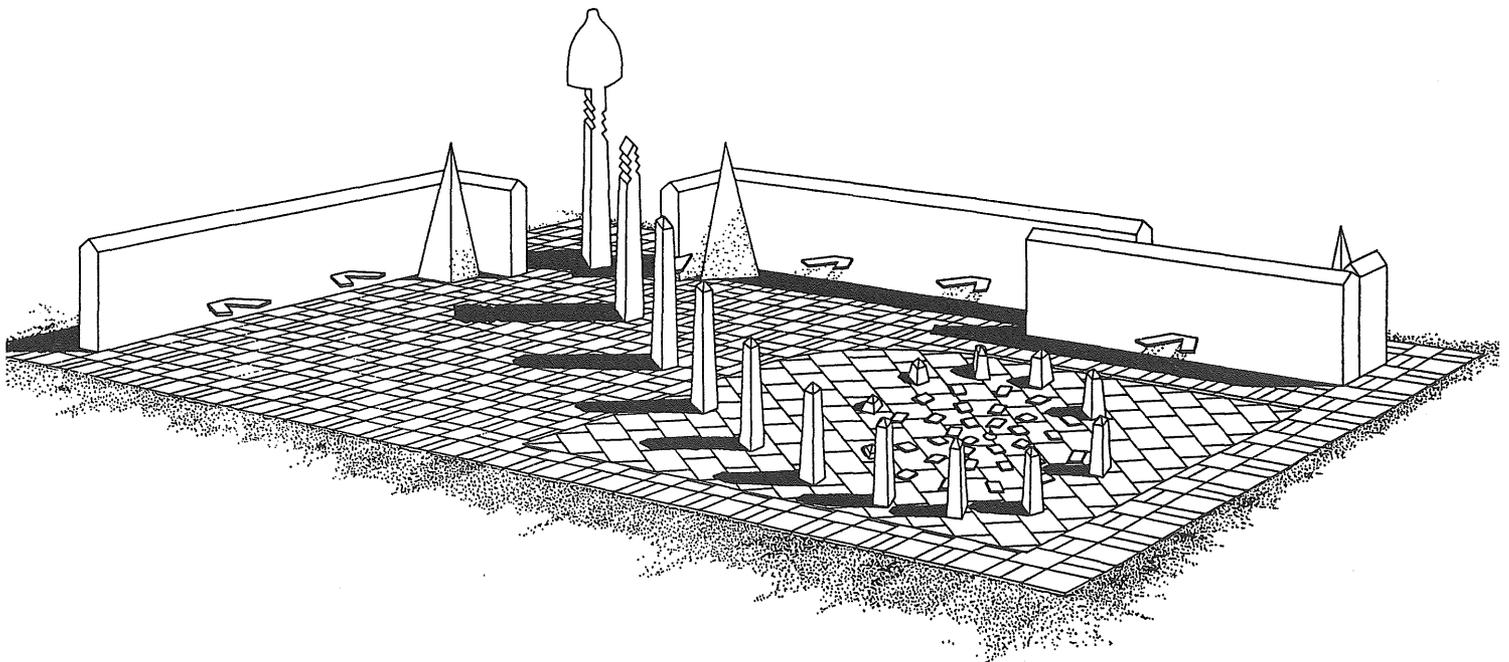
Prior consent must also be obtained before any public building, monument, or other construction can be built on public land within the capitol area, and before any substantial alteration or improvement can be made to public lands or buildings. In addition the board is responsible for selecting the preliminary 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. In addition to these planning and design roles, the board coordinates the implementation of major public projects in the capitol area.

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, and on the capitol grounds.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Capitol Area Architectural and Planning Board** is responsible for architecture, urban design, and comprehensive land-use planning in the capitol area of St. Paul, exercises zoning and design review authority, and oversees redevelopment of the north capitol area. The governor appoints four members. The mayor of St. Paul appoints three members with confirmation by the city council. The legislature appoints one senator and one representative. The lieutenant governor serves as chair. The full board meets about six times a year, committee may meet more often. Members must file with the Ethical Practices. **Appointing Authority:** Governor. **Compensation:** \$55 per diem.

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 newest memorial on the Capitol Mall honors longtime civil rights leader Roy Wilkins. Mr. Wilkins, who grew up in St. Paul and graduated from the University of Minnesota, served the National Association for the Advancement of Colored People (NAACP) for 46 years. He headed the organization from 1955 to 1977.

Artist Curtis Patterson's sculptural work represents the civil rights movement symbolically. The walls signify barriers for people of color in their quest for racial equality. The memorial's

central element is a spiral, rising from bronze pavers and gradually ascending above and through the walls. The tallest sculptural element faces the Judicial Center, representing Mr. Wilkins' lifelong commitment to a fair and just judicial process for all Americans.

Doors along the outer walls open to reveal a bas relief portrait of Roy Wilkins and quotations from his writings and speeches.

Department of Children, Families & Learning

550 Cedar Street, Capitol Square Building,
St. Paul, MN 55101

Bruce H. Johnson, commissioner (612) 296-2358



Minnesota Department of Children, Families & Learning

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 2 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. In 1995 Minnesota has 362 operating 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.

In 1995 the Department of Education was rolled into the newly created Department of Children, Families and Learning. The other programs include Head Start, Project Cornerstone and Community Action programs from Economic Security; Teen Pregnancy Prevention, Action for Children and the Minnesota Children's Initiative from Minnesota Planning; Family Service Collaboratives, Children's Trust Fund, Early Childhood Care and Education Council, the basic sliding fee Child Care Fund, Migrant Child Care and other child care programs from Human Services; Child Abuse and Child Victim Programs from Corrections; and, Drug Policy and Violence Prevention Program and the Chemical Abuse and Violence Prevention Councils from Public Safety. The goal of the Department of Children, Families and Learning is to unify services for children and families into one state agency.

Minnesota's constitution commits the state to providing a uniform quality education to all students. Developing higher learning and graduation standards 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 21st century.

State Board of Education

(612) 297-1925 Marsha Gronseth, executive director The Board sets statewide policies and regulations for pre K-12 education and community/adult education. 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. Contact the Board at 714 Capital Square Building 550 Cedar Street St. Paul, MN 55101.

Citizen participation and appointment: (For more information see pages 1 and 272). The **State Board of Education** (*Minnesota Statutes* 121.02) sets statewide education policies for the Department of Children, Families and Learning 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. **Appointing authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem plus expenses. (612) 297-1925. 714 Capitol Square Bldg., St. Paul, MN 55101.

The **Special Education Advisory Council** (*Public Law* 94-142) assists the state in developing policies, plans and practices that will assure effective and efficient special education programs for learners with disabilities ages birth to 21. The 15 member council represents parents of children with disabilities, consumers, advocacy organizations, special education teachers and administrators, regular education teachers and administrators, and higher education teacher training programs, school boards, and congressional districts. Members are appointed for three-year terms. The council generally meets five times each school year. Meetings are one and one-half days in length. Reimbursement is provided for travel costs, lodging and meals. **Appointing authority:** State Board of Education. **Compensation:** Reimbursement for expenses. (612) 296-8246. Office of Special Education, 811 Capitol Square Bldg., St. Paul, MN 55101.

The **Chemical Abuse and Violence Prevention Council** (*Minnesota Statute* 299A.31) serves as an advisory body to the governor and legislature for chemical abuse and violence prevention policy, programs, and services. The council consists of 19 members: the commissioners of public safety; children, families, and learning; health; corrections; and human services; the director of the office of strategic and long range planning; 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 10 members from throughout the state representing: public health, education including preschool, elementary and higher education; social services; financial aid services; chemical dependency treatment; law enforcement; prosecution; defense; the judiciary; corrections; treatment research professionals; drug abuse prevention professionals; the business sector; religious leaders; representatives of racial and ethnic minority communities and other community representatives. Meetings held monthly at the Capitol complex. **Appointing authority:** Governor. **Compensation:** \$55 per diem plus expenses. (612) 296-1057. Department of Public Safety, Office of Drug Policy and Violence Prevention 444 Cedar St., Suite 100-D, Town Square, St. Paul 55101.

The **Nonpublic Education Council** (*Minnesota Statutes* 123.935, subd 7) 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 15 member council shall represent various areas of the state, methods of providing nonpublic education, and

shall be knowledgeable about nonpublic education. **Appointing authority:** Commissioner of Children, Families, and Learning. **Compensation:** \$55 per diem, reimbursed for expenses. (612) 296-6595. 710 Capitol Square Bldg., St. Paul, MN 55101.

The **Minnesota State High School League** (*Minnesota Statutes* 128C.01) 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 20 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. Eight regular meetings per year plus special meetings. Meetings take place in the metro area. **Appointing Authority:** Governor. **Compensation:** \$55 per diem as determined by state statute. (612) 560-2262. 2100 Freeway Blvd., Brooklyn Center, MN 55430.

The **Advisory Council on the Minnesota Academy for the Deaf and the Blind** (*Minnesota Statutes* 128A.03) advises the Board of Education on policies pertaining to the control, management, and administration of these academies. Up to 15 members shall be representative of the various geographic regions of the state and include parents or guardians of visually disabled or hearing impaired children, a staff representative of the applicable academy and two representatives from groups representing the interest 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. **Appointing Authority:** State Board of Education. **Compensation:** \$55 per diem. (507) 332-5400. P.O. Box 308, Faribault, MN 55021.

The **Minnesota Library for the Blind and Physically Handicapped Advisory Committee** (*Minnesota Statutes* 134.31) 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 who 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. **Appointing authority:** Commissioner of Children, Families and Learning. **Compensation:** \$55 per diem plus expenses. (507) 332-3569. Hwy 298, Box 68, Faribault, MN 55021.

The **American Indian Education Committee** (*Minnesota Statutes* 126.531) 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 15 members, to include representatives of tribal councils, 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 programs, 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. **Appointing authority:** State Board of Education. **Compensation:** Reimbursed for expenses. (612) 296-6458. 740 Capitol Square, 550 Cedar St. St. Paul, MN 55101.

The **Coalition for Educational Reform and Accountability** (*Laws of 1995*, Chapter 224) promotes public understanding of and support for policies and practices that help Minnesota students attain world class education outcomes and succeed in the 21st century. The coalition consists of 25 members plus one ex-officio member: eight people directly involved in public education including higher education; six people who represent state and local governments; ten people, public members including parents, business leaders, labor leaders, government leaders, educators and journalists. The meetings will be every other month for three hours at unspecified locations. **Appointing authority:** A panel chaired by the Commissioner of Children, Families and Learning. **Compensation:** None. (612) 296-5224. 718 Capitol Square Bldg., 550 Cedar Street,

St. Paul, MN 55101.

The **Environmental Education Advisory Board** (*Minnesota Statutes* 126A.02) implements the Greenprint for Minnesota, a state plan for environmental education. Seventeen members including the commissioners of Minnesota Planning; Department of Natural Resources; Pollution Control Agency; Department of Agriculture; Department of Children, Families & Learning; the chair of the Board of Water and Soil Resources; the executive directors of the Higher Education Services Council; Board of Teaching and 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 required. **Appointing authority:** governor. **Compensation:** \$55 per diem. (612) 296-2358. Room 712, Capitol Square, 550 Cedar Street, St. Paul, MN 55101.

The **Governor's Interagency Coordinating Council on Early Childhood Intervention** (*Minnesota Statutes* 120.17, subd. 11a) advises, assists and recommends policies to the Governor and the Minnesota Departments of Commerce, Children, Families & Learning, Health, Human Services, and Economic Security 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 disabilities and their families. The council consists of at least 17 members, but not more than 25, including: at least five parents, including persons of color, of children with disabilities under age twelve, including at least three parents of a child with a disability under age seven; five representatives of public or private providers of services for children with disabilities under age five, including a special education director, county social service director, and a community health service or public health nursing administrator; one member of the senate, one member of the house of representatives, one representative of teacher preparation programs in early childhood-special education or other preparation programs in early childhood intervention, at least one representative of advocacy organizations for children with disabilities under age five, one physician who cares for young children with special health care needs, one representative each from the commissioners of commerce; children, families & learning; health; human services; and economic security; and a representative from Indian health services; or a tribal council. Meetings held at least six times during the year. **Appointing authority:** Governor. **Compensation:** \$55 per diem plus expenses. (612) 296-7032. 987 Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101.

The **Minnesota Education Telecommunications Council** (*Laws of 1993*, Special Session Ch. 2) establishes statewide distance learning plans, develops a structure and policies for K-12, post-secondary, and library telecommunications, coordinates telecommunications networks, and establishes grant priorities and evaluates proposals for instructional transformation through technology grants. The council consists of 22 members: three representatives of the University of Minnesota, three representatives from the Board of Trustees for Minnesota State Colleges and Universities, one representative of the higher education services office, one representative appointed by the Private College Council, eight representatives from the Information Policy Office, one member from the senate, one member from the house of representatives, and three representatives of the libraries. The meeting schedule and location is not yet established. Members do have to file with the Ethical Practices Board. **Appointing authority:** Governor. **Compensation:** \$55 per diem plus expenses. (612) 296-2752. 937 Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101.

The **Minnesota Vocational High School Planning Committee** (*Laws of 1995*, Chapter 3, First Special Session) evaluates the need for a vocational high school, including the needs of Minnesota students for vocational training and the needs of private sector employers for skilled, vocational trained employees; determines the capacity of Minnesota's secondary schools to meet this need; identifies the challenges and oppor-

tunities for vocational education; develops a preliminary plan for a vocational high school to meet the identified needs; develops a learning signature for a vocational high school based on its focus, including educational goals, learning organization, anticipates learner results, and staff development; describes the anticipated partnerships of the vocational school with other secondary educational institutions, post-secondary institutions, business and labor, community organizations, and students' families; develops a technology and equipment plan for the proposed school; and develops preliminary cost estimates for a vocational school. The committee consists of 21 members: the commissioners of children, families & learning; human services or their designees; potential students and their parents; imaginative practicing teachers; high school administrators; representatives of business and labor, and community representatives. The committee shall meet approximately eight hours per month at various locations. **Appointing Authority:** Governor, speaker of house, majority leader of the senate. **Compensation:** \$55 per diem, plus expenses. (612) 297-3115. 550 Cedar Street, St. Paul, MN 55101.

The **Minnesota Commission on National and Community Service** (*Laws of 1994*, Chapter 647) will develop a comprehensive state plan to provide services under sections 121.701 and 121.710 of federal law, pursue funding sources, coordinate volunteer learning service programs, administer the youth works grant program, establish an evaluation of program plan, administer the federal AmeriCorps program, and report to the governor and the legislature. The commission consists of 18 voting members, including the commissioner of children, families & learning; a representative of the children's cabinet; and the executive director of the Higher Education Services Office. The governor appoints 15 additional voting members. Eight of these shall include representatives of: public or nonpublic organizations experienced in youth employment and training; organizations promoting adult service and volunteerism; community-based service agencies or organizations; local public or private sector labor unions; local governments; business; a national service program; and American Indian tribes. The remaining seven shall include: an individual with expertise in the educational, training, and development needs of youth, particularly disadvantaged youth; a youth or young adult who is a participant in a higher education-based service-learning program; a disabled individual representing persons with disabilities; a youth who is out of school or disadvantaged; an educator of primary or secondary students, an educator from a higher education institution; and an individual between the ages of 16 and 25 who is a participant or supervisor of a youth service program. The governor shall ensure to the extent possible that membership of the commission is balanced according to geography, race, ethnicity, age and gender. The governor shall appoint up to five ex-officio nonvoting members from among the following agencies; departments of economic security, natural resources, human services, health, corrections, Housing Finance Agency, and Minnesota Technology, Inc. A representative of the Corporation for National and Community Services shall also serve as an ex-officio nonvoting member. Voting and ex-officio nonvoting members may appoint designees to act on their behalf. Monthly meetings, from 1:00 to 4:30 p.m. at the Veterans Service Bldg. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. (612) 296-1435. Room 683 Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101.

The **Minnesota Education in Agriculture Leadership Council** (*Minnesota Statutes* 126.113) provides advocacy, leadership and support for the enhancement of education in agriculture. The council consists of 12 members: one member from each of the eight congressional districts and four members at large.

Meetings are held on the third Tuesday of the month at various locations. **Appointing Authority:** Governor. **Compensation:** None at this time. (507) 789-6723. 2370 - 410th Street, Nerstrand, MN 55053.

The **Minnesota Indian Scholarship Committee** (*Minnesota Statutes* 124.48) 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 in allocating monies for Indian post-secondary programs and Indian teacher training programs. The committee consists of 16 members as selected by the State Board of Education in consultation with the Minnesota Indian Affairs Council. The committee has up to six regularly scheduled meetings each year at various statewide locations. **Appointing Authority:** State Board of Education. **Compensation:** Reimbursed for expenses. (612) 296-6458. 740 Capitol Square Bldg., St. Paul, MN 55101

The **Youth Works Task Force** (*Minnesota Statutes* 121.703) has been replaced by the Minnesota Commission on National and Community Service (see listing above).

The **State Multicultural Education Advisory Committee** (*Minnesota Statutes* 126.82) provides information and recommendations on multicultural and inclusive education, learner outcomes for multicultural education, determination of criteria for and awarding of state grants. The committee consists of 12 members, composed of representatives from the following groups and committees: African-American, Asian-Pacific, Hispanic, and American Indian, mix of educators, parents, community-based organizational representatives, and students. Prefer gender balance of committee members and representation from different parts of Minnesota. Six to eight meetings per year; meetings are three to six hours in length, and are held in St. Paul. **Appointing Authority:** Commissioner of children, families & learning. **Compensation:** Expenses. (612) 297-1925. 6th Floor Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101.

The **State Curriculum Advisory Committee** (*Minnesota Statutes* 126.665) advises the State Board of Education and Department of Children, Families & Learning on the planning, evaluation, and reporting process. The committee consists of 11 members including nine members, one appointed from each educational cooperative service unit, and two at-large members. Membership on or experience with local curriculum advisory committees is required. **Appointing Authority:** Commissioner of children, families & learning. **Compensation:** None. (612) 296-0351. 607 Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101.

Office of the Commissioner

(612) 296-2358 The commissioner of Children, Families and Learning appointed by the governor, provides leadership for the public elementary and secondary education and other services for children and families in Minnesota; encourages state legislation, rules and policies which promote an educational and social 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 and family service providers. The commissioner administers the staff and budget of the Department of Children, Families and Learning so the agency serves local school districts and other educational agencies, and state and local family service providers, through a program of planning, research, consultation, coordination, communication and inservice education.

Minnesota Academic Excellence Foundation (MAEF)

(612) 297-1875 **Zona Sharp-Burk, executive director.** The Minnesota Academic Excellence Foundation (MAEF), by charter from the Minnesota Legislature and through private sector and community-based partnerships, is the primary advocate for promoting and recognizing the importance of academic excellence in all Minnesota elementary and secondary students, schools and communities. The foundation can be reached at 971 Capital Square Building, 550 Cedar Street, St. Paul, MN 55101; Field Office: 4150 Second Street South, Suite 550, St. Cloud, MN 56302

MAEF has established four strategic priorities to promote student learning. These include:

- facilitating systemic change to increase student learning and enhance educator practice,
- creating values in society which demand academic achievement by and for all learners,
- increasing students and families expectations as well as opportunities for students to learn, think; achieve beyond what has traditional standards of learning,
- fostering partnerships between education, business and government to align and focus resources to support improved education delivery,

Citizen Participation and Appointment: (For more information, see pages 1 and 272). The **Minnesota Academic Excellence Foundation (MAEF)** (*Minnesota Statutes* 121.612) is a nonprofit, public-private partnership, created in 1983 by legislative statute to be the primary advocate for the promotion and recognition of academic excellence in all schools and communities in the state of Minnesota. MAEF coordinates and supports initiatives which promote: systemic change to increase student learning; societal values which demand academic achievement by all learners; increased student and family/guardian expectations for academic learning; expanded opportunities for academic learning and recognition; partnerships between education, business and government to support the work of MAEF. The board of directors consists of a member of the State Board of Education who shall serve as chair, the commissioner of children, families & learning, and 20 members including eight who represent various education groups and 12 who represent various business groups. Members serve four year terms and are responsible for securing resources for the foundation and for establishing policies to guide operations of the foundation. Meetings are held at the State Capitol or at the Capitol Square Building. **Appointing Authority:** Governor. **Compensation:** None. (612) 297-1875. 971 Capitol Square Bldg., 550 Cedar Street, St. Paul, MN 55101.

MAEF has a 22-member board of directors and numerous committees and task forces which meet quarterly. Members of the board are appointed by the governor: twelve represent a variety of business groups and eight a variety of education groups. Two ex-officio students are appointed to one-year terms as board members. MAEF was created in 1983 by the Minnesota Legislature, and in 1989, the Friends for MAEF, a separate, 501(c)(3) organization was formed to provide a private arm to the public-private partnership. Both MAEF and Friends for MAEF function as non-profit organizations.

MAEF's programs reach a wide audience throughout Minnesota. Partners for Quality directly assists schools and districts in transforming their learning, management, and measurement systems for continuous improvement towards achieving world class performance, customer responsiveness, and problem prevention. Participating sites complete a Baldrige-like systems assessment, then receive feedback from MAEF and assigned business volunteers on how to improve their services. The Academic League promotes and coordinates academic challenges and recognitions which can be used by school districts to expand student learning. It also assists communities in organizing booster clubs and other programs to support academic achievement. Minnesota Governor's Scholars provide Minnesota with a cadre of young leaders

trained to use culturally sensitive and sensible approaches to creating communities which value all people, one of Governor Arne Carlson's "Minnesota Milestones." Selected eleventh grade students participate in a year long program. "What Works? Ask the Students!" solicits and analyzes student ideas on successful learning. MAEF provides assistance to public and non-public schools and to businesses who wish to form education partnerships.

MAEF program activities are described in an annually published *MAEF Program Catalogue* and updated via a bimonthly newsletter, catalyst and quarterly "Bulletins" to members of the Academic League and Partners for Quality. In addition, "Reach for the Stars" provides clearinghouse information on 84 student academic challenges and recognitions, and the *Staff Development Resource Guide* suggests staff development activities for educators. MAEF also provides a number of policy and program reports. These reports are available through an order form in the *MAEF Program Catalogue*.

The Children's Trust Fund

Maureen Cannon, executive director. The Children's Trust Fund (CTF) was created by the legislature in 1986 to financially support community programs aimed at the primary and secondary prevention of child abuse and neglect. These are programs that participants enter into voluntarily, 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.

Citizen Participation and Appointment: (For more information, see pages 1 and 272). The **Children's Trust Fund Advisory Council** (*Minnesota Statutes* 257.803) 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 council consists of nineteen members. 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; Children, Families and Learning; Corrections and Public Safety each appoint one member. The legislature appoints two senators and two representatives, each with one member from both caucuses. Attendance is expected at four hour bimonthly meetings and occasional participation on ad hoc committees. Every three years, members are expected to contribute approximately 80 additional hours when engaged in preparing recommendations for grant awards. Meetings are at 444 Lafayette Rd., St. Paul unless notified otherwise. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

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.

Beginning in 1995, the CTF converted to a three-year funding 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 three-year 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 every three years. The next publication will occur December, 1997, and grants will be awarded with an effective date of October 11, 1998.

The Children's Trust Fund received a federal grant for the purpose of awarding grants to four identified geographic areas of the state. Grants will be awarded for an 18-month period, starting April 1, 1996, to four areas having the least comprehensive family resource and support services. Areas were identified from a survey of family resource programs compiled by the Early Childhood Family Education (ECFE), Minnesota Department of Education and data from Minnesota Kids Count, showing counties that are doing worse regarding kids count criteria for child well-being than 5-10 years ago.

Funding for the Children's Trust Fund is derived from a \$3 dollar surcharge on each birth certificate issued; a state appropriation; 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 60 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 bequest 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 signed 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.

The CTF publishes *"The Children's Fire"* quarterly. Individuals wanting to receive this publication may have their name added to the CTF mailing list by calling (612) 296-KIDS. There is no subscription charge for this publication.

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. Persons interested in participating as a member of their local prevention council may contact CTF's Community Resources Developer at (612) 297-7227 to obtain the name and telephone number of a contact person.

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.

The Children's Trust Fund is scheduled to be transferred to the Department of Children, Families and Learning on July 1, 1996.

Minnesota Early Childhood Care & Education Council

(612) 296-1400 Jevne Kloeber, executive director. The Minnesota Early Childhood Care and Education Council is an independent state council created by the 1991 Legislature. Its members were appointed to the council in March 1992 by the governor.

The mission of the council is to lead Minnesota in developing and advocating a coordinated public/private system to meet the early childhood care and education needs of families. The paramount population served by the council is young children and families.

The council can be reached at: 117 University Avenue, St. Paul, MN 55155; FAX: (612) 296-1401; TDD MRS (Metro) (612) 297-5353; TDD MRS (Greater MN) (800) 627-3529.

The council gathers input through regional meetings and mailings and keeps informed of current issues and services for young children and families. The council assists in legislative recommendations.

The council advocates for public/private programs and funding for early childhood care and education at the local, state and national levels. It works to coordinate and increase collaboration in the delivery of services to young children and their families with the departments of health, economic security, human services, and children, families and learning.

It studies methods for improving stability in the child care workforce, including increasing wages of early childhood professionals with the goal of quality improvement of child care programs. It also studies current research models used in other countries, and presentations at council meetings.

Working with representatives from small and large businesses around the state, the council seeks to increase awareness of the child care dilemma of costs and wages of providers, explore tax policy and examples of methods of employer assistance and seek solutions to the problem.

The council seeks to develop a recommendation for improving wages of child care workers in cooperation with other child care advocates, works with the Child Care Resource and Referral Network to improve the accessibility, affordability, and quality of child care throughout the state of Minnesota, and continues to explore licensing issues through its licensing task force and follow through with recommendations where appropriate.

Seeking solutions, the council continues to dialogue with other agencies, advocates, parents, legislators, task forces, associations, educational, business and community leaders on early childhood issues and barriers to collaboration.

It works to assure a culturally appropriate system for diverse populations, a coordinated system of training and licensing for early childhood professionals and the availability of care for special needs children. The council also continues to serve as a resource to consumers for information and resolution of issues.

Working with other agencies and advocates to increase public awareness of the importance of the early years in a child's development and looking at ways the state should respond, the council monitors the effect of welfare reform on the child care system, including availability and quality of services.

Finally, the council works with others to see that the quality of child care is improved through increased appropriate training requirements and that the training is affordable and accessible.

The council's executive committee, made up of the council chair, vice chair and committee chairs, meets six times a year.

The council becomes part of the Department of Children, Families and Learning in July, 1996.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Early Childhood Care & Education Council** (*Minnesota Statutes* 256H.195) advocates for an effective and coordinated early childhood care and education system; receives input from the early childhood care and education system providers and consumers; and develops a biennial plan for early childhood care and education in Minnesota. The council focuses on the needs of young children and their families. The council provides a report to the legislature on January 1st of every odd-numbered year describing work plans and legislative recommendations of the council. The council consists of 19 members representing parents, family and child care center providers, private foundations, corporate executives, small business owners, counties, higher education, public school districts, a community group, and three members from child care resources and referral programs (one from county operated resource and referral, one from a rural location, and one from the metro area.) Also on the council are designees of the commissioners of the departments of human services; health; economic security; and children, families and learning, and serving as ex-officio members are two state senators and two state representatives. The governor shall consult with state councils of color to ensure council ethnic and racial representation. The council meets six Mondays a year from 10:00 a.m. to 3:00 p.m. Meeting schedule and location information available upon request. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

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 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.

On October 1, 1995, the Department of Children, Families, and Learning was created to coordinate programs that serve children and families. Initiated by Governor Carlson and passed by the Legislature, this new umbrella agency will be designed to provide easier access to services at the state and local level. Initially, only the programs from the former Minnesota Department of Education were transferred to the new department. On July 1, 1996, the following other programs will be added:

- Action for Children Commission, the Minnesota Children's Initiative and Teen Pregnancy Prevention from Minnesota Planning,
- Family Service Collaboratives, Children's Trust Fund, Early Childhood Care and Education Council, the basic sliding fee Child Care Fund and other programs from human services,
- Child Abuse and Child Victim programs from the Department of Corrections,
- Drug Policy and Violence Prevention Program and the Chemical Abuse and Violence Prevention Councils from Public Safety.

On July 1, 1997, Headstart, Project Cornerstone and Community Action Programs from the Department of Economic Security will be added.

Office of Community Collaboration

(612) 296-9010 **Barbara Yates, director.** This office provides leadership for child and family programs, prevention and risk reduction, and adult programming. The office is made up of the Prevention and Risk Reduction and Community and Family Education.

Community and Family Education Team

(612) 297-2441 **Lois Engstrom, team leader.** This team provides leadership and support for community and adult education. This includes early childhood and family initiatives, such as Early Childhood/Family Education, Early Childhood Screening, Interagency Early Intervention, Early Childhood Special Education, Way to Grow, Learning Readiness, Family Literacy and the Minnesota Children's Initiative.

Prevention and Risk Reduction Team

(612) 296-5086 **MaryKay Haas, team leader.** This team provides leadership for programs designed for learners who are at risk from health and/or abuse factors or who are in need of life-long learning opportunities.

Office of Graduation Standards

(612) 282-6279 **Michael Tillman, director.** This office, along with regional MEEP II (Minnesota Educational Effectiveness Program) representatives, is responsible for providing leadership and direction to the development and implementation of graduation standards. This office is composed of three teams: Development Processes for Standards, Standards and Information, and Assessment.

Office of Teaching and Learning

(612) 297-7204 **Mary Pfeifer, director.** This office provides leadership and direction to school districts for the purpose of improving student learning through curriculum, instruction, and assessment. This includes managing the statewide assessment of student performance.

MEEP II Regional Coordinators:

The mission of MEEP II (Minnesota Educational Effectiveness Program) is to prepare schools for the implementation of the graduation standards and Goals 2000.

| | | |
|---------------------|----------------|---------------------------|
| Tom Benson | (612) 215-0091 | Region 11, St. Paul |
| Cassie Erkens | (612) 297-1670 | Region 11, St. Paul |
| Sherry Grundman | (320) 252-8427 | Region 5, Sartell |
| Jay Haugen | (507) 644-3511 | Region 6/8, Redwood Falls |
| Ken Henry | (218) 773-0505 | Region 1, Alvarado |
| Barbara Hexum | (218) 739-3273 | Region 4, Fergus Falls |
| Cindy Jindra | (218) 741-0750 | Region 2, Virginia |
| Jeanne Klein | (612) 297-7344 | Region 11, St. Paul |
| Debra Miller | (507) 537-4060 | Region 6/8, Marshall |
| Donna Oakey | (507) 389-5104 | Region 9, North Mankato |
| Marlys Peters | (612) 297-2685 | Region 11, St. Paul |
| Pat Quade | (507) 280-2969 | Region 10, Rochester |
| Sharon Tierney | (320) 252-8427 | Region 7, Sartell |
| Martha Waibel | (612) 297-7177 | Region 11, St. Paul |
| Julie Williams-Finn | (218) 723-4172 | Region 3, Duluth |

Office of State and Federal Programs

(612) 296-2181 **Jessie Montano, director.** This office administers state and federally funded school district programs which include: Chapter I/Title I, Migrant Education, Bilingual Education, Limited English Proficiency, Secondary Vocational Education, Assurance of Mastery, Nutritional Education Training, Chapter 2 and Homeless Education.

Office of Grants and Development

(612) 282-5891 **Betsy Case, director.** This office provides local districts with training on grant writing and matching needs with funding sources. It also provides leadership for the department in procuring corporate, foundation, and federal grant funds.

Office of Education Finance

(612) 297-2194 **Thomas Melcher, director.** This office provides leadership and support to policy-makers in developing and evaluating education finance policy. It also implements state education finance programs and provides financial management help to local schools and school districts.

Financial Management Team

(612) 296-4431 **Gary Farland, team leader.** This team provides local education agencies and charter schools with support in business management, advises state policy makers regarding financial management issues, administers the school district accounting and reporting system (UFARS), conducts audits of school district data reporting for revenues, and administers the pupil transportation and post-secondary enrollment options programs.

Education Funding Team

(612) 296-9614 **Donald Pfiffner, team leader.** This team advises state policy makers on education funding issues, determines state aid entitlements and property tax levy limitations for each local education agency (LEA), provides aid payments, financial reports and consultation to facilitate LEA financial planning and operations, and manages the state's education budget.

MN Educational Effectiveness (MEEP II)

(612) 282-5987 **Diane Cirksena, team leader.** This office helps schools and teachers develop implementation strategies for the Minnesota Graduation Standards and continuous improvement processes. The office has regional coordinators around the state and specialists at the department in St. Paul. Existing programs managed by this office are Planning, Evaluating, and Reporting (PER), Minnesota Educational Effectiveness Program (MEEP II), and Staff Development.

SciMath MN

(612) 282-5981 **William Linder-Scholer, executive director.** SciMath MN is Minnesota's statewide initiative in K-12 science and mathematics education. Organized as a partnership among education, business and state government, SciMath MN's mission is to increase the educational achievement of all Minnesota students in science and mathematics. SciMath MN works in the areas of policy, public awareness and professional development as it provides leadership for implementing national standards in science and mathematics education.

Office of Lifework Development

(612) 296-1500 The goal of this office is to create an education and employment transition system that helps learners of all ages make transitions between and among education and work.

Work-Based Learning Team

(612) 215-0095 **Robert Cox, team leader.** The goal of this team is to use the principals of work-based learning to develop a system of education and employment transitions that help learners move between and among secondary and post-secondary education and employment. This team oversees the development and implementation of Youth Apprenticeship, Youth Entrepreneurship, Tech Prep & other work-based learning strategies. This team will staff the Governors Workforce Development Council in collaboration with the Department of Economic Security, and the Minnesota State Colleges and Universities.

Youth Works Team

(612) 296-1435 **Mary Jo Richardson, team leader.** This team is responsible for implementing the 1993 Minnesota Youth Works Act and the federal Learn and Serve America Program, which enlist school-aged youth volunteers to identify and solve problems in their communities. This team also coordinates the federal AmeriCorps Program and the Minnesota Commission on National and Community Service which oversees all service learning programs.

Office of Desegregation/Integration

(612) 296-2012 **Bob Miller, director.** This office coordinates and supports activities related to student enrollment, student and staff recruitment and retention, transportation, and interdistrict cooperation among metropolitan school districts. The office assists districts with student transfers, new magnet school programs, and providing staff development and training. It also collects data and makes recommendations on districts' desegregation/integration efforts.

Indian Education Team

(612) 296-9756 **Yvonne Novack, team leader.** This team provides leadership to schools in the provision of programs for American Indian students, operates adult education programs through contracts with school districts, and manages the scholarship program for post-secondary American Indian students.

Indian Education Field Offices

Bemidji (218) 755-2926 **Duluth (218) 723-4954**

Office of Service Brokerage

(612) 297-3752 **Charles Coskran and Mary Lillesve, co-directors.** This office provides direct services to school districts to identify pressing needs and broker services that meet those needs.

Office of District Organization

(612) 296-6005 **Daniel Bryan, director.** This office is responsible for school facilities, district reorganization, charter schools, alternative programs, choice programs, food and nutrition services, and teacher and personnel licensing.

Facilities/Organization Team

(612) 296-7458 **Daniel Bryan, supervisor.** This team reviews plans for construction and remodeling of school facilities, approves district expenditures for health and safety, and provides assistance with handicap accessibility issues, fire marshal improvement mandates, and deferred maintenance. This team also provides leadership to reorganized schools on organization and approves school district cooperation, combination, consolidation, and dissolution efforts. This team is also responsible for charter schools.

Alternative Programs Team

(612) 296-9602 **Daniel Bryan, supervisor.** This team provides leadership on the development of alternative learning environments, including open enrollment, area learning centers, high school graduation incentives, post-secondary enrollment options, and career teacher programs.

Food and Nutrition Service Team

(612) 296-6986 **Carolyn Brown and Carol Rowe, lead workers.** This team administers USDA and state funded food programs, including school lunch and breakfast, meals at child and adult day care sites, summer meals for children, and USDA food distribution.

Personnel Licensing Team

(612) 296-2046 **George Droubie, team leader.** This team evaluates and processes all applications for initial issue and renewal of teacher and administrator licenses. This team also coordinates the review of all college teacher education programs to ensure they meet the requirements of the Board of Teaching and the State Board of Education.

Office of Special Education

(612) 296-1793 **Wayne Erickson, director.** This office provides direction and assistance to schools that supply services to children and youths with disabilities. This office also administers related state and federal aid programs to schools.

Office of Library Development and Services

(612) 296-2821 **Bill Asp, director.** This office provides direction to Minnesota's library system including county and regional libraries. It also operates the statewide library for the blind and physically disabled. In addition, this office provides library and information services to department staff and staff of other agencies both within and outside of Minnesota.

Library for Blind & Physically Handicapped, Faribault

(507) 332-3279 **Nancy Walton, team leader.** The library provides books and magazines in Braille, large print, and recorded on cassette to eligible users. Eligible users are anyone who is permanently or temporarily unable to read conventional print with corrective lenses or unable to hold a book or turn its pages. There are no age restrictions and pre-school through adult materials are available. All services are free of charge including postage costs to mail materials to the reader and return them to the library.

Office of Monitoring and Compliance

(612) 297-2843 **Thomas Lombard, director.** This office monitors school districts and other educational agencies to ensure their programs comply with state and federal laws and rules. Programs monitored include special education, desegregation, gender equity, nondiscrimination, food and nutrition and veterans education. This office also conducts complaint investigations and expulsion appeals.

Special Education Monitoring Team

(612) 297-7167 **Thomas Lombard, supervisor.** This team monitors school districts' special education programs to ensure compliance with state and federal laws and rules and conducts special education complaint investigations and expulsion appeals.

Child Nutrition Monitoring Team

(612) 296-8021 **John W. Allen, supervisor.** This team plans, develops, organizes and coordinates functions that review the National School Lunch (NSLP), School Breakfast (SBP), Special Milk (SMP), Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and Food Distribution Programs (FDP).

Equal Education Opportunities Team

(612) 297-7167 **Thomas Lombard, supervisor.** This team provides technical assistance to school districts on desegregation and gender and race equity issues.

Veterans Education Team

(612) 296-8021 **John W. Allen, supervisor.** This team evaluates and approves programs provided by public and private academic and vocational secondary and post-secondary schools in Minnesota to ensure they meet quality standards and federal guidelines for programs that serve veterans.

Office of Government Relations

(612) 282-5983 **Cindy Jepsen, director.** This office serves as the departmental liaison to the governor's office, the legislature, and other governmental entities. In addition, this office interprets educational laws and rules for the general public and educators.

Public Information

(612) 282-5351 **Barb Shlafer, director.** This team is responsible for communicating with the news media and for other mass communications with the department's direct customers and the public.

Office of Research and Planning

(612) 282-6278 **Leo Christenson, director.** This office provides research and planning services to the department. Major projects include the department's Annual Performance Report and the development of processes to measure the quality of Minnesota's public schools.

Office of Information Technologies

(612) 297-3151 **Mark Manning, director.** This office provides leadership and management in the application of both administrative and instructional technologies. The office is divided into the Data Management and Systems Development and Support Teams.

Data Management Team

(612) 296-4432 **Carol Hokenson, team leader.** This team manages and coordinates data collection activities. This team also manages two major department data collection activities—the Minnesota Automated Reporting Student System (MARSS) and the licensed/non-licensed staff reporting system (STAR).

Systems Development and Support Team

(612) 297-2422 **Don Bouzard, team leader.** This team provides leadership for statewide education technology and information management including wide area networks, INTERNET, interactive television, telecommunications, distance education, and instructional and administrative management information systems architecture. This team also develops and maintains mainframe computer systems used for aid payment, teacher licensure, levy certification, and management of programs, and supports the department's local area network (LAN).

Office of Human Resources

(612) 296-3377 **William O Neill, director.** This office administers the human resource management functions for the Department of Children, Families, and Learning, State Board of Education, Minnesota Academies for the Deaf Blind and Resource Center, Board of Teaching, and the Minnesota Academic Excellence Foundation.

Office of Finance and Management Services

(612) 296-6253 **Ed Wilkins, director.** This office provides financial, operations, and office services support for programs and staff who serve local education agencies. The services provided by this office encompasses the management of all financial and business affairs for the department.

Minnesota State Academy for the Blind

(507) 332-3226 **Elaine Sveen, superintendent.** The Minnesota State Academy for the Blind provides high quality comprehensive education in both a classroom and residential setting for students from around Minnesota.

Minnesota Resource Center for the Blind and Visually Impaired,

(507) 332-5492 **Jean Martin, director.**

Minnesota State Academy for the Deaf

(507) 332-5403 **Linda Mitchell, director of operations.** The Minnesota State Academy for the Deaf provides high quality comprehensive education in both a classroom and residential setting for students from around Minnesota.

Minnesota Resource Center for the Deaf and Hard of Hearing

(507) 332-5491 **Mary Cashman-Bakken, director.**

Board of Chiropractic Examiners

2700 University Avenue West, Suite 20, St. Paul, MN 55114-1089
 Larry A. Spicer, D.C., executive director (612) 642-0591;
 FAX: (612) 643-3535; TDD: (612) 297-5353 or 1-800-627-3529



Minnesota Statutes, Sections 148.01-148.106, Minnesota Rules 2500

The Minnesota Board of Chiropractic Examiners (MBCE) was created by legislative act on March 13, 1919. It was originally created and currently exists to protect the public's interest through the regulation of chiropractors in the state of Minnesota. Regulation is accomplished through licensure examination and renewal, as well as by the investigation of complaints. In June 1995, there were 1565 actively licensed chiropractors in Minnesota.

Citizen participation and appointment: (For more information, see pages 1 and 272). The **Minnesota Board of Chiropractic Examiners** 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. An average of five board meetings are held per year. Meetings are typically held at the board office on Thursdays starting at 9:00 a.m. In addition, members are expected to participate on one or more board committees. Committees typically meet once a month on Tuesdays or Thursdays. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

The **Minnesota Board of Chiropractic Examiners Peer Review 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 consumer members. Terms are one year in length. Members may serve two full terms. Applications may be submitted at any time and are retained and considered for two years. The committee meets on the second Tuesday of every month at 12:30 p.m. at the Minnesota Board of Chiropractic Examiners' office. **Appointing Authority:** Executive Director, MN Board of Chiropractic Examiners. **Compensation:** \$55 per diem

The MBCE is allocated its budget every two years by the legislature. All moneys spent must then be recovered. The MBCE does this by charging fees for licensing, registrations and other services. Fees listed below are subject to change and should be verified by contacting the MBCE office by telephone, fax or mail.

FEES:

| | |
|---|----------|
| License (examination) application | \$250.00 |
| Active (annual) license renewal | \$200.00 |
| Inactive/inactive retired (annual) license renewal | \$150.00 |
| License renewal late fee (per month) | \$150.00 |
| Corporation registration | \$100.00 |
| Corporation renewal | \$25.00 |
| Corporation renewal late fee (per month) | \$5.00 |
| Acupuncture registration | \$100.00 |
| Acupuncture renewal | \$50.00 |
| Independent examination registration | \$150.00 |
| Independent examination renewal | \$100.00 |
| Peer review | \$100.00 |
| Disciplinary orders and stipulations | \$20.00 |
| MN Chiropractic Practice Act and related statutes & rules | \$10.00 |
| List of all licensees (diskette or paper) | \$100.00 |
| List of all licensees (labels) | \$150.00 |
| Sub-lists (e.g. corporations, new licensees) | \$10.00 |
| Official letter of standing | \$10.00 |

| | |
|---|--------|
| Copying charge (per page) | \$0.25 |
| License verification (per name) | \$3.00 |
| Continuing education history printout | \$3.00 |

The **seven-member board** appointed by the governor meets approximately five times a year. Meetings are typically held on a Thursday starting at 9:00 a.m. Traditionally meetings have been held in the months of February, April, July, September, and November. Meetings are open to the public with the exception of agenda items dealing with disciplinary and personnel matters. A meeting notification and agenda are mailed to any interested party approximately one week before the meeting. Interested parties may contact the MBCE office via telephone, fax, or mail to request that their name and address be placed on the "board meeting notification" mailing list.

The **Executive Committee** of the MBCE, comprised of the president, vice president and administrative officer, meet monthly. This committee meets for the purpose of consistent communication with MBCE staff and to handle matters referred from the executive director which do not require full board attention. Meetings are open to the public with the exception of agenda items dealing with disciplinary and personnel matters. To obtain information about Executive Committee meetings, interested parties may contact the MBCE office by telephone, fax, or mail.

Three member's of the MBCE comprise the **Rules Committee**. This committee, at the direction of the full board, creates administrative rules. The purpose of administrative rules is to clarify or implement current statutes. Once administrative rules go through an extensive approval process, they have the force and effect of law. This committee meets monthly. Meetings are open to the public. Part of the rules approval process involves publishing notices of the MBCE's intent to adopt or amend rules in the *State Register* and the MBCE newsletter. Such notices are also mailed to any interested party. The purpose of the notices is to allow members of the public to participate in the process. To obtain information about Rules Committee meetings or to have their name and address placed on the "rulemaking" mailing list, interested parties may contact the MBCE office by telephone, fax, or mail.

A seven-member **Peer Review Committee** appointed by the executive director exists to review (upon request) chiropractic treatment for a determination of whether or not:

- a chiropractor rendered or ordered appropriate treatment;
- a chiropractor properly utilized services; and
- the cost of treatment was excessive.

The Peer Review Committee meets monthly. Meetings are NOT open to the public. Interested parties may have cases reviewed after contacting the MBCE office by telephone, fax, or mail to obtain the appropriate forms. Once a request of a review and payment of any required fees are received, the review process may take as long as two months. Patient records first must be obtained from the chiropractor and any involved third party payer. Once these records are obtained, the case is placed on the next Peer Review Committee agenda for determination.

Licenses are granted to those applicants who pass the MBCE-administered examination and meet such pre-licensure requirements as the completion of at least one-half of a baccalaureate program, graduating from an accredited chiropractic college and passing all parts of a national examination. MBCE license examinations, given twice yearly, are tentatively scheduled to be conducted on the following dates:

| | |
|-----------------------|--------------------|
| January 12 & 13, 1996 | June 7 & 8, 1996 |
| January 10 & 11, 1997 | June 13 & 14, 1997 |
| January 9 & 10, 1998 | June 12 & 13, 1998 |
| January 8 & 9, 1999 | June 11 & 12, 1999 |

License examination application deadlines are 30 calendar days prior to the first day of the examination. To confirm examination dates, request application materials, or obtain any other information about the MBCE licensure examination, interested parties may contact the MBCE office via telephone, fax, or mail.

Minnesota licensed chiropractors must **renew licenses annually**. Renewal forms are mailed at least 30 days prior to the December 31st renewal deadline. **Biennially**, each chiropractor must show proof of a minimum of 40 hours of board-approved continuing education obtained in the preceding two-year period. The MBCE approves continuing education seminar sponsors and programs. Anyone interested in providing continuing education programs to licensed chiropractors must have pre-approval from the MBCE. Pre-approval must be requested a minimum of 45 days prior to the first date of the proposed seminar. Potential sponsors may contact the MBCE office by telephone, fax, or mail to obtain approval application materials. The MBCE requires two weeks to review application materials.

The MBCE administers a **Graduate Preceptorship Program (GPP)**. This program allows a licensed chiropractor who has been practicing a minimum of five years (with at least the most recent three years of practice being in Minnesota) to supervise the practice of an unlicensed graduate of a board-approved chiropractic college. This allows chiropractic college graduates to keep their knowledge and skills fresh while they wait to take the MBCE licensure examination. Interested parties may contact the MBCE office by telephone, fax, or mail for additional information about the GPP.

Licensed chiropractors who perform **acupuncture** in their chiropractic practice or perform **independent examinations** for third party payers must annually register with the board. The MBCE mails renewal materials at least 30 days before the September 15th (acupuncture) and February 28th (independent examinations) renewal deadlines. Chiropractors failing to register are subject to disciplinary action by the MBCE. To request registration materials, verify the registration of a particular chiropractor, or obtain any other information about chiropractors registered to practice acupuncture or perform independent examinations, interested parties may contact the MBCE office by telephone, fax, or mail.

The MBCE registers chiropractic **corporations** annually. Upon receipt of a registration application, the MBCE reviews all materials, including the articles of incorporation, for compliance with the Professional Corporation Act and the rules of the MBCE. Annual report forms are sent to all registered corporations at least 30 days before the January due date. Interested parties may contact the MBCE office by telephone, fax, or mail to request corporation registration materials, verify the registration of a corporation, or obtain any other information about the registration of chiropractic corporations.

The MBCE investigates **complaints** which allege violations of the Minnesota Chiropractic Practice Act or rules of the MBCE. If a more in-depth investigation is required, the Minnesota Attorney General's

Office conducts the required investigation. The MBCE has authority to revoke, suspend, condition, limit, restrict, qualify, or refuse to grant a chiropractic license. Three compliant panels comprised of two board members each meet monthly to review and resolve complaints. Complaint panel meetings are NOT open to the public, as complaints are not public information. Resolution of a complaint may take from one month to more than a year depending on such factors as the nature of the allegations, the number of complaints currently in process, and the time element involved with an investigation. Complaints may be registered by contacting the MBCE office by telephone, fax, or mail to obtain.

The MBCE publishes a quarterly **newsletter** (January, April, July, and October). The purpose of the newsletter is to provide licensed Minnesota chiropractors with pertinent information about the regulation of their license. Interested parties may have their name and address placed on the "MBCE newsletter" mailing list by contacting the MBCE office by telephone, fax, or mail. There is no cost. The MBCE will accept articles from outside sources only if the content is applicable to the regulation of chiropractic licenses in Minnesota.

The MBCE does not make referrals to chiropractors. However, members of the public may contact the MBCE office by telephone to receive **public information** maintained on each licensed chiropractor. The information available includes, but may not be limited to, license status, the date of original license issuance, chiropractic college attended, and any disciplinary action taken against a license. If the information requested involves more than one licensee, the information must be requested in writing and a fee is required. Written requests will be responded to within two weeks.

Interested parties may obtain **mailing lists** of various sorts by contacting the MBCE office writing. Included should be:

- an indication of what type of list is wanted (e.g., all licensees, new licensees only, licensees registered for acupuncture, etc.),
- an indication of what type of information is wanted (e.g., name, address, license status, original issue date, etc.),
- an indication of the order in which the information should be (e.g., alpha by last name, numerical by license number, numeric by zip code, etc.), and
- the appropriate fee.

Requests will be responded to within two weeks. More information about the types of lists available may be obtained by contacting the MBCE office by telephone, fax or mail.

The MBCE produces a **lawbook** in a three-ring binder format which contains the Minnesota Chiropractic Practice Act, related statutes and administrative rules. Any interested party may purchase a copy of this document. A written request with the appropriate fee should be submitted to the MBCE office. A lawbook will be mailed to the requester within two weeks. Updates to this document are distributed via the MBCE newsletter.



Minnesota State Colleges and Universities

Community Colleges ▾ State Universities ▾ Technical Colleges

550 Cedar Street, Capitol Square Building, Suite 203, St. Paul, MN 55101
Dr. Judith S. Eaton, chancellor (612) 296-7971, FAX (612) 221-4646

Minnesota Statutes, Chapter 136F; Minnesota Rules 8450, 8480, 8500

A historic change in Minnesota public higher education took place on July 1, 1995, with the merger of the state's community colleges, technical colleges, and state universities. This new system, called the Minnesota State Colleges and Universities, or MnSCU, provides students with a wide array of opportunities in both technical and academic fields, ranging from short-course certificates to the master's and specialist degree.

The 1991 Minnesota Legislature passed a law mandating the merger of the three higher education systems. It brought together 34 technical college campuses, 21 community college campuses, seven state universities, and the state universities' campus in Akita, Japan. (The University of Minnesota is not included). The merger means that these campuses are all part of the same official family, with one board and one chancellor instead of three.

The system serves more than 150,000 students each quarter in communities throughout the state — three-fourths of all public higher education students in Minnesota. With 20,000 full- and part-time faculty, staff and administration, MnSCU is a major employer, the seventh largest in the state. The system represents a major financial investment — almost \$1 billion in state funds, tuition, and federal, private, and other funds; it is responsible for 457 buildings throughout the state.

MnSCU is distinctive as the state's primary provider of key higher education services, including:

Access to higher education. The system provides unparalleled geographic access through its 62 campuses and academic access through modest admission requirements accompanied by strong student support services.

Undergraduate education. Almost all MnSCU programs lead to undergraduate credentialing — diplomas, associate degrees, or baccalaureate degrees.

Education for work. More than 60 percent of MnSCU students obtain diplomas or degrees in occupational or professional fields essential to Minnesota's larger corporations and small businesses.

Education especially for Minnesotans. More than 90 percent of MnSCU students are from Minnesota, and an estimated three-fourths of them are likely to remain in Minnesota after graduation.

MnSCU's early priorities reflect a commitment to fundamental change — an educational enterprise driven by an awareness that the future will be very different than the present. The new system, for example, will emphasize electronic education, integrating the benefits of the traditional classroom with the opportunities provided by technological advances. MnSCU also seeks to expand its role in community capacity-building, playing an even more active role in the life and work of its communities. MnSCU further intends to increase its future effectiveness by re-engineering its management practices.

The merger provides a unique opportunity for both two- and four-year institutions to better meet the needs of students and society. MnSCU campuses have begun to reconfigure themselves — bringing institutions and programs together in ways that enhance and enrich access to educational opportunities. This movement has led to the consolidation of a number of neighboring two-year community and technical college campuses, and others are planned. MnSCU also is exploring consolidations involving four-year and two-year institutions, regional combinations, shared facilities and shared programs, and consolidations through distance education, or interactive television.

All MnSCU campuses are served by a statewide automated library system, MnSCU/PALS. Developed at Mankato State University, the nationally recognized system offers 4.5 million bibliographic records and processes 73 million transactions annually. Dial access is available through regular telephones to library users who have microcomputers

or terminals at home, thus making library holdings available when the building is closed or when users cannot go to the library. Access was scheduled to be available through the World Wide Web.

Board of Trustees of the Minnesota State Colleges and Universities

The Minnesota State Colleges and Universities is governed by a 15-member board of trustees (see details below). The board provides leadership in such areas as academic programs, fiscal management, personnel, admissions requirements, tuition and fees, and rules and regulations.

The board appoints the chancellor, who serves as chief executive officer of the system and is responsible to the board for the administration of the system.

General Information

Potential students are encouraged to visit or call a nearby MnSCU campus, or write for specific catalogs. General information on program offerings and cost of attendance may be obtained by calling 612-296-5707. A Transfer Hotline also is available for students interested in transferring to a MnSCU campus. The toll-free number is 1-800-374-5000. The TDD/TTY number is (612) 282-2660.

The MnSCU site on the World Wide Web provides further information and serves as a gateway to Web sites for individual colleges and universities (<http://www.mnscu.edu>).

Citizen participation and appointment: (For more information, see pages 1 and 272). The **Board of Trustees of Minnesota State Colleges and Universities** provides leadership for the Minnesota State Colleges and Universities. The board consists of 15 members. Each congressional district must be represented by at least one member on the board. Three members of the board must be students or recent graduates (one each from a state university, a community college, and a technical college). The remaining members represent the state at large. Members serve six-year terms, except for student members, who serve for two years. Members must file with the Ethical Practices Board.
Appointing Authority: Governor. Senate confirmation.
Compensation: \$55 per diem plus expenses.

The Candidate Advisory Council. (Minnesota Statutes 136F.03). A Candidate Advisory Council for the Board of Trustees of Minnesota State Colleges and Universities assists the governor in determining criteria and identifying and recruiting candidates for nonstudent membership on the board. The council recommends at least two, and not more than four, candidates for each seat by April 15 of each even-numbered year. The governor is not bound by the recommendations. The advisory council consists of 24 members. Twelve members are appointed by the Subcommittee on Committees of the Senate Committee on Rules and Administration. Twelve members are appointed by the speaker of the house of representatives. 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; however, political activity or affiliation is not required for the appointment of a member. Geographical representation must be taken into consideration when making appointments. Advisory council members are appointed to six-year terms.

Student Board Member Selection

The statewide Community College Student Association, State University Student Association, and Technical College Student Association are responsible for recruiting, screening, and recommending qualified candidates for student members of the board of trustees. Each association recommends to the governor at least two, and not more than four, candidates for its student member by January 2 of the year in which its member's term expires. The governor is not bound by the recommendations.

Minnesota's Community Colleges

Minnesota's community colleges are a major entry point throughout the state 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.

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 that will transfer readily to the state universities, University of Minnesota and private colleges.

Community college graduates range from 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, to people in their 60s, 70s, and 80s. In 1995, nearly 48,000 students enrolled each quarter in the community colleges, and an additional 8,600 students took classes at the consolidated community and technical colleges.

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.

History

Now part of Minnesota State Colleges and Universities, the community colleges first became a statewide system in 1963. The system was built on locally operated junior colleges, which had begun as early as 1914. Members of the statewide system were known first as state junior colleges but were renamed community colleges in 1973 to reflect their broadened mission. Each college has a citizens' advisory board.

Academic Programs

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.

All community colleges offer basic liberal arts courses in 1 languages, writing, computer usage, mathematics, and sciences. 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.

Accreditation

All of Minnesota's community colleges are accredited by the North Central Association of Colleges and 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 libraries, concerts, plays, and special interest programs.

Costs

Resident tuition and fees for the 1995-96 academic year were \$42.25 per credit. A course may be listed as one to five credits, so a five-credit course would cost \$211.25, plus books and other instructional materials. A full-time student taking 15 credits per quarter probably will spend from \$2,300 to \$2,500 a year for tuition and books. Financial aid is available. Students from most adjacent states can attend at the resident rate. The Board of Trustees of Minnesota State Colleges and Universities reviews tuition rates annually.

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.

Some colleges also have sites on the World Wide Web. Contact your local college for its web location, or access it through the web site for Minnesota State Colleges and Universities: (<http://www.mnscu.edu>).

Any inquiry can be addressed by mail, FAX, or phone directly to these colleges:

Anoka-Ramsey Community College

Dr. Patrick Johns, president
11200 Mississippi Boulevard, Coon Rapids, MN 55433
(612) 427-2600, FAX (612) 422-3341

Austin Community College

Dr. Vicky Smith, president
1600 8th Ave. N.W., Austin, MN 55912
(507) 433-0505, 1-800-747-6941, FAX (507) 433-0515

Cambridge Community College

Campus of Anoka-Ramsey
Dr. Patrick Johns, president
33270 Polk St. N.E., Cambridge, MN 55008
(612) 689-7000, FAX (612) 689-7050

Central Lakes College,

A Community & Technical College

Ms. Sally Ihne, president
501 W. College Drive, Brainerd, MN 56401
(218) 828-2525, 1-800-933-0346, FAX (218) 828-2710

Century Community and Technical College*

Dr. James Meznik, president
3300 Centruity Ave. N., White Bear Lake, MN 55110
(612) 779-3200, FAX (612) 779-3410

*Formerly Lakewood Community College and Northeast Metro Technical College. The new name has been submitted to the U.S. Education Department for certification.

Fergus Falls Community College

Mr. Dan True, president
1414 College Way, Fergus Falls, MN 56537
(218) 739-7500, FAX (218) 739-7475

Fond du Lac Tribal and Community College

Mr. Jack Briggs, president
2101 14th St., Cloquet, MN 55720
(218) 879-0800, 1-800-657-3712, FAX (218) 879-0814

Hibbing Community College

Dr. Anthony Kuznik, president
1515 E. 25th St., Hibbing, MN 55746
(218) 262-6700, 1-800-224-4422, FAX (218) 262-6717

Inver Hills Community College

Dr. Steven Wallace, president
2500 80th St. E., Inver Grove Heights, MN 55076
(612) 450-8500, FAX (612) 450-8679

Itasca Community College

Dr. James Clarke, executive dean
1851 E. Highway 169, Grand Rapids, MN 55744
(218) 327-4460, 1-800-996-6422, FAX (218)

Lake Superior College,**A Community & Technical College**

Dr. Harold P. Erickson, president
2101 Trinity Road, Duluth, MN 55811
(218) 722-2801, 1-800-432-2884, FAX (218) 722-2899

Mesabi Community College

Mr. Jon Harris, president
1001 Chestnut St. W., Virginia, MN 55792
(218) 749-7700, 1-800-657-3860, FAX (218) 749-7782

Minneapolis Community College

Dr. Diann Schindler, president
1501 Hennepin Ave., Minneapolis, MN 55403
(612) 341-7000, FAX (612) 341-7075

Normandale Community College

Dr. Tom Horak, president
9700 France Ave. S., Bloomington, MN 55431
(612) 832-6000, FAX (612) 832-6571

North Hennepin Community College

Dr. Katherine Sloan, president
7411 85th Ave. N., Brooklyn Park, MN 55445
(612) 424-0702, FAX (612) 424-0929

Northland Community & Technical College

Dr. Orley Gunderson, president
1101 Highway 1 East, Thief River Falls, MN 56701
(218) 681-0701, 1-800-959-6282, FAX (218) 681-0724

Rainy River Community College

Mr. Allen Rasmussen, president
1501 Highway 71, International Falls, MN 56649
(218) 285-7722, 1-800-456-3996, FAX (218) 285-2239

Rochester Community College

Dr. Karen Nagle, president
851 30th Ave. S.E., Rochester, MN 55904
(507) 285-7210, FAX (507) 285-7496

Vermilion Community College

Mr. Jon Harris, president
1900 E. Camp St., Ely, MN 55731
(218) 365-7200, 1-800-657-3608, FAX (218) 365-7207

Willmar Community College

Dr. Mary E. Retterer, president
P.O. Box 797 - County Road 24, Willmar, MN 56201
(320) 231-5102, FAX (612) 231-6602

Worthington Community College

Mr. Conrad Burchill, president
1450 Collegeway, Worthington, MN 56187-3024
(507) 372-2107, 1-800-657-3966, FAX (507) 372-5801

Minnesota's State Universities

The seven state universities offer a rich selection of affordable, high quality educational opportunities for the citizens of Minnesota, including two-year, four-year, pre-professional and graduate programs.

Building on a 135-year tradition, the universities prepare approximately 54,000 students each quarter to live and work in a rapidly changing society. They are a place for ambitious, energetic young graduates from Minnesota high schools who want to enhance the quality of their lives by gaining further education. They also are a place for older learners and for international students.

Academic Programs

Students are drawn to the state universities by the quality and diversity of their academic programs. There are more than 400 bachelor's and master's degree programs in more than 135 subject areas, in addition to pre-professional programs in more than 30 fields, including law, medicine, dentistry, and agriculture. Their preparation has enabled Minnesota state university graduates to become leaders in business, industry, government, science, education, and the arts. Today, more than 260,000 state university alumni live and work around the country and the world.

State university students can elect to spend a few weeks, a quarter or a full year studying or student teaching in foreign countries. China, England, France, Germany and Spain are but a few of the places where students can live and study.

The state universities' Akita Campus in Japan offers a special opportunity for students who seek a firsthand, in-depth experience with Japanese history, language, culture, recreational life, and the countryside while continuing to meet degree requirements for their home institution.

Accreditation

All state universities are accredited by the North Central Association of Colleges and Schools. In addition, select university programs are accredited by appropriate professional organizations.

Students

Although each state university attracts students from throughout Minnesota and elsewhere, the universities draw large numbers of students from their own regions. Many students are attracted by the chance to secure a quality university education in a residential campus setting near their home.

The state universities graduate approximately 10,000 students annually, awarding 37 percent of all bachelor's degrees granted in Minnesota each year.

Although approximately 81 percent of the students are from Minnesota, they also come from every other state in the nation and from many foreign countries. Such a diverse student population brings a broad mix of viewpoints, values, interests, and heritage.

Faculty

The state universities' 2,000+ faculty members have a common goal of bringing out the best in each student with whom they come in contact. Students value their accessibility. While teaching is their primary responsibility, many faculty members have earned national and international reputations for their writing and research.

Support Services

Each university offers a full range of support services, both academic and personal. Faculty advisors assist students in selecting classes and determining a major. Tutors are available to help students strengthen their study skills. Honors programs challenge the academically gifted. Certified counselors offer support to students experiencing personal problems. Career counselors help students think about life-work planning and refine job-search skills. Special services are provided for students with physical impairments and learning disabilities. The campus health centers provide basic medical assistance.

Activities

Campus life extends beyond classes and studying. Students can participate in both competitive and non-competitive athletic programs, orchestra and choir, student-run radio and television stations and a wide variety of special interest clubs. State university students are proud of the role they play in governance on the campuses and with Minnesota State Colleges and Universities.

Costs

The cost of attending a Minnesota state university is moderate. For the 1995-96 academic year, the cost per credit varied from \$49.05 to \$49.95 at the seven universities. The annual cost for a full-time student

taking a full load of 16 credits per quarter would be approximately \$7,000. That includes \$2,376 for tuition, \$2,740 for room and board (double occupancy), approximately \$400 for fees (the cost differs between campuses), and \$1,500 for books, supplies, travel, etc. Financial assistance is available, and financial need should not be a deterrent to applying. Students from most adjacent states can attend at the resident rate. The Board of Trustees of Minnesota State Colleges and Universities reviews tuition, fees, and room and board rates annually.

Admission

Admission at most of the state universities is granted to students who have graduated in the upper 50 percent of their high school graduating class or who have obtained at least a score of 21 on the ACT or a combined score of 1000 on the SAT standardized tests. Some of the universities have stricter admission requirements. Students not meeting the criteria may be considered for admission under each university's alternative admission policy, which considers potential for success in college and other factors. Students are encouraged to contact their university of choice for more details on admission criteria.

Students who wish to enroll in a state university need to demonstrate completion of the following college preparatory curriculum while in high school or their competency equivalent:

- Four years of English (composition, literature, and speech).
- Three years of mathematics (two years of algebra including intermediate or advanced algebra, and one year of geometry).
- Three years of science (one year each of a biological science and a physical science, and all three courses with lab experience).
- Three years of social studies (including one year each of geography and U.S. history).
- One year of the arts (visual arts and the performing arts of theater, music, dance, and media arts).
- Two years of a single world language.

History

Five of the universities evolved from two-year normal schools whose main purpose was teacher education. Winona State was established in 1859, Mankato State in 1868, St. Cloud State in 1869, Moorhead State in 1888, and Bemidji State in 1919.

With the change in elementary and secondary education in the 1920s, 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-1950s, 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 1957 Legislature 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 established Metropolitan State as an upper-division institution primarily serving nontraditional adult students in the seven-county metro area of Minneapolis-St. Paul. (It has since evolved into a comprehensive, four-year urban university).

The state colleges were designated as state universities in 1975, reflecting the change in, and complexity of, their missions.

In May 1990, the state universities opened a branch campus in Japan. Known as Minnesota State University-Akita, it provides one of many opportunities for Minnesota students to gain a significant international experience.

Where to Find More Information

Potential students are encouraged to visit a state university, or write for specific catalogs. State universities have videotapes describing university experiences. The universities also have sites on the World Wide Web. Contact the university for its Web location, or access it through the Web site for Minnesota State Colleges and Universities: (<http://www.mnscu.edu>).

Any inquiry can be addressed by mail, FAX, or phone directly to these universities:

Bemidji State University

1500 Birchmont Drive N.E., Bemidji, MN 56601
(218) 755-2011, FAX (218) 755-4048,
1-800-475-2001

Dr. M. James Bensen, president

Bemidji State University was chartered by the Minnesota Legislature in 1913 in response to a growing need for public school teachers in northern Minnesota. Teacher training was the primary curriculum when Bemidji Normal School opened its doors to 38 students in 1919.

During its over 75-year history, Bemidji State has become a multi-purpose educational institution offering more than 50 baccalaureate fields of study, a variety of pre-professional programs, and a wide range of master's degree programs. The university's 4,650 students enroll in programs that provide a liberal education which complements academic specialization so that students may function responsibly as members of an interdependent, international community.

As demonstrated by its regional growth and educational development, Bemidji State fulfills its educational responsibility by providing the highest quality programs. Recent efforts include statewide university leadership in the Q-7 quality initiative; investment in new educational technologies such as televised courses, CD-ROM, and Internet for research and advising; and use of other computer-aided instructional techniques. BSU was the first baccalaureate institution in the nation to provide campus housing for families of students who are single parents.

The university is well known as a partner in providing education across the state. It collaborates with the University of Minnesota-Crookston in offering two programs, has more than 300 articulated program-to-program agreements with technical and community colleges in Minnesota, has a coordinated baccalaureate degree delivery program with Metropolitan State University and Dunwoody Institute, has a partnership for graduate licensure in educational administration with St. Cloud and Moorhead state universities, and provide seven baccalaureate degrees and a graduate degree through its Arrowhead University Center on the Iron Range.

The challenge for the university of the 21st century is to be an essential element for community vitality by providing educational leadership, access to the information highway, preparation for careers and lifelong learning, and education for a renewed workforce, and by serving as a major force in regional economic development. The vision of Bemidji State is to accept and meet this challenge by providing a liberal education that is a foundation essential to an educated person.

Campus tours are available Mondays through Fridays at 10 a.m. and 2 p.m. or at other times with prior arrangement. Public meeting facilities are available on campus. 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. More information on the university, activities or events, and special programs can be obtained by calling the numbers listed above or by writing: Admissions Office, 1500 Birchmont Drive N.E., Bemidji State University, Bemidji, MN 56601-2699.

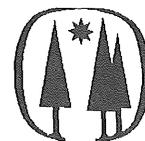
Mankato State University

Mankato, MN 56002
(507) 389-2463, FAX (507) 389-5114,
1-800-722-0544

Dr. Richard R. Rush, president

Founded in 1868, Mankato State University is nestled in a hilltop overlooking the city of Mankato, located in the forested hills along the scenic Minnesota River in southcentral Minnesota.

Mankato State is a comprehensive university educating citizens for the growing demands of the global community. The university strives to improve the quality of education in order to create multiskilled, adaptable individuals who are committed to serving the region, state, and world. From its origins as a teachers college in the 1860s, Mankato State has grown to become a university offering unlimited opportunities for learning and discovery.



The university attracts students from Minnesota and the surrounding states, in addition to over 600 international students representing more than 60 countries. To complement its quality academics and student life opportunities, Mankato State is committed to an environment that promotes cross-cultural understanding and one that celebrates cultural diversity. Students from Tamkang University in Tamsui, Taiwan, attend Mankato State as part of an exchange program between the two universities. The university also has a long-standing history of providing cultural diversity programs and services.

Students enrolled at the undergraduate level may select from more than 150 programs of study through Mankato State's six colleges: Allied Health and Nursing; Business; Science, Engineering, and Technology; Arts and Humanities; Education; and Social and Behavioral Sciences. Pre-professional education is offered in 16 areas.

Through its College of Graduate Studies, Mankato State offers 70 programs leading to degrees in a master of arts, master of science, fifth- and sixth-year teaching certificates, specialist degrees, and a master of fine arts in theater, and a master of fine arts in creative writing. Mankato State's Extended Campus and Continuing Education Office bring classes and programs to students in convenient community sites located in southern Minnesota and in Twin Cities suburbs.

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. For information on campus tours, also contact the Admissions Office. Public meeting facilities are available on campus. Call (507) 389-2222 for information and reservations.

Metropolitan State University

700 E. Seventh St., St. Paul, MN 55106
(612) 772-7600, (612) 341-7250, or TDD/TTY (612) 772-7687
or (612) 341-7272, FAX (612) 772-7632

Dr. Susan A. Cole, president

Founded more than two decades ago as a university without walls, particularly for working adults, Metropolitan State University offers flexible and affordable bachelor's and master's degree programs for persons seeking professional growth, career advancement, and personal satisfaction.

The four-year public university serves the seven-county Minneapolis-St. Paul metropolitan area. It has full-service campuses at 730 Hennepin Ave. in Minneapolis and at 700 E. Seventh St. on St. Paul's East Side and has class sites in Brooklyn Center, Bloomington, the Midway area of St. Paul, and downtown St. Paul.

Metro State offers both traditional and nontraditional degree programs, including structured undergraduate programs in a variety of majors, as well as individualized programs tailored by students with advice from faculty to meet specific career and personal goals. Students interested in graduate studies can choose from a traditional M.B.A., a master's program for those in nonprofit management or public administration (Master of Management and Administration), or a Master of Science in Nursing.

Metropolitan State University

Undergraduate degree programs include the individualized bachelor of arts, structured bachelor's degrees in accounting, business administration, economics, finance, human resource management, human services, information and computer systems, international business, law enforcement, management, management information systems, marketing, nursing, professional communications, psychology, public administration, social science, and social work.

Although Metro State students complete more than 80 percent of their learning in classes, they also take advantage of independent studies, internships, theory seminars, which are shorter than courses, and assessments of prior learning, where credit is awarded for college-level learning gained through experiences outside the classroom. Students appreciate Metro State's flexible scheduling of evening, weekend and daytime classes, quality programs, excellent faculty, small classes, and student-centered approach.

For more information, contact Admissions, Metropolitan State University, 700 E. Seventh St., St. Paul, MN 55106-5000, or call the numbers listed above.

Moorhead State University

Moorhead, MN 56563
(218) 236-2243, 1-800-593-7246, FAX (218) 236-2168
Dr. Roland E. Barden, president

In 1885, the Minnesota 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 a comprehensive, regional institution serving approximately 6,500 students each semester and providing the personal attention usually reserved for much smaller schools.

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, N.D., and Moorhead State. 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 120 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 more than 55 countries. These programs are in addition to more than 90 traditional majors offered on the campus, including the master's degree in liberal arts and a new master's degree in creative writing.

Most of the students are drawn from Minnesota and North Dakota, one of the states with which Minnesota has tuition reciprocity.

The campus encompasses 104 acres, and the 29 buildings that constitute MSU are modern with excellent facilities. Most of them have been built since 1958. They include 11 residence halls, the library, the student union, the Center for the Arts, the new Center for Business, four classroom buildings, and the complex for physical education, health and athletics.

Catalogs and other program brochures are available by writing the Admissions Office, Moorhead State University, Moorhead, MN 56503, or by calling (218) 236-2161 or 1-800-593-7246.

St. Cloud State University

St. Cloud, MN 56301
(320) 255-2122, 1-800-369-4260, FAX (320) 654-5367
Dr. Bruce F. Grube, president

The best of both worlds exists at St. Cloud State University. Students find a comprehensive undergraduate and graduate university offering more than 130 fields 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 program, St. Cloud State provides students with uncommon opportunities for international education, offering residential undergraduate study programs in England, France, Germany, Japan, and Costa Rica.

ST. CLOUD STATE UNIVERSITY

With an enrollment of more than 14,000 students, St. Cloud State is the largest of the seven state universities. Among some of the unique fields of study are mass communications, business computer and information systems, child and family studies, insurance and risk management, meteorology, aviation, information media, electrical and manufacturing engineering, biotechnology, and criminal justice. St. Cloud State also offers a nationally recognized Honors Program for highly motivated students with demonstrated academic strengths. Its ethnically diverse faculty is distinguished in research, publication, and com-

munity 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.

Among the more than 30 buildings on campus are 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, and recreation and fitness center, and the National Hockey Center. More than 1.5 million items of information are accessible at the Centennial Hall Learning Resources Center, which serves the entire region.

Atwood Memorial Center, the student union, provides facilities for public conferences and workshops (for information, call 320-255-3822). The Learning Resources Center also is available for use by non-students (call 320-255-2084).

For information on admissions requirements, financial aid opportunities, catalogs, and program brochures, write to Admissions Office, St. Cloud State University, St. Cloud, MN 56301 or phone (320) 255-2243 or 1-800-369-4260.

Southwest State University
Marshall, MN 56258
(507) 537-7021, 1-800-642-0684,
FAX (507) 537-7154



Dr. Douglas Sweetland, interim 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 business, education, the professions, and the liberal arts. SSU offers special programming in such areas as Hotel and Restaurant Administration, Rural Studies, Global Studies, and Cooperative Management.

Approximately 3,000 students attend Southwest State, and they can choose from 44 baccalaureate majors, five associate degree majors, 35 minors, and 17 pre-professional programs and a master's degree program in business and education. The university'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 65 student clubs and organizations keep student life exciting.

SSU's spacious 216-acre campus boasts 24 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. Public meeting facilities are available on campus.

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, nice parks, clean air, a good business climate, community spirit, a high quality of life. The community offers music, exhibits and amateur and professional artists, entertaining theater, 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 (507) 537-6286 or toll free 1-800-642-0684, Extension 6286.

Winona State University

Winona, MN 55987
(507) 457-5003, FAX (507) 457-5586,
1-800-242-8978



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 in 1858 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. WSU's Residential College is the first at a public university in the state and offers students an intensive living-learning environment.

Winona State is a key partner in the development of Luminet, a fiber-optic network that has made Winona the first city in the country with computer communications and information-sharing across all sectors of the community. The campus includes computer labs in all academic buildings and residence halls, and all students get e-mail accounts and access to the Internet and the World Wide Web.

Altogether, WSU offers more than 80 majors and minors in five colleges. At the graduate level, programs lead to advanced degrees, including the master of arts, master in nursing, master of science, master of business administration, and fifth and sixth year teaching certificates.

Winona State serves more than 7,000 students, including approximately 2,000 at the WSU-Rochester Center. Located on the campus of Rochester Community College, the center offers more than 20 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's upper division courses for the final two years of a baccalaureate degree.

The campus offers cultural opportunities for students and community members, including theater productions, art exhibitions, choir and band concerts, and multi-cultural expositions presented by international students from more than 40 countries around the world.

For more information write to the Admissions Office, Winona State University, Winona, MN 55987, or phone (507) 457-5100 or 1-800-242-8978. Public meeting facilities are available on campus. Call (507) 457-5052 for information and reservations.

Minnesota State University-Akita (Japan)

Dr. Oliver Ford, executive director; Dr. John Norris, provost

Minnesota State University-Akita (MSU-A) in Japan opened its doors to the charter class of American and Japanese students on May 15, 1990. It was the second American university branch established under trade agreements between the United States and Japan.

The Akita campus provides a unique and affordable opportunity for Minnesotans to learn more about one of our most important trading partners. By 1995, more than 300 students and 30 faculty members from Minnesota's state universities had participated in the program and returned to Minnesota to use what they have learned.

MSU-A offers lower division, liberal arts instruction. Enrolling for one or two quarters or a full academic year, Minnesota students study Japanese language, history, and culture. They also gain international exposure through field trips, homestays, local festivals, employment in Japanese companies, and travel throughout Japan.

The program also enrolls Japanese students, who engage in intensive English study for two years, then enroll in general education courses taught in English and work toward an associate of arts degree. At that point, they transfer to one of the seven state universities in Minnesota and complete a bachelor's degree.

For more information, call (612) 296-5284 or write to Office for Akita Campus, Minnesota State Colleges and Universities, Capitol Square Building, 550 Cedar St., Suite 203, St. Paul, MN 55101.

Minnesota's Technical Colleges

Minnesota's technical colleges are focused intensely on the needs of the workplace. Students can select from more than 600 career education options at 34 campuses statewide. Programs are offered in such fields as accounting, construction, electronics, food services, health services, manufacturing, marketing, media communications, and transportation, to name but a few.

At a technical college, students receive a maximum education in a minimum amount of time — from 10 to 23 months depending on the major. Programs can lead to associate degrees, diplomas, or certificates. A technical diploma can lead to full-time employment, but some students combine general education and technical college to earn an associate degree. Others use their technical skill to earn money toward a bachelor's degree.

Technical college students learn by doing, receiving practical, hands-on experience. The equipment and tools in the classrooms and labs are designed to duplicate industry settings. Many courses also include on-the-job internships that often lead to employment opportunities after graduation. The colleges work with agriculture, business, industry, and labor to ensure that programs are kept up to date and successfully prepare students for the workplace.

All Minnesota technical college instructors have professional experience working in the fields they teach. In addition to providing practical, in-depth knowledge of their subjects, they can share their real-life experiences from the workplace. College staff build bridges for students, providing access to job skills and employment opportunities.

Technical college students range from new high school graduates to older individuals seeking to advance their technical and employment skills. The average age of a technical college graduate was 28 in 1993. In 1995, technical colleges were serving more than 40,000 students each quarter, and consolidated technical and community colleges were serving an additional 8,600 students.

Students can attend full or part time, days or evenings. New classes, including some on weekends, start throughout the year. Professional counselors are available at each campus to help students determine their career strengths and provide information on job opportunities.

The colleges' strongest links are its partnerships with local businesses. The relationship serves as a fertile job placement network for graduates, helps keep technical programs current with industry advances, and provides employers with a skilled labor force. Each college offers customized classes to fit the needs of business clients who rely on the technical colleges for an array of technical training. In addition, the customized training division offers small business management consultation and a broad spectrum of seminars and workshops.

History

In 1945, the Minnesota Legislature passed the Area Vocational-Technical School Enabling Law. Over the next 50 years, the system grew from six programs housed in the Kline Garage in Mankato to hundreds of occupational programs across the state. By the mid-1970s, the system consisted of 34 campuses.

The system had several name changes during the 1980s. In 1987, the area vocational technical institutes were renamed technical institutes; in 1989, the technical institutes were renamed technical colleges.

On July 1, 1995, the Minnesota State Technical College System became part of Minnesota State Colleges and Universities, merging with the state's community colleges and state universities. On that same date, technical colleges in Duluth, Thief River Falls, and Brainerd/Staples consolidated with neighboring community colleges to form combined institutions. Additional consolidations are planned at other adjacent two-year colleges around the state.

Costs

The cost per credit was \$40 for the 1995-96 academic year. At 15 credits per quarter, the annual cost would be approximately \$1,800, plus incidental fees for books, tools, uniforms, and other special materials. Most technical college students receive some form of financial aid. All of the colleges offer a variety of loans, grants, scholarships, and

work study programs. The financial aid office at each college can provide more information.

Accreditation

Each of the technical colleges has met strict guidelines and is fully accredited by the Board of Trustees of the Minnesota State Colleges and Universities. Many of the programs have received accreditation from the state and national professional organizations in the industries they serve. In addition, many of the colleges are regionally accredited through the North Central Association of Colleges and Schools.

Admissions

In general, any person 16 years or older is eligible for admission. Acceptance is based on aptitude, interest, and ability to benefit from instruction in the course. Because of the high technology involved in many careers, most technical programs require a high school diploma or equivalency certificate. Technical colleges will assist students who are not high school graduates to attain their GED.

Where to Find More Information

Potential students are encouraged to visit a nearby college. Applications and information about career programs are available from any of colleges. Information also is available by calling toll-free 1-800-657-3555. Some colleges also have sites on the World Wide Web. Contact your local college for its Web location, or access it through the Web site for Minnesota State Colleges and Universities: (<http://www.mnscu.edu>).

Any inquiry can be addressed by mail, FAX, or phone directly to these colleges:

Alexandria Technical College

Mr. Larry Shellito, president
1601 Jefferson St., Alexandria, MN 56308
(320) 762-0221, 1-800-253-9884, FAX (320) 762-4501

Anoka-Hennepin Technical College

Mr. Cliff Korkowski, interim president
1355 West Highway 10, Anoka, MN 55303
(612) 427-1880, 1-800-247-5588, FAX (612) 323-0447

Central Lakes College, A Community & Technical College

Ms. Sally Ihne, president

Brainerd Campus

501 W. College Drive, Brainerd, MN 56401
(218) 828-5344, 1-800-247-2574, FAX (218) 828-2710

Staples Campus

1830 Airport Road, Staples, MN 56479
(218) 894-1168, 1-800-247-6836, FAX (218) 894-2546

Century Community and Technical College*

Dr. James Meznik, president
3300 Centruity Ave. N., White Bear Lake, MN 55110
(612) 779-3200, FAX (612) 779-3410

*Formerly Lakewood Community College and Northeast Metro Technical College. The new name has been submitted to the U.S. Education Department for certification.

Dakota County Technical College

Mr. David Schroeder, president
1300 E. 145th Street, Rosemount, MN 55068
(612) 423-8200, 1-800-548-5502, FAX (612) 423-7028

Hennepin Technical College

Ms. Sharon Grossbach, president

Brooklyn Park Campus

9000 Brooklyn Blvd., Brooklyn Park, MN 55455
(612) 425-3800, 1-800-345-4655, FAX 612-550-2119

Eden Prairie Campus

9200 Flying Cloud Drive, Eden Prairie, MN 55347
(612) 944-2222, 1-800-345-4655, FAX (612) 550-3147

Hutchinson-Willmar Regional Technical College

Mr. Ron Erpelding, president

Hutchinson Campus2 Century Ave., Hutchinson, MN 55350
(320) 587-3636, 1-800-222-4424, FAX (320) 587-9019, V/TD**Willmar Campus**2101 15th Ave. N.W., P.O. Box 1097, Willmar, MN 56201
(320) 235-5114, 1-800-722-1151, FAX (320) 235-0601**Lake Superior College,
A Community & Technical College**Dr. Harold P. Erickson, president
2101 Trinity Road, Duluth, MN 55811
(218) 722-2801, 1-800-432-2884, FAX (218) 722-2899**Minneapolis Technical College**Dr. Joe King, president
1415 Hennepin Ave., Minneapolis, MN 55403
(612) 370-9400, 1-800-247-0911, FAX (612) 370-9428**Minnesota Riverland Technical College**

Mr. Don Olson, interim president

Austin Campus1900 Eighth Ave. N.W., Austin, MN 55912
(507) 433-0600, 1-800-247-5039, FAX (507) 433-0665**Faribault Campus**1255 S.W. 3rd St., Faribault, MN 55021
(507) 334-3965, 1-800-422-0391, FAX (507) 332-5888**Rochester Campus**1926 College View Road S.E., Rochester, MN 55904
(507) 285-8631, 1-800-247-1296, FAX (507) 281-6011**St. Cloud Technical College**Dr. Larry Barnhardt, president
1540 Northway Drive, St. Cloud, MN 56303
(320) 654-5000, 1-800-222-1009, FAX (320) 654-5981**St. Paul Technical College**Dr. Donovan Schwichtenberg, president
235 Marshall Ave., St. Paul, MN 55102
(612) 221-1300, 1-800-227-6029, FAX (612) 221-1416**South Central Technical College**

Dr. Ken Mills, president

Albert Lea Campus2200 Tech Drive, Albert Lea, MN 56007
(507) 373-0656, 1-800-333-2584, FAX (507) 373-1758**Mankato Campus**1920 Lee Boulevard, North Mankato, MN 56003
(507) 389-7200, 1-800-722-9359, FAX (507) 388-9951**Southwestern Technical College**

Mr. Ralph Knapp, president

Canby Campus1011 First St. W., Canby, MN 56220
(507) 223-7252, 1-800-658-2535, FAX (507) 223-5291**Granite Falls Campus**1593 11th Ave, Granite Falls, MN 56241
(320) 564-4511, 1-800-657-3247, FAX (320) 564-2318**Jackson Campus**401 West St., Jackson, MN 56143
(507) 847-3320, 1-800-658-2522, FAX (507) 847-5389**Pipestone Campus**P.O. Box 250, Pipestone, MN 56164
(507) 825-5471, 1-800-658-2330, FAX (507) 825-4656**Northeast Metro Technical College**Dr. James Meznek, president
3300 Century Ave. N., White Bear Lake, MN 55110
(612) 770-2351, 1-800-228-1978, FAX (612) 779-5810**Northland Community & Technical College**Dr. Orley Gunderson, president
1101 Highway 1 East, Thief River Falls, MN 56701
(218) 681-0701, 1-800-959-6282, FAX (218) 681-0724**Northwest Technical College**

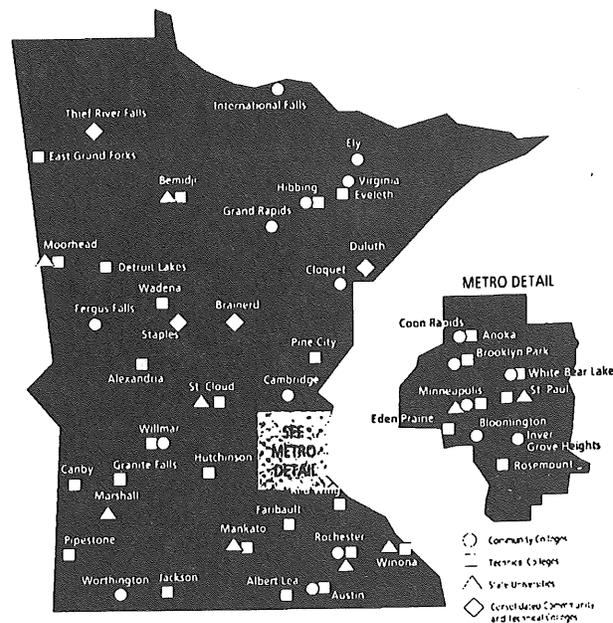
Dr. Ray Cross, president

Bemidji Campus905 Grant Ave. S.E., Bemidji, MN 56601
(218) 755-4270, 1-800-942-8324, FAX (218) 755-4295**Detroit Lakes Campus**Highway 34 East, Detroit Lakes, MN 56501
(218) 847-1341, 1-800-492-4836, FAX (218) 847-7170**East Grand Forks Campus**Highway 220 North, East Grand Forks, MN 56721
(218) 773-3441, 1-800-451-3441, FAX (218) 773-4502**Moorhead Campus**1900 28th Ave. S., Moorhead, MN 56560
(218) 236-6277, 1-800-426-5603, FAX (218) 236-0342**Wadena Campus**405 S.W. Colfax, Wadena, MN 56482
(218) 631-3530, 1-800-247-2007, FAX (218) 631-9207**Pine Technical College**Mr. Eugene Biever, president
1100 Fourth St., Pine City, MN 55063
(320) 629-6764, 1-800-521-7463, FAX (320) 629-7603**Range Technical College**

Mr. Joe Sertich, president

Eveleth Campus1100 Industrial Park Drive, Eveleth, MN 55734
(218) 744-3302, 1-800-345-2884, FAX (218) 744-3468**Hibbing Campus**2900 East Beltline, Hibbing, MN 55746
(218) 262-7200, 1-800-433-9989, FAX (218) 262-7222**Red Wing/Winona Technical College**

Mr. Jim Johnson, interim president

Red Wing Campus308 Pioneer Road, Red Wing, MN 55066
(612) 388-8271, 1-800-657-4849, FAX (612) 388-6368**Winona Campus**P.O. Box 409, Winona, MN 55987
(507) 454-4600, 1-800-372-8164, FAX (507) 452-1564

Minnesota Department of Commerce

133 East Seventh Street, St. Paul, MN 55101
David B. Gruenes commissioner 612-296-4026

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.

The department has three divisions. They are Enforcement and Licensing, Financial Examinations and Insurance, Registration and Petrofund. The department has a staff of about 260.

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

Deputy Commissioner: Gary A. LaVasseur, (612) 296-2488. This division fields calls from the public, investigates complaints, and licenses the sellers of financial products, residential building contractors, roofers, cosmetologists, notaries, appraisers and abstractors.

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, abstractors, salespersons, brokers and companies; campground salespersons; notaries; cosmetology operators, manicurists, estheticians, salons, schools and instructors; residential building contractors; roofers; manufactured home installers; 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

The number of active licenses issued to individuals and agencies was 39,642 as of October 1994. Licenses are issued for a period of two years and renew in October of the appropriate year. 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 \$60; property/casualty \$60; variable annuity \$75 (must also have life/health and securities licenses); farm property and life \$60; travel baggage \$60; bail bonds \$60; surplus lines \$500. For agencies: corporation \$160; partnership \$160; individual proprietorship, no fee.

Real Estate

The number of active real estate licenses issued to companies and individuals was 24,258 as of July 1995. Licenses are issued for two years and renew in June of the appropriate year. 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 \$145 for salespersons; \$225 for brokers; \$225 for limited brokers; \$225 for corporations or partnerships; and \$20 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 January 1, 1992. Licenses are for one year. Annual renewal is in March. Initial and renewal fees range from \$175 to \$275. The continuing education requirement is 17 hours per biennium.

Notaries

The number of active notary licenses was 87,205 as of July 1994. Licenses are for five years and renew on January 31 of every fifth year following January 31, 1995. Initial and renewal fees are \$40.

Cosmetology

The number of active cosmetology licenses to firms and individuals was 30,361 as of July 1994. Licenses are for three years. Renewal is in December. Initial applicants must pass a written test and a skills test and complete 1,500 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.

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 Department of Commerce. 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.

Every 10 years an auction is conducted to dispose of the contents of abandoned safe deposit boxes. The next is scheduled for 2003.

For information or to obtain a claims form, write to the department or call (612) 296-2568.

Division of Financial Examinations - Depository Financial Institutions and Consumer Credit Licenses

(612) 296-2135 Deputy Commissioner: James G. Miller.

This division examines state-chartered banks, credit unions and other financial institutions. Each institution's financial banks 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 of 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. 1995 legislation has consolidated and simplified consumer lending laws into one uniform code in *Minnesota Statutes* 47.59.

The division charters and licenses more than 1,000 financial institutions and financial services 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, trust companies, trust service offices, investment certificate companies, state savings and loans, industrial loan and thrifts, savings banks, regulated lenders, consumer small loan lenders, motor vehicle sales finance companies and premium finance companies, debt prorate companies, and safe deposit companies. For information, call or write to the division. The following statistics are as of June 1995:

Commercial Banks

405 commercial banks hold state charters (the 130 national banks in Minnesota are federally chartered). Additionally, these state banks operate 293 detached facilities. They hold assets totaling \$17.8 billion. Total deposits is \$15.4 billion. Total loans is \$11 billion. Commercial banks operate under *Minnesota Statutes*, Chapters 46-48.

Credit Unions

157 credit unions hold state charters (another 57 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

314 electronic financial terminals established by state-chartered institutions are currently licensed in Minnesota. EFT's, 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

7 trust companies hold state charters and 10 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

23 trust service officers 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*.

Savings and Loans, Savings Banks

There are no state-chartered savings and loans or savings banks.

Consumer Credit Licensees

There are presently 27 nondeposit-taking industrial loan companies operating at 126 locations throughout Minnesota. There are also three deposit-taking industrial loan companies operating at 23 locations. These companies are licensed under Chapter 53 of *Minnesota Statutes*. Other consumer credit licensees are 10 debt prorate companies operating at 20 locations and licensed under Chapter 332 of *Minnesota Statutes*; 70 motor vehicle sales finance companies operating at 74 locations and licensed under Chapter 168 of *Minnesota Statutes*; 16 regulated lender licensees operating at 17 locations and licensed under Chapter 56 of *Minnesota Statutes*; 13 insurance premium finance companies licensed under Chapter 59A of *Minnesota Statutes*; and 2 safe deposit companies licensed under Chapter 55 of *Minnesota Statutes*.

Division of Insurance, Registration & Petrofund

(612) 296-6325 Deputy Commissioner: Patrick L. Nelson.

Insurance

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 August 1995, 1,551 insurance companies were licensed. Minnesota is the primary regulator for 208 insurance companies holding assets totaling \$53.6 billion: 59 property/casualty companies, 20 life/health companies, 112 township mutuals, 8 fraternal, 3 reciprocals, and 6 others including nonprofits, hail/windstorm companies and life/health assessable mutuals. The division also monitors the remaining 1,305 companies domiciled in other states: 653 property/casualty companies, 515 life/health companies, 126 surplus lines companies, 36 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.

Insurance Registration

This division approves the policy forms used by insurance companies and the rate they charge. The division also registers securities and other business activities. In addition, it administers the state's petroleum tank clean-up fund. And it reviews applications to be a self-insurer or third-party administrator.

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 Workers' Compensation Reinsurance Association, the Minnesota Joint Underwriting Association, and the Minnesota Workers' Compensation Assigned Risk Plan.

Self-Insurance and TPAs Section

As of September 1, 1995, 170 companies and 17 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 September 1, 1995, 220 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) 296-6807.

Registration

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, and franchises. Applications must meet disclosure requirements and "merit review" standards intended to protect consumers. Interpretive legal opinions may be requested. Call (612) 282-6460; 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

50,694 securities agents, 1,320 broker/dealers and 801 investment advisers were actively licensed as of July 1995. Licenses are renewed annually. Initial and renewal fees are \$50 for agents, \$200 for broker/dealers, and \$100 for investment advisers.

3,036 securities were registered and 587 exemption filings were active as of July 1995. 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. Filing fee of \$50 for exemption. 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 rescissions, (612) 296-4523
- Investment company securities, (612) 296-6324

Franchises

599 franchises were actively registered as of July 1995. Initial application fee is \$400. Annual report fee is \$200. Amendment fee is \$100.00. 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 statement 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 I 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) 297-1119 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 1995, a total of \$178.3 million for 4,216 leaks had been reimbursed since the Petrofund was created in 1987. For information, call (612) 297-1119

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.

Advisory Committees Not Subject to the Open Appointments Process

Agent Termination Board of Review

Conducts termination reviews. Consists of 10 agents 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.

Minnesota Self-Insurers Security Trust Fund (Workers' Compensation Self-Insurance)

Administers the Fund to continue workers' compensation benefits due to the failure of a private self-insured employer to meet its workers' compensation obligations. Meets as needed. As prescribed by *Minnesota Statutes* 79A.01-79A.18.

Commercial Self-Insurance Group Trust Fund (Workers' Compensation Self-Insurance)

Administers the Fund to continue workers' compensation benefits due to the failure of a commercial group self-insured employers group to meet its compensation obligations. Meets as needed. As prescribed by *Minnesota Statutes* 79A.19-79A.32.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Builders State Advisory Council** (*Minnesota Statutes* 326.85) 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. **Appointing Authority:** Commissioner of commerce. **Compensation:** \$55 per diem plus expenses. Department of Commerce, 133 East 7th St., St. Paul, MN 55101. (612) 296-6694

The **Cosmetology Advisory Council**, (*Minnesota Statutes* 155A.06) advises the commissioner of commerce on matters relating to cosmetology services and on licensing procedures for cosmetologists. The council consists of 11 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. **Appointing Authority:** Commissioner of commerce. **Compensation:** \$35 per diem, plus expenses. Department of Commerce, 133 East 7th Street, St. Paul, MN 55101. (612) 296-6694.

The **Minnesota Automobile Assigned Claims Bureau**, (*Minnesota Statutes* 65B.63) 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 annually in the Twin Cities area. The committee is elected every two years. **Appointing Authority:** Governor. **Compensation:** None. 6625 Lyndale Avenue South, #200 Richfield, MN 55423. (612) 798-4020.

The **Minnesota Automobile Insurance Plan Governing Committee**, (*Minnesota Statutes* 65B.03.) 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 appointed by the commissioner. Quarterly meetings at the Minneapolis office (120 South 6th Street, Suite 1750). **Appointing Authority:** Commissioner of commerce. **Compensation:** \$35 per diem for public members. Department of Commerce, 133 East 7th Street, St. Paul, MN 55101. (612) 296-6694.

The **Minnesota Comprehensive Health Association Board**, (*Minnesota Statutes* 62E.10) 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. **Appointing Authority:** Commissioner of commerce. **Compensation:** \$100 per diem, plus expenses for public members. Department of Commerce, 133 East 7th Street, St. Paul, MN 55101. (612) 296-6694.

The **Health Coverage Reinsurance Association Board**, (*Minnesota Statutes* 62L.14) shall provide reinsurance to health carriers providing health coverage to the small employer market. The board consists of 13 members, including four public members, three members representing accident and health insurers, three members representing HMOs, and three members representing Blue Cross-Blue Shield. Initial members will be appointed by the commissioner of commerce and will serve for a two year period effective the date of the first annual meeting, which must be held by December 1, 1992. The board will be elected by association membership after this two year interim, except

for public members. Meetings at the Department of Commerce. **Appointing Authority:** Commissioner of commerce. **Compensation:** Expenses. Department of Commerce, 133 East 7th Street, St. Paul, MN 55101. (612) 296-6694.

The **Minnesota Insurance Guaranty Association**, (*Minnesota Statutes* 60C.08, Subdivision 1) provides for the payment of covered claims to avoid financial loss to policyholders because of liquidation of an insurer. The association board consists of nine members and two public members. Public members are appointed by the commissioner of commerce for a period of 2 years. Meetings as needed. **Appointing Authority:** Commissioner of commerce. **Compensation:** Reimbursed for expenses. Department of Commerce, 133 East Seventh Street, St. Paul, MN 55101. (612) 296-6694.

The **Minnesota Joint Underwriting Association-Liability Insurance**, (*Minnesota Statutes* 621.02) provides liability insurance coverage for persons unable to attain 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. **Appointing Authority:** Commissioner of commerce. **Compensation:** \$150 per diem, plus mileage. Pioneer Post Office Box 1760, St. Paul, MN 55101. (612) 222-0484.

The **Market Assistance Program Committee**, (*Minnesota Statutes* 621.09) reviews applicants of the Minnesota Joint Underwriting Association (MJUA) to ascertain if coverage is available in private insurance. The committee consists of 12 members including six representatives of insurers, two insurance agents, two public members, and two representatives of groups insured by the MJUA. Meeting schedule varies, usually monthly or bi-monthly. **Appointing Authority:** Commissioner of commerce. **Compensation:** None. P.O. Box 117, Fifty Lakes, MN 56448, 1-800-257-1838.

The **Medical Malpractice Joint Underwriting Association (MMJUA)**, (*Minnesota Statutes* 62F) provides medical malpractice insurance coverage to any licensed health care provider unable to obtain this insurance through ordinary methods. The board consists of 11 members including three public members appointed by the governor, three health care providers appointed by the commissioner, 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. Meetings are held quarterly. **Appointing Authority:** Governor. **Compensation:** \$150 per diem, plus expenses. Department of Commerce, 133 East 7th Street, St. Paul, MN 55101. (612) 222-0484.

The **Petroleum Tank Release Compensation Board**, (*Minnesota Statutes* 115C.07) 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, one representative from the insurance industry, and one public member, plus the commissioner of the Pollution Control Agency, and the commissioner of commerce. Members must file with the Ethical Practices Board. The board usually meets every 6 weeks. The board does not expire. **Appointing Authority:** Governor. **Compensation:** \$55 per diem, plus expenses. Department of Commerce, 133 East 7th Street, St. Paul, MN 55101. (612) 296-2284.

The **Minnesota Property Insurance Placement Facility**, (*Minnesota Statutes* 65A.03) 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 members, and four additional members, including at least three public

members. Insurance companies, not individual persons, are elected to the board. Each elected company then designates an individual to serve as its director. Three or four meetings per year. **Appointing Authority:** Commissioner of commerce. **Compensation:** \$35 per diem plus expenses. Department of Commerce, 133 East 7th Street, St. Paul, MN 55101. (612) 296-6694.

The **Real Estate Appraiser Advisory Board**, (*Minnesota Statutes* 82B.05) 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 15 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. Members may not serve more than two consecutive terms. Meetings will be held at least quarterly, location not established. **Appointing Authority:** Commissioner of commerce. **Compensation:** \$35 per diem, plus expenses. Department of Commerce, 133 East 7th Street, St. Paul, MN 55101. (612) 296-6694.

The **Advisory Task Force on Uniform Conveyancing Blanks**, (*Minnesota Statutes* 507.09) 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 - various locations. **Appointing Authority:** Commissioner of commerce. **Compensation:** None. Department of Commerce, 133 East 7th Street, St. Paul, MN 55101. (612) 296-6694.

The **Minnesota Workers' Compensation Assigned Risk Plan Review Board**, (*Minnesota Statutes* 79.251) will audit the reserves established for individual cases and the total book of the 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 6th member is the commissioner of commerce. Term of office is three years. Meetings held at variable times in St. Paul. **Appointing Authority:** Commissioner of commerce. **Compensation:** \$55. Department of Commerce, 133 East 7th Street, St. Paul, MN 55101. (612) 296-6694.

The **Minnesota Workers' Compensation Insurers Association**, (*Minnesota Statutes* 79.61) 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. **Appointing Authority:** Commissioner of commerce. **Compensation:** Reimbursement for expenses. Department of Commerce, 133 East 7th Street, St. Paul, MN 55101. (612) 296-6694.

Department of Corrections

1450 Energy Park Drive, Suite 200,
St. Paul, Minnesota 55108-5219
Frank W. Wood, commissioner of corrections
(612) 642-0200, Fax (612) 642-0223

Minnesota Statutes, Chapters 241-244 and Sections 260.51-.57; Minnesota Rules 2900-2999

The commissioner of corrections, as the chief administrative officer of the department, is responsible for operation of adult and juvenile state correctional facilities; provision of probation, supervised release and parole services; administration of the state community corrections act; administration of funds for victim services; and provision of assistance and guidance on a statewide basis in the management of criminal justice programs and facilities.

Responsibilities of the commissioner of corrections in Minnesota are much broader than is typical of most other states. For example, Minnesota is one of only 10 states where the commissioner is responsible for both adult and juvenile facilities. The commissioner is responsible for determinations regarding the parole of first-degree murderers. In most states, this function is the responsibility of a separate parole board. The provision of probation and parole services is also a function of a separate agency in many states. Also, responsibility for victim services program funding is not commonly found in the state Department of Corrections.

The department operates ten correctional facilities including seven for adults, two for juveniles, and one that serves adults and juveniles. Adult prison populations total more than 4,600 inmates, and juvenile offenders number over 230. The department provides probation, supervised release, and parole services to about 11,900 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 correctional institutions that have low levels of violence and are safe for staff and inmates. Due primarily to the fact that Minnesota now has prison terms among the longest in the nation resulting in unprecedented inmate population growth, state correctional institutions are pushed beyond their capacities.

This growth is projected to continue, increasing to more than 6,000 by the year 2000. The department has addressed much of the inmate population growth by expanding prison bed capacity at existing institutions through dormitories and multiple-occupancy housing, conversion of underutilized state regional treatment centers to correctional use, and construction at existing prison locations. A new 800-bed, medium-security prison is scheduled for completion in 2000. However, prior to and after opening of this new facility, prison capacity will be exceeded with critical bed shortages without additional resources or action taken to stem the tide of increasing inmate numbers.

Minnesota spends the third lowest in the nation per state citizen on the operation of prisons at \$25, ranking 49th nationally in the number incarcerated in state prisons per 100,000 population. Minnesota has had relatively low levels of violent crime for many years, ranking 37th in the country. Minnesota's low rate of incarceration and low prison costs per citizen are reflected in the state's use of local sanctions for nonviolent offenders as alternatives to prison.

Minnesota's offender population under community sanctions has also increased substantially. Currently there are more than 97,000 offenders under probation supervision statewide. A state funding initiative is underway to reduce crowded caseloads faced by probation

agents. With this initiative, surveillance and supervision of offenders will be improved which is intended to increase public safety and offender accountability.

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.

Work, sex offender, chemical dependency, and education/literacy programs are provided in state prisons to: reduce dangerous inmate idleness which is a serious threat to prison security, and reduce the risk offenders present to public safety when they are released. They are not unnecessary amenities used to coddle inmates.

Without adequate programming available, inmate idleness increases the potential for a more volatile and dangerous prison environment, threatening staff safety in already crowded prisons. Idleness frequently results in more assaultive behavior and inmate disturbances or riots which are very costly in terms of injuries, potential loss of life, replacement of destroyed facilities, and lawsuits. Idleness and crowding also increase the possibility of federal court intervention with orders for costly changes in the system or early release of prisoners. Minnesota is not among the 39 states currently under court order for unconstitutional crowding conditions.

Programming which provides productive, positive activity for inmates also is designed to positively impact public safety by reducing the risk inmates present when released.

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 15 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.

Citizen participation and appointment: (For more information see pages 1 and 272). All multimember agencies listed below are located at: Department of Corrections, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108-5219. The **Abused Children Advisory Council** (Laws of 1994, Chapter 552) advises the commissioner of corrections on all matters related to the department's funding of abused children programs in Minnesota, other than purely administrative matters. The council advises on grants-related planning, development, data collection, rulemaking, funding and evaluation of programs. The advisory council serves as a liaison between the commissioner of corrections and organizations that provide services to abused children, and serves as an advocate within the Department of Corrections for the rights of abused children. The advisory council consists of 12 members, knowledgeable about or with interest in issues concerning abused children and the programs that serve them, including the need for effective advocacy services. Six positions will be reserved for persons who are not service providers in community or governmental organizations (persons not affiliated with grantee or potential grantee programs) that provide services to abused children. Six members of the council shall be residents of the seven county metro area and six members shall be residents of Greater Minnesota. Membership must include one member from the Department of Human Services Child Protection Unit. The Department of Corrections seeks to ensure that the advisory council membership reflects diversity with respect to race, age, sexual orientation and disability. The terms of members shall be for two years. No member may serve on the advisory council for more than two consecutive terms. Monthly meetings approximately three hours, at the Department of Corrections central office. **Appointing Authority:** Commissioner of corrections. **Compensation:** Reimbursement of expenses (612) 642-0251.

The **Battered Women's Advisory Council** (*Minnesota Statutes* 611A.34) advises the commissioner of corrections on all matters related to the department's funding of battered women's programs in Minnesota, other than purely administrative matters. The council advises on planning, development, data

collection, rulemaking, funding and evaluation of programs. The council conducts business at monthly meetings and by subcommittee processes, with staff support provided by the department, and works closely with the battered women's program director. The council consists of 12 members, knowledgeable about and with experience or interest in issues concerning battered women, including the need for effective advocacy services. Six positions are reserved for persons who are not service providers in community or governmental organizations (persons not affiliated with grantee programs). Six positions are to be filled by residents of the seven county metro area, and six positions by residents of Greater Minnesota. The department seeks to ensure that the council includes battered women, that at least six members are from communities of color in Minnesota, and that council membership reflects diversity with respect to age, disability, and sexual orientation. Monthly meetings, three to six hours, at the Dept. of Corrections. **Appointing Authority:** Commissioner of corrections. **Compensation:** Reimbursement of expenses (612) 642-0251.

The **General Crime Advisory Council** (*Minnesota Statutes* 611A.361) advises the commissioner of corrections on all matters related to the department's funding of programs serving victims of general crime other than sexual assault and domestic abuse in Minnesota, other than purely administrative matters. The council advises on grants-related planning, development, data collection, rulemaking, funding and evaluation of programs. The council serves as a liaison between the commissioner of corrections and organizations that provide services to victims of crime other than sexual assault and domestic abuse, and serves as an advocate within the Department of Corrections for the rights of victims of general crime. The advisory council consists of 12 members. Six organizations (persons not affiliated with grantee or potential grantee programs) that provide services to victims of crime other than sexual assault and domestic abuse. Six members of the council shall be residents of the seven-county metro area and six members shall be residents of Greater Minnesota. The Department of Corrections seeks to ensure that the council membership reflects diversity with respect to race, age, sexual orientation, and disability. No member may serve more than two consecutive terms. Monthly meetings, approximately three hours, at the Dept. of Corrections central office. **Appointing Authority:** Commissioner of corrections. **Compensation:** Reimbursement of expenses.

The **Sexual Assault Advisory Council** (*Minnesota Statutes* 611A.25, Sec. 7) advises the commissioner of corrections on all planning, development, data collection, rulemaking, funding and evaluation of programs and services to sexual assault victims other than matters of a purely administrative nature. The council consists of 12 members. No more than six of the members of the council shall be representative of community or governmental organizations (persons not affiliated with grantee) that provide services to sexual assault victims. One-half of the members shall be from the metro area and one-half of the members from the non-metro, including all non-metro areas of the state. Special consideration to comprising the council of diverse populations. No member may serve more than two consecutive terms. Monthly meetings, approximately five hours, at the Dept. of Corrections central office. **Appointing Authority:** Commissioner of corrections. **Compensation:** Reimbursement of expenses.

The **Advisory Task Force on the Woman and Juvenile Female Offender in Corrections** (*Minnesota Statutes* 241.71) consults with the commissioner regarding choice of model programs to receive funding, reviews and makes recommendations on matters affecting female offenders, identifies problem areas, and assists the commissioner in seeking improved programming for female offenders. Members shall reflect a statewide geographical representation as well as reflect a diverse cultural background. Meetings held the first Wednesday of each month. **Appointing Authority:** Commissioner of corrections. **Compensation:** Reimbursement of expenses.

Commissioner's Office

(612) 642-0297 **Jean Whitney, assistant to the commissioner.** 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.

(612) 642-0280 **Daniel O'Brien, assistant to the commissioner.** This office is responsible for administrative duties assigned by the commissioner including research of issues, publication of policies and procedures and review of all official department documents. This office informs the general public, department staff and criminal justice agencies of the department's 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.

Office of Diversity

(612) 642-0205 **Diane Pariana, acting director.** The department's diversity program is established to ensure that equal employment opportunities are provided in the department. The diversity 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, four 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 supervised release, parole and work release status. The office of adult release coordinates the hearing process for inmates serving life sentences. An advisory panel composed of departmental employees advises the commissioner regarding release consideration for life-sentenced inmates. The executive officer 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 and are placed in the program to serve supervised release under intensive surveillance. The office also has responsibility for the issuance of warrants, development of policy, and overall system monitoring relating to adult release. 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 **Debbie Eng, 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. This office consists of the executive officer of juvenile release and one deputy executive officer. The guidelines rely on the juvenile's delinquency history and severity of offense in setting the length of stay.

Institution staff and parole agents make regular reviews of each juvenile's progress toward treatment goals and make recommendations regarding parole to the executive officer. 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.

Budget Services

(612) 296-7964 **Jim King, 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.

Legal Services

(612) 297-1096 **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.

Institutions Division

(612) 642-0290 **James Bruton, deputy commissioner.** This division includes the department's correctional institutions, an executive assistant to the deputy commissioner, and support services such as inmate health care, education, work, sex offender, chemical dependency and other programs. The department operates 10 institutions including seven for adults, two for juveniles and one that separately houses both adults and juveniles. 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 **Dennis Benson, warden.** The Minnesota Correctional Facility-Stillwater, Box 55, Stillwater, MN 55082, built in 1914 as an industrial prison, is the state's largest close-security institution for adult male felons. Average population is 1,360 and full-time staff size is 569. 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) 240-3000, FAX: (320) 240-3082 **Patt Adair, warden.** The Minnesota Correctional Facility-St. Cloud, Box B, St. Cloud, MN 56302, is a close-security institution built in 1889, remodeled and modernized, which houses younger male felons. Average population is 844 and staff size is 445. The facility offers a number of programs including individual and group counseling, chemical dependency and recreation. A variety of educational 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, graphic arts (printing), meat cutting, masonry, painting and decorating, small engine repair, upholstery and welding. Upholstery, printing, and mattress manufacturing are industry shops. Minnesota's auto and truck license plates and tabs are also produced.

Minnesota Correctional Facility-Oak Park Heights

(612) 779-1400, FAX: (612) 439-7511 Erik Skon, 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 classified as maximum-custody, risks to the public, dangerous and disruptive. The high-security institution has an average population of 396 and a staff of 321. The facility has eight self-contained complexes which can operate independently. One complex is a 42-bed receiving-orientation/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 housekeeping. Industries include manufacturing of office supplies and business accessories, commercial sewing, and labor intensive subcontract work.

Minnesota Correctional Facility-Lino Lakes

(612) 780-6100, FAX: (612) 780-6105 Gothriel "Fred" LaFleur, warden. 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. Medium security living units house inmates within a secure perimeter and minimum-security living units are located outside the perimeter. Average population is 639 with a staff of 439. Continued expansion of the Lino Lakes facility is underway. The institution became an admitting facility in 1993 for offenders who violated the conditions of their release, and in 1994 for offenders who have a pronounced term of imprisonment of 12 months or less and all probation violators. The changes were the first phases in converting the facility to the centralized reception center for adult males committed to the commissioner. As a part of this process, a significant portion of the institution's industry program was transferred to other facilities. Also, the Lino Lakes facility will become the primary therapeutic center for offenders requiring chemical dependency and transitional sex offender programming. Plans call for approximately 450 beds to be designated for these types of programming.

Minnesota Correctional Facility-Faribault

(507) 334-0700, FAX: (507) 334-0730 Lou Stender, warden. The Minnesota Correctional Facility-Faribault, 1101 Linden Lane, Faribault, MN 55021-6400, is a medium-security facility housing adult males. 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 an average population of 623 and a staff of 328. Currently the facility includes remodeled living units, an administration building, an activities building and an industry building. As the phased opening process continues, other buildings are to be converted to correctional use. Faribault facility inmates have been transferred from the department's higher security institutions after meeting specific criteria. A variety of work, vocational/academic educational and other programs is offered. Industries include wood furniture manufacturing, truck refurbishing, metal fabrication and refinishing work. Education programs include a wide range of academic and vocational courses. Literacy instruction is mandated for all inmates below an eighth-grade reading level. Vocational classes include building care, cabinet-making, landscape design, greenhouse technician, small business management, and upholstery. The facility's chemical dependency unit provides a six-month inpatient program.

Minnesota Correctional Facility-Shakopee

(612) 496-4440, FAX: (612) 496-4476 Connie Roehrich, warden. The Minnesota Correctional Facility-Shakopee, 1010 West Sixth Avenue, Shakopee, MN 55379, opened in 1986, houses adult women offenders. With 178 staff, the facility has an average

population of 204. Replacing an antiquated institution built in 1920, the facility has seven buildings including an administration/activities building, six living units of which one is a high-security unit, a mental health 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, assembly, market research, computer-assisted design, textiles 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 which includes horticulture, electronic office, desktop publishing, and construction trades. Parenting and chemical health programs are available. Medical, dental, psychological and psychiatric services are provided. Recent inmate population projections indicate that the facility will be substantially over its design capacity in the future. The department is working with the Department of Administration to determine what construction funding will be needed to meet capacity needs. The department is also exploring other options to address this growth, such as expanded work release and intensive community supervision.

Minnesota Correctional Facility-Willow River/Moose Lake

(218) 485-5000, FAX: (218) 485-5010 Lynn Dingle, warden. The Minnesota Correctional Facility-Willow River/Moose Lake, Box 359, Moose Lake, MN 55767, is a medium/minimum-security institution for adult males. The facility has two main locations. One, opened in 1988, is on the grounds of the former Moose Lake Regional Treatment Center. The other is at the institution's original camp site in Willow River. The Moose Lake location currently has a population of approximately 300 men. Plans call for the continued conversion of this facility to a correctional institution with an eventual capacity of 620 male inmates in medium security. Staff total 300 at both locations. Inmates are transferred from other department institutions to the Moose Lake location. The facility provides a variety of programs including vocational and academic education, literacy, chemical dependency and sex offender programming, and industry. Medium-security inmates participate in vocational programs including machine tool operation, welding and barbering, or are employed in industry which encompasses printing, garment making, fishing lure assembly and a wood shop. Minimum-security inmates participate in vocational training including truck driving and truck trailer repair or a variety of work programs. The Willow River location is the site of the institution phase of the department's Challenge Incarceration Program (CIP) which was mandated by the 1992 State Legislature. A short-term, intensive program for up to 72 nondangerous offenders, the six-month institution phase is highly structured with education, critical thinking skills development, chemical dependency programming and rigorous physical exercise as components. The program serves men and women. Two other CIP phases are in the community: one a six-month highly supervised phase, and a supervised release phase. An evaluation of CIP is due to the 1996 Legislature.

Minnesota Correctional Facility-Sauk Centre

(612) 352-1100, FAX: (320) 352-1116 Richard D. Quick, 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 111, the facility has a staff of 109. Curriculum includes basic education, vocational and work programs and creative elective programs. A range of recreational and community activities is offered. In 1993 the facility added a 20-bed juvenile sex offender program with an assessment component.

Minnesota Correctional Facility-Red Wing

(612) 388-7154, FAX: (612) 388-9138 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 to Red Wing 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 59; juveniles average 106 with a staff of 149. 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 are available. Juvenile residents are offered vocational education in various trades including auto service station work, industrial arts, printing and food service. 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.

Thistledew Camp

(218) 376-4411, FAX: (218) 376-4489 David Hegg, superintendent. On a per diem basis Thistledew Camp, Box W-10, HCR-3, 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 49 with a staff of 52. Opened in 1955, the camp is located in George Washington State Forest, 250 miles north of Minneapolis/St. Paul at Togo. Thistledew 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.

MINNCOR

(612) 627-6030 Robert Feneis, chief executive officer, 2855 South Anthony Lane, Suite 200, St. Anthony, MN 55418. MINNCOR Industries provides positive work activity for inmates in seven of the department's correctional facilities. MINNCOR provides job skills training for inmates while helping to reduce dangerous inmate idleness in correctional facilities. Manufacturing sites at the Faribault, Lino Lakes, St. Cloud, Shakopee, Moose Lake, Oak Park Heights, and Stillwater institutions provide a wide variety of products and services.

Assistant to the Deputy Commissioner

(612) 642-0307 Mark Thielen. This function provides assistance to the institutions division deputy commissioner. Responsibilities include special assignments and provision of executive assistance as directed by the deputy commissioner. Also included in the duties of this position are direct responsibility in education programs, health services, coordination of inmate and release violator transportation, and the sex offender/chemical dependency services unit.

Sex Offender/Chemical Dependency Services Unit

(612) 642-0279 Steve Huot, director. The sex offender/chemical dependency services unit provides technical assistance to all

correctional chemical dependency/sex offender programs, community sex offender programs, probation officers, community service providers, legislators, and victim service organizations. This assistance includes training, program development and implementation, funding, policy development, and research. The unit also administers the legislatively-mandated sex offender evaluation project.

Institution Support Services

(612) 642-0247 James Zellmer, director. Institution support services include the Minnesota Jail Resource Center, inmate interstate transfer coordination, facility accreditation, and coordination of physical plant improvements. 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. Responsibilities also involve capital projects, institution bonding, new institution planning, and special projects.

Office of Special Investigations (OSI)

(612) 642-0419 Steve Lydon, director. The OSI provides the department with a variety of coordinated investigative services. Criminal activity by institution visitors or inmates is vigorously investigated. The OSI coordinates such cases to ensure that department resources are used efficiently and productively. In all criminal matters the OSI works cooperatively with appropriate criminal justice agencies. Within department institutions the OSI coordinates collection of information on unsanctioned group members, escape-risk offenders, and others who threaten facility security. Data is disseminated to the appropriate criminal justice authority.

In the event an offender under the department's authority escapes or absconds, an arrest warrant is issued. OSI coordinates all investigative efforts in assisting law enforcement in locating fugitives. The OSI is designated as the official liaison with local, state and federal enforcement entities in investigative and apprehension matters.

Community Services Division

(612) 642-0288 Richard Mulcrone, 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, FAX: (612) 654-5272

Duane Erickson, director, 3400 First Street North, Suite 403, St. Cloud, MN 56303. Although the 31 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 56 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:

- **Bruce Besse,** (218) 846-0727, FAX: (218) 846-0740, 211 West Holmes Street, Suite 204, Box 844, Detroit Lakes, MN 56502
- **Andrew Doom,** (320) 255-3900, FAX: (320) 255-3905, 810 West St. Germain, #202, Box 1143, St. Cloud, MN 56302
- **Richard Crawford,** (218) 755-4033, FAX: (218) 755-4186, Box 397, Bemidji, MN 56601
- **William Weber,** (612) 779-2818, FAX: (612) 779-2815, Box 55, Stillwater, MN 55082
- **Jeffrey Peterson,** (612) 496-4179, FAX: (612) 496-4180, 1100 East Fourth Avenue, Suite 250, Shakopee, MN 55379

- **Michael Downey**, (507) 377-3730, FAX: (507) 377-8277, Box 627, Albert Lea, MN 56007
- **James Sop**, (507) 389-2023, FAX: (507) 389-1644, 1759 Commerce Drive, Box 2022, North Mankato, MN 56002
- **Linda Aaberg**, (320) 864-5591, FAX: (320) 864-5594, 722 Eleventh Street East, Glencoe, MN 55336
- **Jill Carlson**, (507) 537-7104, FAX: (507) 537-7111, 607 West Main Street, Marshall, MN 56258

Support Unit

(612) 642-0348 William Guelker, director (and assistant to the deputy commissioner). The community services support unit is responsible for administration of the Community Corrections Act, the county probation officers subsidy program, 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-one counties representing about 66 percent of the state's population participate in the CCA. Areas include:

- **Aitkin/Crow Wing/Morrison** - Robert Ferrari, director, Central Minnesota Community Corrections, (218) 828-2765, FAX: (218) 828-6009, Corrections Center, 1777 Highway 18 East, Brainerd, MN 56401-1000
- **Anoka** - Jerry Soma, director, Anoka County Corrections, (612) 323-5830, 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) 387-8759, 710 South Front Street, Box 3543, Mankato, MN 56002-3543
- **Dakota** - Mark Carey, director, Dakota County Community Corrections, (612) 438-8288, FAX: (612) 437-7296, Judicial Center, 1560 West Highway 55, Hastings, MN 55033-2392
- **Dodge/Fillmore/Olmsted** - Glenn Just, director, Dodge/Fillmore/Olmsted Community Corrections, (507) 285-8164, FAX: (507) 287-2434, 151 Fourth Street Southeast, Government Center, Fourth Floor, Rochester, MN 55904
- **Hennepin** - Jan Smaby, director, Hennepin County 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, (320) 231-6222, FAX: (320) 231-6292, 1900 Highway 294 Northeast, Suite 2060, Willmar, MN 56201
- **Ramsey** - Joan Fabian, director, Ramsey County Corrections Department, (612) 266-2670, FAX: (612) 266-2293, 650E Government Center West, 50 Kellogg Boulevard West, St. Paul, MN 55102-1657
- **Red Lake/Polk/Norman** - Susan Mills, director, 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) 332-5981, 128 Northwest Third Street, Suite B, Faribault, MN 55021
- **Rock/Nobles** - Jay Klein, director, Rock/Nobles Community Corrections, (507) 372-8285, FAX: (507) 372-4994, Box 547, Courthouse, Worthington, MN 56187
- **St. Louis/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
- **Stearns** - Mark Sizer, director, Stearns County Community Corrections, (320) 656-6160, FAX: (320) 656-6161, 705 Courthouse Square, Room 445, St. Cloud, MN 56303

- **Swift/Lac qui Parle/Yellow Medicine/Chippewa** - Steven Ulmen, director, 6W Community Corrections, (320) 269-6513, FAX: (320) 269-5996, 1215 Black Oak Avenue, Box 551, Montevideo, MN 56265
- **Todd/Wadena** - Robert Tepfer, director, Todd/Wadena Community Corrections, (320) 732-6165, FAX: (320) 732-6197, 239 Central Avenue, Long Prairie, MN 56347
- **Washington** - Russell Reetz, director, Washington County Court Services, (612) 430-6900, FAX: (612) 430-6947, 14900 - 61st Street North, Stillwater, MN 55082-0006

Interstate Compacts (612) 642-0311

Kent Grandlienard, deputy compact administrator. This unit administers the department's various agreements or compacts which allow for the transfer of probationers, parolees or supervised releasees to or from other states.

Alternative Programs

(612) 642-0349 Denis Doege, manager. This unit administers special programs within the community services division that provide alternatives to incarceration in secure facilities, including contracts with residential and nonresidential corrections programs and community-based work release, described below.

Work Release

(612) 642-0350 Tom Drobac, 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.

Contract Programs

(612) 642-0361 Mark Siemers, administrator. This office administers department contracts with community residential and non-residential programs to provide halfway house placements, job placements and other support services. Chemical dependency and intensive supervision programs are also administered by this unit. A current list of programs funded through this unit is available.

Sentencing to Service/Restorative Justice

(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. This unit also includes a new initiative for the department called restorative justice, which is administered by Restorative Justice Planner Kay Pranis. The department will be working with interested counties in assisting them in development of a restorative justice correctional system. Restorative justice is a new framework for the criminal justice system which involves the community more broadly in the system. In addition to traditional offender accountability, restorative justice seeks to address victim needs, offender competencies, and community responsibility in repairing the harm done by crime. Both STS and restorative justice publish newsletters which are available free to the public.

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. The department's juvenile detention services subsidy program, which is intended to remove juveniles from adult jails, is administered through this unit.

Management Services Division

(612) 642-0275 Lurline Baker-Kent, assistant commissioner. The division is responsible for providing overall administrative, 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 services division units include human resource management; information-technology and research; financial and office services; female offender planning; employee development; and hearings.

Victim Services Unit

(612) 642-0251 Denise Rowe, acting director. The victim services unit is responsible for allocating state and federal funds for direct services to victims of crime in four program areas: battered women, sexual assault victims, general crime victims, and abused children. In coordination with victim service providers in the community, the unit also participates in planning and public policy initiatives to benefit victims. Grants are awarded to public and nonprofit organizations statewide to achieve direct services, networking, education, and social change objectives. In fiscal year 1995, grants totaling approximately \$10 million were awarded to more than 125 organizations statewide. A listing of grantee organizations funded by the department is available.

Programs for Battered Women

(612) 643-3592 Director. Services for battered women funded by the department include shelters and safe home networks offering 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 Battered Women's Advisory Council. A listing of shelters and programs funded by the department is available from this unit.

Programs for Victims of Sexual Assault

(612) 642-0267 Brenda Jursik, acting 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. A Sexual Assault Advisory Council advises the commissioner of corrections on matters of funding and grants administration in the area of sexual assault programs. 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 listing of sexual assault services provided by counties throughout Minnesota is available.

Programs for Victims of General Crimes

(612) 642-0221 Director. The department provides funding to community organizations for the operation of crime victim centers located in Austin, Albert Lea, and Minneapolis, Minnesota. 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. The General Crime Victims Coalition is also funded. Other programs include services to abused and neglected nursing home residents, victims of juvenile offenders, Indian victims on reservations, and other victims in communities of color. A General Crime Victims Advisory Council advises the commissioner of corrections on matters of funding and grants administration in the area of general crime programs.

Programs for Abused Children

(612) 642-0373 Mary Crossen, director. The department administers federal and state funds which are awarded to child abuse programs that provide services to children and families who have experienced abuse and to those at high risk of revictimization. Services include crisis phone lines, support groups, legal advocacy, crisis intervention, information and referral, transportation, parenting classes, and therapy. Program services are coordinated with medical and social services, child protection services, schools, and child advocates. Special funding consideration is given to programs which are accessible and respond to diverse and underserved populations. The department's Abused Children Advisory Council advises the commissioner of corrections on matters of funding and grants administration. (Note: This unit will move to the new Department of Children, Families and Learning effective July 1, 1996.)

Information Technology & Research

(612) 642-0302 Gene Larimore, director. The information technology and research 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.

Female Offender Planning

(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.

Human Resource Management

(612) 642-0228 Julie Angeles, director. The human resource management 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 human resource management director who is a member of this unit and performs the functions outlined above.

Employee Development

(612) 642-0346 Susan Allan, director. Employee development includes preservice and inservice training programs for employees. The largest activity of the unit 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 unit provides numerous inservice training programs on a wide variety of topics. Programs are designed to develop and maintain employee competence in work performance.

Financial & Office Services

(612) 642-0309 **Shirley Flekke, director.** The financial and office 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, grants administration and financial reporting. The unit also oversees 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.

Hearings

(612) 779-2817 **Pete Bjurstrom, hearing officer.** The hearings 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 services division to ensure independence from the institutions division.

Ombudsman for Corrections

1885 University Avenue West, Suite 395, St. Paul, MN 55104

E-mail: ombudsman.correction@state.mnw.us

Patricia Seleen, ombudsman for corrections (612) 643-3656; FAX: (612) 643-2148

Minnesota Statutes, Sections 241.41-241.45

The Minnesota Ombudsman for Corrections was created in 1972 by Executive Order issued by Governor Wendell R. Anderson and in 1974 was made an independent state agency. The ombudsman was established to provide a constructive means for examining and resolving inmate grievances for state correction facilities. In 1976, the ombudsman's jurisdiction was expanded to include regional corrections or detention facilities and those county programs or facilities operating under the Community Corrections Act. The Minnesota Ombudsman for Corrections was the first of its kind established in the United States.

The purpose of the agency is to conduct investigations of complaints lodged by inmates, staff, and other interested sources. When determinations are made that an action by the corrections system has been arbitrary, unfair, illegal, or that a mistake had been made, the ombudsman works with the appropriate officials to resolve the problem. The ombudsman does not have the authority to compel an

agency to implement its recommendations, rather the ombudsman relies on fairness and persuasiveness to achieve its objectives. By providing a direct and informal avenue for complaint resolution, the ombudsman is a valuable tool for the administration of corrections in the state.

Complaints may be filed by anyone with the ombudsman. Complaints may be filed by mail, telephone, or in person. There is no fee for the ombudsman services. No forms are needed. Complainants are contacted by telephone or in writing, usually within six days after the complaint is received.

To request a copy of our one page brochure of the Biennial Report, please call the agency at the number listed above or call Legislative Reference Library at (612) 296-8338. The Legislative Reference Library is located at 100 Constitution Avenue, 645 State Office Building, St. Paul, Minnesota 55155.



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: (For more information see pages 1 and 272). The **Board of Dentistry** examines, licenses and registers dentists, dental hygienists, and dental assistants and enforces the Minnesota Dental Practice Act. The board consists of nine members, including five dentists, one dental hygienist, one registered dental assistant, and two public members. No member shall be eligible for appointment to more than two consecutive four-year terms. Bi-monthly meetings. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

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 Canadian province 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 on of the two years preceding receipt of application. Applications are available from the board office.

Once licensed or registered, dentists, dental hygienists and registered dental assistants must renew their licenses or registrations annually. Renewal forms are sent to all licensees and registrants at least 30 days prior to the December 31 due date.

All licensees and registrants are required to continuing dental education credit to maintain their license or registration. Dentists are required to obtain a minimum of 75 credits during each five year continuing education cycle; dental hygienists are required to obtain a minimum of 40 credits; and registered dental assistants are required to obtain a minimum of 25 credits. All licensees and registrants are required to earn at least 5 credits during each five year continuing education cycle in the subject of infection control, including bloodborne diseases. The Board of Dentistry approves sponsors that offer continuing dental education courses to licensees and registrants.

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 authority to revoke or suspend a license or registration, as well as place limitations and conditions on a license or registration for actions that violate the Minnesota Dental Practice Act or rules of the board. Contact the Board office for information and forms to file a complaint against a licensee or registrant.

The Board of Dentistry is also responsible for registering professional dental corporations. Professional corporations must file an initial report upon incorporation and an annual report thereafter. Annual reporting forms are sent to all professional corporations at least 30 days prior to the January 1 due date. Contact the board office for details and requirements for initial registration of a professional corporation with the Board.

The Board of Dentistry publishes a "Newsletter" at least annually containing current topics of concern and other pertinent, useful information. The "Newsletter" is sent to all licensees and registrants as well as others that have requested to receive it.

A copy of the Minnesota Dental Practice Act and Rules of the Board is available through Minnesota's Bookstore, 117 University Avenue, St Paul, Minnesota 55155, (612) 297-3000 or (800) 657-3757. Contact the Board office for assistance in interpreting statutes and rules that apply to the practice of dentistry in Minnesota.

FEES:

| | |
|---|-------|
| Dentist/Initial Licensure | \$140 |
| Dental Hygienist/Initial Licensure | \$55 |
| Dental Assistant/Initial Registration | \$35 |
| Dentist/Licensure by Credentials | \$725 |
| Dental Hygienist/Licensure by Credential | \$175 |
| Dentist/Annual Renewal | \$168 |
| Dental Hygienist/Annual Renewal | \$59 |
| Dental Assistant/Annual Renewal | \$40 |
| Duplicate License | \$20 |
| Duplicate Annual Renewal Certificate | \$10 |
| Continuing Education Sponsor/Initial Approval | \$75 |
| Continuing Education Sponsor/Renewal | \$75 |
| Professional Corporation/Initial Filing | \$100 |
| Professional Corporation/Annual Renewal | \$25 |
| Affidavit of Licensure | \$10 |
| License Verification | \$5 |

State Designer Selection Board

50 Sherburne Avenue, G-10 Administration Bldg., St. Paul, MN 55155

Mary Closner, executive secretary (612) 296-4655; FAX: (612) 296-7650; TTY/TDD: (612) 297-1545

Minnesota Statutes, Section 16B.33; Minnesota Rules, Chapter 3200

The State Designer Selection Board publicizes in various technical publications, establishes criteria, and selects primary designers for proposed construction projects and on architectural or engineering planning projects for the State of Minnesota and the University of Minnesota.

Citizen participation and appointment: (For more information see pages 1 and 272). The **State Designer Selection Board** selects designers for state projects where construction costs exceed \$750,000 or professional fees exceed \$60,000. The commissioner appoints five members which include two public members and one member each nominated by Consulting Engineers Council, State Arts Board and AIA Minnesota. No member may serve more than two consecutive four-year terms. Members must file with the Ethical Practices Board. **Appointing Authority:** Commissioner of Administration. **Compensation:** \$55 per diem.

The board publicizes proposed projects in the *State Register*, as well as in publications of the Minnesota Society of Professional Engineers, Consulting Engineers Council of Minnesota, F.W. Dodge Reports (Division of McGraw Hill), AIA Minnesota (A Society of The American Institute of Architects), "Construction Market Data," Western Press Clipping Service, Society of American Registered Architects, Northeastern Minnesota Chapter of American Institute of Architects, *Finance and Commerce*, and Clark Associates (Lake Bluff, IL).

In conjunction with the associated state agencies, the board establishes additional selection criteria for specific projects under consideration. The board considers the following criteria:

Minnesota Rules 3200.0700 Designer Selection Criteria

- A. qualifications and technical competence in the required field of design;
- B. ability to deal with aesthetic factors;
- C. capacity to accomplish the work and services within the required constraints;
- D. availability of appropriate personnel;
- E. geographic relationship of the designer's base to the project site; and
- F. awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions.

The board selects the primary designer on building construction or remodeling as requested by state agencies and on all projects with estimated costs greater than \$750,000 and on architectural or engineering planning studies with estimated fees greater than \$60,000.

The board meets when there are projects requiring the selection of designers. All such meetings are open to the public. Meeting dates for both the shortlisting of projects as well as actual interviews are listed at the end of the request for proposal printed in the above-mentioned publications. One copy of the winning proposal for every project is maintained for public reference. Appointments can be scheduled to review these proposals or to obtain information concerning the board, the projects under review, or the methods of selection by calling (612) 296-4655.

Board of Dietetics and Nutrition Practice

2700 University Avenue West, Suite 103, St. Paul, MN 55114

Laurie Mickelson, executive director (612) 643-2121

Minnesota Statutes, Sections 148.621-148.633; Minnesota Rules 3250.0010-3250.0050

Since the effective date, July 1, 1994, of legislation creating the Board of Dietetics and Nutrition Practice (BDNP) the board members have been preparing rules. The rules are necessary to effectively administer the licensure requirements as stated in the statute. The BDNP is anticipating the first license's to be issued in February 1996.

The board will issue a license to dietitian or nutritionist applicants meeting the educational and experiential requirements for their respective choice of licensure. The specific requirements are described in the statutes governing the board. It is estimated that 500 applicants will apply for licensure after the adoption of the necessary rules. It is projected that up to 1000 applications could be received for review by the board.

To receive applications, or specific information, regarding licensure, contact the board office. Following is a list of fees associated with the different applications.

Application Fees:

| | |
|------------------------------------|-------|
| Nutritionist by Petition | \$200 |
| Nutritionist | \$175 |
| Dietitian by Petition | \$200 |
| Dietitian Without CDR Registration | \$175 |
| Dietitian With CDR Registration | \$100 |

Licensing Fees:

| | |
|------------------------|-------|
| Initial Licensure | \$150 |
| Annual License Renewal | \$150 |
| Late Penalty | \$50 |

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Dietetics and Nutrition Practice** (*Laws of 1994*, Chapter 613, Sec. 3) licenses nutritionists and dietitians, and investigates violations and conducts hearings. The board consists of seven members including: two dietitians qualified for licensure with at least three years of dietetic practice in Minnesota; two members who must be nutritionist with at least three years of practice in Minnesota; and three public members as defined in *Minnesota Statutes* 214.02. Two of the public members must be consumers of nutrition care services or caregivers of those utilizing such services. The professional members first appointed need not be licensed for appointment to their first terms on the board, but must possess the qualifications necessary for licensure. A person may not be appointed to serve more than two consecutive terms. The board shall hold at least two regular meetings each year. Meetings annually in November, February, May & August. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

State Council on Disability

121 East Seventh Place, Suite 107, St., Paul, MN 55101
 Clell L. Hemphill, executive director (612) 296-6785
 (Voice & TDD); 1-800-945-8913 (toll-free) FAX 296-5935

Minnesota Statutes, Section 256.482

The council was created by the 1973 State Legislature. Its purpose is to provide technical assistance and 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.

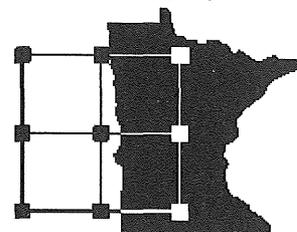
Among the specific activities the council undertakes to fulfill its mandate are:

Citizen participation and appointment: (For more information see pages 1 and 272). The **Council on Disability** advises the governor, legislature, service-provider agencies, and the public on the needs and potentials of people with physical, mental, or emotional disabilities. The council consists of 21 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 (serviced consumers). The commissioners of the Departments of Children, Families and Learning; Health; Human Services; Economic Security; Human Rights; and the directors of Vocational Rehabilitation and State Services for the Blind or their designers are ex-officio members. Bi-monthly meetings. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

- **To provide an information and referral service** for persons with disabilities and the general public to assist in the resolution of problems encountered. Telephone or written request for assistance are the most frequent, but in-person requests are also handled.
- **To inform, train, educate public and private organizations and groups** about the Americans with Disability Act and similar human rights legislation.
- **To assist with the development of accessibility in physical and program areas**, including the "Statewide Access Project" and training and technical assistance on the accessibility requirements of the state building code.
- **To advise the Departments of Labor & Industry and Economic Security** 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 initiate or seek to intervene as a party in any administrative or judicial proceedings** concerning programs or services provided by public and private agencies or organizations which directly affect the legal rights of persons with a disability.
- **Publication of *Connector***, a periodic newsletter about disability that is available without charge.

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.



Minnesota Department of Economic Security

390 N. Robert St., St. Paul, MN 55101
 R. Jane Brown, commissioner (612) 296-3711
 Earl Wilson, deputy commissioner
 E-mail: <http://mn.jobsearch.org/>

Minnesota Statutes Chapters 129A, 248, 268, Minnesota Rules 3300-3499

Background

The Department of Economic Security's mission is to help Minnesotans help themselves achieve economic security. The department furthers economic security by providing programs and services that foster economic independence and self-sufficiency through an integrated employment and training system.

To this end, the department is supporting career centers, called Minnesota Workforce Centers. These centers fill employment and family self-sufficiency needs through placement service to employers and job seekers throughout the state; provide temporary income to people who have lost their jobs through no fault of their own; administer state and federal job training programs and work programs for people receiving public assistance; and provide a variety of youth employment activities. The department also helps individuals with disabilities overcome vocational barriers and obtain gainful employment in either competitive, supported or sheltered work situations as well as gain personal independence.

The Department of Economic Security was originally 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. In 1985, the department was renamed the Department of Jobs and Training. The original name, the Department of Economic Security, was restored in 1994 since it fully reflects the role, mission and responsibility of the department. In 1995, the department employed 1,930 employees and administered a budget of \$617,910,000 of state and federal monies for all programs.

In 1994, Minnesota's unemployment rate was 4.0 percent, well below the national average of 6.1 percent. The state's workforce reached 2,565,000, including 2,462,000 employed and 103,000 unemployed. During 1995, employment in the state has surpassed 2,500,000 with an unemployment rate falling below 3.0 percent.

Minnesota Workforce Centers

(612) 282-6925 Minnesota Workforce Centers are "one-stop" offices where employment-related services for department customers will be provided under one roof. Customers — employers, job seekers, and those seeking self-sufficiency and personal independence — can decide at what intensity and in what manner and location they receive their services. The centers aim to be convenient, responsive, and customer-friendly. Technology will play a critical role to convey information rapidly across multiple partners.



The Minnesota Workforce Center System is sponsored by the Minnesota Department of Economic Security, but responsibility for administration and delivery of services is the result of a partnership between the department and seventeen One-Stop Service Areas (OSSAs). This ensures that decisions about service delivery are made at the level closest to the customer.

Description of Major Services Provided at Minnesota Workforce Centers

Job Seeker Services:

Workforce Preparation and Exchange - Included in this group are a wide array of free services aimed at matching qualified applicants with available jobs. Some of these services include localized job forecasting, job listings, career counseling, individual skills testing and assessment, job-seeking skill training, and linkages with education and training options. Through the Job Bank System, applicants are matched 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.

Minnesota SkillsNet is an integral part of these services. This resume-matching system uses computer technology to fill professional, managerial, technical and clerical jobs. It provides an inventory of the skills and experiences of the applicant for comparison to experience and competencies required by the employer. Previously, the practice of limiting a job seeker to a single occupation designation despite the diversity of background has been the norm. With SkillsNet, the resume of the job seeker is the information source. All life experiences can be considered for the skills sought by the employer.

Reemployment Insurance - Formerly known as Unemployment Insurance, this service provides temporary income to citizens who have lost their jobs through no fault of their own. To receive reemployment payments, claimants must be able to work, be available for work, be actively seeking work and not be receiving other income such as a pension, holiday pay or earnings which exceeds their weekly benefit amount. Benefits can amount to 50 percent of their weekly wages for up to 26 weeks. The benefits are financed by a payroll tax paid by Minnesota employers.

Intensive Services - These services assist individuals who do not have marketable skills. A multi-level approach is used to address the services necessary to assist individuals in their pursuit of employment. Services often include assessment and counseling, on-the-job training, classroom training, support services, job-seeking skills and job placement assistance.

Minnesota Career Information System - This is a computer-based, annually updated encyclopedia on education and training programs available nationwide. Information includes the variety of training programs available, the size of campus, admission requirements, financial aid and student body demographics. Preference testing helps to determine the best occupational fields suited to individuals.

Career Information Library - This is a collection of information about career areas, future outlooks for employment opportunities in each career and job category, videos on typical job duties, periodicals on recent developments in business, and information on local, state and national business cultures.

Profiling - This service is an analysis of an individual's skills, education and work history in context with their employment goals and labor market conditions.

Workforce Rehabilitation Services - These services increase employment opportunities through vocational rehabilitation for people with any severe disability or who are visually impaired.

Employer Services:

Labor Exchange Services - These services include localized workforce availability, data and skill set analysis, job match, workforce recruitment, screening and testing (utilizing SkillsNet, our state-of-the-art skills matching system), training customized to employers special needs, and access to the centralized reemployment insurance program and information.

The Account Representative Service pairs an account representative with a particular company in an ongoing relationship. This service will enhance the full comprehension of unique employer preferences and needs.

Labor Market Information (LMI) - This information is basic data on the types of employment enumerated by region, with wage and trend details organized and analyzed by labor market areas. After accessing this information, employers, counselors, educators, and job seekers will know which occupations are growing or shrinking, the types of skills growing occupations require, and where in the state these changes will take place. A regional LMI expert can be found at Workforce Centers in Mankato, Duluth, Brainerd, and the Twin Cities.

Publications related to Labor Market Information include: *Minnesota Labor Market Review*; *Minnesota Economic Trends*; *Minnesota Employment Outlook by State and by Region*; *Minnesota Salary Survey*; *Minnesota Careers*; *Occupational Employment Statistics*; *Employment Hours and Earnings, by State and for the Mpls.-St. Paul Area*, and *Minnesota Employment and Wages by Economic Region and County, Quarterly and Annual Average*. These can be obtained by calling the Labor Market Information Desk at (612) 282-2714 or by FAX (612) 282-5429.

Employer Library and Seminars - This is a collection of information of interest to employers concerning opportunities and requirements for business, including occupational/industrial employment projections, salary surveys, employment laws, workforce demographics, community profiles, local area unemployment statistics, census data and economic indicators. Seminars may bring in experts in areas such as the Workers' Compensation, and the Family Leave Act, etc.

Rehabilitation Training and Assistance - Employer training is available in areas such as disability awareness information on assistive technology and the Americans with Disabilities Act. Assistance is given to employers to identify, modify or eliminate architectural, procedural, instructional, attitudinal or communication barriers to the employment or advancement of persons with disabilities.

Services for persons looking for self-sufficiency and personal independence:

Workforce Preparation Services - These services include youth programs, work and training programs, displaced homemakers programs, transitional housing programs, emergency food assistance, food stamp employment and training program, Head Start and energy assistance and weatherization assistance programs. Several of these programs — Head Start, energy assistance and weatherization assistance — will be transferred to the Department of Children, Families and Learning in July, 1997.

Rehabilitation Services - These services include a full range of vocational and independent living services, including vocational rehabilitation counseling and guidance, vocational evaluation, medical evaluation, adjustment to disability, vocational training, job follow-up,

job analysis, job modification and independent living services to eligible clients who have severe disabilities. Rehabilitation Services also provides long-range employment supports for people with the most severe disabilities.

Services for the Blind - These services assist blind and visually impaired Minnesotans of all ages in achieving personal and vocational independence. They include rehabilitation counseling, adjustment to blindness, braille and cane travel training, career and vocational training and placement, homemaking instruction, specialized audio reading services, production of materials in braille and tape, business enterprise services, assistive technology, and provision of equipment for independence.

Workforce Centers are scheduled to be opened in 29 communities throughout the state by June 30, 1996.

For a complete listing of all services offered at the Minnesota Workforce Center System, as well as services available in each community, please call 1-612-282-6925.

Minnesota Workforce Center System - Centers to be opened in 1996

Metro Area

Blaine: Minnesota Workforce Center

1201 89th Avenue N.E., Blaine, MN 55434
612-783-4800; (fax) 612-783-4844

Partners:

Job Service/Reemployment Insurance - 612-785-6450;
(fax) 612-785-6499

Rehabilitation Services - 612-785-3600; (fax) 612-785-3365

First Call for Help - 612-335-5000

Anoka County Job Training - 612-783-4800; (fax) 612-783-4844

Maplewood: Minnesota Workforce Center

Gladstone Community Center, 1945 Manton Street,
Maplewood, MN 55109

Ramsey County Job Training - (612) 770-8900; (fax) 612-770-6890

Minneapolis: Minnesota Workforce Center

1200 Plymouth Avenue North, Minneapolis, MN 55411-0040

Partners:

Job Service/Reemployment Insurance - 612-520-3500

HIRED - 612-529-3342; (fax) 612-374-2794

Minnetonka: Minnesota Workforce Center

6121 Baker Road, #111, Minnetonka, MN 55345

Partners:

Job Service/Reemployment Insurance - 612-945-3600

Hennepin Technical College - 612-559-3535

Employment Action Center - 912-945-3665

North St. Paul: Minnesota Workforce Center

2098 E. 11th Avenue, North St. Paul 55109-5100

Partners:

Job Service/Reemployment Insurance - 612-779-5666;

(fax) 612-779-5646

Veterans Employment & Training Programs - 612-779-5668

St. Paul: Minnesota Workforce Centers

2455 University Avenue, St. Paul, MN 55114-1528 - 612-642-0363

Partners:

Job Service/Reemployment Insurance

Rehabilitation Services

215 E. 9th Street, 3rd Floor, St. Paul, MN 55110

Workforce Development Division - 612-228-3262;

(fax) 612-228-3277

Partners:

Job Service/Reemployment Insurance

Urban League

OIC

Labor Studies

Rehabilitation Services

Shakopee: Minnesota Workforce Center

Shakopee Town Square Mall, Shakopee, MN 55379-2812

Partners:

Job Service/Reemployment Services - 612-496-4160

Rehabilitation Services - 612-496-4166

Scott County Human Services - 612-496-8273

Employment & Learning Center - 612-445-7524

Stillwater: Minnesota Workforce Center

14900 61st Street North, Stillwater, MN 55082

Washington County Government Center - 612-430-6850;

(fax) 612-430-6245

Partners:

Job Service - 612-297-2440

Rehabilitation Services State Services for the Blind

Washington County Job Training Center - 612-430-6245

West St. Paul: Minnesota Workforce Center

60 E. Marie Street, Suite 209, West St. Paul, MN 55118

Job Service/Reemployment Insurance - 612-552-5000;

(fax) 612-552-5008

Greater Minnesota

Albert Lea: Minnesota Workforce Center -

Skyline Mall, 1649 West Main Street, Albert Lea, MN 56007

Partners:

Job Service/Reemployment Insurance - 507-373-3951

SE Minn. Private Industry Council - 507-373-4398

Brainerd: Minnesota Workforce Center

1919 South 6th Street, Brainerd, MN 56401-0528

Partners:

Job Service/Reemployment Insurance - 218-828-2450;

(fax) 218-828-2664

State Services for the Blind - 218-828-2490

Rural Minnesota CEP - 218-829-2856

Rehabilitation Services - 218-828-2530

MINNESOTA WORKFORCE CENTER

Employer Bill of Rights

Committed to quality service, our mission is to "help Minnesotans help themselves achieve economic security."

- ★ You have the right to qualified jobseekers.
- ★ You have the right to technical assistance.
- ★ You have the right to access services and resources.
- ★ You have the right to accurate and prompt service.
- ★ You have the right to expect continuous improvements in service.
- ★ You have the right to be treated with respect.
- ★ You have the right to have concerns heard.



Cambridge: Minnesota Workforce Center

East Highway 95, Cambridge, MN 55008

Partners:

Job Service/Reemployment Insurance - 612-689-7136
 Rehabilitation Services - 612-689-7125
 Private Industry Council 5 - 612-689-9121

Crookston: Minnesota Workforce Center

721 S. Minnesota, Crookston, MN 56716-0604

Partners:

Job Service/Reemployment Insurance - 218-281-6020
 Rehabilitation Services - 218-281-1946
 Northwest PIC - 218-281-5180

Detroit Lakes: Minnesota Workforce Center

801 Roosevelt Avenue, Detroit Lakes, MN 56502-0686

Partners:

Job Service/Reemployment Insurance - 218-847-3136;
 (fax) 218-847-0773
 Rural Minnesota CEP, Inc. - 218-847-9205; 1-800-492-4804;
 (fax) 218-847-3535

Duluth: Minnesota Workforce Center

332 City Hall, 411 W. First Street Duluth, MN 55802-1494
 218-723-3419 (all on same phone system)

Partners:

Job Service/Reemployment Insurance
 Job Training Center
 Duluth Public Schools
 St. Louis County Social Services

Fairmont: Minnesota Workforce Center

923 N. State, Fairmont, MN 56031

Partners:

Job Service/Reemployment Insurance - 507-235-5518
 Rehabilitation Services - 507-235-5518
 Minnesota Valley Action Council - 507-238-1663/1625

Hibbing: Minnesota Workforce Center

Mesabi Mall, 3920 13th Avenue E., Hibbing, MN 55746

Partners:

Job Service/Reemployment Insurance - 218-262-6777

Rehabilitation Services - 218-262-6780

State Services for the Blind - 218-262-6754

NE Minn. Office of Job Training - 218-262-3412;

(fax) 218-262-5343

Arrowhead Economic Opportunity Office - 218-749-2912;

1-800-662-5711; (fax) 218-299-7000

Hutchinson: Minnesota Workforce Center

2 Century Avenue, Hutchinson, MN 55350

Partners:

Job Service/Reemployment Insurance - 320-587-4740
 Private Industry Council 5 - 320-587-7661

Marshall: Minnesota Workforce Center

1424 East College Drive, Marshall, MN 56258

Partners:

Job Service/Reemployment Insurance - 507-537-6236;
 (fax) 507-537-6362
 State Services for the Blind - 507-537-7114
 Rehabilitation Services - 507-537-7280
 Southwest Minnesota PIC - 507-537-0548; 800-227-5027

Montevideo: Minnesota Workforce Center

129 W. Nichols, Montevideo, MN 56256

Partners:

Job Service/Reemployment Insurance - 320-269-8819
 Southwest Minnesota PIC - 320-269-5561; 800-422-1346

Moorhead: Minnesota Workforce Center

715 N. 11th Street, Moorhead, MN 56560

Partners:

Job Service/Reemployment Insurance - 218-236-2191;
 (fax) 218-299-5871
 State Services for the Blind - 218-236-2422
 Rehabilitation Services - 218-236-2206
 Clay-Wilkin Opportunity Council - 218-299-7000; (fax) 299-7210
 Rural Minnesota CEP, Inc. - 218-233-1541

Mora: Minnesota Workforce Center

130 S. Park Street, Mora, MN 55051

Partners:

PIC 5/
 Job Service/Reemployment Insurance - 320-679-3611;
 (fax) 320-679-3692

New Ulm: Minnesota Workforce Center

1618 S. Broadway, New Ulm, MN 56073

Partners:

Job Service/Reemployment Insurance - 507-354-3138
 Minnesota Valley Action Council - 507-354-3766

Rochester: Minnesota Workforce Center

Civic Drive Plaza, 300 11th Avenue NW, Rochester, MN 55901

Partners:

Job Service/Reemployment Insurance - 507-285-7315;
 (fax) 507-280-5523
 State Services for the Blind - 507-285-7282
 Rehabilitation Services - 507-285-7293
 Job Training Center - 507-252-2463; 800-543-5627
 SE Minn. Private Industry Council - 507-281-4670
 SE Minn. PIC Dislocated Worker Center - 507-287-9828;
 800-669-4253
 Green Thumb - 507-285-7315

St. Cloud: Minnesota Workforce Center

3333 W. Division, St. Cloud, MN 56302-0615

Partners:

Job Service/Reemployment Insurance - 320-255-2016;
 (fax) 320-654-5357
 Rehabilitation Services - 320-255-2224
 State Services for the Blind - 320-255-2254
 Stearns/Benton Employment & Training Council - 320-656-3990

MINNESOTA WORKFORCE CENTER

Jobseeker Bill of Rights

Committed to quality service, our mission is to "help Minnesotans help themselves achieve economic security."

- ★ You have the right to own your economic future.
- ★ You have the right to know about services.
- ★ You have the right to apply for services
- ★ You have the right to accurate and prompt service.
- ★ You have the right to expect continuous improvements in service.
- ★ You have the right to be treated with respect.
- ★ You have the right to have concerns heard.



Thief River Falls: Minnesota Workforce Center

1301 Highway 1 East, Thief River Falls MN 56701- 0679
Job Service/Reemployment Insurance - 218-681-0909

Willmar: Minnesota Workforce Center

1900 Highway 294 NE, Willmar, MN 56201

Partners:

Job Service/Reemployment Insurance - 320-231-5174
Rehabilitation Services - 320-231-5175
Private Industry Council 5 - 320-231-5174

Winona: Minnesota Workforce Center

52 E. Fifth Street, Winona, MN 55987-0739
Job Service/Reemployment Insurance - 507-453-2920
Rehabilitation Services - 507-453-2940

Worthington: Minnesota Workforce Center

511 10th Street, Worthington, MN 56187-2342

Partners:

Job Service/Reemployment Insurance - 507-376-3116;
(fax) 376-3630
Southwestern Minn. PIC - 507-376-3113; 800-262-1441
Rehabilitation Services - 507-372-2149
Southwest Minn. Opportunity Council - 507-376-3636

Job Service/Reemployment Insurance Offices

The following lists represent our current service delivery system. The years between 1996 and 1998 will be a period of transition into the Minnesota Workforce Center System. By July 1, 1998, all offices will either be consolidated into Workforce Centers, or if standing alone, will be electronically linked with the Workforce Centers. In addition to the offices listed below, itinerant service and electronic access sites are being established at technical colleges, high schools, public libraries and courthouses in most communities throughout the state of Minnesota.

Metropolitan Area**Blaine, MN 55434-3351**

1201 89th Ave NE, Suite 230 - 612-785-6499; (fax) 612-785-6499

Minneapolis, MN 55411-0040

1200 Plymouth Avenue No. - 612-520-3500, (fax) 612-520-3530

Minneapolis, MN 55402

Casual Labor Office, East Side Services, 1929 2nd St. NE
612-520-3518

Minneapolis, MN 55407-1546

777 East Lake Street - 612-821-4000, (fax) 612-821-4014

Minnetonka, MN 55345-5952

6121 Baker Road - 612-945-3600, (fax) 612-945-3601

North St. Paul, MN 55109-5100

2089 E. 11th Avenue - 612-779-5666, (fax) 612-779-5646

St. Paul, MN 55114-1528

2455 University Avenue - 612-642-0363, (fax) 612-649-5707

Shakopee, MN 55379-2812

1136-A Shakopee Town Square - 612-496-4160, 612-496-7682

Stillwater, MN 55082-0006

14900 61st St. N. - 612-297-2440

West St. Paul, MN 55118-5900

60 E. Marie Avenue - 612-552-5000, (fax) 612-552-5008

Outstate Job Service/Reemployment Insurance Offices**Albert Lea, MN 56007-1868**

1649 W. Main Street, Skyline Mall - 507-373-3951,
(fax) 507-373-9121

Alexandria, MN 56308-0129

418 Third Avenue E. - 320-762-7800, (fax) 320-762-7804

Austin, MN 55912-1473

1900 8th Avenue NW - 507-433-0555, (fax) 507-437-7472

Bemidji, MN 56601

1819 Bemidji Avenue - 218-755-2936, (fax) 218-755-3841

Brainerd, MN 56401-0767

1575 S. Sixth Street - 218-828-2450, (fax) 218-828-2664

Cambridge, MN 55008-1756

1575 East Highway 95, Suite C - 612-689-7136, (fax) 612-689-7140

Crookston, MN 56716-0604

721 S. Minnesota Street - 218-281-6020, (fax) 218-281-6025

Detroit Lakes, MN 56502-0686

801 Roosevelt - 218-847-3136, 218-846-0773 (fax)

Duluth, MN 55802-1494

320 W. 2nd Street, Suite 205 - 218-723-4730, 218-723-4763,
(fax) 218-723-4745

Duluth, MN 55811-3848

4921 Matterhorn Drive - 218-723-4875

East Grand Forks, MN 56721-0666

1616 Central Avenue NE - 218-773-9841, (fax) 218-773-0425

Fairmont, MN 56031-0767

923 N. State - 507-235-5518, (fax) 507-238-4214

Faribault, MN 55021-0009

Faribo Town Square - 507-332-3220, (fax) 507-332-5487

Fergus Falls, MN 56538-0418

125 W. Lincoln Avenue - 218-739-7560, (fax) 218-739-7496

Grand Rapids, MN 55744-0678

409 - 13th Street SE - 218-327-4480, (fax) 218-327-4179

Hibbing, MN 55746

3920 13th Avenue E. - 218-262-6777, (fax) 218-262-7316

Hutchinson, MN 55350-0550

2 Century Avenue - 320-587-4740, (fax) 320-234-7769

International Falls, MN 56649-2413

407 4th Street - 218-283-9427, (fax) 218-283-4042

Litchfield, MN 55355-2220

114 North Holcombe - 320-693-2859, (fax) 320-693-9146

Little Falls, MN 56345-0120

211 First Street SE - 320-632-5427, (fax) 320-632-5096

Mankato, MN 56002-1210

1650 Madison Avenue - 507-389-6723, (fax) 507-389-2708

Marshall, MN 56258-5005

1424 E. College Drive - 507-537-6236, (fax) 507-537-6362

Montevideo, MN 56265-0636

129 W. Nichols - 320-269-8819, (fax) 320-269-5696

Moorhead, MN 56561-0819

715 11th Street North, Suite 201 - 218-236-2191, (fax) 218-299-5871

Mora, MN 55051-0027

130 S. Park - 320-679-3611, (fax) 320-679-3692

New Ulm, MN 56073-3756

1618 S. Broadway - 507-354-3138, 507-354-6997

Owatonna, MN 55060-0886

204 E. Pearl Street - 507-455-5850, 507-455-0572

Park Rapids, MN 56470-1712

1011 E. First Street - 218-732-3396, (fax) 218-732-0929

Red Wing, MN 55066-0033

1606 W. Third Street - 612-388-3526, (fax) 612-388-0245

Rochester, MN 55903-9130

300 11th Avenue NW, #122 - 507-285-7315, (fax) 507-280-5523

Roseau, MN 56751-0068

205 2nd Avenue NW - 218-463-2233, (fax) 218-463-1316

St. Cloud, MN 56302

3333 W. Division - 320-255-3266, (fax) 320-654-5173

Thief River Falls, MN 56701-0679

1301 Hwy. 1 East - 218-681-0909, (fax) 218-681-0913

Virginia, MN 55792-2345

820 N. 9th Street, Suite 200 - 218-749-7704, (fax) 218-749-9680

Wadena, MN 56482-0643

311 Jefferson Street North - 218-631-3240, (fax) 218-631-3241

Waseca, MN 56093-2930 (Job Service only)

105 3rd Avenue NE - 507-835-8240, (fax) 507-835-5507

Willmar, MN 56201-9423

1900 Highway 294 NE - 320-231-5174, (fax) 320-231-6054

Winona, MN 55987-0739

53 E. 5th Street - 507-453-2920, (fax) 507-453-2960

Worthington, MN 56187-2342

511 10th Street - 507-376-3116, (fax) 507-376-3630

Interstate Unit**Virginia, MN 55792-2300** (Reemployment Insurance only)

830 N. 9th Street, Suite 100 - 218-749-7792, (fax) 218-749-9606

Rehabilitation Services Offices**Metropolitan Area****Anoka, MN 55303**Anoka Metro Regional Treatment Center, 3300 4th Avenue North,
Cottage 9, Box 18 - 612-422-4494**Apple Valley, MN 55124**

15025 Glazier Avenue, Suite 101 - 612-431-9400; (fax) 612-431-9403

Blaine, MN 55434Anoka County Human Services Center, 1201 - 89th Avenue NE,
Suite 22 - 612-785-3360; (fax) 612-785-3365**Brooklyn Center, MN 55429**3300 County Road 10, Suite 214 - (Voice/TTY) 612-569-1800;
(fax) 612-569-1819**Edina, MN 55435**

3201 W. 69th Street - 612-928-4500; (fax) 612-928-4505

Maplewood, MN 551092785 White Bear Avenue, Suite 210 - 612-779-5940;
(fax) 612-779-5676**Minneapolis, MN 55404**1111 3rd Avenue South, Suite 20 - 612-341-7100;
(TTY) 612-341-7492; (fax) 612-341-7119**Minneapolis, MN 55414**392 United Labor Center Building, 312 Central Avenue -
(Voice/TTY) 612-627-6010; (fax) 612-627-6025**Minneapolis, MN 55404**Minneapolis American Indian Center, 1530 Franklin Avenue East -
612-871-4555**Minnnetonka, MN 55345**

P.O. Box 1J - 612-934-0463; (fax) 612-934-0463

Roseville, MN 55113Parkview Center School, 701 W. County Road B - 612-487-4393;
(fax) 612-487-4379**Roseville, MN 55113**Rosewood Office Plaza, 1711 W. County Road B, Suite 200S - 612-
628-6900; (fax) 612-628-6917**St. Paul, MN 55101**245 E. 6th Street, Suite 813 - (Voice/TTY) 612-296-6786;
(fax) 612-297-1306**Shakopee, MN 55379**

1136-B Shakopee Town Square - 612-496-4166; (fax) 612-496-4169

Outstate Offices**Alexandria, MN 56308**302 S. Kenwood - 320-762-7809; 1-800-657-3786;
(fax) 320-762-7804**Austin, MN 55912**

101 14th Street NW - (Voice/TTY) 507-433-0570; (fax) 507-433-1497

Bemidji, MN 56601

1819 Bemidji Avenue - (Voice/TTY) 218-755-3980; 218-755-4197

Brainerd, MN 56401

1927 S. Sixth Street - (Voice/TTY) 218-828-2530; (fax) 218-828-6031

Cambridge, MN 550081577 E. Highway 95 - (Voice/TTY) 612-689-7125;
(fax) 612-689-7127**Cloquet, MN 55720**

1219 14th Street, Suite B - 218-879-0870; (fax) 218-879-0874

Crookston, MN 56716

721 S. Minnesota - 218-281-6033; (fax) 218-281-6035

Duluth, MN 55802320 W. Second Street, Suite 611 - 218-723-4698;
(TTY) 218-723-4725; (fax) 218-723-4721**Fairmont, MN 56031**

923 N. State Street - (Voice/TTY) 507-235-5518; (fax) 507-238-4214

Faribault, MN 55021Faribo Town Square, 201 Lyndale Avenue S. -
(Voice/TTY) 507-332-5461; (fax) 507-332-5487**Fergus Falls, MN 56537**125 Lincoln Ave. W., Suite #3 - (Voice/TTY) 218-739-7565; 1-800-
657-3758; (fax) 218-739-7496**Grand Rapids, MN 55744**

401 SE 11th Street - (Voice/TTY) 218-327-4485; (fax) 218-327-4377

Hibbing, MN 55746

3920 13th Avenue E. - 218-262-6780; (fax) 218-263-9158

Hutchinson, MN 55350

2 Century Avenue - (Voice/TTY) 320-587-5070; (fax) 320-234-7769

International Falls, MN 56649

407 Fourth Street - 218-283-3436; (fax) 218-283-4042

Little Falls, MN 56345

211 1st Street SE - 320-632-5310

Mankato, MN 56001

1650 Madison Avenue, Suite 104 - 507-389-6511; (fax) 507-389-5585

Marshall, MN 562581424 East College Drive, Suite 300 - (Voice/TTY) 507-537-7280;
(fax) 507-537-7282**Monticello, MN 55362**

305 Cedar Street - (Voice/TTY) 612-295-5894; (fax) 612-295-6096

Moorhead, MN 56560715 N. 11th Street, Suite 405 - 218-236-2206; 1-800-657-3820;
(fax) 218-299-5929**Moose Lake, MN 55767**

411 4th Street - 218-485-5101; (fax) 218-485-5104

Park Rapids, MN 56470

1011 East First Street - 218-732-9761; (fax) 218-732-0929

Red Wing, MN 55066

222 Jefferson Street - (Voice/TTY) 612-388-7811; (fax) 612-388-0245

Rochester, MN 55901300 NW 11th Avenue - (Voice/TTY) 507-285-7293;
(fax) 507-280-5530**Roseau, MN 56751**1194 W. Center Street - (Voice/TTY) 218-463-2075;
(fax) 218-463-3610**St. Cloud, MN 56302**

3333 W. Division - (Voice/TTY) 320-255-2224; (fax) 320-654-5335

St. Peter, MN 56082St. Peter Reg. Trmt. Center, 100 Freeman Drive -
(Voice/TTY) 507-931-7179; (fax) 507-931-7806

Staples, MN 56479

Staples High School - 218-894-2459; (fax) 218-894-3391

Thief River Falls, MN 56701

1301 Highway 1 East - 218-681-0949; (fax) 218-681-0951

Virginia, MN 55792

820 N. 9th Street - (Voice/TTY) 218-749-7725; (fax) 218-749-9688

Wadena, MN 5648

311 N. Jefferson Street - 218-631-2069

Willmar, MN 562011900 Highway 294 NE - (Voice/TTY) 320-231-5175;
(fax) 320-231-6013**Winona, MN 55987**

220 Center Street - (Voice/TTY) 507-453-2940; (fax) 507-453-2944

Worthington, MN 56187

923 5th Avenue - (Voice/TTY) 507-372-2149; (fax) 507-372-7297

State Services for the Blind**St. Paul, MN 55114**Central Office, 2200 University Avenue W., #240 - 612-642-0500;
(TTY) 612-642-0506**Brainerd, MN 56401**1919 S. Sixth Street - (Voice/TTY) 218-828-2490;
(fax) 218-828-2664; 1-800-657-3779**Duluth, MN 55802**320 W. Second Street, Room 111 - (Voice/TTY) 218-723-4600;
1-800-657-3752; (fax) 218-723-4712**Hibbing, MN 55746**3920 13th Avenue E. - (Voice/TTY) 218-262-6754; 1-800-657-3824;
(fax) 218-262-7315**Mankato, MN 56002**1650 Madison Avenue - (Voice/TTY) 507-389-6324;
1-800-657-3821; (fax) 507-389-6070**Marshall, MN 56258**1424 East College Drive - (Voice/TTY) 507-537-7114;
1-800-366-4813; 507-537-6061**Moorhead, MN 56560**715 N. 11th Street, Suite 205 - (Voice/TTY) 218-236-2422;
1-800-657-3755; (fax) 218-299-5810**Rochester, MN 55901**300 NW 11th Avenue, Suite 301 - 507-285-7282;
(TTY) 507-280-2886; 1-800-366-2715; (fax) 507-280-5592**St. Cloud, MN 56302**3333 W. Division, Suite 121 - 320-255-2254; (Voice/TTY)
320-255-4800; 1-800-366-5420; (fax) 320-255-4801**Service Delivery Areas (SDA)****Metro Area****Annandale, MN 55302**Private Industry Council #5 - 320-274-2650
500 Elm Street E., P.O. Box 579**Blaine, MN 55434**Anoka County SDA - 612-783-4800
1201 89th Ave., N.E., Suite 235**Hastings, MN 55033**Dakota County SDA - 612-438-8345
1560 W. Highway 55**Maplewood, MN 55109**Ramsey County SDA - 612-770-8900
1945 Manton St.**Minneapolis, MN 55487-0012**Hennepin/Scott/Carver Employment and Training Consortium -
612-348-5203
300 S. Sixth St.**Minneapolis, MN 55415**Minneapolis Employment and Training Program - 612-673-5700
310½ - City Hall**St. Paul, MN 55101**City of St. Paul SDA - 612-228-3262
215 E. Ninth St., 3rd Floor**Stillwater, MN 55082**Washington County SDA - 612-430-6850
14900 N. 61st St., P.O. Box 6**Outstate****Crookston, MN 56716**Northwest SDA - 218-281-5180
424 N. Broadway, Suite A**Detroit Lakes, MN 56501**Rural Minnesota Concentrated Employment Program (CEP), Inc. -
218-847-9205

803 Roosevelt Ave., P.O. Box 1 108

Duluth, MN 55802City of Duluth SDA - 218-723-3419
332 City Hall**Mankato, MN 56001**South Central Private Industry Council - 507-345-1837
410 Jackson St., 3rd Floor, P.O. Box 3327**Marshall, MN 56258**Southwest Minnesota SDA - 507-532-4411
1424 E. College Dr., P.O. Box 3097**Rochester, MN 55901**Southeastern Minnesota SDA - 507-281-4670
300 11th Ave., N.W., Suite 110**St. Cloud, MN 56302**Stearns-Benton SDA - 320-656-3990
3333 W. Division, Terrace Level, Suite C, P.O. Box 615**Virginia, MN 55792**Northeast Minnesota Office of Job Training - 218-749-1274
820 N. 9th St., Suite 240, P.O. Box 1028**Winona, MN 55987**Winona County Training and Employment Council - 507-453-2920
52 E. Fifth St., P.O. Box 739**Community Action Programs (CAP)****Metro****Blaine, MN 55434**Anoka County Community Action Program, Inc. - 612-783-4747;
(fax) 612-783-4700

1201 89th Ave., N.E., Suite 345

Hopkins, MN 55343Community Action for Suburban Hennepin, Inc. - 612-933-9639;
(fax) 612-933-8016

101 1 First St.'s., Suite 402

Minneapolis, MN 55401Community Action of Minneapolis (CAM) - 612-348-8858;
(fax) 612-348-9384

401 2nd Ave. S., Suite 500

Shakopee, MN 55379Scott-Carver-Dakota CAP - 612-496-2125; (fax) 612-496-0698
1257 Marshall Road**St. Paul, MN 55101**Ramsey Action Programs, Inc. - 612-220-1820; (fax) 612-220-1828
215 E. 6th St.**Greater Minnesota****Albert Lea, MN 56007**Freeborn County Community Action Agency - 507-377-5199;
(fax) 507-377-5260

411 S. Broadway

Alexandria, MN 56308

West Central Minnesota Communities Action, Inc. - 320-762-3010;
800-492-4805; (fax) 320-762-2305
307 8th Ave. W.

Badger, MN 56714

Northwest Community Action, Inc. - 218-528-3258; 800-568-5329;
(fax) 218-528-3259
P.O. Box 195

Bemidji, MN 56601-0579

Bi-County Community Action Program, Inc. - 218-751-4631;
(fax) 218-751-8452
P.O. Box 579, 2715 15th St.

Cass Lake, MN 56633

Leech Lake Reservation Tribal Council - 218-335-8200; (fax) 218-
335-8309
Route 3, Box 100

Cloquet, MN 55720

Fond du Lac Reservation - 218-879-4593; (fax) 218-879-4146
105 University Road

Crookston, MN 56716

Tri-Valley Opportunity Council, Inc. - 218-281-5832; (fax) 218-281-
6681
102 N. Broadway, P.O. Box 607

Detroit Lakes, MN 56502

Mahube Community Council, Inc. - 218-847-1385;
(fax) 218-847-1388
P.O. Box 747, Highway 59 S.

Duluth, MN 55805

Duluth Community Action Program, Inc. - 218-724-8538; (fax) 218-
728-6815
1305 London Road

Grand Portage, MN 55605

Grand Portage Reservation Tribal Council - 218-475-2277;
(fax) 218-475-2284
P.O. Box 428

Grand Rapids, MN 55744

Koochiching-Itasca Action Council, Inc. - 218-326-0344;
(fax) 218-326-0348
413 13th St S.E., P.O. Box 828

Granite Falls, MN 56241

Upper Sioux Community - 320-564-2360; (fax) 320-564-3264
P.O. Box 147

Little Falls, MN 56345

Tri-County Community Action Program, Inc. (TCC) - 320-632-3691;
(fax) 320-632-3695
501 Lemieur St., P.O. Box 368

Mankato, MN 56001

Minnesota Valley Action Council, Inc. - 507-345-6822;
800-767-7139; (fax) 507-345-2414
410 Jackson St., P.O. Box 3327

Maple Lake, MN 55358

Wright County Community Action, Inc. - 320-963-6500;
(fax) 320-963-5745
130 W. Division St., P.O. Box 787

Marshall, MN 56258

Western Community Action, Inc. - 507-537-1417; (fax) 507-537-1849
203 W. Main St., P.O. Box 246

Montevideo, MN 56265

Prairie Five Community Action - 320-269-6578; (fax) 320-269-6570
7th & Washington St., Suite 302, P.O. Box 695

Moorhead, MN 56561

Clay-Wilkin Opportunity Council, Inc. - 218-299-7000; (fax) 218-
299-7210
715 11th St. N., Suite 402

Mora, MN 55051

Lakes and Pines Community Action Council, Inc. - 320-679-1800;
(fax) 320-679-4139
1700 Maple Ave. E.

Morton, MN 56270

Lower Sioux Indian Community - 507-697-6185; (fax) 507-697-6110
P.O. Box 308

Nett Lake, MN 55772

Bois Forte Reservation Tribal Council - 218-757-3261; (fax) 218-
757-3312
P.O. Box 16

New York Mills, MN 56567

Otter Tail-Wadena Community Action Council - 218-385-2900; 800-
450-2900; (fax) 218-385-9903
P.O. Box L

Oklee, MN 56201

Inter-County Community Council, Inc. - 218-796-5144; (fax) 218-
796-5175
P.O. Box 189

Onamia, MN 56359

Millie Lacs Band of Chippewa Indians - 320-532-4181;
(fax) 320-532-4209
HCH 67, Box 194

Prior Lake, MN 55372

Shakopee Mdewakanton Sioux Community - 612-445-8900;
(fax) 612-445-8906
2330 Sioux Trail

Red Lake, MN 56671

Red Lake Tribal Council - 218-679-3341; 218-679-3336; (fax) 218-
679-3378
P.O. Box 190

Rochester, MN 55904

Olmsted Community Action Program - 507-285-8785;
(fax) 507-285-8401
1421 3rd Ave. S.E.

Rushford, MN 55971

SEMCAC, Inc. - 507-864-7741; (fax) 507-864-2440
P.O. Box 549

Sauk Rapids, MN 56379

Midwest Farmworker Employment & Training - 320-253-7010;
(fax) 320-255-1215
1311 2nd St. N.

St. Cloud, MN 56302-1231

Midwest Farmworker Employment & Training - 320-253-7010;
(fax) 320-255-1215
P.O. Box 1231

St. Cloud, MN 56302

Tri-County Action Program, Inc. - 320-251-1612; 800-777-6020;
(fax) 320-251-7786
700 Mall Germain

Virginia, MN 55792-2797

Arrowhead Economic Opportunity Agency, Inc. - 218-749-2912;
(fax) 218-749-2912 Ext. 287
702 3rd Ave. S.

Welch, MN 55089

Prairie Island Tribal Council - 612-385-2554; 800-554-5473;
(fax) 612-388-1576
1158 Island Blvd.

White Earth, MN 56591

White Earth Tribal Council - 218-983-3285; (fax) 218-983-3641
P.O. Box 418

Willmar, MN 56201

Heartland Community Action Agency, Inc. - 320-235-0850;
(fax) 320-235-7703
310 S. First St., P.O. Box 1359

Worthington, MN 56187

Southwestern Minnesota Opportunity Council, Inc. - 507-376-4195;
(fax) 507-376-3636
515 10th St., P.O. Box 787

Zumbrota, MN 55992

Three Rivers Community Action, Inc. - 507-732-7391;
(fax) 507-732-8547,
1414 North Star Dr.

Advisory Committees

(612) 296-3711 Reemployment Insurance Advisory Committee is appointed by governor and reviews proposals, conducts studies and makes recommendations on matters affecting reemployment insurance laws, rules and policies. Membership consists of four members each from the legislature, business and labor. For more information on the committee, call (612) 297-2178 or write the department at 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; the development and training and retraining programs for blind vendors; and sponsoring 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, 2200 University Avenue, Suite 240, St. Paul, MN 55114-1840.

Job Service Employer Committee (JSEC): This statewide advisory task force is comprised of eight representatives from the local JSECs which support Job Service offices throughout the state. It identifies issues and provides on-going feedback on Job Service and Reemployment Insurance programs; works with the branch to prioritize and address these issues; coordinates employer resources and efforts on state and national legislation; and works with the National Employers Council on major issues and policy development. For more information, call (612) 296-3443 or write the department at 390 N. Robert St., St. Paul, MN 55101.

Internal Organization of the Department

The department's internal organization fully supports the integrated Minnesota Workforce Center System concept. The department consists of five branches:

Workforce Exchange Branch

(612) 297-2178 Gary Sorensen, assistant commissioner. This branch administers the operation of the Job Service (labor exchange), Veterans Employment and Reemployment Insurance programs.

Reemployment Programs

(612) 297-3611 Jack Weidenbach, director. This office administers the labor exchange programs including SkillsNet, Alien Labor Certification, Veterans Employment and Targeted Jobs Tax Credit. It also administers Reemployment Insurance intake, eligibility determination and claims processing; Trade Adjustment Assistance; and coordination of these activities with the Minnesota Workforce Center System.

Budget, Policy and Planning

(612) 296-3626 Tom Romens, director. This office develops and monitors budgets for Job Service and Reemployment Insurance activities; coordinates strategic planning and policy development; directs Total Quality Management and customer feedback systems; provides the lead in state and federal legislative activities; provides staff development and training; and administers marketing and communications efforts.

Staff Support Services

(612) 296-8748 Robert Roy, director. This office provides lead staff and administers special projects; coordinates technology development; and assures coordination with department, state and federal technology efforts.

Field Operations

Metro District - Mary Brunkow, director. (612) 296-2949

North District - Chuck Hartfiel, director. (612) 296-6520

South District - Gary Sherman, director (612) 296-6525

This group oversees the operations of the local offices throughout Minnesota, moving those operations into the new Workforce Center System; implementing the strategic plans; assuring compliance; and providing for the development of staff, technology and processes to assure necessary services and outcomes.

Ombudsmen

(612) 296-2713 E-mail: es.customer.service@state.mn.us

Donnette Hilton. This office is the department's liaison to employers with concerns about department services and determinations.

Workforce Preparation Branch

(612) 296-0928; 1-800-456-8519 Byron Zuidema, assistant commissioner. This branch provides anti-poverty and training programs through Community Action Programs (CAPs), local Workforce Councils and other community-based groups which promote economic security for Minnesotans by: funding locally designed programs and services which promote self-sufficiency; funding employment and training services preparing people for the workforce; and leveraging additional resources through community collaboration and partnerships.

Anti-Poverty Programs**Self-Sufficiency Programs**

(612) 297-1094 Connie Greer, director.

Energy Programs

(612) 297-2590 Mark Kaszynski, director. This office is responsible for working with local partners including Community Action Programs to provide an array of locally designed services to help families help themselves out of poverty. A range of program areas are represented, including: Head Start, Displaced Homemaker Program, Commodity Distribution, Homeless Programs, and funding for Community Action Agencies. These programs promote economic security for low income families and individuals and are delivered through a network of community-based organizations. Indian Reservation governments and Community Action agencies are key partners.

Youth Development Service

(612) 296-6064 Kay Tracy, director. This office is responsible for designing and implementing services to youth in the area of work experience, employment opportunities, and transition between school and future careers. It also designs and implements prevention and intervention programs and services for youth who are at risk or who have already been involved with the Juvenile Justice System.

Welfare to Work Services

(612) 296-2460 Director. This office is responsible for working with state and local partners to design and implement programs which connect welfare recipients to the services available at the Minnesota Workforce Centers.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Governor's Workforce Development Council (GWDC)** (*Laws of 1993*, Chapter 131) is appointed by the governor and advises him on workforce development policies, long range planning strategies regarding Minnesota's workforce and the coordination and integration of service delivery on a statewide basis. The council consists of 32 members: The commissioners of economic security; children, families and learning; human services; trade and economic development; six members representing business & industry, six members representing labor organizations, four members representing community-based organizations, five members representing education as follows: one representing local public secondary education, one shall have expertise in design & implementation of school-based service-learning, one shall represent post-secondary, one representing secondary/post-secondary vocational institutions, the chancellor of MnSCU, one member shall represent other constituencies including: units of local government & applicable state or local programs. After 1/1/97, the Minnesota director of the Corporation for National Service shall also be a member. (Other four members appointed by the House of Representatives and Senate). The council shall meet monthly at the Department of Economic Security. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

The **Juvenile Justice Advisory Committee** (*Minnesota Statutes* 268.29) is the supervisory board for the Department of Economic Security with respect to preparation and administration of the state plan and award of grants. The committee consists of 18 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 24 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. Meetings on the third Friday of each month, usually from 9:00 a.m. to 2:00 p.m. at various locations. **Appointing Authority:** Governor. **Compensation:** Reimbursement for travel expenses and per diem for non-public members. Department of Economic Security, Community Based Services, 390 N. Robert, St. Paul, MN 55101 (612) 296-8601.

The **Youthbuild Advisory Committee** (*Minnesota Statutes* 268.363) recommends to the commissioner of the Department of Economic Security eligible organizations to receive program grants to provide education & training services to targeted youth, evaluating final reports of each organization, and providing recommendations to the legislature. The committee consists of 13 members, including representatives of the commissioners of children, families and learning; human services; economic security; housing finance agency; and a representative of the chancellor of vocational education, and seven public members experienced in working with targeted youth, one from each of the following groups: labor organizations, local educators, community groups, consumers, local housing developers, youth between the ages of 16 and 24 who have experienced homelessness, and other homeless persons. At least three of the public members must be from outside the metropolitan area. One eight hour meeting, location to be determined. **Appointing Authority:** Governor. **Compensation:** expenses.

The **Statewide Independent Living Council** (*Public Law* 93-112, Rehabilitation Act of 1973, Sec. 705) shall monitor, review, and evaluate the implementation of the state plan for independent living; jointly develop and submit in conjunction with the designated state agencies, the state plan required in section 704 of the Rehabilitation Act of 1973 as amended by *Public Law* 93-112; coordinate activities with

the State Rehabilitation Advisory Council and the State Rehabilitation Advisory Council for the Blind established under section 105 of the Rehabilitation Act and other councils that address the needs of specific disability populations and issues under other federal law; ensure that all regularly scheduled meetings of the council are open to the public and sufficient advance notice is provided; and submit to the commissioner of Rehabilitation Services Administration such periodic reports as the commissioner may reasonably request and keep such records, and afford such access to such records, as the commissioner finds necessary to verify such reports. The council is composed of 17 voting and four ex-officio members for a total of 21 members: one director of a center for independent living by the directors of centers for independent living within the state; four ex-officio non-voting members consisting of one representative from the Department of Economic Security, Division of Rehabilitation Services, one representative from the Division of State Services for the Blind, two representatives from other state agencies (not Department of Economic Security) that provide services for individuals with disabilities; and 16 members from the following: representatives from centers for independent living, parents and guardians of individuals with disabilities, advocates of and for individuals with disabilities, representatives from private businesses, representatives from organizations that provide services for individuals with disabilities, and other appropriate individuals. The above persons must provide statewide representation, represent a broad range of individuals with disabilities, and be knowledgeable about centers for independent living and independent living services. A majority of the above must be individuals with disabilities described in section 7(8) (B) of the Rehabilitation Act, not employed by any state agency or center for independent living, and of these, three members must be blind, one of these with an additional severe disability. Meeting schedule and locations undetermined at this time. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. State Services for the Blind jointly with Rehabilitation Services, 2200 University Ave. W, #240, St. Paul, MN 55114-1840, (612) 642-0863

The **State Rehabilitation Advisory Council** (*Minnesota Statutes* 268A.02 amended by *Laws of 1993*, PL 102-569, Sec 105) reviews, analyzes and advises the department on the performance of the department relating to eligibility, extent, scope and effectiveness of service provided, reporting annually to the governor and the U.S. Commissioner of Education. The council consists of 15 members, including at least one representative from the following groups: Statewide Independent Living Council (designated by the council); parent training and information center; the client assistance program; at least one vocational rehabilitation counselor (serving as a non-voting member if employed by DES); at least one representative of community rehabilitation program service providers; four representatives of business, industry, and labor, representatives of disability advocacy groups, parents, family members, and guardians, and consumers. The membership is consistent with the federal Rehabilitation Act as amended in 1992. Meetings held the fourth Wednesday of every month except December and one summer month; meetings are four hours in length, and are normally located in downtown St. Paul. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

The **Rehabilitation Advisory Council for the Blind** (*Minnesota Statutes* 248.10 amended by *Laws of 1993*, ch. 97) advises the commissioner of Economic Security about programs of State Services for the Blind. The council is limited to 15 members, a majority of whom must be blind or visually handicapped and not employed by State Services for the Blind. Meeting schedule to be determined, meetings will be held at State Services for the Blind. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

Work to Work Services

(612) 296-6061 **Jim Korkki, director.** This office is responsible for designing, measuring and evaluating services to dislocated workers and other adult workers who are served at the Minnesota Workforce Centers and independent grantee offices.

Governor's Workforce Development Council Staffing Services

This office is responsible for administrative support to the Workforce Development Council, doing research and providing background information and materials necessary to communicate policy implications of council decisions. The office also coordinates council business with other state agencies and local Workforce Councils.

Rehabilitation Services Branch

Norena Hale, assistant commissioner. These services enable 30,000 Minnesotans with disabilities to achieve their goals for living and working in the community.

Vocational Rehabilitation Services

(612) 296-9154 **Kim Rezek, director.** Vocational rehabilitation and career counseling, adjustment to disability, and placement services are provided to people with disabilities who have a substantial impediment to employment. Services are provided through 178 rehabilitation counselors and 30 placement staff located throughout Minnesota. Each customer works with a vocational rehabilitation counselor to develop an Individualized Written Rehabilitation Program (IWRP) based on a thorough assessment of the individual's vocational rehabilitation needs, their skills and interests. The IWRP identifies the customer's employment goal and the specific services that will be provided, including specific time frames, to achieve that goal. The employment goal must be consistent with the customer's unique strengths, resources, priorities, abilities and capabilities. Vocational Rehabilitation (VR) collaborates with other local and state level, public and private providers in the delivery of services. VR staff provide some services directly and purchase other services from private or public providers. For some purchased services, the customer will be asked to pay for some or all of the cost based on their ability to pay.

Persons who are eligible for VR services are individuals with physical or mental impairments (a) which result in a substantial impediment to employment; and (b) who require VR services to either prepare for, enter, engage in, or retain gainful employment. All persons are presumed to be able to benefit from VR services in terms of an employment outcome. The counselor will determine whether a person is eligible for VR services within 60 days of application.

VR does not have enough staff or funds to serve all people who have a disability; therefore, people with severe disabilities that cause serious limitations in terms of work will receive services before others. This determination is based on an assessment of limitation in the areas of: mobility, interpersonal skills, communication, self-direction, self-care, work tolerance and work skills.

Independent Living Services

(612) 296-5085 **William Bauer, director.** The Independent Living (IL) activity provides comprehensive services to people with severe disabilities to enhance their ability to live independently, function in their homes and families, and participate in their communities.

There are two components to this activity. One is a grant program that supports a network of seven community-based, cross-disability, nonresidential, private, non-profit Centers for Independent Living (CILs) designed, governed and operated by persons with disabilities. Center services include: individual and systems advocacy; independent living skills training; individual and peer counseling; support groups;

information and referral; and assistance in obtaining transportation, equipment, attendant care services, housing, education, recreating, and health care; modification of home and work environments; counseling regarding customers independent living needs; and future vocational planning. Customers are referred to the Vocational Rehabilitation (VR) activity to follow through with their employment planning.

The second component is an agency-based State Independent Living Services (SILS) program operated with the VR activity. Services include counseling, service coordination and the purchase of equipment.

Extended Employment Services

(612) 296-9150 **David Sherwood-Gabrielson, director.** These services provide ongoing support to persons with severe disabilities who are employed in community or in facility-based jobs.

State Services for the Blind Branch

(612) 642-0501 **Dick Davis, assistant commissioner.** State Services for the Blind 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.

Communication Center Services

(612) 642-0513 **Dave Andrews, director.** This office administers the Communication Center, 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. Persons 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. Eligible individuals may also borrow a special phonograph, cassette player and closed circuit radio. The cassette player and phonograph are part of the Library of Congress Talking Book Program, which offers a wide variety of books and magazines on disc and tape from the regional library in Faribault.

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 or audio tape 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.

The closed circuit radio - **Radio Talking Book** - is a Minnesota-based radio reading service broadcasting 24 hours of newspapers, best-sellers 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.

Dial In News is a subscription service that is provided to people who are blind, as well as others who cannot 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 as they wish.

The center is supported by public and private funds and the donated time of 500 volunteers.

Career and Independent Living Services

(612) 642-0838 **Linda Lingen, director.** This office administers direct rehabilitation services that 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, instruction in alternative techniques including braille and travel training for independence, vocational training and job placement for economic self-sufficiency, and a partnership with the private-sector employer committee which helps clients get needed work and internship experiences. Special services are provided to blind children and their parents, and to those persons who are both deaf and blind.

This office also administers The Resource Center for Assistive Technology that provides access to, and training on, adaptive equipment and software to increase an individual's personal or vocational independence.

Business Enterprises Services

(612) 642-0512 Charles Hamilton, director. These services create 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. Services include training in operating a small business so that blind persons can function as independent contractors.

This branch also certifies legal blindness for homestead, tax benefits and other purposes. It also runs "The Store," an outlet for adaptive aids and devices, such as canes, talking clocks and calculators, and adaptive cooking and sewing aids.

Support Services/Production Services

Earl Wilson, deputy commissioner. Overall department administration support is under the authority of the deputy commissioner in order to facilitate prompt response service to the branches.

Production Services Branch

(612) 296-3688 Al St. Martin, assistant commissioner.

Tax Processing Services

(612) 296-3736 Dave Haney, director. This office administers all activities related to reemployment tax activities. It determines employer liability and maintains employer accounts for reemployment insurance taxes, including employer account numbers, address files, quarterly tax and payment reports, benefit charges and tax rates. It also makes the determination of whether a person is an independent contractor or an employee of a business.

Appellate/Commissioner's Representatives

(612) 296-3366 Bill Brown, director. This office administers activity associated with appeals. It hears and decides appeals of claimants and employers from determinations issued by the benefit and tax offices. Cases involve claims for reemployment benefits under state and federal laws and employer tax rate and liability matters. Cases are heard by a judge who conducts a hearing and decides the case by applying the law to the facts in the record. If the case is further appealed, the commissioner's representative hears the case. Decisions of the commissioner's representative may be appealed to the Minnesota Court of Appeals.

Internal Security

This office facilitates data privacy, data access, and data security. This office is also responsible for internal investigations.

Benefits Payment Control

director. This office is an investigation unit which reviews reemployment insurance payments made; identifies and collects possible overpayments; and investigates possible misrepresentation made by claimants and employers.

Disability Determination Services

Wally Roehrs, director, (612) 296-5959. This office 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.

Management Planning

This office facilitates department-wide planning and evaluation efforts; project management and group problem solving; and policy and procedure development.

Support Branch

These services are not provided directly to the public.

Human Resource Services

(612) 296-6640 Russ Simenson, director. This office handles personnel administration, oversees administration of various labor agreements and coordinates human services planning and the employee appraisal system.

Training and Learning Resources

(612) 297-2934 Bev Gleeson, director. This office is responsible for carrying out organizational learning and coordination of staff development plans and mentoring.

Workforce Center System Services

(612) 282-6925 Julie Smith Zuidema, director. This office is responsible for the implementation of the Minnesota Workforce Center System vision by coordinating the development of local plans and convening groups for the purpose of forming collaborative partnerships.

Quality Resources

(612) 297-4680 Rick Hokansen, director. This office is responsible for increasing customer satisfaction through the use of total quality management principles in all phases of department business.

Fiscal Management

(612) 296-3965 John Stavros, director. This office provides budgeting, contract, subgrant encumbrance, invoice payment, payroll, financial reporting, purchasing, leasing, building management, warehousing inventory control, forms and records management, mail handling, duplicating and travel coordination.

Research and Statistics

(612) 296-6545 Med Chottepanda, director. This office collects data and conducts economic and employment-related studies and surveys for the State of Minnesota, and the U.S. Department of Labor.

Planning and Technology

(612) 297-4680 Ken Niemi, director. This office is responsible for the development, operation, and support for all data systems and data exchange networks within the department and the Minnesota Workforce Center.

Board of Electricity

1821 University Ave., S-128 Griggs Midway Bldg., St. Paul, MN 55104
William E. Bickner, executive secretary (612) 642-0800

Minnesota Statutes, Sections 326.241-326.248; Minnesota Rules 3800-3899

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Electricity**, (*Minnesota Statutes* 326.241) licenses electricians and inspects all new electrical installations in any construction, remodeling, replacement or repair. The board consists of 11 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 contractors, and two public members. Meetings are held on the second Tuesday of each month at 10:00 AM in the board office. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

Background. The Board of Electricity was created in 1899 to provide for safety in the rapidly expanding use of electrical power. The law established safety standards and requirements for licensing of electricians and inspection of electrical installations. Initially limited to cities of the first class, electrical licensing and inspection have been required statewide since 1938 and 1951, respectively.

Board Responsibilities. The board administers electrical licensing requirements statewide and inspects new electrical installations except in cities that have, by ordinance, established their own electrical inspection program, as provided by the **Minnesota Electrical Act**, *Minnesota Statutes*, sections 326.01 and 326.241 through 326.248, and *Minnesota Rules* Part 3800. The state licensing law preempts local ordinances. Cities cannot require city electrical licenses for the performance of electrical work, but may require that persons doing such work provide a copy of their state license or other evidence that they are licensed.

Organization. Board members are appointed by the Governor to four-year terms. Board officers are elected for one-year terms at the board's regular July meeting each year. The executive secretary is in the unclassified service and is appointed by the board. The board staff consists of the assistant executive secretary, electrical examiner, office manager, assistant office manager, eight area electrical representatives, and eight clerical staff.

Managerial/Technical Staff:

William E. Bickner, Executive Secretary
John A. Schultz, Assistant Executive Secretary
Harold Synsteliem, Electrical Examiner
Barbara Ellinger, Office Manager

Area Electrical Representatives:

| | |
|---|--------------|
| Budig, Herbert 955 Barney, Owatonna 55060 | 507-451-1143 |
| Crep, John 3515 Ely Lake Dr., Eveleth 55734 | 218-744-2949 |
| Gnotke, Ronald PO Box 226, Cottage Grove 55016 | 612-768-7901 |
| Hagfors, Harold 52445 Balsam Ave. W., Stanchfield 55080 | 320-396-4147 |
| Nemeth, Dale 1401 1st Ave., SW, Grand Rapids 55744 | 218-326-1806 |
| Nemeth, Donald Box 413, New London 56273 | 320-354-4644 |
| Vanderberg, James 405 Central Lane, Luverne 56156 | 507-283-8206 |
| Williamson, John 11892 88th Avenue N., Maple Grove 55369 | 612-425-9296 |

Electrical Safety Standards. The National Electrical Code (NEC) and National Electrical Safety Code (NESC) are adopted as the accepted standards for construction for safety to life and property under *Minnesota Statutes*, section 326.243. The NEC is applicable to all premises' wiring and equipment. The NESC covers electric supply stations and overhead and underground electric supply and communication lines, and is applicable only to systems and equipment operated by utilities or similar systems on industrial premises.

The most recent edition of the NEC, which is revised every three years, is adopted through the rulemaking procedures of chapter 14, and generally becomes effective in July of the designated year of that edition. The 1993 edition became effective in July of 1993.

Personal Electrical Licenses Required. With the exception of licensed professional engineers, persons who plan or lay out electrical systems are required to be licensed by the board as master electricians. Persons who install, alter, or repair electrical wiring or equipment must hold a personal electrical license issued by the board which authorizes the type of work to be performed, except that unlicensed persons may:

1. Perform electrical work under the personal supervision of a properly licensed person employed by the same employer. A licensed person may supervise not more than two unlicensed persons.
2. Adjust, repair, or replace worn or defective parts of electrical equipment and replace defective receptacle outlets and lighting switches on their employer's premises under the general supervision of a master electrician, licensed maintenance electrician, or electrical engineer employed by the same employer, or the master electrician of an electrical contractor under contract to the employer.
3. Perform electrical work on power-limited fire alarm systems, class 2 or class 3 alarm or signaling circuits, or communication systems while employed by an electrical contractor or alarm and communication contractor.
4. Perform electrical work on telephone systems as an employee of a telephone company regulated under chapter 237.
5. Perform electrical work on facilities owned or leased by electric, communication, or railway utilities, telephone companies, or cable TV companies, that are generally accessible only to employees of the company and used for the generation or transmission of electric power, operation of railway signals, transmission of intelligence, street lighting, and outdoor area lighting on utility-owned poles.
6. Perform electrical work for a dwelling unit the person owns and occupies or will occupy upon completion of construction. Other persons who are not properly licensed are not permitted to assist the owner in performing the work.
7. Perform electrical work on property owned or leased by the federal government unless licensing is specifically required by the federal government, or on Indian reservations unless licensing is required by the tribal government.
8. Repair electrical appliances.
9. Install electrical wiring and components as part of manufactured equipment, within the limits of the manufacturer's production facilities.

With the exception of class A master and class A journeyman licenses, personal electrical licenses are restricted to the performance of specified types of electrical work, as shown in the table below.

Experience and Examination Required for Personal Licenses. Personal electrical licenses are issued to applicants who pass the board's written examination for the class of license and pay the license fee. To qualify for examination, applicants must have the related experience and/or training required under *Minnesota Statutes* section 326.242 and *Minnesota Rules* Part 3800.3500, as shown in the table on the next page.

Applications for examination are available from the board and should be submitted without the examination fee. The electrical examiner mails experience/training verification forms to former employers and/or schools listed on the application. Applications are submitted to the board for approval or disapproval when responses to the verification forms have been received. Applicants whose experience and/or training meet the requirements of the statutes and rules are notified of the next examination date, or if not approved, are advised of the reason for disapproval. This process is generally completed within 30 to 60 days, but takes longer if employers do not respond to the verification form.

Examinations are generally conducted on the first Wednesday of each month at the Earle Brown Center on the University of Minnesota, St. Paul campus, but may be rescheduled or additional examination dates scheduled as necessary. Oral examinations will be conducted for persons with certified reading disabilities and other accommodations provided for persons with special needs when requested. The examination fee for any type of license is \$35.00, payable at the time and place of the examination. Results are mailed to applicants within a week of the examination. Applicants who fail the examination will receive a written review of the types of questions they answered incorrectly when requested. Persons failing an examination may not be re-examined for the same or a higher class of license for six months, but may be examined for a lesser class.

The board also conducts alarm and communication systems examinations to qualify the applicant or the applicant's employer to be licensed as an alarm and communication contractor. As provided by the statutes, no personal license is issued to persons who pass that examination.

Continuing Education. Persons whose personal electrical licenses expire after May 12, 1997 must receive 16 hours of related continuing education credit through educational programs approved by the board to renew their license. Information concerning this requirement is mailed to licensees with their renewal notices. Additional copies of the notice and a list of approved educational programs may be obtained from the board upon request.

Personal License Fees. Personal electrical licenses are issued for a two-year period. The license fee for the two-year period is \$80.00 for class A master and master elevator constructor licenses, and \$30.00 for all other types. Class A master licenses expire on March 1 of each

odd-numbered year, with the fee for new licenses pro-rated quarterly. All other personal licenses expire two years from the date of issuance or renewal. License fees are not refundable after the license has been issued.

Contractor Licenses. In addition to any personal license required, persons performing electrical work must also be licensed by the board as an electrical contractor or be employed by an electrical contractor, with the following exceptions:

1. Work on alarm or communication systems may be performed by persons who are licensed by the board as an alarm and communication contractor or employed by an alarm and communication contractor.
2. Employees who are licensed as journeyman electricians, or are under the personal supervision of a journeyman or master electrician may perform electrical work on premises owned or leased by their employer if the employer employs a master electrician to provide general supervision of the work. Supervisory master electricians must file a certificate of employment on a form which is available from the board upon request.
3. Employees may perform electrical maintenance work on premises owned or leased by their employer provided that the employee is licensed by the board as a maintenance electrician, or is under the supervision of a licensed maintenance electrician, master electrician, or electrical engineer employed by the same employer or a master electrician employed by an electrical contractor under contract to perform electrical work for the employer. The supervisory master or electrical engineer must file a certificate of employment on a form which is available from the board upon request.
4. Work covered under items 4 through 9 of the preceding list of licensing exemptions.
5. Class A and Class B installers.

Applicants for electrical contractor licenses are required to have a master's license or a full-time employee who holds such license, provide a \$5,000 bond to the state, and liability insurance including products and completed operations in the amount of \$100,00 per occurrence, \$300,000 aggregate limits and at least \$25,000 property damage.

| License Type | Electrical Work Permitted | Minimum Electrical Experience |
|-----------------------------|---|---|
| Class A Master | Install, alter, and repair any type of electrical wiring and equipment; plan, lay out, or supervise such work | (1) 12 months as a Minnesota Class A Journeyman, or; (2) Graduate of a four-year college or university electrical course, or; (3) 60 months including at least 12 months wiring and 2 months each planning, laying out, and supervising |
| Class B Master | Same as class A master, but limited to single phase electrical systems of not over 200 amperes capacity on any farm or in single-family dwellings in towns or cities with a population of less than 2500 | No new class B master licenses are issued. Existing licenses may be renewed |
| Master Elevator Constructor | Install, maintain, and repair elevator and escalator electrical wiring and equipment; plan, lay out, and supervise such work | 60 months including at least 24 months elevator wiring |
| Class A Journeyman | Install, alter, and repair any type of electrical wiring and equipment, and supervise such work | 48 months or 36 months plus an approved two-year construction electrician course, including 1 month maintaining and repairing and 24 months wiring |
| Class B Journeyman | Same as class A journeyman, but limited to single phase electrical systems of not over 200 amperes capacity on any farm or in single-family dwellings in towns or cities with a population of less than 2500 | No new class B journeyman licenses are issued. Existing licenses may be renewed |
| Elevator Constructor | Install, maintain, and repair elevator and escalator electrical wiring and equipment | 36 months including at least 12 months installing elevators |
| Maintenance | Adjust, replace or repair worn or defective parts of equipment and replace defective receptacle outlets and manual switches for lighting control | 48 months including at least 24 months maintaining and repairing |
| Class A Installer | Install major home appliances on the load side of the electrical service in towns or cities with less than 1,500 population that do not have an electrical contractor and not adjacent to a city of the first class | 12 months with at least six months installing wiring and equipment |
| Class B Installer | Wiring on center pivot irrigation booms | 12 months with at least six months installing wiring and equipment |
| Lineman | Install, maintain, and repair electrical transmission and distribution systems for electrical utilities | 48 months with at least 24 months line work |

Applicants for alarm and communication contractor licenses are required to pass the alarm and communication system examination given by the board, or to employ a person who has done so, and provide a bond and liability insurance as stated above for electrical contractors.

The original and renewal fee for either type of contractor license is \$200 for a two-year period, which is pro-rated quarterly according to the remaining license period. Electrical contractor licenses expire on March 1 of each even-numbered year and alarm and communication contractor licenses expire on July 1 of each odd-numbered year.

Electrical Inspection - Requests for Electrical Inspection. All new electrical installations, including alterations or extensions of existing installations and those performed by homeowners in their own homes and auxiliary buildings, are required to be inspected, with the following exceptions:

1. Power-limited fire alarm systems in one- or two-family dwellings and systems other than fire alarms permitted to be installed by an alarm and communication contractor (Fire alarm systems in other than one- or two-family dwellings are required to be inspected).
2. Installations exempt from licensing under the conditions stated in items 4 through 9 under the discussion of personal electrical licenses, above.

The board inspects electrical installations in all areas of the state except in cities which have, by ordinance, established their own inspection program. A person or firm performing electrical work that is required to be inspected by the board must file a completed "Request for Electrical Inspection" form and inspection fee with the board at or before the time the installation is started. Inspection request forms are available for \$1.00 at the board office or by mail, postpaid. The electrical inspectors, area electrical representatives, and some electrical utilities also keep a supply of inspection request forms for resale. Inspection fees are based on the ampere rating of the electrical service and/or circuits to be installed. The board will provide information to installers concerning proper inspection fees and completion of the inspection forms upon request, and also provides a copy of the fee schedule and instructions with mail orders for individual inspection forms.

The installer must notify the inspector to inspect any wiring that will be concealed in the structure and the wiring inspected before it is covered. A final inspection is made after all work is completed. Inspections are generally made on the day the inspector is called or the following working day, but may require three or four days in sparsely populated areas involving greater travel distances. All installations must meet the requirements of the NEC. When violations are found, the inspector issues an inspection report to the installer which cites the NEC rule that was violated. When the installer is present at the time of the inspection, the inspector will also explain the nature of the violation. If violations by licensed contractors are not corrected, the contractor's bonding company is required to have the corrections completed by another contractor. Non-complying installations or parts of installations may be ordered to be disconnected if not corrected.

The board presently contracts with 65 electrical inspectors to inspect installations within assigned geographical areas, who work from their homes and take phone calls for inspections and inquiries between 7:00 and 8:30 AM, Monday through Friday. The board also has eight area electrical representatives who monitor the performance of the contract inspectors and assist them with inspection problems. The area representatives are available to the public to respond to complaints or questions concerning code requirements, licensing, or inspection, and may be contacted by phone between 8:00 and 9:00 AM, Monday through Friday. The name, address, and phone number of the contract inspector or area representative serving an area may be obtained by contacting the board office.

Complaints. Upon written complaint of electrical code violations on rental property received from a tenant, the board will inspect the property as required by *Minnesota Statutes*, section 566.19 and take appropriate action if violations are found. Complaints of violations of the licensing or inspection laws or errors or inappropriate action by contract inspectors or board staff are handled in accordance with Chapter 214 and procedures established by the Office of the Attorney General. Licensees who violate the electrical act are subject to disciplinary action

ranging from reprimands to license revocation depending on the severity of the infraction. Complaints may be called in to the board office or area electrical representatives, but should preferably be submitted in writing. The board may be unable to take remedial action concerning complaints submitted without adequate information or cannot be substantiated.

Information Available to Clients. Board staff is available to discuss or provide information concerning all matters under the board's purview, personally in the board office or by phone. Written requests for information will be responded to in writing. Board licensing and inspection records and other board documents that are classified as public data under the government data practices act may be reviewed and/or copied in the board office by prior arrangement. Copies of public data are provided for the cost of providing the copy.

Forms and Publications Available. The following forms and publications may be obtained from the board without charge by personal visit to the office or by mail:

Application for Electrical Examination. Application form must be submitted to apply for examination for a personal electrical license or to qualify for alarm and communication contractor license. Supplied in packet that includes filing instructions, study suggestions, and a copy of *The Laws and Rules Regulating the Licensing of Electricians and Inspection of Electrical Installations*.

Application for Electrical Contractor License. Application for Alarm and Communication Contractor License. Application forms for contractor's licenses. Packet includes instructions, a copy of *The Laws and Rules Regulating the Licensing of Electricians and Inspection of Electrical Installations*, and the required bond, certificate of insurance, and certificate of employment forms.

Certificate of Employment of Master Electrician. Form required to be filed by the master electrician of record for an electrical contractor. A new certificate must be filed if the contractor employs a different master.

Certification of Employment of Licensed Electrician or Electrical Engineer Responsible Electrical Maintenance Only. Certification of Supervision of Electrical Maintenance Work by Responsible Master Electrician of an Electrical Contractor. Certificate of Employment of Master Electrician Responsible for Electrical Construction and Maintenance. The appropriate form of those identified above must be filed by the licensed person who supervises electrical work performed by employees on their employers premises.

Application for Approval of Educational Program. Required for providers of educational programs for continuing education credit. Instructions on back of form. Packet includes Instructor Information, Supplemental List of Educational Program Presentations, and Educational Program Attendance Record forms, and a copy of *Minnesota Rules* 3800.3600 to 3800.3603 relating to continuing education.

Instructor Information. Statement of instructor qualifications for educational programs for continuing education credit. Must be filed by each instructor of such programs.

Supplemental List of Educational Program Presentations. Must be filed to advise board of presentations of educational programs for continuing education that were not previously reported.

Educational Program Attendance Record. Required to report attendance of licensees at educational programs for continuing education credit.

Notice to Electrician License Holders re Continuing Education Credits Required for License Renewal. Notice of continuing education requirements sent to licensees with license renewal notices. Includes copy of continuing education rule.

The Laws and Rules Regulating the Licensing of Electricians and Inspection of Electrical Installations. A 59-page pocket-size booklet with the Minnesota Electrical Act and *Minnesota Rules* administered by the board, including the inspection fee schedule.

Directory of State and Municipal Electrical Inspectors. A 22-page booklet with the names, addresses, phone numbers and inspection areas of all state and city electrical inspectors, the board's area electrical representatives, and names of the board's management staff.

Safety Requirements for Portable Electrical Systems. Eight pages of information concerning the inspection and NEC requirements applicable to portable electrical systems, such as those used by carnivals.

Fee Schedule. The board's inspection fee schedule - single sheet.

Application for Inspection Area. Application form for licensed journeyman or master electricians interested in contracting with the board as an electrical inspector. Inspectors are not state employees.

Employee Electrical Licensing and Electrical Inspection. A one-page memo explaining the licensing and inspection requirements that apply to persons who do electrical work on their employer's premises.

The following forms and publications are available for the amount stated (check current price before ordering):

Request for Electrical Inspection forms. One dollar each. Price includes postage if mailed. Available singly or in books of 25 forms.

Instructions for filing are printed on the form. Homeowners ordering by mail receive a copy of the inspection fee schedule.

National Electrical Code. The electrical safety standard adopted by reference in Minnesota statutes. The price of the current edition (1993) is \$34.00, including sales tax and postage. Price may change. Check current price before ordering.

Complete lists of licensees are available from Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155, phone 297-3000.

The NEC may be obtained directly from the sponsoring organization, The National Fire Protection Association, by calling 1-800-344-3555.

The NESC may be obtained directly from the sponsoring organization, the Institute of Electrical and Electronic Engineers, Inc. at 345 East 47th Street, New York, NY 10017-2394.

Department of Employee Relations

658 Cedar Street, 200 Centennial Office Building, St. Paul, MN 55155

General Information Telephone Number: (612) 297-1184

Wayne Simoneau, acting commissioner (612) 296-8366

Karen Carpenter, deputy commissioner (612) 296-3095

John Kuderka, acting deputy commissioner, labor relations (612) 296-8273

Minnesota Statutes, Chapters 43A, 179A and 471; Minnesota Rules 3900 - 3920

Office hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Metered visitor parking is available in the blue level on Constitution Avenue and in front of the Centennial Building on Cedar Street. Job Information: (612) 296-2616; TTY: (612) 282-2699; E-mail: job.info@state.mn.us

The Department of Employee Relations (DOER) serves as the employer for the executive branch of Minnesota state government. DOER is organized into two program areas: Human Resource Management and Employee Insurance.

The Human Resource Management program provides services to state agencies which include: providing public information on state hiring practices and job opportunities; tracking workforce and labor force trends; recruiting, screening and referring qualified applicants to fill vacancies; developing curriculum and brokering services to train state employees; providing equal employment opportunities, affirmative action programs and ensuring incorporation of diverse cultures into all state activities; maintaining a classification framework as a means of determining equitable compensation, negotiating and administering labor-management contracts; and reporting on pay equity for local governments.

The Employee Insurance program administers state employees life insurance, hospital, medical and dental benefits; manages state workers compensation claims; provides cost effective insurance benefits for local units of government and private sector employers; and health promotion programs for the state workforce.

Background

In 1939, the state of Minnesota became one of the first states to pass a civil service law. The system was 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 created 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 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 State Negotiator's Office. 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 *Minnesota Statutes*, 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.

In 1995 the legislature abolished the Legislative Commission on Employee Relations and transferred its duties to the Joint Subcommittee on Employee Relations.

Deputy Commissioner

(612) 296-3095 Karen Carpenter. The deputy commissioner is responsible for and provides leadership to the day-to-day management and operations of all DOER divisions except Labor Relations.

Assistant to the Commissioner

(612) 297-3399 Fran Williams. The assistant serves as the department's legislative liaison, is part of the investigative pool, addresses those sections of *Minnesota Statutes*, Chapter 43A that deal with conflict of interest and employee code of ethics and carries out special projects.

Human Resource Management Program

Administrative Services Division

(612) 296-7956 **Chris Goodwill, manager.** This division provides internal support services to the department, including budgeting and accounting, personnel, employee training and development, information systems, office management, records management, centralized statewide personnel files, word processing, data entry, and mail delivery.

This division also provides services to other state agencies. This division administers the state's "Vacation Donation Program." A **Transactions Unit** has responsibility for managing the statewide human resource database. The unit also audits 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 to providing information systems support for DOER, the governor and staff, the legislature and staff, exclusive representatives of state employees, and the news media, the **Management Information Services Unit** provides statewide systems support. This unit responds to requests for personnel information. Availability of information is limited by computer files, program retrieval capability and the Data Practices Act (*Minnesota Statutes*, Chapter 13). Requests for information may be made by calling 297-4710.

On behalf of the commissioner of DOER, the manager of the Administrative Services Division declares weather emergencies. As a general rule, considerations for an emergency include road maintenance, transit operations, additional weather conditions, and other concerns such as power or heating systems. Decisions are made in conjunction with the Minnesota Department of Transportation and the Division of Emergency Management. After a decision has been made to close state offices, WCCO radio is notified. The announcement specifies the time of the emergency and the geographic areas involved.

Human Resource Development Services Division

(612) 296-1713 **Linda See, coordinator.** This division facilitates cooperative ventures to improve access to quality HRD services in state government. Some of these ventures include the development of new ways to share training resources (trainers, materials, technology) among public agencies to increase access, reduce cost, and improve quality.

The division is responsible for fulfilling mandatory training requirements for state managers, supervisors, and employees, in such areas as management and supervisory core programs, prevention of sexual harassment, and Americans with Disabilities Act awareness. The division also coordinates curriculum development, logistics, and presenters on selected course topics, including performance management, public policies, and orientation to state government.

In recent years, training has begun to extend far beyond the traditional classroom setting.

The division uses video technology, conferences, fairs, grant programs and a variety of other mechanisms for development purposes. Changes occurring in the workplace will require the division to focus more attention on re-training of existing employees, so that the state can respond to changing staffing needs.

Staffing Division

(612) 296-2616 **Terry Chism, manager.** The work of the Staffing Division is essentially divided into two major categories: (1) continuing day-to-day operations of the state human resource function, and; (2) collaborative efforts with other state agencies to address emerging concerns and find solutions to issues facing the state workforce of the future.

Continuing human resource operations: For persons seeking employment with the State of Minnesota, the Staffing Division publishes the *Minnesota Career Opportunities* bulletin which lists positions open for application by the general public as well or current

employees of the state. The bulletin is distributed to recruiting and referral agencies. All classes currently open for application are also listed at each area Job Service office operated by the Department of Economic Security. Job Applicants may obtain employment application forms and one copy of the *Minnesota Career Opportunities* bulletin by (1) calling the **Job Information Line (JIL)** at (612) 296-2616, (2) writing to the Department of Employee relations, attention: Applicant Information Unit, (3) using the teletypewriter (TTY) number at (612) 282-2699 or (4) using the E-mail address job.info@state.mn.us. Your request must include your name and complete mailing address.

The department also offers a subscription service for the *Minnesota Career Opportunities* bulletin. Cost of the service is \$26.00 for six months or \$35.00 for one year. To order, mail your request including your name, address and check or money order payable to the State of Minnesota to: Minnesota's Bookstore, 117 University Avenue, St. Paul, Minnesota 55155.

In addition to publishing listings to state positions open for application, the Staffing Division recruits job applicants, develops and administers job-related examination procedures, and refers successful applicants to state agencies with vacancies and administers the state's classification system. Written examinations are administered in over 20 locations throughout Minnesota.

The Staffing Division is involved in many issues such as workforce planning, computerized resume scanning and skills identification, and redeployment of state workers. Successful resolution and implementation of these and many other issues will continue to ensure a vital workforce to meet citizen needs well into the next century.

Office of Diversity and Equal Opportunity

(612) 296-4600 **Steven Zachary, 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, policies, rules and regulations. The division establishes rules, guidelines, and administrative procedures and monitors all of the state's executive branch agencies for compliance with the state's affirmative action and diversity programs.

The principal clients of this division are state agencies and their affirmative action officers.

The division provides leadership and support in implementing strong affirmative action and diversity programs. The division focuses on the recruitment of protected group members, the affirmative action compliance and retention of state employees and services that are inclusive to all qualified persons, and the elimination of underutilization of qualified members of protected groups.

The division has five basic responsibilities: (1) to provide consultation, technical support and training for agency staff to help them develop their affirmative action plans, (2) to establish goals and annual hiring objectives for agencies, and review and monitor their progress, (3) review state policies and procedures for compliance with equal opportunity requirements or evidence of discrimination, and initiate joint programs to eliminate the effects of discrimination, (4) advise the commissioner of employee relations on legislative policy initiatives, and reports to the legislature on affirmative action progress, and (5) approve affirmative action plans and monitor progress for state agencies and the four metropolitan agencies.

The goals of the division's diversity program are to create a state workplace that welcomes, respects and values people of all abilities, cultures, races, genders and ethnic backgrounds. The division ensures that diversity is reflected in all state government activities, including planning, purchasing, decision making and design and delivery of services to customers. The division helps agencies identify and remove barriers to make programs and services accessible to all Minnesotans, and develops partnerships with public and private organizations to share techniques for enhancing diversity.

The division reports biennially the state's progress in affirmative action to the governor and the legislature.

Employment in the 30 Largest Executive Branch Departments/Agencies January 1996

| Department/Agency | Classified | | Unclassified | | Trainee | | Academic | | Total Full-Time & Unlimited | Grand Total All |
|---|--------------------------|---------------|--------------------------|--------------|--------------------------|-----------|--------------------------|---------------|-----------------------------------|-----------------------|
| | Full-Time & Unlimited | All | Full-Time & Unlimited | All | Full-Time & Unlimited | All | Full-Time & Unlimited | All | | |
| *MnSCU | 3,159 | 5,171 | 14 | 167 | 0 | 0 | 5,465 | 11,725 | 8,638 | 17,063 |
| Human Services | 4,679 | 6,671 | 31 | 263 | 0 | 0 | 2 | 3 | 4,712 | 6,937 |
| Transportation | 4,478 | 4,731 | 15 | 214 | 24 | 24 | 0 | 0 | 4,517 | 4,969 |
| Corrections | 3,219 | 3,388 | 34 | 62 | 1 | 1 | 0 | 0 | 3,254 | 3,451 |
| Natural Resources | 1,877 | 2,189 | 25 | 120 | 0 | 0 | 0 | 0 | 1,902 | 2,309 |
| Economic Security | 1,720 | 1,866 | 1 | 52 | 0 | 0 | 0 | 0 | 1,721 | 1,918 |
| Public Safety | 1,134 | 1,247 | 508 | 533 | 0 | 0 | 0 | 0 | 1,642 | 1,780 |
| Revenue | 1,072 | 1,184 | 9 | 41 | 0 | 0 | 0 | 1 | 1,081 | 1,226 |
| Health | 949 | 1,024 | 6 | 128 | 0 | 0 | 1 | 2 | 956 | 1,154 |
| Veterans Home Board | 426 | 821 | 6 | 15 | 0 | 0 | 0 | 0 | 432 | 836 |
| Administration | 735 | 783 | 5 | 51 | 0 | 0 | 0 | 0 | 740 | 834 |
| Pollution Control | 704 | 735 | 3 | 67 | 0 | 0 | 0 | 0 | 707 | 802 |
| Agriculture | 386 | 498 | 1 | 28 | 0 | 0 | 0 | 0 | 387 | 526 |
| Attorney General | 108 | 119 | 312 | 377 | 0 | 0 | 0 | 0 | 420 | 496 |
| Education | 345 | 371 | 4 | 50 | 0 | 0 | 0 | 0 | 349 | 421 |
| Labor & Industry | 335 | 375 | 0 | 38 | 0 | 0 | 0 | 0 | 335 | 413 |
| Military Affairs | 252 | 300 | 8 | 14 | 0 | 0 | 0 | 0 | 260 | 314 |
| Employee Relations | 154 | 172 | 7 | 138 | 0 | 0 | 0 | 0 | 161 | 310 |
| Faribault Academies | 158 | 283 | 1 | 2 | 0 | 0 | 0 | 0 | 159 | 285 |
| Commerce | 233 | 235 | 3 | 22 | 0 | 0 | 0 | 0 | 236 | 257 |
| Trade & Economic Development | 156 | 206 | 18 | 33 | 0 | 0 | 0 | 0 | 174 | 239 |
| Zoological Garden | 144 | 206 | 5 | 31 | 0 | 0 | 0 | 1 | 149 | 238 |
| Lottery | 184 | 195 | 11 | 22 | 0 | 0 | 0 | 0 | 195 | 217 |
| Finance | 124 | 126 | 8 | 54 | 0 | 0 | 0 | 0 | 132 | 180 |
| Housing Finance | 126 | 132 | 9 | 23 | 0 | 0 | 0 | 0 | 135 | 155 |
| Iron Range Resources & Rehabilitation Bd | 88 | 95 | 2 | 58 | 0 | 0 | 0 | 0 | 90 | 153 |
| Public Service | 114 | 114 | 10 | 15 | 1 | 1 | 0 | 0 | 125 | 130 |
| State Auditor | 95 | 98 | 1 | 10 | 0 | 0 | 0 | 0 | 96 | 108 |
| Governor | 0 | 0 | 2 | 94 | 0 | 0 | 0 | 0 | 2 | 94 |
| Administrative Hearings | 74 | 76 | 1 | 11 | 0 | 0 | 0 | 0 | 75 | 87 |
| Sub-total: | 27,228 | 33,411 | 1,060 | 2,733 | 26 | 26 | 5,468 | 11,732 | 33,782 | 47,902 |
| All others | 678 | 627 | 130 | 271 | 5 | 5 | 0 | 0 | 813 | 903 |
| Total Executive Branch | 27,906 | 34,038 | 1,190 | 3,004 | 31 | 31 | 5,468 | 11,732 | 34,595 | 48,805 |
| Total Judicial Branch | 4 | 8 | 1,191 | 1,584 | 0 | 0 | 0 | 0 | 1,195 | 1,592 |
| Total Legislative Branch | 59 | 67 | 3 | 10 | 0 | 0 | 0 | 0 | 62 | 77 |
| Other | 109 | 140 | 26 | 35 | 1 | 2 | 0 | 0 | 136 | 177 |
| GRAND TOTAL: | 28,078 | 34,253 | 2,410 | 4,633 | 32 | 34 | 5,468 | 11,732 | 35,988 | 50,651 |

*The creation of MnSCU, July 1, 1995, merged two state higher education systems, the Community College System and the State University System, with the Technical College System whose employees, prior to the merger, were not state employees.

Office of the State ADA/Disability Coordinator

(612) 297-8849 **Kathe Stark, ADA/disability coordinator.**

The work of this office is essentially divided into two major categories: (1) collaborative efforts with other state agencies to facilitate compliance with the Americans with Disabilities Act, and; (2) coordinate the state's activities revolving around the hiring and retention of persons with disabilities.

The office coordinates and provides direction and technical assistance to state agency personnel to facilitate compliance with Titles I and II of the Americans with Disabilities Act. Working collaboratively with agency ADA coordinators, this office reviews existing policies and procedures as they may relate to the ADA, recommends changes to facilitate compliance, develops and distributes state policies and the ADA bulletin to state agencies.

The office is responsible for developing, coordinating and delivering ADA training for management and supervisory core programs, disability awareness, and multiple Title I and Title II training sessions as well as developing Train-the-Trainer sessions to address statewide training needs. The office also works with public and private agencies in enhancing the hiring and retention of persons with disabilities by developing and distributing hiring program information to state agencies, rehabilitation agencies, and educational institutions.

Labor Relations Division

(612) 296-8273 **John Kuderka, acting deputy commissioner,**

state labor negotiator. The division 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 division also provides centralized liaison with the governor and his staff, and with the Joint Subcommittee on Employee Relations on behalf of state management.

Compensation Division

(612) 297-5738 **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. In 1992 the division began analyzing reports from local governments to ensure that compliance is achieved and maintained.

Minnesota Office of Environmental Assistance

520 Lafayette Road N., Second Floor, St. Paul, MN 55155-4100
 Edward Garvey, director; Art Dunn, deputy director
 (612) 296-3417; Statewide toll-free: 800-657-3843
 Clearinghouse: (612) 215-0232 or Statewide toll-free 800-877-6300



Minnesota Statutes, Chapter 115A; Minnesota Rules 9200-9299

The mission of the Minnesota Office of Environmental Assistance (OEA) is to protect Minnesota's environment and assure a sustainable economy through waste prevention and resource conservation.

The OEA's history goes back to 1980, when the legislature enacted the Waste Management Act creating the Waste Management Board. The Waste Management Board became the Office of Waste Management in 1989. In 1994, the Minnesota Legislature changed the name of the office to the Minnesota Office of Environmental Assistance and transferred Metropolitan Council solid waste duties to the newly-named office, giving it responsibility for overseeing solid waste activities for all Minnesota's 87 counties.

The OEA emphasizes cooperation among local governments, industry and citizens to develop programs and facilities that are both environmentally sound and economically viable. The OEA's financial and technical assistance programs are geared for local and state government, private business and the public.

The OEA helps Minnesota protect its environment and reduce waste through grant and loan programs, technical assistance to local governments and businesses, and educational programs for schools and the general public.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Hazardous Waste Management Planning Council** (*Minnesota Statutes* 115A.12 and 473.149, subd. 4) makes recommendations on industrial waste management planning, waste management facility development, and industrial waste reduction issues and programs. The council may have up to 18 members and includes public members, representatives of local governments, hazardous waste generators and private hazardous waste management firms. Monthly meetings. **Appointing Authority:** Director, Office of Environmental Assistance. **Compensation:** Reimbursed for expenses.

The **Market Development Coordinating Council** (*Minnesota Statutes* 115A.12 (d)) advises the Market Development Program on a statewide strategy for improving markets and increasing demand for recyclable materials in manufacturing, and on grant and loan awards. The council consists of nine to 18 members, including one representative each from the Minnesota Department of Trade and Economic Development, the Department of Administration, the Pollution Control Agency, the Greater Minnesota Corporation, Minnesota Technology, Inc., and the Legislative Commission on Waste Management, as well as from local governments, private recycling markets and collectors. Monthly meetings. **Appointing Authority:** Director, Office of Environmental Assistance. **Compensation:** Reimbursed for expenses.

The **Metropolitan Waste Management Advisory Council** (*Minnesota Statutes* 115A.12 and 473.149, Subd. 4) The council makes recommendations on solid waste management activities in the seven-county Twin Cities metropolitan area, including the development of the regional Solid Waste Policy Plan, facility permits and resource-recovery contracts. The council has 15 members, with equal numbers of public members, county and city representatives and industry representatives. Monthly meetings. **Appointing Authority:** Director, Office of Environmental Assistance. **Compensation:** Reimbursed for expenses.

Local Government

The OEA helps Minnesota counties develop integrated waste management systems. The goal is to combine reduction, reuse, recycling, composting and resource recovery into cost-effective and environmentally sound systems to reduce the use of landfills and increase the amount of waste that is recovered. Staff members are located in St. Paul and in five regional offices: Brainerd, Detroit Lakes, Duluth, Marshall and Rochester.

Planning. The OEA helps counties develop integrated solid waste management plans, and also helps them plan and carry out SCORE programs. The OEA monitors county and regional progress toward legislatively-established recycling goals, and publishes the results in the *Report on SCORE Programs* every year. The biennial *Solid Waste Policy Report* analyzes the state's waste management system and makes recommendations to improve it.

Grants. The OEA has several grant programs for counties.

- a) *Block grants* for county waste reduction, recycling, yard waste, problem materials and education programs.
- b) *Capital Assistance Grants (CAP)* up to \$2 million to help counties or regions build waste processing facilities.

The **Pollution Prevention Task Force** (*Minnesota Statutes* 15.014) advises the pollution prevention program on matters related to reducing at the source the use, generation or release of toxic and hazardous chemicals. The task force consists of 15 members including public members, representatives from industry, and government representatives involved in pollution prevention activities. Monthly meetings. **Appointing Authority:** Director, Office of Environmental Assistance. **Compensation:** Reimbursed for expenses.

The **Solid Waste Management Advisory Council** (*Minnesota Statutes* 115A.12) makes recommendations on solid waste management activities. The council may have nine to 21 members, with equal numbers of public members, representatives of local governments, and representatives of the solid waste industry; at least three members experienced in the private recycling industry and 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. **Appointing Authority:** Director, Office of Environmental Assistance. **Compensation:** Reimbursed for expenses.

The **Waste Education Coalition** (*Minnesota Statutes* 115A.072) makes recommendations about the waste education programs, both for schools and for the general public, which encourage the reduction, reuse, resource recovery and proper management of solid and hazardous wastes. It consists of 18 members, including one member each from the Minnesota Pollution Control Agency; the Department of Children, Families and Learning; the Department of Agriculture; Minnesota Planning; the Environmental Quality Board; the Environmental Education Advisory Board; educational institutions and other public agencies with responsibility for environmental management or public education; and three representatives of the recycling or solid waste industry. Bi-monthly meetings. **Appointing Authority:** Director, Office of Environmental Assistance. **Compensation:** Reimbursed for expenses.

c) *County Grant and Loan Program* to help expand manufacturing use of recyclables, increase the value of recyclables or demonstrate performance of recycled-content products. Counties may apply on behalf of private-sector projects and will be the named recipient but bear no liability for the project.

d) *Waste Prevention Grants* help local governments to reduce the amount of solid or hazardous industrial waste, or both. Grants may also be available to communities proposing comprehensive waste prevention and environmental protection projects.

e) *Information Grants*. This program provides grants to private organizations local governments to increase the availability of educational materials and information about waste and the environment.

Business assistance. Staff members in the regional offices and in St. Paul can give referrals on questions about education and information as well as business assistance. Many counties have their own programs to help local businesses reduce their wastes. The OEA supports these programs through grants and technical assistance. Metropolitan county staff members meet regularly to share business assistance information.

State government. The OEA also coordinates a group of state agency staff involved in pollution prevention activities in state offices and operations.

Business

The OEA works with Minnesota businesses to help them improve their economic efficiency through reducing waste, preventing pollution, using secondary materials and other environmentally sound practices. The OEA's assistance tools include grants, awards and recognitions, conferences, voluntary participation programs, presentations, publications and other written material, telephone assistance and technical assistance.

The Minnesota Technical Assistance Program (MnTAP). Funded through a grant from the OEA, MnTAP helps industry cut pollution and waste through prevention methods. Staffed by people with expertise in many manufacturing processes and waste prevention techniques, MnTAP offers technical assistance free to Minnesota businesses.

Every other year, the OEA analyzes the state's waste prevention programs in the *Pollution Prevention Evaluation Report*. The office also tracks the generation of hazardous and industrial waste.

Materials Exchange Alliance. Materials exchange matches organizations that have waste materials with others that can use those materials. The OEA coordinates the Materials Exchange Alliance, a group of local materials exchange programs in Minnesota, and publishes a catalog of material listings several times a year.

Problem Materials. The OEA helps Minnesota reduce and properly manage problem materials, such as major appliances, fluorescent lights and batteries, that cause particular environmental, safety or operational problems when mixed with trash.

Recycling Market Development. The OEA uses financial and technical assistance to help expand the use of recycled materials in manufacturing new products and develop reliable markets for recyclables collected in Minnesota. Technical assistance includes publications such as the *Minnesota Recycling Directory and Recycling Guide for Business*, telephone assistance and referrals, and presentations.

Recycling and Reuse Business Assistance Center (RBAC). With a grant from the U.S. Environmental Protection Agency's Jobs Through Recycling Initiative, the OEA set up a program to further develop recycling and reuse in manufacturing. The RBAC focuses on several industry sectors, including the composites, wood fiber and plastics industries.

Buy Recycled Campaign. The OEA provides information on performance, cost and availability of recycled products to make it easier for businesses to find and purchase them.

Grants and Loans. Financial assistance programs help businesses become more resource-efficient.

a) *Waste Prevention Grants* help businesses, industry associations and others to reduce waste and pollution.

b) *Private Sector Market Development Capital Loan Program.* Private businesses and non-profit organizations can apply for low-interest loans for projects that create or expand manufacturing capacity that uses recyclables or refines them to add value.

c) *Market Development Directed Research and Feasibility Study Grant Program.* Research institutions and private organizations are eligible for grants to develop performance information on recycled products, study feasibility of new manufacturing capacity to use recyclables, or undertake directed research on products that could be made from recyclables.

d) *Information Grants.* This program provides grants to private organizations and non-profits to increase the availability of educational materials and information about waste and the environment.

Communities, Schools and Citizens

It is the OEA's goal to foster environmentally sustainable attitudes and behavior on the part of all Minnesotans. Written materials, presentations, direct technical assistance and telephone assistance are used to work with communities, schools and individuals.

Education Clearinghouse. A source of print and audio-visual information about waste and environmental issues for the general public, the clearinghouse also offers telephone assistance for the public, teachers, students, businesses and others. More than 3,000 articles, curricula, fact sheets and other print materials are available free of charge, and upwards of 120 videos are also available to be borrowed.

Community Assistance. Neighborhood and citizen groups concerned about industrial pollution can get help from the OEA in working cooperatively with local industries to help them prevent pollution and waste. Assistance can include presentations, educational materials and facilitation of meetings.

Public Education. The OEA conducts statewide campaigns to educate Minnesotans on such issues as wasteful consumer product packaging and recycling at resorts. The OEA works closely with counties and cities on these campaigns. Every year, the OEA encourages local communities to sponsor activities to educate their residents on waste reduction during Waste Reduction Week.

Youth Education. "Whatawaste," an outcome-based waste education curriculum for grades K-12, is currently available from the OEA. Teacher training workshops are conducted on request. OEA staff also work with youth groups, such as scouts and 4-H, and conduct an environmental project contest for youth called Kids Can Make a Difference.

Sustainable Communities. The OEA has a pilot grant program for comprehensive community projects to conserve resources and protect the environment while improving the community's economy. A conference on sustainable communities is held in the fall.

Grants. Two other programs offer grants to promote environmental goals for schools.

a) *Information Grants.* This program provides grants to private organizations, non-profits, educational institutions, individuals and local governments to increase the availability of educational materials and information about waste and the environment.

b.) *Facilities Grants.* Schools or educational institutions may apply for grants to improve waste management in school buildings.

Publications

The OEA publishes a wide range of information on topics of waste prevention and management and other environmental issues. These include "The Resource," a bimonthly newsletter; fact sheets on OEA programs; legislative reports on environmental policies; the *Minnesota Recycling Directory* and the *Minnesota Recycled Products Directory*; the *Minnesota Guide to Pollution Prevention Planning*; the *Source Reduction Now* manual and video; and many others. Most can be obtained by calling the OEA Education Clearinghouse.

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

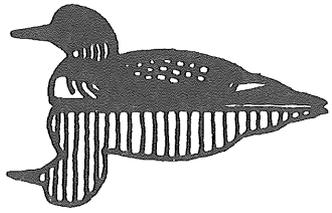
The Environmental Conservation Library (ECOL) is a depository for state environmental assessments and impact statements, and for documentation on Minnesota's nuclear power plants. ECOL supplies information on all aspects of the world's natural resources, environmental problems and ecological stress, 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 photocopying.

Environmental Quality Board

300 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155
Cynthia Jepsen, chair; Michael Sullivan, executive director (612) 296-9027

Minnesota Statutes, Chapters 116C-D-G-I and 326; Minnesota Rules 4400-4499



Designated as a state center for environmental information by the Minnesota Legislature in 1971, this special library collection 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.

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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Environmental Quality Board** fosters coordination and cooperation on environmental issues among state agencies and advises the governor and legislature. The board consists of 15 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 departments of agriculture, health, natural resources, transportation, public service and pollution control, and the director of Minnesota Planning, the chair of the Board of Water and Soil Resources, and the director of the Office of Environmental Assistance. EQB programs include: environmental review, water resources management and planning, power plant siting, power transmission line routing, critical areas, radioactive waste management, pipeline routing, sustainable development and siting of dry cask storage of spent nuclear fuel rods. Monthly meetings. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem. (612) 296-2723.

The **Advisory Committee on Genetically Engineered Organisms** provides advice at the request of the EQB 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 and the release of genetically engineered organisms into the environment. The committee consists of 15 members and meetings are held in St. Paul at the request of the board. **Appointing Authority:** EQB. **Compensation:** None. (612) 296-2871.

The **Minnesota Round Table on Sustainable Development** advises the Environmental Quality Board, governor and legislature on policies, programs & institutional reforms that will facilitate economically efficient, socially beneficial & environmentally sustainable development. It may create its own working groups. The round table consists of 30 members. There are no restrictions on round table membership, however the appointing authorities will seek representation from a diverse range of interests such as: agriculture, energy, forestry, education, manufacturing, minerals, recreation and land use. Meetings will be held quarterly for 5-8 hours in St. Paul. **Appointing Authority:** Governor & Environmental Quality Board. **Compensation:** Expenses.

The Environmental Quality Board (EQB), the state's principal forum for discussing environmental issues, provides an opportunity for the public to have direct input into the development of the state's environmental policy. The EQB is staffed by Minnesota Planning.

- **Environmental Review 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 Program** is responsible for locating large electric power facilities in an orderly manner compatible with environmental preservation and the efficient use of resources, and for providing for the evaluation of the effects of such power facilities on land, water and air resources and on public health and welfare.
- **Critical Areas Program** provides a process for planning and managing geographic areas of regional or statewide significance. The purpose of the program is to protect historical, cultural, scientific and natural resources while allowing compatible development.
- **The Minnesota Sustainable Development Initiative** is an ongoing, nationally recognized project launched by Governor Arne H. Carlson and the EQB that relies on cooperative public discussions, research, outreach and a periodic public congress to promote policies, institutions and behaviors that are socially, economically and environmentally sustainable. The initiative has produced a strategic plan for sustainable development of the state.
- **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 at (612) 296-8523.
- **Pipeline Routing Program** is responsible for reducing 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 that carries out the specific day-to-day water planning functions of the board.
- **Genetically Engineered Organisms Regulation Program** 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. *Minnesota Statutes* 116C.91 -116C.96.
- **High-Level Radioactive Program** monitors the federal high-level radioactive waste repository siting process and advises the governor and the legislature on policy relating to the program.

Ethical Practices Board

658 Cedar St., Centennial Building, St. Paul, MN 55155

Jeanne Olson, executive director (612) 296-5148 or toll free: (800) 657-3889

TDD: (612) 297-5353 or toll free: (800) 627-3529 Ask for (612) 296-5148; FAX: (612) 296-1722

E-Mail: epb.info@state.mn.us Internet Home Page: <http://www.state.mn.us/branch/epb>

Minnesota Statutes, Chapter 10A; Minnesota Rules 4500-4525

The Ethical Practices Board was established by the state legislature in 1974 through enactment of the Ethics in Government Act, *Minnesota Statutes* Chapter 10A. The board is a six-member bipartisan citizen body responsible for administration of the act.

Members of the board are appointed by the governor to staggered four-year terms. Their appointments must be confirmed by a three-fifths vote of the members of each house of the legislature. The board elects its leadership annually, holds regular meetings which are open to the public, and reports on its activities annually to the governor, the legislature, and the public.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Ethical Practices Board** administers campaign finance disclosure for state candidates, economic interest disclosure for state and metropolitan public officials and local officials in metropolitan governmental units, lobbyist registration, and public financing of state candidates and political party committees. The board consists of six members, including one former state legislator from a major political party other than that of the governor, one former state legislator from the same political party as that of the governor, two persons who have not been public officials and have not held party office within three years prior to appointment and two persons with no restrictions on their political affiliations or activities. No more than three members may support the same political party. No member may currently serve as a lobbyist. The board holds monthly meetings. Members must file economic interest disclosures with the Ethical Practices Board.

Appointing Authority: Governor. House and Senate confirmation. **Compensation:** \$55 per diem plus expenses.

In carrying out its responsibilities, the board develops and administers registration, disclosure, and enforcement programs to ensure that the requirements of the Ethics in Government Act are met. These programs are designed to promote public confidence in state government decision making and in the integrity of state government. In addition to enforcing the provisions of the act, the board provides the public with information about the activities of groups and individuals whose conduct is regulated by the act.

The board's programs require registration and public disclosure by candidates, political committees and funds, and lobbyists. Other programs provide for disclosure of economic interests and of conflicts of interest for certain state and metropolitan officials. The board is also responsible for administration of the state's public subsidy program which provides public funding for political campaigns.

The board maintains office hours from 8:00 a.m. until 4:30 p.m. Monday through Friday except for state holidays. The office is located in the Centennial Office Building at 658 Cedar Street in Saint Paul. Public meter parking is available on adjoining streets or in the public section of the Centennial Ramp, located behind the Centennial Office building and entered from Constitution Avenue.

Most of the forms, reports, and other materials mentioned in this guidebook are available for viewing and downloading from the internet at the board's world wide web site at <http://www.state.mn.us/branch/epb>. Requests and comments directed to the board may also be placed from this site.

Requests for assistance or for information, forms, or reports may also be made by telephone, facsimile transmission, in person, in writing or by electronic mail. All submissions to the board must be made

in writing. Certain requests must also be written. Board staff will advise callers if a written request is required.

Copies of the board's annual reports, summary program reports, program handbooks and forms, advisory opinions, findings, and of notices, agendas and minutes of meetings are available from the board without charge.

Registrations, reports and statements filed with the board are available for public inspection and copying within 48 hours of their receipt by the board.

Self-service copying is available in the board office at a cost of 25 cents per page payable in cash or by check. Staff service for copying is also available at a cost of \$1.00 per page. This service must be prepaid and includes the cost of mailing the copies to the requestor. Requestors using the staff copying service should allow up to four weeks for receipt of the requested documents. Certain reports are available on floppy disk. Contact the board office for more information.

The Ethics in Government Act and the board rules relating to it are available at the board's world wide web site, or may be examined and copied at the board office or at the state depository libraries listed with the Legislative Reference Library entry of this guidebook. A copy of the act and associated rules may be purchased from Minnesota's Bookstore. For ordering information, see Minnesota's Bookstore entry on page 13.

Campaign Finance Disclosure

(612) 296-1721 The Ethics in Government Act regulates spending for the purpose of influencing the election of officials for statewide offices, state senators and representatives, judges of the state Supreme Court, Appeals Court and District Courts, as well as spending to affect statewide ballot questions. Political committees and funds which raise or spend more than \$100 in a year for these purposes must register with the board within 14 days of doing so. 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. The board mails reporting forms to registered committees and funds by the board before each of the reporting dates.

Copies of registration statements and reports of receipts and expenditures filed with the board are available for viewing and photocopying in the board office within 48 hours of receipt. The statements and reports filed by legislative candidates are also provided to each county auditor within a legislative district within 72 hours of receipt by the board and may be viewed or copied there under the county auditors' guidelines.

A list of registered political committees and funds is available without charge from the board.

Public Subsidy

(612) 296-1721 The board administers Minnesota's program of public subsidy of political campaigns and parties. The subsidy is funded in part with funds designated by Minnesota residents through the voluntary check-off system on state income tax or property tax and renter refund forms. Public subsidy money is available for candidates for governor and 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 a public subsidy agreement with the board by September 1 of an election

year. Additionally, to be eligible to receive a public subsidy, candidates must raise matching funds in amounts specified in the act and file with the board a notarized affidavit verifying those contributions. The board sends agreement and affidavit forms to each candidate who files for office. There is no charge for filing these documents with the board.

Candidates who sign public subsidy agreements are limited in the amount they may spend for campaign expenditures and contribute to their own committee. These candidates also may obtain from the board without charge official contribution receipt forms to enable their contributors to claim a refund of up to fifty dollars per individual or one hundred dollars per married couple. Refund forms are obtained from and filed with the Department of Revenue. (See the Department of Revenue entry in this guidebook).

A list of candidates with effective public subsidy agreements is available from the board.

Conflict of Interest Disclosure

(612) 297-7352 The board administers provisions of the act under which certain public and local officials must disclose situations where their official action would substantially affect their financial interests or those of a business with which they are associated. If such a potential conflict of interest occurs, the official must give notice to the official's immediate superior or to the governing body of which the official is a part. If the official is unable to abstain from action in connection with the matter, he or she must file written notice describing the conflict and the action taken within seven days after the action. State officials file this notice with the board; local officials file the notice with the governing body in which the local official serves.

Forms are available from the board. There is no filing fee.

Lobbyist Registration and Reporting

(612) 296-5615 The board administers a program of 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. After becoming a lobbyist as defined by the act, a person must register with the board within five days. 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 report of registered lobbyists, individuals or associations represented, and subjects and kinds of action they seek to influence is available for viewing or copying in the board office.

Principal Disclosure, Lobbying Program

(612) 296-1721 A principal is an individual or association that spends more than \$500 in any calendar year to engage or compensate a lobbyist, or authorizes the expenditure of more than \$500 in any calendar year by a lobbyist. Principals also include individuals or associations not within the above definition that spend 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 regarding its spending level during the preceding calendar year to influence legislative, administrative, and metropolitan governmental unit action in Minnesota. Spending levels are reported by the category with category breaks at \$50,000, \$150,000, \$250,000 and thereafter in increments of \$250,000. Reporting forms are provided to principals listed by registered lobbyists or otherwise identified by the board. There is no filing fee.

Gift Prohibition

(612) 296-1721 The board administers provisions of the Act that prohibit gifts from lobbyists and lobbyist principals to officials. Officials include those public officials listed beginning on the next page, employees of the Minnesota Legislature, and local officials in metropolitan governmental units. While most such gifts are prohibited, the act provides limited exceptions. The board publishes an Advisory

Opinion Summary of responses to questions about these provisions. This summary is available without charge from the board.

Representation Disclosure

(612) 297-7352 The board administers provisions of the act which require a public official who represents a client for a fee at a rulemaking or other specified hearing before an individual, state board, commission, or agency to publicly disclose that representation within 14 days after the hearing. The public official must file a representation disclosure statement with the board using a statement form available from the board. There is no filing fee.

Public Employee Retirement Association (PERA) Candidate Contribution Disclosures

(612) 297-7352 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 reporting forms to the candidates. Reports filed by PERA trustee candidates are available for public inspection in the board office. There is no filing fee.

Minnesota Technology, Inc. (MTI)

(612) 297-7352 The president and board of directors of MTI are required to file statements with the board under *Minnesota Statutes* 116O.03 and 116O.04. Upon appointment to the MTI Board, directors must disclose the nature, amount, date, and recipient of contributions they made which in aggregate exceed \$100 a year, including non-cash contributions, within the four years preceding the appointment to any public office, political committee, political fund, or political party as defined in the Ethics in Government Act. 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. There is no filing fee.

State Board of Investment (SBI)

(612) 297-7352 The members and employees of the SBI are required to file statements with the Ethical Practices board under *Minnesota Statutes* 11A.075. The statements disclose member or employee expenses which were paid or reimbursed by investment advisors, consultants, or outside money managers who are under contract with the SBI or who have bid on SBI contracts, or by businesses in which the SBI has invested money under its control. Statements must be updated annually throughout the individual's term as an SBI member or employee. The board prescribes and furnishes statement forms to the individuals required to report. Statements filed by the SBI officials are available for public inspection in the board office. There is no filing fee.

Advisory Opinions

(612) 296-1721 Individuals or associations whose activities are regulated by the Ethics in Government Act may request advisory opinions from the board providing interpretation of the act or adopted rules of the board. The board may also issue advisory opinions to assist individuals in compliance with *Minnesota Statutes* 383B.041-383B.058 which 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.

The board must issue an advisory opinion within 30 days of receipt of the request unless a majority agrees to extend the time. A request for an opinion and the opinion itself are nonpublic data unless the requestor consents to make them public. The board publishes public summaries of its opinions, which do not include identifying information. Compilations of advisory opinions are available without charge from the board.

Board Rulemaking

(612) 296-1721 The board adopts rules to assist in carrying out the purposes of the Ethics in Government Act. Once adopted, the board's rules are applicable to the conduct of individuals and associations regulated by the act. Rules are adopted after public notice has been given, and pursuant to the Minnesota Administrative Procedures Act, *Minnesota Statutes* Chapter 14. Contact the board office to be placed on the board's list of individuals and associations desiring to receive notices and information related to the board's rulemaking activities.

Complaints, Audits, and Investigations

(612) 296-1721 Any individual or association may file a complaint with the board about an alleged violation of the Ethics in Government Act. The board will investigate any violation of the act based on a written complaint and may investigate violations based on its own files or other information. The board notifies individuals or associations being investigated and provides a copy of any written complaint to them.

The board may also conduct audits and investigations with respect to statements or forms which are required to be filed under the act.

Investigations and audits are conducted in confidence. Meetings concerning any complaints, investigation, or audit are confidential and are not open to the public. When the board issues a public finding of probable cause or no cause to believe the law has been violated, the matter becomes public along with materials contained in the record except as the board determines that the materials should remain private. The board reports a finding of probable cause that the act has been violated 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.

These officials and candidates must file a statement of economic interest within the time prescribed by the act and must file supplementary statements must 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. There is no filing fee. 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 the following list of metropolitan governmental units whose local officials must file statements of economic interest.

Copies of statements of economic interest filed with the board are available for viewing and photocopying in the board office within 48 hours of receipt. These statements and reports are also provided to each county auditor within a legislative district within 72 hours of receipt by the board and may be viewed or copied there under the county auditors' guidelines.

Public Officials Required to File Statements of Economic Interest:

Accountancy Board - members, chief and deputy administrative officers.
Administration Department - commissioner, deputy and assistant commissioners.
Administrative Hearings Office - chief and administrative law judges; 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.
Amateur Sports Commission - members, chief and deputy administrative officers.
Animal Health Board - members, chief and deputy administrative officers.
Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design 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, 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.
Children, Families, and Learning Department - commissioner.
Chiropractic Examiners Board - members, chief and deputy administrative officers.
Commerce Department - commissioner, deputy and assistant commissioners.
Corrections Department - commissioner, deputy and assistant commissioners.
Crime Victims Reparations Board - members, chief and deputy administrative officers.
Dentistry Board - members, chief and deputy administrative officers.
Designer Selection Board - members, chief and deputy administrative officers.
Dietetic and Nutrition Board - members, chief and deputy administrative officers.
Economic Security, Department of - commissioner, deputy and assistant commissioners, referees.
Education Board - members, chief and deputy administrative officers.
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 Assistance, Office of - director.
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.
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 Facilities Authority - members and executive director.
Higher Education Services Office - 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.
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, Minnesota State - director and deputy director.
Marriage and Family Therapy, Board of - members, director, and assistant 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.
Military Affairs Department - adjutant general, deputy and assistant adjutant generals.
Minnesota Bureau of Mediation Services - commissioner, deputy commissioner.
Minnesota Center for Arts Education Board - members, chief and administrative officers.
Minnesota State Colleges and Universities - chancellor, vice chancellor, members.
Minnesota Technology, Inc. - president, directors.
Municipal Board - members, chief and administrative officers.
Natural Resources Department - commissioner, deputy and assistant commissioners.
Nursing Board - members, chief and deputy administrative officers.
Nursing Home Administrators Board - members, chief and deputy administrative officers.
Occupational Safety and Health Review Board - members, chief and deputy administrative officers.
Optometry Board - members, chief and deputy administrative officers.
Peace Officer Standards and Training Board - members, chief and deputy administrative officers.
Petroleum Tank Release Compensation Board - members, chief and deputy administrative officers.
Pharmacy Board - members, chief and deputy administrative officers.
Podiatric Medicine 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 and deputy administrative officers.
Public Employees Retirement Association (PERA) Board - members and executive director.
Public Facilities Authority - members, chief and deputy administrative officers.
Public Safety Department - commissioner, deputy and assistant commissioners; registrar of motor vehicles; and director of gambling enforcement.
Public Service Department - commissioner and deputy commissioners.
Public Utilities Commission - members and executive director.
Racing Commission - members, director, chief of security, medical officer, inspector of pari-mutuels, stewards.
Rehabilitation Review Panel - members.
Revenue Department - commissioner, deputy and 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 - member, chief administrative officer.
Social Work, Board of - members, chief and deputy administrative officers.
State Auditor's Office - state auditor, chief deputy.
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.

Teachers Retirement Association Board - members, chief and deputy administrative officers.
Teaching Board - members, chief and deputy administrative officers.
Trade and Economic Development Department - commissioner, deputy and assistant commissioners.
Transportation Department - commissioner, deputy and assistant commissioners.
Transportation Regulation Board - members.
Urban Initiative Board - members, chief and deputy administrative officers.
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.
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; and
- **a regional railroad authority** established by one or more of the counties listed above, including:
 - Anoka County Regional Railroad Authority
 - Carver County Regional Railroad Authority
 - Dakota County Regional Railroad Authority
 - Hennepin County Regional Railroad Authority
 - Ramsey County Regional Railroad Authority
 - Scott County Regional Railroad Authority
 - Washington County Regional Railroad Authority; and
- **a city with a population of over 50,000** located in one of the counties listed above:
 - Anoka County - Coon Rapids
 - Dakota County - Eagan, Burnsville
 - Hennepin County - Bloomington, Brooklyn Park, Minneapolis, Minnetonka, Plymouth
 - Ramsey County - St. Paul; and
- **the Metropolitan Council;** and
- **a metropolitan agency** as defined in *Minnesota Statutes* 473.121, subd. 5a:
 - Metropolitan Airports Commission
 - Metropolitan Parks and Open Space Commission
 - Metropolitan Sports Facilities Commission
 - Minnesota Technology, Inc.
 - State High School League

Executive Council

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

Elaine S. Hansen, executive secretary (612) 296-1424

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.

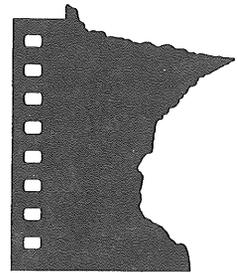
The council performs a number of specific administrative duties, including the designation of state depositories, the approval or disapproval of mineral leases, the extension of timber permits, cancellation of uncollectible accounts, and the sale and disposal of certain state lands.

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.

Minnesota Film Board

401 N. Third Street, Minneapolis, MN 55401
 Randy Adamsick, executive director
 (612) 332-6493; FAX: (612) 332-3735
 Mobile: (612) 868-5969; Hotline: (612) 333-0436



**MINNESOTA
 FILM BOARD**

Minnesota Statutes, section 270.66

The mission of the Minnesota Film Board is to make Minnesota one of the top five U.S. markets for quality motion picture and television production. In addition, the board seeks to benefit the economy of Minnesota through this effort.

One of the goals of the film board is to achieve for the state a reputation in the film community equivalent to what the Guthrie Theatre has achieved in the theater community. Over the past five years 35 feature films were shot in Minnesota.

The Minnesota Film Board is a semi-state agency which receives almost half of its funding from the public. Partial funding comes from the Minnesota Legislature, as well as from the Cities of Minneapolis and St. Paul. A little more than half of its funding comes from foundation and corporate support. It is the only non-profit state film commission in the United States.

Production services:

- publishes award-winning "Minnesota Production Guide,"
- maintains statewide location resource files,
- conducts location tours,
- utilizes 10,000 entry location photobank,
- provides permit, location permission services,
- acts as a clearinghouse for production resources, trade publications, industry directories,
- maintains production personnel database, resume files,
- presents industry "Town Meetings" and other educational events.

Marketing services:

- arranges prospecting meetings with VIP industry contacts,
- conducts direct mail campaigns with industry contacts,
- advertises, seeks article placements in mainstream and national trade publications,
- hosts premieres of Minnesota-made movies.
- contacts "Ice Pack" list of Minnesotans who work in the Hollywood film industry,
- conducts state outreach program to educate Minnesota communities about the benefits of film/video production.

To stimulate feature film production in the state, the Minnesota Film Board, the Independent Feature Project/North and Blockbuster Video of Minnesota have joined forces. Through this new Minnesota Blockbuster Fund — the first of its kind in the nation — \$250,000 will be invested over the next three years to help Minnesota filmmakers bring their projects to the screen.

Award-winners will also receive goods and services, including film stock and free use of equipment. The fund's board members will help the prospective movie-makers make contact with people in the entertainment industry who can offer contracts and advice. Feature film development programs are well established in Europe, Canada and Australia, but new to the United States.

The board will award grants to local directors, producers and writers. These \$25,000-per-project investments are intended to serve as seed money for high-

budget productions. Producers might use the award to buy screen rights to a story, for example, or to develop a business plan for the project. When the film goes into production, they are expected to repay the money.

Applicants must be Minnesota residents for at least a year, or expatriates who lived here at least seven years.

Minnesota is the nation's fourth largest market for TV commercial production. The pool of acting talent and technical expertise has made it a popular location for productions: six feature films are slated for production in the first six months of 1996.

The board is seeking to cultivate home-grown talent so that a vital state film industry is created that is not dependent on Hollywood. The board will fund the projects with the most artistic merit and the greatest likelihood of completing production. There is no requirement that the features be filmed in Minnesota. Proposals will be evaluated by a panel of film veterans, including a director, producer, and actor.

5-Year Summary: 1990-94 Feature Film Revenues:

| | |
|--|----------------------|
| <i>She Led Two Lives</i> , Helios Productions / NBC-TV | \$ 618,000 |
| <i>Brief Moment. . . Angus Bethune</i> , Turner Pictures | \$ 1,000,000 |
| <i>The Cure</i> , Island World Pictures / Universal Pictures | \$ 2,031,000 |
| <i>Little Big League</i> , Castle Rock Entertainment / Tri-Star | \$ 7,000,000 |
| <i>D2: The Mighty Ducks</i> , Avnet-Kerner Co. / Walt Disney | \$ 1,378,000 |
| <i>Grumpy Old Men</i> , Warner Bros. | \$ 3,450,000 |
| <i>Iron Will</i> , Walt Disney | \$ 6,030,000 |
| <i>The Good Son</i> , 20th Century Fox | \$ 1,820,000 |
| <i>Laurel Avenue</i> , HBO Productions | \$ 901,000 |
| <i>Untamed Heart</i> , MGM | \$ 1,928,000 |
| <i>Mighty Ducks</i> Avnet / Kerner Co. / Walt Disney Pictures | \$ 4,760,000 |
| <i>Equinox</i> , IRS Releasing | \$ 1,810,000 |
| <i>Lucky Day</i> , Hearts Entertainment / ABC-TV | \$ 522,000 |
| <i>Drop Dead Fred</i> , Working Title Films / New Line Cinema | \$ 3,000,000 |
| <i>Graffiti Bridge</i> , Warner Bros. | \$ 7,100,000 |
| Plus 16 additional feature-length productions | \$ 7,540,000 |
| = TOTAL | \$ 50,888,000 |

It is estimated that the above 31 feature-length film projects shot in Minnesota since 1990 resulted in over \$4.5 million in state and local taxes, over 2,700 jobs in Minnesota (averaging 3-4 months duration), and 80,000 hotel room nights by visiting cast and crew members.

Department of Finance

658 Cedar Street, 400 Centennial Building, St. Paul MN 55155
 World Wide Web Home page: <http://www.finance.state.mn.us/>
 Laura M. King, commissioner, (612) 297-7881

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 and is responsible for managing all financial affairs of the state.

Mission

The mission of the Department of Finance 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; coordinate and facilitate policy development and implementation from a "whole state" perspective; and improve accountability and promote the prudent management of state resources.

The department serves the executive branch and, through the governor, the other branches and governing units of the state. Credibility within these groups is a measure of the department's success.

The department provides the following services: economic analysis, operating and capital budgeting, policy analysis, financial consulting, accounting and payroll systems, financial reporting, payments, information services, and cash and debt management. 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 monitors the state's revenue position, develops financial forecasts, and provides economic analysis to other units of government. The section publishes forecast summaries in November and February and the Economic Update quarterly. This section provides no direct services to the public.

Budget Services Division

(612) 296-2438 Judith Johnson, assistant commissioner and state budget director. The division develops the state biennial and capital budget and monitors them throughout 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 reporting to control costs and report fees. The division reviews selected program policies, identifies alternative budget strategies and makes recommendations to the commissioner and the governor on funding priorities.

Budget Services Teams:

Two budget teams advise state managers, Department of Finance managers, the commissioner, the governor and the legislature 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.

Human Development Team

(612) 296-5618 Ron Hackett, team leader. This team coordinates budget and other financial management issues relating to the following departments, boards and offices: Corrections, Employee Relations, Health, Human Services, Investment Board, Mediation Services, MinnesotaCare, Office of Full Productivity and Opportunity, Ombudsman for Mental Health and Mental Retardation, Ombudsman for Corrections, Children, Families and Learning, Education Aids, Center for Arts Education, Minnesota State Colleges and Universities (MnSCU), Higher Education Services Office, Higher Education Facilities Authority, Higher Education Board, Mayo Medical School, Minnesota Education Computing Consortium, Minnesota Residential Academies, State Board of Education, University of Minnesota, Vocational Technical Education Council, Minnesota State Retirement System (MSRS), Public Employee Retirement Association (PERA), Public Employee Relations Board (PERB), and Teachers Retirement Association (TRA). This team provides no direct services to the general public.

Physical Development Team

(612) 296-1326 Dale Nelson, team leader. This team coordinates budget and other financial management issues relating to the following departments and offices: Administration, Administrative Hearings, Agriculture, Commerce, Corrections, Economic Security, Executive Council, Finance, Housing Finance Agency, Human Rights, Labor and Industry, Military Affairs, Minnesota Planning, Natural Resources, Pollution Control Agency, Public Safety, Public Utilities Commission, Public Service, Revenue, Trade and Economic Development, Transportation, Veterans Nursing Homes, Veterans Affairs, Governor, Lt. Governor, Legislature, Revisor of Statutes, LCMR, Secretary of State, State Auditor, State Treasurer, Attorney General, Public Defender, Supreme Court, Court of Appeals, District Court, Tax Court, Judicial Boards, Workers Compensation Court, Minnesota State Lottery Commission, Gambling Control Board, Racing Commission, Animal Health Board, Arts Board, Capitol Area Architecture and Planning Board, Ethical Practices Board, Hazardous Substance Injury Compensation Board, IRRRB, Jobs Skills Partnership Board, Peace Officers Standards and Training Board, Public Defense Board, Veterans Home Board, Water and Soil Resource Board, Asian Pacific Minnesotans Council, Black Minnesotans Council, Disabilities Council, Handicapped Council, Indian Affairs Council, Minnesota Safety Council, Spanish Speaking Council, Voyageurs National Park Council, Humanities Commission, Minnesota Amateur Sports Commission, Minnesota-Wisconsin Boundary Area Commission, Sentencing Guidelines Commission, Uniform Laws Commission, Disabled American Veterans, Military Order of Purple Heart, Veterans of Foreign Wars, Academy of Science, Historical Society, Horticultural Society, Metropolitan Council Transit, Minnesota Zoo, Minnesota Business Finance Inc., Minnesota Technology Inc., Office of Environmental Assistance, Public Broadcasting, Science Museum, Telecommunications Access for Communication Impaired Persons (TACIP), and World Trade Center. This team provides no direct services to the public.

Budget Planning and Operations Team

(612) 296-4724 Charlie Bieleck, director. This team 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, manages the fiscal note process, provides direction and coordination to state agencies related to statewide policy and procedures and supports the budget teams. It also develops and controls the statewide indirect cost plan and reviews and approves fees. The **Financial Analysis Unit** 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's budget, fund balance and cash flow. Other section staff manage the state's capital budget process. The section also manages the state's performance reporting activities. Finally, the section responds to informational inquiries from the executive and legislative branches, the financial community and the general public.

Accounting Services Division

(612) 297-2429 Rosalie Greeman, assistant commissioner. This division provides accounting and payroll services and establishes appropriate policies and procedures for state agencies. The division also provides support to state agencies in the operation and use of the Minnesota Accounting and Procurement System (MAPS) and the State Employee Management System (SEMA4).

General Accounting

(612) 296-5903 Director. This section assures the integrity of the accounting system by maintaining the chart of accounts and general ledger, overseeing the statewide annual budget, providing system assurance services and assuring proper accounting for all state revenues. This section also identifies and records all legislative appropriations in the accounting system and establishes related statewide policies and procedures. This section provides no direct services to the public.

Agency Support

(612) 282-5068 Mary Bogie, director. This section provides services to state agencies in their use of the state's accounting and payroll systems which provide the operating and financial base for the state. This section also establishes statewide policies and procedures in the use of the systems. Staff provide assistance to agencies to optimize the use of the systems to meet agency business needs. Staff also provide training in basic and advanced use of the systems. This section also is responsible for issuing warrants (checks) to pay state vendors providing services and products to state agencies and maintains the central vendor and customer files. Finally, this section issues replacements for lost and forged warrants. Vendors should direct inquiries regarding lost or forged warrants to: Rose Dodd (296-2742).

Central Payroll

(612) 296-4061 Don Smith, director. This section manages the paying of all state employees through the state payroll system. The payroll system processes payroll data and issues employee paychecks. This section is also responsible for processing employee business and relocation reimbursements. This section provides no direct services to the public.

Financial Reporting

(612) 297-5187 Margaret Jenniges, director. This section manages the financial reporting process for all state activities in accordance with generally accepted accounting principles. The state's annual financial report is prepared and published by this section. In addition the section manages the single audit process for federal programs and oversees state reporting and compliance with the federal Cash Management Improvement Act. This section is also responsible for statewide internal control activities for the financial systems and for assisting with and reporting on agency internal control systems. This section provides no direct services to the public.

Information Services - MnASSIST

(612) 296-5904 Michael Ladd, assistant commissioner. The division is the technical support team for the state's major administrative information systems. MnASSIST, Minnesota Administrative Statewide Systems Interagency Support Team, provides systems support for the state's core business applications. These applications are the accounting and procurement system (MAPS), the payroll and human resources system (SEMA4), and the information access system (IA). MnASSIST provides agencies with training, documentation, and technical assistance in the use of the systems. It also has the responsibility for the maintenance of the code and for the operation of the systems. Statewide network support is provided agencies through MnASSIST to ensure a proper client-server environment. The information access group will also work with agencies in the development of reports necessary to meet agency information reporting needs. The Information Services division also supports the biennial budget system (BBS), the fiscal note system (FNFS), and the performance measurement system (PERFORMS). The division also supports the department's internal local area network, as well as its technical training and support functions. This division provides no direct services to the public.

Budget and Information Access Services

(612) 282-5486 Debra Bean-Johnson, director. This section manages three statewide budget information systems that provide on-line budget information to users within the three branches of state government. They are the Biennial Budget System (BBS), the Fiscal Note Tracking System (FNFS) and the Performance and Outcome Monitoring and Reporting System (PERFORMS). The BBS provides support for the preparation of agency budgets and governor's recommendations. It also tracks legislative proposals and appropriations. The FNFS is designed to report and track the fiscal impact of proposed legislation. PERFORMS collects information on the performance of the state's cabinet agencies, produces agency performance reports and stores historical measurement data. This section provides no direct services to the public.

This section also develops and manages the state's information warehouse. This facility contains on-line financial information produced by the state's business systems, MAPS and SEMA4. This information is used by state agency management and legislative decision makers to analyze spending, account for state funds and make funding decisions. This section provides no direct services to the public.

Technical Services

(612) 282-2667 Del Hampton, director. Technical Services manages the department's desktop computer resources, administers the local- and wide-area telecommunications (data, audio and video) network connectivity and produces internal personal computer (PC) training and support. They also provide external software, PC, and network services so that agencies can access and use the statewide administrative business systems that the department develops and maintains. This section provides no direct services to the public.

Business and Customer Services

(612) 282-5073 Jimmy Corcoran, director. This section provides Help Desk services to end users of the state's MAPS and SEMA4 systems. It also provides ongoing user training for state agency staff and other users of the systems. Finally, the section manages the other business functions associated with MnASSIST. This section provides no direct services to the public.

MAPS Systems and Programming

(612) 215-0606 Ted Ledman, director. This section is responsible for the continuing operations of the statewide Minnesota Accounting and Procurement Systems (MAPS). Utilizing information obtained from the user community through a variety of work groups, this team provides enhancement services to ensure that the MAPS system stays current with the needs of the users. In addition to enhancing the system with new features and functionality, the section also

monitors the daily performance of the system to retain a high level of availability. Any interruption to the current operating environment is analyzed and appropriate maintenance action is taken. This section is staffed with professional programmers and system analysts.

This section also provides the computer scheduling and related support operations for the state's accounting and purchasing systems. This section provides no direct services to the public.

SEMA4 Systems and Programming

(612) 297-4396 Don Howard, director. This section of MnASSIST provides the scheduling, related support operations and systems/programming support for the payroll part of the Statewide HR/Payroll System (SEMA4). The system processes payroll data for all employees of the executive and judicial branches of state government. This section provides no direct services to the public.

System Operations

(612) 296-5600 James Stavsvick, director. This section provides the computer scheduling and related support operations for the states accounting, purchasing, and human resource/payroll systems. This section provides no direct services to the public.

Management Services

(612) 296-8372 Peter Sausen, assistant commissioner. Cash and Debt Management coordinates 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 section provides all internal administrative services to the agency. Services provided are: accounting, personnel/payroll, budgeting, training, legislative liaison, procurement, and office management. This section provides no direct services to the public.

Governor's Council on Fire Prevention and Control

444 Cedar Street, Suite 100M, St Paul, MN 55101-2156

Thomas R. Brace, state fire marshal (612) 215-0505; FAX (612) 215-0525

Executive Order 88-10, September 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 fire service organizations, 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 throughout the Twin Cities. Their 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 federal grants and facilitating communication with that agency.

The council operates without funding in the performance of its duties, however, it 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Governor's Council on Fire Prevention and Control** (Executive Order 93-21) recommends policies and rules to regulate the fire protection industry of Minnesota. The task force consists of eight members. Members should have interest in strengthening new fire protection systems in Minnesota. The State Fire Marshal or designee shall serve as chair. Meeting schedule and location not determined at this time. **Appointing Authority:** Governor. **Compensation:** expenses. Public Safety, 285 Bigelow Bldg., 450 N. Syndicate St., St. Paul, MN 55104-4127. (612) 643-3083.

Lawful Gambling Board

1711 West County Road B, Rosewood Office Plaza, Suite 300 South, Roseville, Minnesota 55113
 Harry W. Baltzer, executive director (612) 639-4000
 TDD: Use Minnesota Relay Service (612) 297-5353 or 1-800-627-3529

Minnesota Statutes, Chapter 349; Minnesota Rules 7861-7865

Regional Offices: (The board's regional offices provide services related only to compliance issues and questions.)

301 So. Washington Avenue, St. Peter, MN 56082,
 (507) 931-1660

125 Lincoln Avenue West, Fergus Falls, MN 56537,
 (218) 739-7402

522 East Howard Street, Suite 208, Hibbing, MN 55746,
 (218) 262-7301

Established, governed, and work directed by Minnesota statutes and Minnesota rules, the board regulates lawful gambling which is the conduct of pull-tabs, bingo, raffles, paddlewheels, and tipboards. The powers and duties of the Gambling Control Board are to:

- Regulate lawful gambling to ensure it is conducted in the public interest.
- Issue licenses to organizations, distributors, bingo halls, manufacturers, and gambling managers.
- Collect and deposit license, permit, and registration fees due under chapter 349.
- Receive reports required by this chapter and inspect all premises, records, books, and other documents of organizations, distributors, manufacturers, and bingo halls to insure compliance with all applicable laws and rules.
- Make rules authorized by chapter 349.
- Register gambling equipment and issue registration stamps.
- Provide by rule for the mandatory posting by organizations conducting lawful gambling of rules of play and the odds and/or house percentage on each form of lawful gambling.
- Report annually to the governor and legislature on its activities and on recommended changes in the laws governing gambling.
- Impose civil penalties of not more than \$500 per violation on organizations, distributors, manufacturers, bingo halls, and gambling managers for failure to comply with any provision of chapter 349 or any rule or order of the board.
- Issue premises permits to organizations licensed to conduct lawful gambling.
- Delegate to the director the authority to issue or deny license and premises permit applications and renewals under criteria established by the board.
- Suspend or revoke licenses and premises permits of organizations, distributors, manufacturers, bingo halls, or gambling managers as provided in chapter 349.
- Register employees of organizations licensed to conduct lawful gambling.
- Require fingerprints from persons determined by board rule to be subject to fingerprinting.
- Delegate to a compliance review group of the board the authority to investigate alleged violations, issue consent orders, and initiate contested cases on behalf of the board.
- Order organizations, distributors, manufacturers, bingo halls, and gambling managers to take corrective actions.
- Take all necessary steps to ensure the integrity of and public confidence in lawful gambling.

The board meets the third Monday of every month. The three major activities of the Gambling Control Board include: 1) Providing education, outreach, and guidance to the lawful gambling industry. 2) Licensing manufacturers, distributors, bingo halls, nonprofit organizations, gambling managers, and issuing premises permits. 3) Reviewing and insuring organizations compliance with all state statutes and rules relating to lawful gambling.

The board prepares an annual report. There is no charge for one copy.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Gambling Control Board** issues, suspends and revokes licenses of organizations, bingo halls, distributors and manufacturers of gambling equipment, registers 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 including five members appointed by the governor, one member appointed by the commissioner of public safety, and one member appointed by the attorney general. No more than three members appointed by the governor may belong to the same political party. All appointments are with the advice and consent of the senate. Members must file with the Ethical Practices Board. Meetings are held at the Kelly Inn, St. Paul, on the third Monday of each month. **Appointing Authority:** Governor, attorney general, commissioner of public safety. **Compensation:** \$55 per diem plus expenses.

The **Advisory Council on Gambling** (Laws of 1994 Chapter 633, Art. 8, Sec 5) studies the conduct of all forms of gambling in Minnesota and advises the governor and legislature on all aspects of state policy on gambling, consults with agencies responsible for gambling, assists the governor in making recommendations on gambling, and advises the governor on the development of a socio-economic model to support decision making on gambling issues. The council consists of 14 members, including: one member appointed by the governor who shall be the person on the governor's staff primarily responsible for gambling policy, who shall act as chair of the council; eight members appointed by the governor, each of whom must reside in a different congressional district; one member appointed by the attorney general who must be an attorney in the attorney general's office; and the chairs of the legislative committees having jurisdiction over gambling in the senate and the house of representatives, a member of the minority party in the house of representatives appointed by the speaker of the house and a member of the minority party of the senate appointed by the Subcommittee on Committees of the Senate Committee on Rules and Administration. The council meets once a month alternating between the Capitol & Lottery. **Appointing Authority:** Governor. **Compensation:** none.

Education, Outreach, and Guidance

The Gambling Control Board continually promotes lawful gambling education through the publication of a monthly newsletter, a gambling manager handbook, and an accounting manual, as well as by conducting many seminars, classes, and speaking engagements. Educational activities include:

- gambling manager seminars
- a monthly newsletter
- continuing education classes
- mentoring program for licensed organizations
- public speaking engagements
- answering questions from the industry on a daily basis
- gambling manager handbook
- account manual for lawful gambling operations

The **Gambling Manager Seminar** consists of two days of training where staff interacts with organizations on a more individualized basis. The seminar includes information on statutes, rules, proper conduct of lawful gambling, internal controls, reporting requirements, licensing requirements, and responsibilities and expectations of organizations conducting lawful gambling.

The seminar is for chief executive officers of organizations new to the conduct of lawful gambling and for gambling managers who represent and are responsible for the conduct of lawful gambling for their organizations. Pre-registration is required. There is no charge to attend.

Classes are listed in the monthly *Gaming News*, or contact the compliance section at (612) 639-4000 for class information (ask for gambling manager seminar information).

The **Monthly Newsletter**, *Gaming News*, is a vital link between the board and the industry, and provides important information about compliance and licensing issues. The newsletter includes information about scheduled seminars, education classes, and board activities. *Gaming News* is provided free of charge to the chief executive officer of each licensed organization. A free copy is also provided to each licensed bingo hall owner, manufacturer, and distributor. All other interested parties may obtain a subscription from Minnesota's Bookstore at (612) 297-3000 or 1-800-657-3757.

Also available from Minnesota's Bookstore are the *Gambling Manager's Handbook* and the *Accounting Manual for Lawful Gambling Operations*. The handbook is a reference manual for the conduct of lawful gambling. It is also useful as a study guide for the gambling manager examination. The accounting manual is a compilation of forms and instructions intended to help organizations better manage the bookkeeping aspects of their gambling operations.

Monthly **Continuing Education Classes** are conducted to update organizations on a variety of topics. These classes are conducted throughout the state. Not only are gambling managers encouraged to attend, members and employees of the organizations are invited as well. Classes are also open to the general public. There is no charge to attend. Classes are listed in the monthly *Gaming News*, or contact the compliance section at (612) 639-4000 for class information (ask for continuing education information).

The **Mentoring Program** provides organizations one-to-one training on how to properly initiate and manage the gambling operation and comply with all reporting requirements. The program also provides guidance to organizations that have operated in the past but have experienced serious operational difficulties.

Board staff frequently conducts **Public Speaking Engagements**, usually at conventions of organizations that conduct lawful gambling. A request for a speaker must be made in writing well in advance of the occasion.

Licensing

To obtain any of the following forms, or if you would like additional information, please call the Roseville office at (612) 639-4000. The completed forms are returned to the same office.

Manufacturers:

Anyone who sells gambling equipment to a licensed distributor is required to obtain a manufacturer's license. The license is valid for one year. All applications and renewals must be approved by the board. There is a background check requirement. The following persons must fill out the manufacturer personnel form: owners, officers, directors, partners, managers, supervisors, consultants, sales employees, and persons or entities with a direct or indirect financial interest of five percent or more, as prescribed by board rule, and all manufacturer employees eligible to conduct sales.

The manufacturer's license application forms are:

- LG600, Application for Manufacturer's License to Sell Gambling Equipment to Licensed Distributors
- LG610, Manufacturer Personnel Information

The fee for a manufacturer's license is \$5,000. Processing takes approximately eight weeks.

Distributors:

Anyone who sells, offers for sale, or furnishes gambling equipment to an organization (licensed, permitted, exempt, or excluded) to conduct lawful gambling is required to obtain a license to distribute gambling equipment. The license is valid for one year. All applications and renewals must be approved by the board. There is a background check

requirement. The following persons must fill out the distributor personnel information form and an ID card: owners, officers, directors, partners, managers, supervisors, consultants, employees eligible to make sales on behalf of the distributor, and persons or entities with a direct or indirect financial interest of five percent or more, as prescribed by board rule, and all other distributor employees.

The distributor's license application forms are:

- LG400, Application for License to Distribute Gambling Equipment
- LG410, Distributor Personnel Information
- Sales ID card or employee ID card

The fee for a distributor's license is \$3,500. Processing takes approximately eight weeks.

Bingo Halls:

Anyone who leases a bingo hall to more than one organization (licensed, permitted, exempt, or excluded) must obtain a bingo hall license. The license is valid for one year. All applications and renewals must be approved by the board. There is a background check requirement. The following persons must fill out the bingo hall personnel information form: the legal owner of the bingo hall property, all owners, officers, directors, partners, managers, and supervisors.

The bingo hall license application forms are:

- LG300, Bingo Hall License Application
- LG302, Bingo Hall Occasion List
- LG315, Bingo Hall Personnel Information
- LG316, Bingo Hall Personnel Affidavit

The fee for a bingo hall license is \$2,500. Processing takes approximately eight weeks.

Nonprofit Organizations:

Organizations which plan to conduct lawful gambling activity must apply for a gambling license. Organizations must:

- be a religious, fraternal, veterans, or other nonprofit organization;
- be in existence for the most recent three years as a nonprofit organization incorporated with the Minnesota Secretary of State's office or exempt from income taxes by the Internal Revenue Service;
- have 15 active members who meet the following criteria:
- have paid all dues to the organization,
- are 18 years of age or older,
- have equal voting rights with all other members,
- have equal opportunity to be an elected officer,
- whose names and membership origination dates appear with the members knowledge and consent on a membership list,
- have equal right and responsibilities of attendance at the regularly scheduled meetings of the organization, and
- have been members of the organization for at least six months.

The forms for organization license application are:

- LG200a, Organization License Application
- LG200b, Organization Officers Affidavit
- LG201, Internal Controls
- LG205, Compensation Schedule
- LG209, Registration of Gambling Employee
- Also required is a membership list showing 15 active members and proof of nonprofit status from the Secretary of State's Office or the Internal Revenue Service

There is no fee for the organization license application. The organization license is valid for two years. Processing takes approximately ten weeks.

Exempted Nonprofit Organizations:

An exempt permit to conduct lawful gambling can be issued to nonprofit organizations that conduct lawful gambling activity of five or fewer days and award less than \$50,000 in prizes during a calendar year. An organization must:

- comply with *Minnesota Rules*, chapter 7861, governing the conduct of the type(s) of lawful gambling being applied for;
- use the profits for lawful purpose as defined in *Minnesota Statutes*, section 349.12, subdivision 25(a);

- comply with *Minnesota Statutes*, section 349.15, concerning allowable expenses from gambling funds;
- comply with all local regulations; and
- keep all lawful gambling records for 3-1/2 years.

The form to apply for the Authorization for Exemption from Lawful Gambling License is Form LG220. The complete application must be submitted to the board for processing at least 30 days prior to the activity date. The fee is \$25.

Excluded Nonprofit Organizations:

Excluded raffles may be conducted by an organization if the total market (retail) value of all raffle prizes awarded for all raffles in a calendar year does not exceed \$750. Organizations may not conduct excluded gambling activity in the same calendar year in which the organization has either been licensed or conducted exempted gambling activity. An organization must:

- comply with *Minnesota Rules*, part 7861.0110 (raffles);
- use the profits for lawful purpose as defined in *Minnesota Statutes*, section 349.12, subdivision 25(a);
- comply with the statute concerning allowable expenses from gambling funds (*Minnesota Statutes*, section 349.15);
- comply with all local regulations; and
- keep records for 3-1/2 years.

The Application for Authorization to Conduct an Excluded Raffle is Form LG240R. The complete application must be submitted to the board for processing at least 30 days prior to the activity date. There is no fee for Form LG240R.

Excluded bingo may be conducted by an organization without a license if it is conducted by an organization that conducts four or fewer bingo occasions in a calendar year, or in connection with a county fair, the state fair, or a civic celebration if it is not conducted for more than 12 consecutive days in a calendar year.

Organizations may not conduct excluded gambling activity in the same calendar year in which the organization has either been licensed or conducted exempted gambling activity. An organization must:

- comply with statutory prize limits (*Minnesota Statutes*, section 349.211, subdivisions 1 and 2);
- use the profits for lawful purpose as defined in *Minnesota Statutes*, section 349.12, subdivision 25;
- comply with the statute concerning allowable expenses from gambling funds (*Minnesota Statutes*, section 349.15);
- comply with all local regulations; and
- keep records for 3-1/2 years.

The Application for Authorization to Conduct Excluded Bingo is Form LG240B. The complete application must be submitted to the board for processing at least 30 days prior to the activity date. There is no fee for Form LG240B.

Senior Citizen Bingo:

Bingo may be conducted within 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;
- the 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 housing project are allowed to play in a bingo game;
- no compensation is paid for any persons who conduct the bingo;
- the manager supervises the bingo; and
- the manager is registered with the Gambling Control Board.

Gross receipts from bingo conducted under the limitations outlined above are exempt from taxation under Chapter 297A.

The form for Application for Registration of Bingo Manager of Nursing Home, Senior Citizen Housing Project or Senior Citizen Organization Conducting Bingo is Form LG290. There is no fee for Form LG290.

Gambling Managers:

Each licensed organization must have a licensed gambling manager. The gambling manager must attend a gambling manager seminar conducted by board staff. The gambling manager:

- must possess a valid gambling manager's license issued by the board;
- must not have committed a violation of law or board rule within the five years before the date of the license application that result in the revocation of a license issued by the board;
- must have never been convicted of a criminal violation involving fraud, theft, tax evasion, misrepresentation, or gambling;
- must have never been engaged in conduct the board determines is contrary to the public health, welfare, or safety or the integrity of lawful gambling;
- may not be a lessor or an employee of a lessor of a premises permitted to conduct lawful gambling;
- may not be a member of the immediate family or an employee of a person from whom the organization leases a gambling premises;
- may not be involved directly or indirectly as a bingo hall owner, manufacturer, or distributor;
- cannot be the chief executive officer or the person (treasurer) who accounts for the revenues of the organization's general funds;
- may only act as gambling manager for one organization at a time; and
- must be a member of the organization for at least two years.

As of January 1, 1996, all licensed gambling managers must have passed an examination which tests the gambling manager's knowledge of the responsibilities of gambling managers and of gambling procedures, laws, and rules. The *Gambling Manager Handbook* is a helpful study guide for this examination. Beyond 1995, the test will be offered at the gambling manager's seminar for new gambling managers. The test lasts from 1 to 2-1/2 hours. There is no fee for the test. Dates for the gambling manager examinations are listed in the monthly *Gaming News*, or call the Roseville office at (612) 639-4000 and ask for gambling manager examination information. There is no fee for the test.

The forms required for a gambling manager license are:

- LG212, Gambling Manager Application
- LG213, Gambling Manager Affidavit
- LG209, Registration of Gambling Employee
- Also required is a membership list showing the gambling manager has been a member for two years.

A person designated as a gambling manager shall maintain a \$10,000 fidelity bond in favor of the organization.

The gambling manager license application fee is \$200. The term of the gambling manager license runs concurrent with the organization license. In the event of a change of gambling manager, the fee is determined as follows:

- If the new gambling manager's license will be effective for more than 12 months of the two-year organization license term, the application fee is \$200.
- If the new gambling manager's license will be effective for less than 12 months of the two-year organization license term, the application fee is \$100.

Processing the gambling manager license application takes approximately ten weeks.

Premises Permits:

Each licensed organization may conduct lawful gambling at sites for which they have applied and received a premises permit from the board. There are no limitations on the number of sites at which an organization may conduct lawful gambling.

The forms required for a premises permit application are in the LG200 series. The fees are as follows:

- Class A - \$400 (raffles, paddlewheels, tipboards, pull-tabs, bingo)
- Class B - \$250 (raffles, paddlewheels, tipboards, pull-tabs)
- Class C - \$200 (bingo only)
- Class D - \$150 (raffles only)

The term of a premises permit runs concurrent with the organization license. Processing takes approximately ten weeks.

Reviewing and Ensuring Compliance

Compliance Reviews:

Board staff conducts comprehensive examinations of organizations records and activities relating to lawful gambling. These examinations are called compliance reviews. A compliance review is conducted by a compliance specialist who reviews an organization's gambling records and the conduct of their games to determine whether the organization is in compliance with the statutes and rules governing gambling. A written report is issued to the organization which lists any areas of non-compliance. Post compliance reviews are performed to ensure that organizations have taken any necessary corrective action. Organizations with any significant or continued violations are issued citations or are referred to the board's Compliance Review Group (CRG). The CRG is a subcommittee of the board that meets with organizations to informally review alleged violations and negotiate settlements as an alternative to the board initiating a contested case for possible sanctions.

Technical Assistance:

Technical assistance is available Monday through Friday from 8:00 a.m. to 4:30 p.m., except for holidays. Phone calls and walk-ins are welcome.

Case managers are assigned by county for licensing and compliance. When calling in with questions or for information, ask for the licensing or compliance specialist assigned to your county.

Written requests for compliance information are also encouraged.

Product Approval:

Manufacturers must submit gambling product by the 15th day of the previous month for consideration at the next month's board meeting. Lawful gambling product cannot be offered for sale in Minnesota until the board has considered and approved the product.

Pull-tab dispensing devices must be submitted to the contracted testing laboratory. For further information, call the Roseville office at (612) 639-4000 and ask for the compliance agent.

Lawful Purpose Expenditures:

The lawful uses of net profits by organizations are called lawful purpose expenditures (LPEs). A complete description can be found in *Minnesota Statutes*, section 349.12, and *Minnesota Rules*, part 7861.0120. A summary of LPEs follows:

Festival Organizations

LPE Code: A1 LPE Definition: Any expenditure by or contribution to a 501(c)(3) or **festival organization** as defined in subdivision 15a, provided that the organization and expenditure or contribution are in conformity with standards prescribed by the board under section 349.154, which standards must apply to both types of organizations in the same manner and to the same extent.

Poverty, Homelessness, or Physical or Mental Disability

LPE Code: A2 LPE Definition: A contribution to an individual or family suffering from poverty, homelessness, or physical or mental disability which is used to relieve the effects of that poverty, homelessness, or disability.

Delayed Posttraumatic Stress Syndrome

LPE Code: A3 LPE Definition: A contribution to an individual for treatment for **delayed posttraumatic stress syndrome** or a contribution to a program recognized by the Minnesota Department of Human Services for the education, prevention, or treatment of compulsive gambling.

Public or Private Nonprofit Educational Institution

LPE Code: A4 LPE Definition: A contribution to or expenditure on a **public or private nonprofit educational institution** registered with or accredited by this state or any other state.

Scholarship Fund

LPE Code: A5 LPE Definition: A contribution to a **scholarship fund** for defraying the cost of education to individuals where the funds are awarded through an open and fair selection process.

Humanitarian or Military Service

LPE Code: A6 LPE Definition: Activities by an organization or a government entity which recognizes **humanitarian or military service** to the United States, the state of Minnesota, or a community, subject to rules of the board, provided that the rules must not include mileage reimbursements in the computation of the per occasion reimbursement limit and must impose no aggregate annual limit on the amount of reasonable and necessary expenditures made to support: (i) members of a military marching or colorguard unit for activities conducted within the state; or (ii) members of an organization solely for services performed by the members at funeral services.

Recreational, Community, and Athletic Facilities and Activities

LPE Code: A7 LPE Definition: Recreational, community, and athletic facilities and activities intended primarily for persons UNDER AGE 21, provided that such facilities and activities do not discriminate on the basis of gender, and the organization complies with section 349.154.

Taxes

LPE Code: A8 LPE Definition: Payment of local **taxes** authorized under this chapter, taxes imposed by the United States on receipts from lawful gambling, the taxes imposed by section 297E.02, subdivisions 1, 4, 5, and 6, and the tax imposed on unrelated business income by section 290.05, subdivision 3.

Real Estate Taxes and Assessments

LPE Code: A9 LPE Definition: Payment of **real estate taxes and assessments** on permitted gambling premises WHOLLY OWNED by the licensed organization paying the taxes, not to exceed: (i) for premises used for bingo, the amount that an organization may expend under board rules on rent for bingo; or (ii) \$35,000 per year for premises used for other forms of lawful gambling.

Contribution to the United States, This State or any of its Political Subdivisions:

LPE Code: A10 LPE Definition: A contribution to the United States, this state or any of its political subdivisions, or any agency or instrumentality thereof other than a direct contribution to a law enforcement or prosecutorial agency.

Church

LPE Code: A11 LPE Definition: 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.

Audit

LPE Code: A12 LPE Definition: Payment of one-half of the reasonable costs of an **audit** required in section 297E.06, subdivision 4.

Wildlife Management Project

LPE Code: A13 LPE Definition: A contribution to or expenditure on a **wildlife management project** that benefits the public at-large, provided that the state agency with authority over that wildlife management project approves that project before the contribution or expenditure is made.

Snowmobile Trails

LPE Code: A14 LPE Definition: Expenditures, approved by the commissioner of natural resources, by an organization for grooming and maintaining **snowmobile trails** that are (1) grant-in-aid trails established under section 116J.406, or (2) other trails open to public use, including purchase or lease of equipment for this purpose.

Additional Resources:

Minnesota's Bookstore offers the following publications:

- *Gaming News* subscriptions
- *Gambling Manager Handbook*
- *Minnesota Statutes*, chapter 349
- *Minnesota Rules*, chapters 7861-7865
- Accounting Manual

Minnesota's Bookstore address and phone number are: 117 University Avenue, St. Paul, MN 55155, (612) 297-3000, 1-800-657-3757.

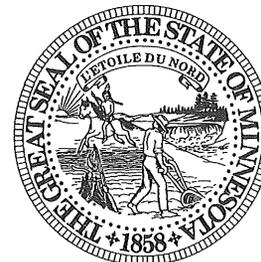
Office of the Governor

130 State Capitol, St. Paul, Minnesota 55155-1099

Arne H. Carlson, governor (612) 296-3391

E-mail address: governor@state.mn.us

World wide web address: <http://www.state.mn.us/branch/governor/index.html>



Minnesota Constitution, Article V. *Minnesota Statutes*, Chapter 4

The governor is elected by the people of Minnesota to a four-year term that begins on the first Monday in January of the odd-numbered year following the election. The governor must be at least 25 years old, have resided in the state for at least one year prior to the election 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 annual "State of the State" addresses to joint sessions of the legislature in the first weeks of each legislative session during the four-year term in office. These major speeches serve to inform legislators and the public of the general condition of Minnesota, and provide a means for the governor to outline 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 legislative bills passed by the legislature and either approves a bill by signing it, 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.

The governor may veto one or more line items of a bill containing several items of appropriation of money, by listing the vetoed appropriations at the time he signs the bill into law.

Citizen participation and appointment: (for more information see pages 1 and 272). The **Governor's Residence Council** (*Minnesota Statutes* 16B.27, amended by *Laws of 1993*) develops & implements an overall restoration plan for the governor's residence and surrounding grounds, solicits contributions to restore, maintain, improve, decorate and furnish the building. The council consists of 19 members including 13 appointed by the governor, one in the field of higher education; one member each from the American Institute of Architects (AIA), the American Society of Interior Designers (ASID), and the American Society of Landscape Architects (ASLA); and a member, if available, of the family which donated the building, and eight public members, with four public members' terms being consecutive with the governor who appoints them. The remaining six members shall consist of the commissioner of administration, a member of the senate, a member of the house, the governor's spouse or designee, the executive director of the Minnesota State Arts Board, and the director of the Minnesota Historical Society. All meetings are held at the governor's residence. For security purposes, attendees must register their attendance in advance of the meeting. **Appointing Authority:** Governor. **Compensation:** None.

Appointments

The governor appoints more than 1,500 citizens to positions on approximately 175 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 that 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 pardoned by the State Pardons Board and commissions notaries public. 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 Pardons Board, the Executive Council, the State Board of Investment and the Land Exchange Board. The governor also is presiding officer of the Legislative Advisory Commission.

Proclamations and Certificates

The governor's office 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 may be requested for individuals, groups or organizations, schools, special projects, and public and private agencies that 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 and requests for proclamations and certificates should be mailed to the governor's office.

The governor's office operates to assist the public with matters concerning state government and its agencies by either resolving the issue directly, or by referring the person to the appropriate office for assistance.

State of Minnesota, Washington, D.C. Office

The State of Minnesota, Washington, D.C., Office is a division of the Governor's Office. It is located at 400 North Capitol Street, Suite 365, Washington, D.C. 20001, (202) 624-5308. The office functions as a liaison between the governor, state agencies, the Minnesota congressional delegation and the federal government. The Washington, D.C. Office staff also serve as a liaison to state-based groups of state and local officials such as the National Governors' Association and the National Conference of State Legislatures. The office provides Minnesota-specific information to the U.S. Congress, the federal government and the public.

Compacts

The state of Minnesota is a legal party to several compacts that were created with other states to achieve a shared goal, or to facilitate such common goals as public safety, education and justice.

In addition, the State of Minnesota is authorized and obligated to negotiate compacts with tribal governments in regard to the conduct of class III gambling, as specified in the Indian Gaming Regulatory Act (Public Law Number 100-497) (*Minnesota Statutes* 3.9221).

The following are brief descriptions of compacts in existence at the time of this guidebook's production, followed by a citation of the Minnesota state statute that provides the legal description and detail of the compact. Current and additional information about compact membership and activities would be available from the cited agency or commissioner who is authorized to act as the state's compact administrator.

State-Tribal Compacts

No retail establishment licensed to sell alcoholic beverages is allowed to store or use gambling equipment unless authorized under the terms of a tribal-state compact, a tribal ordinance in conformity with the Indian Gaming Regulatory Act, or chapter 349 of Minnesota state law. (*Minnesota Statutes* 340A.410, subdivision 5)

A licensed racetrack may transmit telecasts of horse races to sites on Indian lands of tribes who are a party to a tribal-state compact. (*Minnesota Statutes* 240.13, subdivision 9)

Interstate Compacts

The **Driver License Compact** specifies conditions for the administration of reports of convictions, applications for new licenses, and exchange of information between member states. The goal is to promote compliance with laws, ordinances, administrative rules and regulations to maintain the safety of streets and highways. (*Minnesota Statutes* 171.50 to 171.56)

The **Fuel Taxes Compact** allows Minnesota to grant registered and licensed drivers of another state the benefits, privileges and exemptions from paying fuel taxes or fees imposed under the laws of Minnesota, and requires reciprocal privileges and treatment for Minnesota-licensed vehicles. (*Minnesota Statutes* 296.171)

The **Great Lakes Basin Compact** was enacted to promote the best practices of maintenance and use of the water resources of the Great Lakes Basin. The compact outlines the powers and duties of the Great Lakes Commission, which was established to accomplish those goals. (*Minnesota Statutes* 1.21 to 1.25)

The creation of **Interstate Adoption Compacts** was authorized to protect children who are receiving adoption assistance through the State of Minnesota, and to provide procedures for interstate assistance and medical payments for eligible children. (*Minnesota Statutes* 259.71)

The **Interstate Agreement on Detainers** provides for cooperative procedures to encourage expeditious and orderly disposition of charges brought against a prisoner already incarcerated in other jurisdictions. (*Minnesota Statutes* 629.294)

The **Interstate Agreement on Qualifications of Education Personnel** allows for participating states to enter into contracts that establish the criteria of programs of education, certification standards or other acceptable qualifications to be applied to education personnel who move between states and wish to use their professional skill and experience in their new location. (*Minnesota Statutes* 125.52 to 125.54)

The **Interstate Compact for Education** was enacted to enhance cooperation pertaining to education on a nationwide basis at the state and local levels; to provide a forum for exploring public policy alternatives in the field of education; to provide a clearing house of information pertaining to education problems and responses; and to assist in the improvement of state and local educational systems. (*Minnesota Statutes* 121.81 to 121.82)

The **Interstate Compact for the Supervision of Parolees and Probationers** outlines the authority and duty of party states pertaining to reciprocal supervision of persons on parole or probation, and the reciprocal return of such persons for violation of the terms of their parole or probation. (*Minnesota Statutes* 243.16)

The **Interstate Compact on Agricultural Grain Marketing** was enacted to protect, preserve and enhance the economic and general welfare of citizens and communities who are dependent upon the production and sale of agricultural grains. To that purpose, the Interstate Agricultural Grain Marketing Commission was created to study and make recommendations of grain marketing practices and their effect. (*Minnesota Statutes* 236A.01 to 236A.02)

The **Interstate Compact on Industrialized/Modular Buildings** was created to allow party states to regulate design and construction of

industrialized and modular buildings in a coordinated and uniform manner, precluding the need for a voluntary preemptive federal regulatory system. (*Minnesota Statutes* 16B.75)

The **Interstate Compact on Juveniles** seeks to protect juveniles by providing for cooperative supervision of delinquent juveniles on parole or probation; the return of delinquent juveniles who have escaped or absconded from a state; the return of nondelinquent juveniles who have run away from home; and any additional measures that two or more states may desire to undertake cooperatively. (*Minnesota Statutes* 260.51 to 260.57)

The **Interstate Compact on Mental Health** ensures that participating states will provide care and treatment to any person in that state that needs institutionalization, and governs the conditions of transfer of patients to an institution in another state. (*Minnesota Statutes* 245.51 to 245.53)

The **Interstate Compact on the Placement of Children** specifies the requirements and conditions that must be met by participating states for the placement of children in foster care or as a preliminary to a possible adoption. (*Minnesota Statutes* 257.40 to 257.48)

The **Interstate Corrections Compact** was enacted to provide for the mutual development and execution of programs pertaining to the confinement, treatment and rehabilitation of offenders. (*Minnesota Statutes* 241.28 to 241.30)

The **Interstate Library Compact** allows for the providing of joint and cooperative library services among communities that transcend governmental boundaries in states that border Minnesota and have joined the compact. (*Minnesota Statutes* 134.21 to 134.24)

The **Interstate Pest Control Compact** was enacted to complement pest control efforts of individual states through the creation of the Pest Control Insurance Fund to finance other than normal pest control operations. (*Minnesota Statutes* 18.62 to 18.71)

The **Midwestern Higher Education Compact** authorizes the activities of the Midwestern Higher Education Commission, which studies issues of higher education in the Midwestern region and makes recommendations pertaining to education programs, serves as a clearinghouse on higher education activities, and is authorized to serve as an administrative and fiscal agent in carrying out agreements for higher education programs and services. (*Minnesota Statutes* 135A.20 to 135A.22)

The **Midwest Interstate Low-Level Radioactive Waste Compact** was created in response to a Congressional provision encouraging compacts to manage low-level radioactive waste. It provides for a regional response to that need through the Midwest Interstate Low-Level Radioactive Waste Commission, and outlines the commission's rights and responsibilities. (*Minnesota Statutes* 116C.831 to 116C.843)

The **Minnesota-Wisconsin Boundary Compact** was enacted to study and develop recommendations for the present and future protection of the lands, river valleys, and waters that form the boundary between the two states. (*Minnesota Statutes* 1.31 to 1.40)

The **Minnesota-Wisconsin-Michigan Boundary Compact** was established to specify the Great Lakes water boundaries among the three party states. (*Minnesota Statutes* 1.15 to 1.17)

The **Multi State Tax Compact** was created to facilitate proper determination of tax liabilities, avoid duplicative taxation, facilitate taxpayer convenience and compliance in the filing of tax returns, and promote uniformity or compatibility in components of tax systems. (*Minnesota Statutes* 290.171 to 290.174)

The **National Guard Mutual Assistance Counterdrug Activities Compact** specifies that the National Guard may be used in drug interdiction, counterdrug, and demand reduction activities. The compact outlines the terms and conditions under which the National Guard may enter into mutual assistance and support agreements with law enforcement agencies within Minnesota, or with a National Guard of another state. (*Minnesota Statutes* 192.88)

The **Boundary Waters Rough Fish Compact** allows for cooperative agreements with North Dakota, South Dakota, Wisconsin and Iowa relating to the removal of rough fish in boundary waters. (*Minnesota Statutes* 97C.045)

Minnesota Health Care Commission

121 East 7th Place, Suite 400, St. Paul, MN 55101
 Mailing Address: P.O. Box 64975, St. Paul, MN 55164-0975
 (612) 282-6374; Fax: (612) 282-5628
 John Gunyou, chair
 David K. Haugen, acting director

Minnesota Statutes 62J.05 as amended by *Laws of 1994, Chapter 625* and *Laws of 1995, Chapter 235*

The Minnesota Health Care Commission was established under the HealthRight Act of 1992, now known as MinnesotaCare. The Minnesota Legislature charged the commission with developing a cost containment plan that will slow the rate of growth in health care spending, and improve the accessibility, affordability and quality of health care in Minnesota. In addition, the legislature has also mandated that the commission complete certain studies and reports each year, with recommendations to address specific health policy issues. The commission also consults with other state agencies on health care delivery and financing issues. The commission's principal studies to date have included: health care cost containment; a plan to achieve universal health coverage; and recommendations on consumer incentives, prevention, and public health. Many of the commission's recommendations have been passed into law.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Health Care Commission** consists of 28 members, including 10 members appointed by the governor as follows: one representing health plan companies, one rural physician, two members representing health care providers other than hospitals, physicians, and nurses, two members representing employers, three members representing consumers, one of whom must be over the age of 65, and one member representing labor unions other than the AFL-CIO of Minnesota. Two additional consumer members are appointed by the legislature, one under the rules of the senate, and one under the rules of the house of representatives. Twelve members are appointed by organizations outside the state government. These organizations are determined by law, and are notified by letter that they should provide the name of their appointees to the governor's office. When received, the names are forwarded to the secretary of state's office. One member must be a chair of the Regional Coordinating Boards selected by the six RCB Chairs. The three remaining members of the commission are the commissioners of commerce, employee relations, and human services. Each term lasts four years. The governor and legislature are required to coordinate appointments to the commission to ensure gender balance and proportionate geographic representation among the members of the commission. The commission meets monthly, and all meetings of the commission are open to the public. The commission maintains an extensive mailing list to notify interested parties of its activities and meetings. The commission frequently forms subcommittees, work groups and/or ad hoc task forces to help address specific issues. Meetings of any committee, work group, or task force of the commission are also open to the public.

Appointing Authority: Governor. **Compensation:** \$55 per diem plus traveling expenses.

The commission currently has one standing advisory committee, the Health Technology Advisory Committee (HTAC). This committee advises the commission on the use and distribution of health care technology as specified in *Minnesota Statutes 62J.15*. HTAC conducts

evaluations of specific health care technologies and their specific use for patients with given clinical characteristics or a given condition. It has produced reports on such technologies as clot dissolving drugs used for heart attack victims, a test for prostate cancer, and use of advanced techniques of neuroimaging. The committee anticipates producing at least four to six such reports each year. HTAC reports are used by physicians, consumers, insurers, clinics, hospitals, and others as additional information to aid in better addressing the use and distribution of health technology.

The HTAC has 19 members appointed by the commission. The HTAC communicates its findings and solicits testimony from a wide range of groups and the public through the *State Register* and other communications, including mailings and brochures. HTAC members meet monthly, and also conducts much of its work in work groups or subcommittees. Again, all HTAC meetings are open to the public.

The commission's regular meetings are currently most often held at the Capitol View Conference Center, 70 West County Road B-2, Little Canada, MN. Information about all commission-related meetings, including meeting time, location, and agendas, are made available in advance of the meeting in accordance with Minnesota's Open Meeting Law. Anyone interested in receiving information about the commission, including meetings of HTAC or other subcommittees or task forces, should contact the commission at the address or the phone number above.

The commission and the HTAC have many reports and handouts. Please contact the commission at (612) 282-6374 to obtain a list, or contact the Minnesota Department of Health Information Clearinghouse at (612) 282-6314 for a complete list of health care reform documents by the commission and the Department of Health. All commission and HTAC documents are free and may be requested over the telephone.

To apply for an appointed position, please contact the Office of the Secretary of State at (612) 297-5845. Any open position will be printed in the *State Register* containing guidelines and methods of application.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Health Technology Advisory Committee** (*Minnesota Statutes 62J.15*) conducts evaluations of specific technologies to provide information to the Minnesota Health Care Commission on safety, improvement in health outcomes, clinical effectiveness and cost effectiveness. The advisory committee may include members of the Minnesota Health Care Commission and must include at least one person representing physicians, at least one person representing hospitals, and at least one person representing the health care technology industry. Meeting are regularly held the third Thursday of each month from 1:00 to 4:00 p.m. at various locations. **Appointing Authority:** Minnesota Health Care Commission. **Compensation:** None. 121 E. 7th Place, Suite 400, St. Paul, MN 55101.

Department of Health (MDH)

717 Delaware St. S.E./Box 9441, Minneapolis 55440

Anne Barry, commissioner of health

Christine Rice, deputy commissioner of health (612) 623-5230

General Information: (612) 623-5000

Minnesota Statutes 62D, 62J, 62L, 62N, 62P, 62Q, 62R, 103H, 103I, 144, 144A, 145, 145A, 149, 157, 326 and 327; Minnesota Rules 4600-4799

St. Paul Offices:

121 East Seventh Place/Box 64975/St. Paul 55164-0975

(Community Health Services Division, Environmental Health Division, Health Policy & Systems Compliance Division, Office of Minority Health, Communications Office, Health Information Clearinghouse, Human Resources Management)

393 North Dunlap/Box 64900/St. Paul 55164-0900

(Facility & Provider Compliance Division)

MDH Field Offices:

| | |
|---------------------|--|
| Bemidji | 1819 Bemidji Ave., Bemidji 56601, (218) 755-3820. |
| Duluth | Room 703/Government Service Ctr., 320 W. 2nd St., Duluth 55802, (218) 723-4643. |
| Fergus Falls | Bldg. 4A East Dr., Fergus Falls 56537, (218) 739-7585. |
| Mankato | 410 Jackson St./Suite 150, Mankato 56001, (507) 389-2501. |
| Marshall | 109 S. 5th St., Marshall 56258, (507) 537-7151. |
| Rochester | 2116 Campus Dr. S.E./Suite 10, Rochester 55904-4744, (507) 285-7289. |
| St. Cloud | 3400 N. First St./Suite 305, Box 7006, St. Cloud 56302, (320) 255-4216. |

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.

Background

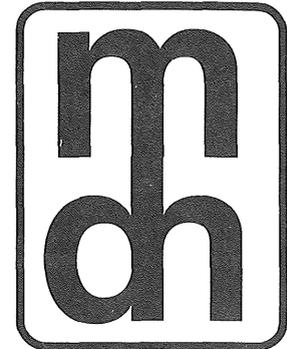
Minnesota became the fourth state to establish a state board of health in 1872, preceded by Massachusetts, California, and Virginia. Originally located in Red Wing at the office of the first secretary of the board of health, Dr. Hewitt, the labs were moved to the University of Minnesota campus in 1893. 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.

A building to house the department on the University of Minnesota-Minneapolis campus was dedicated on July 13, 1969.

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. MDH is Minnesota's lead public health agency, with offices at several locations throughout the Twin Cities area and district offices in seven locations around the state.



Executive Office

Policy Analysis

(612) 623-5436 Kelli Johnson, director of policy analysis. Directs policy analysis and development activities at MDH.

Office of Minority Health

(612) 297-3006 F. Lou Fuller, director. Responsible for policy analysis and organizational development leading to elimination of gaps and disparities in the health status of people of color.

Office of Budget and Legislative Policy

(612) 623-5393 Kirsten Libby, director. Has responsibility for preparation of MDH budget and financial management of agency. Coordinates legislative activities for agency.

Office of Public Affairs

(612) 623-5189 Jennifer A. Norberg, director. Coordinates information and communications activities at MDH.

Communications Office

(612) 215-1300 Handles media inquiries and responds to general requests for information from the public.

Health Information Clearinghouse

(612) 282-3855 Serves as "one-stop" source of information and literature on health care reform, cost and quality of health care services, and other aspects of the health care system.

R.N. Barr Library

(612) 623-5090 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.

The **Film and Video Library (612) 623-5478** lends health-related films or video cassettes to any interested group or organization within the state. Minnesota residents can order pamphlets, brochures, fact sheets and other printed materials dealing with health-related topics from the **Publications Library (612/623-5274)**. Non-resident health professionals can obtain single copies of publications for review. Both video and publication services are free. Catalogs are available from Publications Library.

Human Resource Management

(612) 215-1240 Ron Olson, 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.

Division of Finance and Administration

(612) 623-5465 Thomas Maloy, division director. Provides support and financial services for MDH. **Disability Determinations Section (612/623-5465)** conducts annual review of cases and makes initial determinations of disability for the Teachers Retirement Association, the Public Employees Retirement Association, and the State Retirement System. **Field Services Section (Rod Church, section manager — 612/623-5485)** provides support services for MDH field offices throughout the state (see MDH Field Offices, above). **Financial Management (David Hovet, section manager — 612/623-5072)** provides budgeting, reporting, accounting and other financial management services for MDH — including accounts payable, accounts receivable, biennial budgeting, annual spending plans, and federal reporting activities. **Information Systems and Technology (Don Holst, section manager — 612/623-5429)** has responsibility for management of information systems and networks, telecommunications systems, and records management activities at MDH, as well as necessary technological enhancements to MDH information systems. **Operations Support Services (Ward Bisping, section manager — 612/623-5025)** provides basic support services for MDH, including purchasing, management of supplies and facilities, duplication and distribution of publications and documents, and mailing services.

Bureau of Health Systems and Special Populations

(612) 623-5230 Barbara Colombo Nerness, assistant commissioner. Deals with programs and issues relating to the health care system, and to the health needs of specific population groups. Includes programs dealing with health care policy, regulation of health care facilities and providers, the infrastructure of health care and public health, the health needs of families and children, and medical and behavioral strategies for reducing health risks.

Health Policy and Systems Compliance Division

(612) 282-5601 Protects the rights of Minnesotans who are covered by managed care health plans, and works to ensure that managed care enrollees have appropriate access to high quality health care services. Regulates hearing instrument dispensers, speech-language pathologists, audiologists and other allied health professionals. 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 efforts to control health care costs, and to ensure that all Minnesotans have appropriate access to health care coverage and health care services. Safeguards the quality of emergency medical services in the state, and regulates emergency care providers. Regulates funeral service practitioners in Minnesota.

Managed Care Systems Section

(612) 282-5600 Monitors all managed care organizations in Minnesota for quality of care, financial solvency, and compliance with state law. Responsibility includes all Integrated Service Networks (ISNs), Community Integrated Service Networks (CISNs), and Health Maintenance Organizations (HMOs) that have been established to provide health care for the state's citizens. Section works to ensure that the over 2 million Minnesotans enrolled in managed care plans will have access to medically necessary health care services, and to safeguard the quality of those services. Managed care plans are monitored to assure fiscal stability, and ensure that they will have the ability to pay future claims submitted to the health plan company. Section reviews

premium rates for some types of managed care products, to assure compliance with accepted actuarial principles. Also works to ensure that people enrolled in managed care plans are provided with understandable and accurate information about their coverage — including participating health care providers, limitations on coverage, available services, and any other requirements that apply to coverage provided under the plan.

For information on the application process and fee requirements for developing a new ISN, CISN or HMO, call (612) 282-6333 or (612) 282-5606.

Section charges for copies of reports and other public documents — fee is based on size of publication. To view a public file, obtain photocopies of documents, or inquire about charges for a particular document, call (612) 282-5615.

To file a complaint or ask a question about services provided by an ISN, CISN or HMO — call (612) 282-5600 or 1-800-657-3916, 8:00 a.m. to 4:30 p.m., Monday through Friday. Qualified staff are available at those times to answer questions and respond to complaints. There is no charge for using this service to obtain information or resolve a complaint.

Health Economics Section

(612) 282-6367 Lynn Blewett, section manager. Surveys and analyzes conditions in the medical market place. Conducts research and develops recommendations regarding state policies that affect the competitiveness of the health care marketplace. Conducts research and monitors trends in the area of health care prices and expenditures. As part of the department's larger role in Minnesota's health care reform effort, section is responsible for:

- (1) defining, measuring and monitoring health care expenditures in the state — for the purpose of developing, implementing and evaluating growth limits on health expenditures, and providing support to other health care reform activities;
- (2) reviewing reports of major health care expenditures and maintaining a database of expenditures in excess of \$500,000;
- (3) evaluating — and making recommendations — regarding proposed exceptions to antitrust law for cooperative arrangements involving health care providers or purchasers;
- (4) monitoring long term care costs in the state and making recommendations for related health care reform measures; and
- (5) developing a risk adjustment mechanism for competing health plans, and conducting special studies as mandated by the legislature.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Risk Adjustment Association Board** (*Laws of 1994*, Chapter 625) governs the Minnesota Risk Adjustment Association, which will develop a risk adjustment strategy to report to the legislature and governor. Appointed member will serve until a new board is elected according to the plan developed by the association. The board consists of 19 members including one provider member and three public members, one of whom must represent a public program, appointed by the governor. Other members are appointed by private insurance agencies or private associations. The commissioners of health, commerce, human services and employee relations shall be nonvoting ex-officio members. Meeting schedule and location is undetermined at this time. The board is an interim board which serves until a new board is elected. **Appointing Authority:** Governor. **Compensation:** None. Minnesota Department of Health, P.O. Box 64975, St. Paul, MN 55164-0975. (612) 282-6339.

Data Analysis Section

(612) 282-5650 Jim Golden, section manager. Collects, maintains and analyzes health care data, for the purpose of:

- (1) supporting efforts to develop and refine state policies on health care access, utilization, quality and cost;

- (2) assisting the state in efforts to promote efficiency and effectiveness in the financing and delivery of health services;
- (3) monitoring and tracking the accessibility, utilization, quality and cost of health services in Minnesota;
- (4) evaluating the impact of health care reform activities in Minnesota;
- (5) providing support for public health activities in the state; and
- (6) evaluating the appropriateness of methods used for ongoing collection of health-related data.

Section works closely with Health Economics Section and other programs within MDH that have primary responsibility for use of health-related data. Section is also responsible for the implementation of the Administrative Simplification Act (ASA), which provides for efforts to simplify and standardize certain business practices within Minnesota's health care system. Issues addressed under ASA include:

- (1) establishment of uniform billing formats;
- (2) development and use of electronic data interchange (EDI) standards within the health care system;
- (3) development of standard implementation guidelines governing the use of EDI;
- (4) development of standard identifiers for individual health care providers, provider organizations, payers and patients; and
- (5) development of specifications for a standard identification card for health plan enrollees.

Section also acts as primary liaison between MDH and the Minnesota Health Data Institute. The institute is a public-private partnership between the commissioner of health and an independent board of directors, which includes group purchasers of health plans or services, health care providers, and consumers. The Minnesota Health Data Institute is responsible for collecting, analyzing and disseminating comparative performance data on health plans, provider organizations, and others who play a role in the health care system, in order to assist consumers and purchasers in making health care purchasing decisions.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Data Institute Board of Directors** (*Minnesota Statutes* 62J.451, subd. 9) will be a partnership between the commissioner of health and a 20 member board of directors representing health carriers and group purchasers, health care providers and consumers, working together to establish a centralized cost and quality data system that will be used by the public and private sectors. The board consists of 20 members, including two representatives of hospitals, one appointed by the Minnesota Hospital Association, one appointed by the Metropolitan Healthcare Council, to reflect a mix of urban and rural institutions; four representatives of health carriers, two appointed by the Minnesota Council of HMO's, one appointed by Blue Cross and Blue Shield, and one appointed by the Insurance Federation of Minnesota; two consumer members, one appointed by the commissioner of health, one appointed by the AFL-CIO as a labor union representative; five representatives of group purchasers appointed by the Minnesota Consortium of Healthcare Purchasers, to reflect a mix of urban and rural, large and small, and self-insured purchasers; one representative of teaching and research institutions, appointed jointly by the Mayo Foundation and the Minnesota Association of Public Teaching Hospitals; one nursing representative appointed by the Minnesota Nurses Association; and three representatives of state agencies, one each to represent the following departments: employee relations, human services, and health. The consumer representative appointed by the commissioner of health is appointed through the open appointments process. Meeting schedule and location not determined. **Appointing Authority:** Commissioner of health. **Compensation:** \$55 per diem plus expenses. %Minnesota Department of Health, P.O. Box 64975, Minneapolis, MN 55164-0975

Health Occupations Section

(612) 282-3882 Thomas Hiendlmayr, section manager. Program is responsible for the regulation of various allied health occupations in Minnesota — including the credentialing (licensing, registration or certification) of practitioners in certain occupations. Registration gives practitioners the exclusive right to use a specific occupational title. Program currently registers audiologists and speech language pathologists, and is developing rules for the registration of occupational therapy practitioners. Program currently certifies hearing instrument dispensers, and is developing rules for the licensing of alcohol and drug counselors.

Program receives and investigates complaints against hearing aid dispensers, and takes enforcement action against hearing aid dispensers who engage in illegal sales activities. 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.

The office can discipline individual practitioners if they are found to be in violation of conduct code 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 complaint about an **unlicensed mental health practitioner** or ask for information about mental health services call (612) 282-5621. (In greater Minnesota, call toll-free at 1-800-657-3957 and ask for the Mental Health Practice Line.)

To make a complaint about a **hearing aid dispenser** call (612) 282-5622 or 1-800-657-3837 and ask for the Health Department Hearing Aid Line.

To find out if a hearing aid dispenser has a permit call (612) 282-5620.

To find out if a hearing aid dispenser has a history of complaints call (612) 282-5622 or 1-800-657-3837.

To find out if **any health practitioner** is credentialed call (612) 282-5626.

FEES: Certification as Hearing Instrument Dispenser — \$340/year. Certification as Hearing Instrument Dispenser Trainee — \$100/year. Registration as Audiologist or Speech Language Pathologist — \$101 per year. These fees are subject to change.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Chemical Dependency Counseling Licensing Advisory Council** (*Minnesota Statutes* 148C.02, *Laws of 1993*) advises the commissioner in development of rules for licensure of chemical dependency counselors and in administering or contracting for the competency testing, licensing, and ethical review of chemical dependency counselors. The council consists of 13 members including: seven licensed chemical dependency counselors (except for initial appointees); three public members; one director or coordinator of an accredited chemical dependency training program; and one member who is a former consumer of chemical dependency counseling service who received the service more than three years before their appointment. The American Indian Advisory Committee on Chemical Dependency shall appoint the remaining member. Meetings occur approximately once a month for two to three hours at the Minnesota Department of Health. **Appointing Authority:** Commissioner of health. **Compensation:** \$55 per diem plus expenses. Minnesota Dept. of Health, 717 Delaware St. SE, Mpls, MN 55440-9441. (612) 282-5626.

The **Hearing Instrument Dispenser Advisory Council** (*Minnesota Statutes* 214.13 as effected by *Laws of 1995*, Chpt 164, 24-31) advises the commissioner of the Department of Health on matters relating to certification and regulation of hearing instrument dispensers including: certification standards, enforcement of certification laws and rules, and examination services. The advisory council consists of nine members, including three public members as defined by *Minnesota Statutes* 214.02, one to be a hearing instrument user, & one to be either a hearing instrument user or an advocate of a hearing instrument user; three certified hearing instrument dispensers who are currently, and have been for five years preceding appointment, engaged in hearing instrument dispensing in Minnesota and who are not audiologists; and three audiologists who are certified hearing instrument dispensers, are registered as audiologists under *Minnesota Rules* Ch. 4750, or if no rules are in effect, audiologists who hold current certificates of conical competence in audiology from the American Speech-Language-Hearing Association. Meetings are held the third Wednesday of March, June and September and the second Wednesday of December, with additional meetings scheduled as necessary. Meetings are held at the Minnesota Department of Health, Metro Square Building. **Appointing Authority:** Commissioner of health. **Compensation:** \$55 per diem plus expenses. 121 E. Seventh Place, P.O. Box 64975, St. Paul, MN 55164-0975. (612) 282-5625.

The **Speech-Language Pathologist and Audiologist Advisory Council** (*Minnesota Statutes* 214.13) 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 7 members; 2 public members, 3 registered speech-language pathologists, 1 of whom is employed in the public school system, and 2 registered audiologists. The meetings are quarterly as needed for 2.5 hours at the Minnesota Department of Health in Metro Square, St. Paul. **Appointing Authority:** Commissioner of health. **Compensation:** \$55 per diem plus expenses. Minnesota Dept. of Health, 717 Delaware St. SE., Mpls, MN 55440-9441. (612) 282-5600.

Emergency Medical Services Section,

(612) 282-3836 Gary Wingrove, section manager. Licenses and regulates all ambulance services in the state. Responsible for developing and administering state emergency medical 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 personnel to provide emergency medical services, after they have completed basic, intermediate or paramedic emergency care courses, and passed both written and practical tests. All levels of certification require successful completion of state-approved paramedic training program and national registration test.

Contact section for information about ambulance licensing, certification of EMTs or paramedics. Also contact section to make complaints about delivery 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.

Section staff includes the following EMS Specialists assigned to MDH field offices: **Duluth** - Bob Norlen, (218) 723-4648; **Fergus Falls** - Brett Rima, (218) 739-7585; **Marshall** - Charles Lonien, (507) 537-7192; **Rochester** - John Nihart, (507) 285-7289; **St. Paul (Metro)** - Bob Schmitt, Box 64975, St. Paul, MN 55164-0975, (612) 282-3870. (See **MDH Field Offices**, above, for non-metro mailing addresses.)

Citizen participation and appointment: (For more information see pages 1 and 272). The **Emergency Medical Services Regulatory Board** shall administer and enforce the provisions of these laws and other duties as assigned; advise applicants for state or federal emergency medical services funds, review and comment on such applications, and approve the use of such funds unless otherwise required by federal law; make recommendations to the legislature on improving the access, delivery, and effectiveness of the state's emergency medical services delivery system; and establish procedures for investigating, hearing, and resolving complaints against emergency medical services providers. 15 members: one emergency physician certified by the American Board of Emergency Physicians, one representative of Minnesota hospitals, one representative of fire chiefs, one full-time firefighter serving as a first responder and is a member of a professional firefighter's union, one volunteer firefighter who serves as a first responder, one attendant currently practicing on a licensed ambulance service who is a paramedic or emergency medical technician, one ambulance director for a licensed ambulance service, one representative of sheriffs, one member of a local board of health representing community health services, two representatives of regional emergency medical services programs (one who must be from the metro regional emergency medical services and one RN currently practicing in a hospital emergency department), one pediatrician certified by the American board of pediatrics with experience in emergency medical services, one family practice physician involved in emergency medical services, one public member who is at least 65 years old. Meetings will be held in the Capitol Square Bldg. **Appointing Authority:** Governor, Senate Confirmation. **Compensation:** Expenses.

Mortuary Science Section

(612) 282-3829 David Benke, section manager. Licenses all morticians, funeral directors and funeral establishments in the state. Inspects funeral establishments, receives complaints, and investigates possible violations of state laws or rules. Takes appropriate action if violations are found.

Cemeteries: The state does not license or register cemeteries — for more information on cemeteries see *Minnesota Statutes*, Chapter 306-307, or contact your local cemetery.

A mortuary science license (which covers embalmers and funeral directors) is issued by the commissioner of health to persons who have met prescribed qualifications. A practitioner can be licensed by endorsement, if already licensed in another state with comparable licensing requirements.

FEES: Licensing exam — \$50. Trainee registration — \$25. Endorsement exam — \$200. Renewal of practitioner license — \$50. Permit for funeral establishment — \$135. Penalty of \$15 for late renewal of any license or permit.

Facility and Provider Compliance 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 in 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 a 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.

Engineering Services Section

(612) 643-2182 James P. Loveland, program manager. 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.

Licensing and Certification Section

(612) 643-2153 Mary Absolon, program manager. Licenses and/or certifies all health care facilities in the state. Ensures the maintenance of state and national standards regarding quality of life for facility residents, quality of care, resident rights, facility safety, fire prevention, emergency evacuation, diet, staffing, infection control and other critical components of long-term care. Regulated providers include hospitals, nursing homes, intermediate care facilities for the mentally retarded, home health agencies, hospices, end-stage renal dialysis suppliers, and clinical laboratories. Conducts all necessary inspections to determine if health care facilities are complying with applicable rules and statutes — both state and federal — including requirements for participation in the Medicare and Medicaid programs. Section formally notifies providers who fail to comply with rules or statutes, and advises facilities on how to correct problems. Fines may be levied — or other disciplinary action taken — when legally appropriate.

Section maintains state registry of nursing assistants, and regulates medical laboratories under provisions of federal Clinical Laboratory Improvement Act (CLIA).

Publishes an annual *Directory of Licensed and Certified Health Care Facilities and Services in Minnesota*. Directory includes facility and service names, addresses, phone numbers, type of ownership, names of current administrators, and the number of licensed or certified beds in each facility. Copies may be purchased from Minnesota's Bookstore, Department of Administration, 117 University Ave., St. Paul 55155. Call (612) 297-3000 in the Twin City area, or toll-free in greater Minnesota at 1-800-652-9747.

LICENSING FEES: For hospitals accredited by the Joint Commission on the Accreditation of Health Care Organizations - \$3,015. For unaccredited hospitals — \$2,000 plus \$100 per licensed bed or bassinets. Nursing homes, boarding care homes and supervised living facilities — \$78 plus \$39 per licensed bed. Freestanding outpatient surgical centers — \$646. Home care agencies — based on annual revenues. Nursing homes and boarding care homes pay an additional fee of \$5.00 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.

Case Mix Review Section

(612) 643-2500 Ann Lutterman, program manager. Under the federal Inspection of Care program, the section is responsible for ensuring that the quality and quantity of services provided to residents in the state's certified long-term care facilities are appropriate for their individual needs. Under the state's Case Mix Reimbursement program, the section is responsible for ensuring that Medicare or Medical Assistance payments received by nursing facilities reflect the amount of care needed by — and provided to — individual facility residents. Long-term care facilities must be certified — either as a nursing facility (NF) or an intermediate care facility for the mentally retarded (ICF/MR) — in order to receive payment for services through the federal Medicare or Medical Assistance programs.

The section's Case Mix Review Team conducts an annual assessment at each facility, providing an opportunity to educate facility staff on standards of care, or specific problems identified at the individual facility. The assessment also includes recommendations for revision in the plan of care for individual residents. These recommendations provide a direct opportunity to positively influence the quality of care and quality of life of each resident.

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 Arnie Rosenthal, program manager. Investigates complaints filed against health care facilities and providers (nursing homes, hospitals, supervised living facilities, boarding care homes, state hospitals, home care agencies, personal care attendants, and nursing assistants). Corrective action is taken if the investigation reveals violations of state or federal law. Corrective actions may include the issuance of citations — with the possible assessment of fines if violations are not corrected. Acts of abuse committed by nursing assistants are reported to the state Nursing Assistant Registry. Like the Licensing and Certification program and the Engineering Services program, OHFC works to ensure the safety and health of consumers in health care settings. The activities of OHFC are intended to complement the regular, full scale inspections performed by the Licensing & Certification section. OHFC is uniquely able to respond to specific complaints in a manner appropriate to the urgency of the situation.

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. Complaints are acted on immediately if they may involve an imminent threat to the health or safety of a patient or resident.

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.

Information and Analysis Section

(612) 643-2152 Cecelia Jackson, program manager. Maintains computer support systems for division and provides training to division staff. Handles data requests from public. Provides administrative and budget support services for division.

Division of Family Health

(612) 623-5167 Dr. Norbert Hirschhorn, division director. Works to safeguard and improve the health of children, families and communities — by providing statewide leadership on family and community health issues, and promoting better coordination of efforts to address the health concerns of communities and families. Activities in this area include:

- (1) safeguarding the quality of health services available in the public sector,
- (2) promoting better coordination of services and outreach activities for hard-to-reach and high-risk populations,
- (3) assessing potential health problems in the community, and
- (4) developing effective plans and policies for promoting the health of families and communities.

Helps to ensure that appropriate systems of care are in place for children with special health needs — and works to enhance local and community support for those systems of care — by playing a leadership role in collaborative, community-based planning efforts. Provides funding support for efforts to improve the nutrition and health status of pregnant women, infants, young children, and the elderly — through health screening, nutrition education, and supplemental food programs. Conducts community-based activities directed at preventing substance abuse and injury trauma — and reducing physiological and behavioral risk factors for cancer, heart disease, diabetes, and other chronic diseases. Helps communities develop the capacity to implement effective strategies for preventing tobacco use — discouraging young people from starting to use tobacco, and encouraging adults who already use tobacco to quit.

Center for Health Promotion

(612) 623-5479 Donald Bishop, section manager. Provides support and consultation to local public health agencies, institutions, consumer organizations, and community groups and coalitions engaged in the primary and secondary prevention of lifestyle-related illnesses and their complications.

Nutrition and Physical Activity Unit

(612/623-5437) Conducts programs to prevent nutrition-related disease and health problems by encouraging appropriate changes in diet. Also conducts programs to promote regular physical activity. Emphasis is on educational strategies, with heavy reliance on community-based efforts to implement those strategies. Works with health professionals, the education community, the business community, health care providers, and others, to achieve program goals. Provides public information, education services, advice about programs, and other forms of support for these efforts. Also advises other public health programs, inside and outside MDH, about nutrition and physical activity issues.

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 (including drug abuse prevention and the prevention of fetal alcohol syndrome), 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) Implements 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. Unit works with primary care clinics to set up monitoring programs for diabetes patients, in order to provide more thorough care and prevent the complications of diabetes. Unit also collects information on the occurrence of diabetes and its complications for use in program planning activities, and provides staff support to the Minnesota Diabetes Program Steering Committee.

Injury Unit

(612/623-5285) Monitors the occurrence of injuries in the state, in an effort to identify effective strategies for injury prevention. Unit also provides assistance to health professionals and other community agencies working in the area of injury prevention for children, adolescents, adults, and seniors. Unit assists in the design and evaluation of prevention programs in a number of areas, including injuries that occur in the home, motor vehicle injuries, bicycle-related injuries, traumatic brain and spinal cord injuries, and injuries due to violence — including child maltreatment, homicide, and suicide.

Maternal and Child Health Section

(612) 623-5265 **Ronald Campbell, section manager.** Works to improve the health status of children, youth, women, and their families. Provides technical and administrative support to health service providers and planners, including community agencies, schools, voluntary agencies, and medical and dental care organizations. Also administers Maternal and Child Health Special Projects program, as well as several other targeted grant programs.

Reproductive Health Unit

Supports development of accessible, high quality services in the area of **family planning and adolescent pregnancy prevention** (612/623-5267) and **preconception, prenatal, newborn, and women's health** (612/623-5503). Unit provides administrative and technical support — and distributes family planning grants — to programs and projects dealing with reproductive health. Unit also funds a statewide, toll-free **family planning/sexually transmitted disease hotline** (1-800-78-FACTS), operated in cooperation with Family Tree, Inc. Unit deals with **human genetics** issues (612/623-5268), with an emphasis on screening of newborns for metabolic diseases. Also provides technical and administrative support for health care providers and others who deal with human genetics issues. Through its **infant mortality reduction initiative** (612/623-5411), unit is responsible for analyzing vital records data and research data to identify the causes of maternal and infant deaths, and possible risk factors for infant and maternal mortality. Unit administers a grant program that supports other mortality review projects, and funds support services for Minnesotans affected by sudden infant death syndrome.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Maternal and Child Health Advisory Task Force** (*Minnesota Statutes* 15.014, subd 2.) meets to review and report on the health status and health care needs of mothers and children throughout Minnesota. The task force consists of 15 members providing equal representation from professionals with expertise in maternal and child health services, representatives of local community health boards as defined in *Minnesota Statutes* 145A.02, subdivision 5, and consumer representatives interested in the health of mothers and children. Meetings generally held five times per year, approximately five hours in length, at 717 Delaware St. S.E., in Minneapolis. **Appointing Authority:** Commissioner of health. **Compensation:** Reimbursed for expenses. Minnesota Dept. of Health, Division of Family Health, Box 9441, 717 Delaware St. SE, Mpls, MN 55440. (612) 623-5459.

Child and Adolescent Health Program

(612/623-5542) Promotes collaboration — and provides administrative and technical support — for agencies and individuals who are working to improve systems of care for children and youth. These efforts include the areas of **school and child care health** (612/623-5291), **adolescent health** (612/623-5107), **child mental health** (612/623-5328), and **dental health** (612/623-5529). Unit also promotes local efforts to provide quality health and developmental screening, and conduct effective health promotion efforts. Unit is responsible for administrative and program support in these areas, including guidelines, technical assistance, training, and equipment calibration. Major areas of support include **Child and Teen Checkup services** (612/623-5342), **hearing and vision screening** (612/623-5288), and **scoliosis screening** (612/623-5286).

Minnesota Children with Special Health Needs (MCSHN)

(612) 623-5150 **Jan Jernell, section manager.** Administers state and federally-funded programs for children with disabilities and chronic illness, aimed at improving the quality of life for affected children and their families. Pays for or provides diagnostic evaluation of Minnesota children under the age of 21, if they are known or suspected to have a physical disability or chronic illness. Diagnostic clinics are held at various locations around the state. Contact section for information about the types of clinics offered, as well as dates and locations. Section provides total or partial subsidy of health care and treatment costs for children with disabilities or chronic illness, depending on financial status of parent or guardian. Section administers state program which helps to pay for treatment of hemophilia and cystic fibrosis in persons over age 21, and treatment of children who require the growth hormone somatotropin. Section works to provide timely and pertinent information to advocates and policy makers on issues of importance to children with special health needs and their families. Section runs a statewide Information and Referral System, which identifies resources and programs of interest to families, providers, and others who work with children who have special health needs. Referral System includes phone hotline — 1-800-728-5420 for toll-free voice or TDD, or 623-5150 in the Twin Cities. Section provides consultation, training and technical assistance for professionals at the local and regional level who work with children who have special health needs. Section works to enhance and develop systems of support and care that are family-centered, community-based, comprehensive and coordinated.

MCSHN also includes the following staff assigned to MDH Field Offices: **Duluth** — Susan Stubblebine, (218) 723-4642; **Bemidji** — Richard Myers, (218) 755-3820; **Fergus Falls** — Norma Peeders, (218) 739-7585; **Marshall/Mankato** — Nadine Taylor, (507) 537-7158; **Rochester** — Edroy Anderson, (507) 285-7289; **Metro** — Betty Goodman (612/623-5185) and Barb Peterson (612/623-5158), 717 SE Delaware Street, P.O. Box 9441, Minneapolis, MN 55440-9441. (See **MDH Field Offices**, above, for non-metro mailing addresses.)

Nonsmoking and Health Section

(612) 623-5272 **Dick Welch, section manager.** Assists communities in efforts to discourage young people from starting to use tobacco — and encourage current users to quit — by creating, promoting and sustaining healthy tobacco-free environments. Using the tools of media outreach and policy advocacy, section works to eliminate tobacco smoke from the environment, restrict tobacco advertising and promotion, reduce access to tobacco for young people, and promote economic policies that discourage tobacco use. Also provides scientific information, knowledge, and resources to those who are working to discourage tobacco use statewide — including concerned individuals, organizations, communities, public health agencies, and health professionals. Competitive grant funds are awarded annually to assist community coalitions in meeting policy objectives for the prevention and control of tobacco.

Supplemental Nutrition Programs

(612) 623-5266 or 1-800-657-3942 **Mary Donohue, section manager.** Administers federally-funded **Supplemental Nutrition Program for Women, Infants, and Children (WIC)** in Minnesota. WIC provides supplemental food and nutrition counseling to eligible participants, including 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. *For referral to a local WIC agency call 1-800-942-4030.*

Section also administers the federally-funded Commodity Supplemental Food Program — known in Minnesota as the **Mothers and Children (MAC) Program** and the **Nutrition Assistance Program for Seniors (NAPS)**. CSFP provides nutrition information and nutritious foods to supplement the diet of income-eligible participants — including pregnant, breastfeeding, and postpartum women, infants, young children, and the elderly. CSFP services are offered through two Minnesota food banks, at many sites throughout the state.

Community Health Services Division

(612) 215-9375 **Ryan Church, division director.** Provides administrative support and supervision for the local public health agencies that make up the state's Community Health Service (CHS) system, including support and assistance for local community health boards in planning local public health programs and delivering services. Carries out the duties of the Office of State Registrar of Vital Statistics. Assists in planning and evaluation of health system reform efforts. Provides information, collects and analyzes data, and issues reports on health-related issues. Administers grants designed to support the establishment of rural health care centers, the continued operation of rural hospitals in isolated areas of the state, and the development of strategic plans for rural hospital transition projects. Provides technical assistance regarding state and federal health care programs, in support of efforts to coordinate and integrate health system reform at the regional level. Those efforts have involved rural communities and health care providers; medical personnel in underserved rural and urban communities; the **Community Integrated Service Networks (CISNs)** that have been created in response to state health care reform legislation; and the state's six Regional Coordinating Boards, which address the local implications of health care reform and health care cost containment in different areas of the state.

Community Development Section

(612) 296-9726 **Patricia Lind, section manager.** 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. Explores the use of emerging technologies like

video conferencing to improve communication with local public health agencies and enhance state/local educational efforts. 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) 296-9615 **Mary Rippke, 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 and implementing their community health services (CHS) program plans.

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 other MDH staff make arrangements for providing assistance to local health agencies.

Section works with other agencies of state government — such as the Department of Children, Families and Learning and Department of Human Services — in addressing public health issues.

Section works with local public health agencies on issues relating to health system reform efforts. Assistance in this area includes development of guidelines for enhancing the practice of public health nursing at the local level, in an effort to increase the effectiveness of local public health agencies. Also includes development of organizational models and strategies that local agencies can use to successfully accomplish public health goals under a reformed health system.

Section includes the following staff assigned to MDH field offices: **Bemidji** - Theresa St. Onge, (218) 755-3820; **Duluth** - Marie Margitan, (218) 723-4642; **Fergus Falls** - Karen Zilliox, (218) 739-7585. **Mankato** - Dorothea Tesch, (507) 389-2501; **Rochester** - Joan Lee, (507) 285-7289. **Key staff at MDH offices in St. Paul:** Sue Stroschein, Enhanced Practices Consultant, (612) 296-9581; Linda Olson Keller, Organizational Consultant, (612) 296-9176; Nancy Blume Kern, Administrative Supervisor, (612) 296-9133. (See **MDH Field Offices**, above, for non-metro mailing addresses.)

Office of Rural Health and Primary Care

(612) 282-6348/1-800-366-5424 **Chari Konerza, section manager.** Oversees and coordinates efforts to safeguard the quality, availability and accessibility of health care services in rural Minnesota, as well as medically underserved urban areas in the state. Operates programs in the areas of primary care system development; regional health care issues; technical assistance for health care provider networks; and the education, recruitment and retention of health professionals. Develops and maintains a database on health professionals in Minnesota.

Office develops annual Primary Care Access Plan, based on analysis of available health care resources in rural areas of the state, and available information about the health of rural Minnesotans. Also works to identify areas of the state that lack adequate primary health care, increase the number of primary care providers working in those areas, and improve retention of health professionals in underserved areas.

Office provides staff support for activities of the state's Rural Health Advisory Committee (RHAC), which was established to advise the commissioner of health and other state agencies regarding rural health issues. The RHAC includes representatives from a broad cross-section of the rural community, including higher education, voluntary ambulance services, physicians, hospitals, long-term care providers, nurses, mid-level health providers, other allied care providers, health care consumers, and legislators.

Office provides support for activities of the state's six Regional Coordinating Boards, which assist the state in its efforts to control health care costs and provide a forum for discussing regional health

care issues. The boards include representatives from a cross-section of the community in each region, including consumers, health care providers, employers, labor, health plans, public health agencies, and other government officials.

Citizen participation and appointment: (For more information see pages 1 and 272). The **MinnesotaCare Regional Coordinating Boards** (*Minnesota Statutes* 62J.09). The state has been divided into six regions and a Regional Coordinating Board has been formed for each region. The boards are locally controlled and may perform the following activities: undertake voluntary activities to educate consumers, providers, and purchasers about community plans and projects promoting health care cost containment; Consumer accountability, access, quality and efforts to achieve public health goals make recommendations on ways to improve the affordability, accessibility and quality of health care in the region and throughout the state; provide technical assistance to parties interested in establishing or operating a community integrated service network or integrated service network must complement assistance provided by the commissioner under *Minnesota Statutes* sect. 62N.23; advise the commissioner on public health goals, taking in consideration the relevant portions of the community health service plans, plans required by the Minnesota comprehensive adult mental health act, and the community social service act plans developed by the county boards or community health boards in the region under *Minnesota Statutes* chapters 145A, 245, & 256E; prepare an annual regional education plan that is consistent with and supportive of public health goals identified by community health boards in the region; and serve as advisory bodies to identify potential applicants for federal Health Professional Shortage Area and federal Medically Underserved Area designation as requested by the commissioner. The plans must recommend appropriate structure for organizing the health systems to achieve cost containment objectives of the 1992 health care reform legislation, recommend sanctions and process voluntary agreements between providers, and recommend expenditures for major capital, new technologies and medical practices. The Regional Coordinating Boards shall adopt regional public health goals with RCBs, local public health units and other local organizations providing health services within the service area of the managed care organizations. Health plan action plans and collaboration plans may be reviewed by RCBs. RCBs shall provide technical assistance to parties interested in establishing or operating and ISN or CISN within a region. Each board consists of 17 members, including: four representing health care providers, each appointed by the Minnesota Medical Association, the Minnesota Hospital Association, the Minnesota Nurses Association, and one appointed by the governor to represent providers other than nurses, hospitals and physicians; four representing health plan companies who provide coverage for residents of the region - one elected by a vote of all health insurers providing coverage in the region, one elected by a vote of all HMO's providing coverage in the region, one appointed by Blue Cross & Blue Shield of Minnesota, and one appointed by the governor; three representing employers in the region to be selected by a vote of the employers who are members of chambers of commerce in the region, at least one must represent self-insured employers; one representing employee unions to be appointed by the AFL-CIO Minnesota, to be either a union member residing or working in the region or who is a representative of a union that is active in the region; 3 consumer members, one elected by the community health boards in the region (each community health board has 1 vote), one elected by the state legislators with districts in the region, and one appointed by the Governor; 1 county board member elected by all the county board members in the region (each county board has 1 vote); and one state agency commissioner representative to be appointed by the Governor. Meeting schedule and locations are different for each of the six boards and are available upon request. **Appointing Authority:** Governor. **Compensation:** None, expenses only.

The **Rural Health Advisory Committee** (*Laws of 1992*, Chp. 549, Art. 5, 7) advises the commissioner of health and other state agencies on rural health issues. The committee consists of 15 members, all of whom must reside outside of the seven-county metropolitan area. Membership must include: two members from the Minnesota House of Representatives, one from the minority party and one from the majority party; two members from the Minnesota Senate, one from the minority party and one from the majority party; a volunteer member of an ambulance service based outside the seven-county metropolitan area; a representative of a hospital located outside the seven-county metropolitan area; a representative of a nursing home located outside the seven-county metropolitan area; a medical doctor or doctor of osteopathy licensed under *Minnesota Statutes*, Chapter 147; a mid-level practitioner; registered nurse or licensed practical nurse; a licensed health care professional from an occupation not otherwise represented on the committee; a representative of an institution of higher education located outside the seven-county metropolitan area that provides training for rural health care providers; and three consumers, at least one of whom must be an advocate for persons who are mentally ill or developmental disabled. In making appointments the governor shall ensure that appointments provide geographic balance among those areas of the state outside the seven-county metropolitan area. The chair of the committee shall be elected by the members. Meeting location and schedule is undetermined at this time. **Appointing Authority:** Governor. **Compensation:** Expenses.

Minnesota Center for Health Statistics

(612) 623-5353 **John Oswald, director.** Develops and publishes statistical information on the health of Minnesota residents. Sources of data include records of births, deaths, abortion, marriage and divorce — and surveys dealing with health-related behaviors (smoking, drug and alcohol use, etc.). Available information includes a breakdown of deaths in Minnesota by cause; data on all births in the state, including age of mother and other indicators of infant health; and health status profile for residents of each Minnesota county. Contact the center to request specific statistical information. No forms or fees are usually required, but requestor 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.

Vital Records Program

(612) 623-5120 Maintains records of all births, deaths, and fetal deaths occurring in the state. Contact 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.

Bureau of Population-Based Programs

(612) 623-5230 **Michael E. Moen, assistant commissioner.** Programs in this bureau focus on assessment activities, and broad, population-based health issues. Bureau includes MDH programs in the areas of disease control and prevention, environmental health, and laboratory services.

Division of Disease Prevention and Control

(612) 623-5363 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.

Acute Disease Epidemiology Section

(612) 623-5414 **Michael Osterholm, section manager 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 **Epidemiology 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), participates in a variety of AIDS-related education programs and activities.

Coordinates agency-wide and community-wide efforts to identify and control emerging infectious diseases, targeting new or previously unrecognized communicable disease problems.

Provides some statistical information to the public, but does not do research in response to requests.

AIDS/STD Prevention Services Section

(612) 623-5698 **Jill DeBoer, section manager.** Works to prevent death and disability from HIV (the virus that causes AIDS) and other sexually transmitted diseases (STDs). Provides leadership and support for efforts to prevent the spread of these illnesses, and works to ensure the availability of appropriate services for the care and support of infected persons. Responsible for developing and implementing a comprehensive, statewide prevention and care strategy. Major elements of that strategy include:

Community Planning

Section conducts planning activities in collaboration with individuals and groups in communities affected by HIV/AIDS. Includes efforts to determine the scope of the epidemic in different population groups, identify ways in which cultural and social factors affect the course of the epidemic, develop strategies for addressing unmet needs within each community, and develop effective, culture-specific approaches for providing education and services. Partners in this effort include a 20-member Commissioner's Task Force on HIV/STD Prevention, workgroups within each affected community, and a Planning Council convened by MDH and Hennepin County to deal with AIDS/HIV service issues.

Community-Based Prevention Grants

Section provides funding and technical assistance to government agencies and organizations with a demonstrated ability to reach adults and young people — including people of color — whose sexual or needle-use behavior places them at risk of infection with HIV or other STDs. These organizations are responsible for a variety of targeted, community-based prevention activities aimed at these populations.

Mass Media Outreach

Section conducts media campaigns on HIV/STD prevention issues, targeting both general audiences and targeted “high risk” populations. Also provides technical support to MDH-funded agencies and organizations who wish to do their own media campaigns.

Statewide Information and Referral

Section provides funding for the Minnesota AIDSLine, a statewide telephone information and referral service operated by the Minnesota AIDS Project. Also provides technical support and training on HIV/STD issues for local public health agencies, distributes videos and publications dealing with HIV/STD issues, and publishes a newsletter on HIV/STD prevention and service activities in Minnesota.

HIV Services

Section funds and provides technical assistance for community-based programs designed to provide basic health and support services

for people living with HIV — reimbursement for drugs, continuation of insurance coverage, case management, dental care, emergency financial assistance, transportation, early intervention and housing. Also supports services designed to meet special needs or enhance quality of life for people with HIV, including mental health services, home care, complementary health services, hemophilia support services, services for people living in rural areas, and women's services.

Non-Compliant Carrier Investigations

MDH is responsible for responding to potential health threats posed by people with HIV, tuberculosis or other infectious diseases when their behavior may place others at risk of infection. Procedures for dealing with non-compliant carrier issues are outlined in the Minnesota Health Threat Procedures Act and other Minnesota statutes.

Disease Intervention

Section is responsible for activities designed to prevent the spread of HIV and other STDs, including surveillance and case-finding activities, efforts to notify people who may have been exposed to infection, and counseling about how to prevent disease and reduce the risk of infection. Program works to help people prevent spreading infection to others, inform unsuspecting persons of their potential exposure to infection, encourage persons at risk to be tested and seek appropriate treatment for STDs, encourage persons exposed to HIV to be tested, and refer persons with HIV for treatment that could serve to slow the deterioration of the immune system. Program also offers support and assistance to local public health agencies and health care providers in their efforts to control these diseases.

STD Surveillance

Section monitors the incidence of syphilis, gonorrhea and chlamydia in Minnesota, in an effort to identify trends, find out what population groups may be at risk, and evaluate the effectiveness of prevention programs.

Chlamydia and Gonorrhea Screening

Section is responsible for a statewide screening program which has conducted 60,000 tests a year for gonorrhea since its inception in the early 1970s. Chlamydia screening was added to the program a number of years ago. Six thousand chlamydia tests are now done each year at six clinic sites.

HIV Counseling and Testing Program.

Section provides consultation, training and funding for public and private health care providers who offer confidential HIV counseling and testing. Program currently provides support for both counseling and laboratory services at eight STD/HIV clinics, and for laboratory services only at 15 community/family planning clinics.

Acute Disease Prevention Services Section

(612) 623-5237 Operates a number of ongoing programs for the prevention and control of acute diseases — including the immunization of children and adults for vaccine preventable diseases, efforts to identify and address potential health problems in Minnesota's refugee communities, efforts to prevent and encourage appropriate treatment for Lyme disease and other tick-borne illnesses, and related health education activities. Provides *information on current immunization recommendations and requirements* — for both adults and children.

Chronic Disease and Environmental Epidemiology Section

(612) 623-5216 **Alan Bender, section manager.** Investigates specific chronic and occupational diseases (including cancer, diabetes, lung disease and other health problems), 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.

Cancer Control Section

(612) 623-5500 Jonathan Slater, section manager. Conducts research, develops strategies and implements programs to reduce illness and death due to cancer. Works with Minnesota health care providers, local government agencies and community-based organizations to identify populations that do not make appropriate use of early detection and prevention services. Designs and evaluates innovative strategies for increasing appropriate use of screening tests. Includes efforts to increase the use of mammography and Pap smear screening by low income, medically underserved, elderly and/or minority women. Pays for breast and cervical cancer screening, monitors women who have abnormal tests and assures that they receive appropriate medical attention, and educates professionals and the general public about breast and cervical cancer. Promotes efforts to monitor the occurrence of breast and cervical cancer in the state, and safeguard the quality of services aimed at preventing these diseases. Supports and coordinates statewide coalition dealing with breast and cervical cancer prevention issues.

Epidemiology Field Services Section

(612) 623-5414 Jack Korlath, section manager. 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 Prevention Services, 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 also includes staff assigned to MDH field offices as district epidemiologists: **Bemidji** — Terry Ristinen, (218) 755-3820; **Fergus Falls** — Joe Mariotti, (218) 739-7585; **Mankato/Marshall** — Jan Forfang, (507) 389-2501; **Rochester** — Eric Anderson, (507) 285-7289; **St. Cloud** — John Clare, (320) 255-4216. (See **MDH Field Offices**, above, for non-metro mailing addresses.)

Environmental Health Division

(612) 215-0731 Patricia Bloomgren, 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, lead, asbestos, 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.

Drinking Water Protection Section

(612) 215-0746 Gary L. Englund, section manager. 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, construction of water wells, and swimming pool construction.

Publishes five newsletters: *Waterline* (quarterly) and *WHP Protector* (twice a year) for water utility operators; *The Catch Basin* (twice a year) for licensed plumbers, and water conditioning installers or contractors; the *NonCom Scoop* (twice a year) for people who operate non-community public water supply systems; and *The Minnesota Groundwater Newsletter* (quarterly) for people in the well drilling industry. These publications are available free of charge.

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 the water is intended 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 (612/215-0761)**. 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, geologists 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 (612/215-0811)**.

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 **Public Water Supply Unit (612/215-0761)**.

FEES: To take required certification test — \$32. Retest after failure of initial test — \$32. Issuance of certificate for three year period — \$23. Renewal of certificate — \$23. Duplicate of lost or destroyed certificate — \$5. Reinstatement of certification, or issuance of reciprocity certificate to operator certified by another state — \$40.

For information about training programs, contact the **Public Water Supply Unit** at **612/215-0771**. **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 more 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. Plumbers' apprentices must register annually. All plumbing installations in public buildings must be inspected. For information or applications contact the **Plumbing Program (612/215-0851)**.

FEES: To take test, journeyman or master — \$50. License (renewable annually) — \$55 for journeyman, \$120 for master plumber. Annual bond filing for master plumber — \$40. Apprentice registration fee — \$25.

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 (612/215-0851)**. **Fees:** Contractor — \$50 for test, \$70 annually for license. Installer — \$50 for test, \$35 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 (612/215-0840)**. 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 (612/215-0853)**.

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 (612/215-0796)**.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Advisory Council on Plumbing Code and Examinations** (*Minnesota Statutes* 326.41) makes recommendations to the commissioner of health regarding examining and licensing of plumbers, recommends revisions to the plumbing code, and reviews new materials and methods. The council consists of nine members, including one journeyman plumber, one journeyman plumber representing greater Minnesota, one master plumber, one master plumber representing greater Minnesota, and one representing the commissioner of health. Quarterly meetings. **Appointing Authority:** Commissioner of health. **Compensation:** \$55 per diem plus expenses. 121 E. 7th Place, #220, P.O. Box 64975, St. Paul, MN 55164-0975.

The **Advisory Council on Water Supply Systems and Wastewater Treatment Facilities** (*Minnesota Statutes* Sect. 115.71 - 115.77) advises the commissioners of health and the Pollution Control Agency regarding classification of water supply systems and wastewater treatment facility operators, and additional laws, rules and procedures that may be desirable for regulating the operation of water supply systems and of wastewater treatment facilities. The council consists of 11 members: one member from the Department of Health Division of Environmental Health appointed by the commissioner of health, one member from the Pollution Control Agency (PCA), Water Quality Division, appointed by the commissioner of health; three members must be certified water supply system operators, appointed by the commissioner of health; three members must be certified wastewater treatment facility operators, appointed by the commissioner of the PCA; one member representing an organization that represents municipalities, appointed by the commissioner of health with the concurrence of the commissioner of the PCA; and two members of the public who are not associated with water supply systems or wastewater treatment facilities; one must be appointed by the commissioner of health and the other by the commissioner of PCA. One of the water supply system and one of the wastewater treatment facility operators must be from outside the metro area and one wastewater operator must come from the Metropolitan Council Environmental Services. Meetings are held quarterly for 4 hours at varied outstate and metro locations. **Appointing Authority:** Commissioner of health. **Compensation:** \$55 per diem plus expenses. Minnesota Dept. of Health, 121 E. 7th Place, #220, P.O. Box 64975, St. Paul, MN 55164-0975.

The **Advisory Council on Wells and Borings** (*Minnesota Statutes* 1031.105) advises the Department of Health on licensing or registering well contractors and explorers, and on technical matters relating to the regulation or the construction, maintenance, and ultimate sealing of wells and

borings. Seventeen voting members include six water well contractors (state resident 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 a monitoring well contractor; one representative each of the departments of health, natural resources, soil resources, and one member a representative of the Minnesota Geological Survey. The council meets for one day each calendar quarter, at the Department of Health Building. **Appointing Authority:** Commissioner of health. **Compensation:** \$55 per diem plus expenses. 121 E. 7th Place, #220, P.O. Box 64975, St. Paul, MN 55164-0975.

Environmental Health Services Section

(612) 215-0870 Mary Sheehan, section manager.

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. Inspects swimming pools and beaches at regulated public facilities. Provides support and assistance to local health agencies that provide environmental health services — including licensing and enforcement activities — by formal agreement with MDH.

It operates a **registration program** for environmental health specialist/sanitariums. Applicants for registration must have undergraduate degree in environmental health or related field, have one year of supervised work experience in related field, and pass a national examination. 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. Several different types of licenses may be issued — definitions for each type of license are provided in state statutes and on the licensing application.

Also contact section to make a complaint about a regulated facility. **Plan Review Fee** — Food & Beverage Establishments, Hotels, Motels, Lodging Establishments, or Resorts: \$150.

License Fee — Hotels, Motels, Lodging Establishments, Resorts, Food & Beverage Establishments (other than Special Event Food Stands): Annual base fee of \$100 plus additional fees based on the following schedule:

Food & Beverage Establishments

\$30 for limited food menu; \$55 for small menu selection with limited equipment; \$150 for small establishment with full menu selection; \$250 for large establishment with full menu selection; \$30 for food cart, mobile food unit or seasonal food stand.

Establishments with Alcohol Service

\$30 for beer or wine table service; \$75 for alcohol service from bar.

Establishments with Sleeping Accommodations

\$4 per unit/\$400 maximum.

Establishments with Pools, Spas, Private Water or Sewer Systems

\$100 for first pool, \$25 for each additional pool; \$50 for first spa, \$25 for each additional spa; \$30 for private water or sewer system.

License Fee — Special Event Food Stand: Flat fee of \$60/year.

License Fees — Manufactured ("mobile") Home Parks & Campgrounds: One-time initial fee of \$75 for every 10 sites or fraction thereof. Annual fee for 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 for facilities with 50 or more sites and/or a swimming pool or surface water supply: base fee of \$25 plus \$2.75 per site.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Environmental Health Specialists/Sanitarian Advisory Task Force** (*Minnesota Statutes* 241.13, subd. 4) recommends applicants for registration as environmental health specialists/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 a year, 4-6 hours. Meeting location: Metro Square Building. **Appointing Authority:** Commissioner of Health. **Compensation:** None. Minnesota Dept. of Health, Environmental Health Services Section, 121 E. 7th Pl., #220, St. Paul, MN 55164. (612) 215-0866.

Environmental Health Hazard Management Section

(612) 215-0878 **Kathy Svanda, section manager.** Provides expert consultation on the health impact of environmental exposure to physical or chemical agents — for MDH, other state agencies and the general public. Conducts assessments of potential health problems at hazardous waste sites, including state and federal Superfund sites. Provides information and responds to complaints regarding indoor air quality. Responsible for state standards regarding exposure to lead and lead abatement. Certifies individuals who do asbestos-related work and issues permits for commercial and residential asbestos abatement projects.

Indoor Air Quality Unit

(612) 215-0909 Provides information to the public about radon and other 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 and places of work. Enforces air quality standards for enclosed sports arenas.

Lead Unit

(612) 215-0889 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. Licenses lead abatement contractors, workers and inspectors. Annual license fees: \$100 for contractor, \$50 for worker or inspector.

Asbestos Unit

(612) 215-0900 Licenses and regulates contractors and individuals who do asbestos-related work in Minnesota. Issues permits for both commercial and residential asbestos abatement projects. Provides information to the public on asbestos-related issues. **Project permit fee:** 1% of total cost for project. **Annual licensing/certification fee:** \$50 for asbestos worker or site supervisor; \$100 for management planner, project designer or inspector.

Site Assessment and Consultation Unit

(612) 215-0914 Investigates potential health hazards at Superfund Sites and other hazardous waste sites. Prepares formal and informal reports on conditions at these sites, issues recommendations for preventing potential human exposure to hazardous substances, and works with communities and other government agencies to address health concerns relating to these sites.

Health Risk Assessment Unit

(612) 215-0880 Evaluates possible human exposure to hazardous agents in the environment, and consults with affected parties regarding the potential impact of exposure on human health. Collects and disseminates data on human exposure to hazardous agents in Minnesota, including environmental exposure to lead. Produces educational publications, including annual **Minnesota Fish Consumption Advisory**. Advisory covers over 500 lakes and rivers in Minnesota. For free copy, call unit at 215-0950 — or toll-free at 1-800-657-3908.

Radiation Control Section

(612) 215-0945 **Judith Ball, section manager.** 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 does environmental sampling near the state's two nuclear power plants, and does some environmental monitoring for radiation statewide. Section 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. Base registration fee for x-ray or accelerator facility — \$80. Late registration penalty — \$15.

Public Health Laboratory Division

(612) 623-5200 **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 manager.** 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. Fees are 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 community environmental services, environmental hazard management, acute disease epidemiology, water supply programs and radiation control.

Clinical Laboratory Section

(612) 623-5258 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. Provides laboratory support for efforts to identify and control emerging infectious disease problems in Minnesota. 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 Support Services Section

(612) 623-5680 **Allen Tupy, section manager.** 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 for various federal and state environmental programs. **Biennial certification fee** includes base fee of \$500, plus fees ranging from \$100 to \$600 for each category of test for which the laboratory is certified. Fee for contract laboratories is 1½ times the regular certification fee.

List of certified environmental laboratories is published four times a year. 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.

Health Professionals Service Program

1885 University Avenue W., Suite 229, St. Paul, MN 55104

John Loughren, program manager (612) 643-2120 FAX: (612) 643-2163

Laws of 1994, Chapter 556, Sec. 3, subd 1.

The Health Professionals Services Program (HPSP) is a confidential, nondisciplinary monitoring program for health professionals. It is designed to enhance public protection and support for regulated health care professionals by removing potential obstacles and facilitating access to treatment. It allows for earlier, timely monitoring of health professionals whose ability to practice with reasonable skill and safety may be impacted.

The program is a joint effort among several health service boards, including the boards of dentistry, marriage and family therapy, medical practice, nursing, pharmacy and podiatric medicine. The program is managed by a program committee consisting of one individual appointed by each of the participating boards. HPSP does not replace professional support, nor is it a treatment provider or primary intervention program.

Program Services

HPSP monitors the treatment and continuing care of regulated health care professionals who may be unable to practice with reasonable skill and safety, if their illness is not appropriately managed. Treatment plan activities and practice limitations for physical, mental, or psychological conditions, including chemical abuse and/or dependency, will be monitored for compliance.

HPSP will develop individualized program participation agreements that monitor progress, with a treatment plan that is consistent with the participant's illness. Such agreements may include, but are not limited to: treatment plans for a continuing care plan; practice limitations, including monitoring that is consistent with the continuing care plan and program requirements; body fluid screening when appropriate; and reporting requirements as needed to document compliance. HPSP may refer participants to treating professionals for evaluation, treatment, and a written plan for continuing care. It will also monitor compliance with participation agreements. Participants are responsible for paying for the costs of evaluation, treatment, and drug screens.

Eligibility Requirements

To be eligible for the program, a regulated health professional must be regulated by a participating board and must have the ability to practice with reasonable skill and safety when appropriate limitations and continuing care requirements are followed. Admission to HPSP is denied to:

- persons terminated from a similar program in another state,
- persons currently under a participating board's disciplinary order or corrective action agreement unless referred by the board,
- persons monitored for HIV/HBV by the Department of Health (*Minnesota Statutes* 214.17-.25) unless referred by the Department of Health or a board,
- persons accused of sexual misconduct,
- persons whose continued practice would create a serious risk of harm to others.

Program Reporting

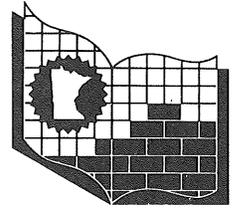
Regulated health professionals who are governed by the participating boards may report to this program for monitoring if they meet the eligibility requirements. Regulated health professionals who cannot practice with reasonable skill and safety due to illness must report to the program or their board. Reporting to the HPSP fulfills the reporting requirements in the regulated health professionals' practice act. Other regulated health professionals, professional entities, and the public may submit reports in good faith with immunity from civil or criminal liability. Participating boards may direct or refer regulated persons to HPSP. All reports made to the HPSP are confidential.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Advisory Committee to the Program Committee of the Health Professionals Services Program** advises the Program Committee as it provides overall management and direction of the Health Professionals Service Program. The advisory committee also provides consultation to the participating boards who are legislatively charged with adopting joint rules for program services. The advisory committee consists of up to 14 appointees including one member nominated by each professional association, representing individuals regulated by a participating board; and two public members, as defined by *Minnesota Statutes* 214.02. Gender balance will be maintained in advisory committee membership. Meetings will occur at a minimum on a quarterly basis, for approximately two hours during evening hours, at the above address. **Appointing authority:** Program Committee of Health Professionals Services Program. **Compensation:** None.

Higher Education Facilities Authority

175 5th Street East, Suite 450, St. Paul, MN 55101-2901

J. Luther Anderson, executive director (612) 296-4690; Fax: (612)297-5751



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 finances institutions' projects through the sale of tax-exempt revenue bonds. 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 and submit the completed application to the authority. 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.

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 board. If the

authority board approves the formal application, necessary legal documents are prepared, a financial plan and a schedule for completing the issue is outlined.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Higher Education Facilities Authority** issues tax-exempt revenue bonds for capital improvements for post-secondary educational institutions. The authority consists of 10 members, eight of whom are appointed by the governor with the advice and consent of the senate, 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 *Minnesota Statutes* 473.121, subd 2. The executive director of the Higher Education Services Office 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. Monthly meetings. **Appointing Authority:** Governor. Senate Confirmation. **Compensation:** \$55 per diem.

Higher Education Services Office

550 Cedar Street, 400 Capitol Square Building, St. Paul, MN 55101

Executive director (612) 296-3974; 1-800-657-3866

Fax: (612) 297-8880

TTY Relay Metro: (612) 297-5353; TTY Non-Metro: 1-800-627-3529

E-Mail: info@heso.state.mn.us

World Wide Web: <http://www.heso.state.mn.us/>

Gopher: <gopher://gopher.heso.state.mn.us>

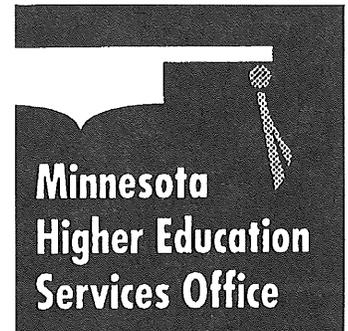
Minnesota Statutes, 136A; Minnesota Rules 4800-4880

The Minnesota Higher Education Services Office provides impartial, statewide services for the citizens of Minnesota that:

- support access to a wide array of post-secondary educational opportunities
- enhance efficiency within higher education
- protect consumers
- inform citizens about higher education and how to prepare academically and financially.

The Higher Education Services Office succeeds the Higher Education Coordinating Board, which was abolished by the 1995 Legislature. Many of the coordinating board's duties and responsibilities were transferred to the services office, but some duties were eliminated or transferred to other agencies. A new citizen Higher Education Services Council was created (see box). It is responsible for appointing the director of the services office, advising and reviewing on the performance of the services office, and communicating and making recommendations to the governor and legislature.

Advising the services council is the Higher Education Advisory Council. It is composed of the president and the senior vice-president for academic affairs of the University of Minnesota; the chancellor of the Minnesota State Colleges and Universities; the associate vice chancellors of the state universities, community colleges, and technical colleges; the commissioner of the Department of Children, Families and Learning; the president of the Private College Council; and a representative from the Minnesota Association of Private Postsecondary Schools.



Citizen participation and appointment: (For more information see pages 1 and 272). The **Higher Education Services Council** consists of nine members, eight citizens and one student, appointed by the governor for six-year terms except that the student serves two years. In making appointments, the governor is to consider the geographic, gender, and ethnic diversity in the state. No more than five members may belong to the same political party. The student member must be a full-time student enrolled in a Minnesota post-secondary education institution at the time of appointment. The student advisory council shall recommend two to four candidates for the student position. The governor is not bound by these recommendations. The council meets several times a year, usually in the State Capitol area. Meetings are open to the public (call (612) 296-3974). Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem.

The Student Advisory Council, also authorized by statute, is composed of 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 Technical College Student Association, the president of the Minnesota Association of Private College Students; and a student who is enrolled in a private vocational school.

Communications Office

(612) 296-9684 Phil Lewenstein, director of communications and legislation. This office manages communications to the public, the news media, the legislature, and other constituencies. It compiles and writes the reports and publications of the services office, including a newsletter, *The Report*; a booklet on financial aid, *Focus on Financial Aid*, which is available for free by contacting the services office; and a biennial report submitted to the governor and legislature. A second newsletter, *Insight*, describes trends in post-secondary education. These and other publications and videotapes are available by contacting the services office.

The services office also provides information to students and parents about academic and financial planning for educational opportunities beyond high school. An outreach effort targets information to families of color, students and parents of low income, and families with no previous post-secondary education experience. Information is provided about academic expectations and requirements, saving, and financial aid. *Get Ready*, a free parent guide, is available by contacting the services office. *Future Choices*, designed for junior high children, is provided to all eighth grade students. High school counselors receive a free guidebook with current information about post-secondary education services and programs.

Financial Aid Division

(612) 296-3974 Cheryl Maplethorpe, director. The division administers the following financial aid programs for students.

State Grant Program

(612) 296-3974 State Grants are awarded to Minnesota residents who will be enrolled for at least three credits as undergraduate students at one of more than 160 eligible schools in Minnesota. Eligible institutions include the state universities, the University of Minnesota, community colleges, public technical colleges, schools of nursing and related health professions, private colleges, and private career institutions in Minnesota. State Grants may not be used at out-of-state schools.

Grant applicants must be a graduate of a secondary school or its equivalent, or be 17 years of age or over by the end of the academic year. Students in default of a student loan or more than 30 days behind for child support owed to a public agency are not eligible, unless they are complying with a payment plan. Students must apply each year to renew grants. They can renew a grant for up to six semesters or nine quarters, or their equivalent, but may not continue after obtaining a baccalaureate degree or being enrolled full time for the equivalent of eight semesters or 12 quarters. Students must be making satisfactory progress toward graduation. Students need to be registered for 15 credits to be considered a full-time student for a State Grant. If they register for fewer than 15 credits, the services office will prorate the cost of attendance (tuition and fees plus the living and miscellaneous expense allowance) to the actual number of credits.

The program is based on a design that assigns specific responsibility for paying costs of attendance to the student, parents, and government. All applicants are required to contribute at least 50 percent of their cost of attendance from savings, earnings, loans, or other assistance from school or private sources. For dependent (on their parents) students, the remaining 50 percent of the cost is met by a contribution from parents determined by the federal need analysis and by the combination of federal Pell Grant and State Grant awards. For independent (self supporting) students, the remaining 50 percent of the cost is met by a contribution from income and assets determined by the federal need analysis and by the combination of Pell and state grant awards.

The maximum amount of combined state and federal Pell aid in 1995-96 ranges from \$3,042 at a public technical college to \$5,890 at a private four-year college. The technical college student with no Pell assistance could receive up to \$3,042 in state aid. Many students, however, receive some Pell aid and thus a State Grant below the maximum.

The average award is about \$1,300. The minimum award is \$300 per year. On average, a student receives a combined state and federal Pell award of about \$2,300.

Applicants must fill out the Free Application for Federal Student Aid (FAFSA). The form is used to determine financial need. Applicants may use the same form to apply for a federal Pell Grant and other types of aid from institutions. The form is available from high school counselors, post-secondary financial aid offices, and the services office. By submitting one fully completed application, along with other forms required by the school, the applicant will be considered for a State Grant.

Minnesota Veterans Dependents Student Assistance Program

(612) 296-3974 The 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 State 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 an average of \$5.42 per hour. The services office 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.

Needy students enrolled as graduate, undergraduate, or vocational students are eligible. Students may be enrolled half time, but priority is given to students enrolled for 12 or more credits or the equivalent.

Students will be employed either on campus or the school will have arrangements for off-campus employment for governmental or non-profit agencies, handicapped persons, or senior citizens. The school will try to place students in work related to his or her course of study.

To apply for the work study program, students should contact the financial aid office at the institution they attend or plan to attend. Forms are obtained from the educational institution. There are no fees for this service. The financial aid director will give the student an estimate of the time it takes for applications to be processed. Most schools offer a work study job as part of the total financial aid package.

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.

Students must demonstrate financial need based on parental adjusted gross income. The maximum award is \$1,000. Awards are based on direct and related costs of attending the program as determined by the sponsoring post-secondary school. Students are limited to one award per summer from the services office.

Eligible enrichment programs offered by Minnesota post-secondary institutions are in academic subjects, including communications, humanities, social studies, social sciences, science, mathematics, fine or performing arts, and foreign languages.

Scholarship deadline dates may vary depending on the academic program the student wishes to attend. Students should obtain both an application for the academic program and the scholarship program from post-secondary institutions sponsoring programs.

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 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 for the equivalent of eight semesters or 12 quarters, whichever occurs first, are no longer eligible.

For students attending public institutions, the award is the actual tuition and fees charged by the institution. For students attending private 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, whichever is lower.

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.

Minnesota Youth Works Post Service Benefit

Minnesota's Youth Works Program allows students to serve the community in exchange for a post service benefit that can be used as a grant for post-secondary education, a loan repayment, or to cover expenses associated with an eligible apprenticeship program. The post service benefit is based on the student's hours of community service, with a maximum of \$4,725 available for use within seven years of the student's completed community service. Approximately 80 Minnesota residents received a Youth Works Benefit funded by the State of Minnesota. The benefits are administered by the services office.

Community service opportunities are a result of a cooperative effort involving the federal government, state, and local agencies. Most community service positions involve a full-time commitment of 1,700 hours over a one-year period. In return, each participant will receive a stipend of about \$7,900 per year plus health care coverage, child care (if the state subsidized program is unavailable), and the post service benefit.

Additional information on community service opportunities may be obtained by calling the Minnesota Commission on National and Community Service at (612) 296-1435.

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 services office administers the program. It allocates funds to eligible colleges, which then select and make awards to students. Applications are available from financial aid administrators at campuses participating in the program. Some schools elect not to participate. 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 up to 40 hours per eligible child in 1995-96. The maximum available is \$1,700 for each eligible child per academic year. A chart is used by the financial aid administrator to show the amount of a grant to be awarded based on income of applicant and spouse, number in applicant's family, and number of eligible children in applicant's family.

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, non-licensed caregiver; meet the program's income guidelines; not receive AFDC; be enrolled at least half-time in an eligible institution; have not earned a baccalaureate degree or been enrolled full-time fewer than eight semesters, twelve quarters, or the equivalent; be pursuing a non-sectarian program or course of study that applies to an undergraduate degree, diploma, or certificate; be in good academic

standing and making satisfactory progress, as determined by the school, toward the degree, diploma, or certificate.

Students who do not meet these criteria or need additional child care assistance should contact a county social service office for child care assistance from the county's sliding fee program.

Students will receive the child care money at the beginning of the term or as soon as they become eligible for funds, whichever occurs first, but not before the first day of class for that term. Child care awards are divided evenly and disbursed to recipients each quarter or semester, depending on the type of school. The school may make payments more often. The school is likely to pay the student, but may choose to pay the child care provider directly.

A student who receives a child care award and continues to enroll at the school the following year must be given a child care award if he or she remains eligible and funds are available. Students must apply for a continuation of funds by the deadlines set by the school.

Student Educational Loan Fund (SELF)

(612) 296-3974 The Student Educational Loan Fund (SELF) is a Minnesota program intended to help students who:

- need to borrow more than allowed under existing federal programs;
- have limited access to other financial aid programs;
- encounter unexpected problems in paying their education;
- enroll in graduate or professional programs.

The loan can be used only for educational purposes. Eligible participants include:

- students attending an eligible school in Minnesota;
- Minnesota residents enrolled in an eligible school in another state or a Canadian province that has signed an operating agreement with the services office.

As of October 1995, 431 institutions had agreed to participate in the program; this includes 143 Minnesota institutions, with representation from all state public and private systems, and 288 out-of-state schools.

To be eligible, a student must:

- be enrolled at least half-time in a certificate, associate, baccalaureate, or graduate degree program;
- have a credit-worthy co-signer;
- not be delinquent or in default on a SELF or other outstanding student loans.

Prior to applying, students are expected to seek other sources of federal, state, institutional, or private aid for which they might be eligible.

The campus financial aid administrator will determine the maximum amount a student may borrow and recommend a loan amount. The maximum cannot exceed the cost of attendance minus all other financial aid that the borrower is eligible to receive.

- Undergraduate students may borrow a maximum of \$4,500 per year for the first two years and \$6,000 per year thereafter with a cumulative maximum of \$25,000.
- Graduate students may borrow a maximum of \$9,000 per year not to exceed \$40,000 from all sources, including undergraduate debt.
- The minimum loan size is \$500.

Borrowers are required to pay interest quarterly while in school. Upon graduating or leaving school, they are required to pay interest monthly for up to three years; they then will begin repaying loan principal as well as interest monthly.

Thus far, there have been two funding phases in the program.

- Phase I, in which the interest rate varies weekly.
- Phase II, in which interest varies quarterly.

Borrowers with Phase II loans can choose between two repayment plans:

- standard repayment plan (one year of interest only and up to nine years of principal and interest payments);
- an extended interest plan (interest only for three years followed by up to seven years of principal and interest payments).

The interest rate charged to the borrower will vary throughout the life of the loan and can change every three months. Since September

1988, the quarterly interest rate has averaged 7.03 percent. In November 1995, it was 6.75 percent.

Currently, there is no guarantee fee for borrowers whose loan periods began on or after July 1, 1989. The services office, however, reserves the right to charge a guarantee fee on future loans in order to cover claims for nonpayment of interest and principal amounts by borrowers and co-signers.

The SELF Program is administered by the services office. To find out if the institution you attend or plan to attend participates, contact the financial aid officer at the school, or the Minnesota Higher Education Services Office.

Comparison of SELF and Federal Unsubsidized Stafford Loans

Each program has advantages and disadvantages. The student and family should learn the facts about each program, and decide which program can best help them. The school's financial aid office or local commercial lender will help you learn the differences.

The interest rate on the Unsubsidized Stafford Loan varies annually. The unsubsidized Stafford can be included in federal loan consolidation programs, and can be included in the U.S. Army loan repayment program. The unsubsidized Stafford requires the payment of a guarantee fee and loan origination fee.

Under SELF, the borrower must pay interest while in school; there is no option for capitalizing interest. SELF has no deferment categories, and there are no forbearance options. The interest rate varies quarterly throughout the life of the loan. SELF requires a credit-worthy co-signer. While the dollar amount of a student's SELF loan debt can be used to determine the term length of a student's federal loan consolidation, SELF loans themselves cannot be included in consolidation. SELF loans cannot be included in the U.S. Army loan repayment program. There are no application, guarantee, or origination fees required in the SELF program.

Normally, the interest rate on the SELF loan will be 1.85 percent lower than the interest on the Stafford, based on how the rates are calculated. Different circumstances such as rate ceilings, timing of the calculations, and changes in the interest margins can cause the spread between the SELF loan and the Stafford loans to be greater or less than 1.85 percent. Over the life of the loan, however, the 1.85 percent is a reasonable estimate of the difference between the SELF rate and the Stafford rate.

Minnesota-Wisconsin Reciprocity Program

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. Technical college students pay the resident tuition charged at the institution they attend.

Students enrolled in the Colleges of Medicine, Veterinary Medicine, and Dentistry at the University of Minnesota-Twin Cities or Duluth and the University of Wisconsin-Madison or Milwaukee are not eligible for reciprocity.

The program covers full-time, part-time, graduate, and professional students.

The application deadline is the last day of scheduled classes for the term at the institution the student will attend. A student wishing to participate in the reciprocity program for the entire academic year must have the appropriate application postmarked by the last day of scheduled classes for the fall term or first semester at the institution. Applications post-marked after the last day of a term will be processed only for the subsequent terms. There is no application fee.

Eligible students who earned credits in the previous 12-month period at a Wisconsin institution are not required to reapply for reciprocity benefits. Reciprocity will be renewed automatically for those students.

Applications are available at all high schools and eligible post-secondary institutions. They also may be obtained from the Minnesota Higher Education Services Office or the Wisconsin Higher Educational Aids Board (P.O. Box 7885, Madison, Wisconsin 53707). Applicants for reciprocity in a technical college should apply to the director's office at the nearest technical college.

The reciprocity agreement is subject to annual review; therefore, 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 in 1995-96 is 115 percent of the resident tuition charged at the institution and in the program the student is enrolled. The rate is expected to be 10 percent in 1996-97.

Starting in 1997-98, students attending an institution in the neighboring state will pay a reciprocity tuition rate that is based on the higher of the two states rates at comparable institutions.

The program includes all students — full-time, part-time, graduate, and professional.

Students enrolled in medicine, veterinary medicine, dentistry, and law are included.

The application deadline is the last day of scheduled classes for the term at the institution the student will attend. A student wishing to participate in the reciprocity program for the entire academic year must have the appropriate application postmarked by the last day of scheduled classes for the fall term or first semester at the institution. Applications postmarked after the last day of a term will be processed only for the subsequent terms. There is no application fee.

Students who enroll in a North Dakota institution within 12 months of their graduation from a Minnesota high school and their permanent home residence is in Minnesota may be granted reciprocity benefits without completing the standard application procedure. These students must present an official high school transcript to the enrolling school.

Eligible students who earned credits in the previous 12-month period at a North Dakota institution will not be required to reapply for reciprocity benefits. Reciprocity will be renewed automatically for those students.

Applications are available from the Minnesota Higher Education Services Office; the North Dakota Board of Higher Education, 10th Floor, State Capitol Building, Bismarck, ND 58505; North Dakota Board for Vocational Education, 600 East Boulevard Avenue, Bismarck, ND 58505; colleges, universities, and technical colleges in the two states, and high schools.

Students will be notified of the results of their applications approximately four to six weeks following receipt of the applications.

Minnesota-South Dakota Reciprocity

(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 Minnesota's public 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.

The agreement covers all students — full-time, part-time, undergraduate, graduate, and professional.

The application deadline is the last day of scheduled classes for the term at the institution the student will attend. A student wishing to participate in the reciprocity program for the entire academic year must

have the appropriate application postmarked by the last day of scheduled classes for the fall term or first semester at the institution. Applications postmarked after the last day of a term will be processed only for the subsequent terms. There is no application fee.

Students who enroll in a South Dakota reciprocity institution within 12 months of their graduation from a Minnesota high school and their permanent home residence is in Minnesota may be granted reciprocity benefits without completing the standard application procedure. These students must present an official high school transcript to the enrolling school.

Eligible students who earned credits in the previous 12 months at a South Dakota institution will not be required to reapply for reciprocity benefits. Reciprocity will be renewed automatically for those students.

Applications are available from the Minnesota Higher Education Services Office, the South Dakota Board of Regents (Reciprocity Program, Box 2201, University Station, Brookings, South Dakota 57007), colleges and universities in the two states, and high schools.

Eligibility is determined at the institution. Students should contact the vocational institution they attend or plan to attend regarding their residency. There is no application fee.

Minnesota-Iowa Reciprocity

No statewide reciprocal agreement exists between Minnesota and Iowa, but there is a limited agreement with one institution. The 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.

Under the agreement, Minnesota residents may be able to attend the Iowa campuses and pay Iowa resident tuition and fees. Residents of Merged Area III in northwestern Iowa may be eligible to attend the three Minnesota schools at resident rates. Students should contact the institution they plan to attend.

Midwestern Student Exchange Program

Students are able to enroll in certain Midwestern institutions and programs at reduced tuition rates. This is possible as a result of Minnesota's membership in the Midwestern Higher Education Commission. States participating in the student exchange are Minnesota, Michigan, Missouri, Kansas, and Nebraska. The student must indicate on the application for admission to the institution that he or she is seeking admission as a Midwestern Student Exchange Program student. The participating institution will evaluate the student's request for benefits and respond directly to the student. Brochures listing eligible institutions and programs are provided each fall to high schools and the services office.

Data and Programs Division

(612) 296-9667 **Leslie Mercer, director.** 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 publishes information on post-secondary education enrollments and degrees conferred in the state. These services are not offered directly to the public; however, citizens interested in obtaining information may contact the services office. The division also manages state and federal programs.

Dwight D. Eisenhower Professional Development Program

The Eisenhower program is a federal initiative for using professional development strategies to improve teaching and learning in elementary and secondary schools. The original intent of the Eisenhower Professional Development Program was to support professional development activities in all core academic fields. Because of limited funding, primary emphasis was placed on mathematics and science.

Under the Eisenhower program, the federal government allocates financial assistance by formula to the states to help teachers and other staff gain access to sustained, intensive, and high quality professional

development. The Minnesota Department of Children, Families, and Learning administers 84 percent of Minnesota's allocation, and the services office receives 16 percent of the funds. On a competitive basis, the services office makes these funds available to post-secondary institutions and non-profit organizations that have demonstrated effectiveness in providing professional development focuses on discipline-based knowledge and effective subject-specific pedagogical skills.

Learn and Serve America: Higher Education Program

The federal Corporation for National Service funds the Learn and Serve America: Higher Education Program to support campus-based service learning that directly and demonstrably benefits both the community served and students who serve. The services office administers these federal funds through a competitive grant program to: (1) engage students in meeting the unmet educational, public safety, human, and environmental needs of communities; (2) enhance students academic learning, their sense of social responsibility, and their civic skills through service-learning; and (3) to increase the number, quality, and sustainability of opportunities for students to serve by strengthening campus infrastructure.

Youth Works Higher Education Program

The state Youth Works Higher Education Program supports the development of sustainable campus-community partnerships whereby significant, long-term community problems are addressed through involvement of students, staff, and faculty in community service and community problem-solving activities in collaboration with community leaders. Funds are used to support campus-community partnerships and program training, technical assistance, dissemination and administration.

Private Business, Trade, and Correspondence School Licensure Program

The Private Business, Trade, and Correspondence Schools Licensure Program requires schools under the jurisdiction of *Minnesota Statutes*, Chapter 141 to obtain a license prior to maintaining, advertising, soliciting for, or conducting any course of instruction in Minnesota. Licenses must be renewed annually by the services office. Information regarding private career schools is available to the public. Contact the services office at (612) 296-9667 for information or assistance. There are no fees for public information or assistance.

Private Institutions 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 services office 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 office at (612) 296-9667 for information or assistance.

Minnesota Education Telecommunications Council

The Telecommunications Council was established by the legislature to develop a statewide vision and plans for the use of distance learning technologies. It is to recommend a plan for long-term governance and a proposed structure for statewide and regional telecommunications; recommend educational policy related to telecommunications; determine priorities for use; and determine priorities for grant funding proposals. The council is staffed by the services office and the Department of Children, Families, and Learning.

Established by the 1993 Legislature, the council in its first two years worked to link all public post-secondary campuses in Minnesota electronically via two-way interactive video. This was accomplished by the awarding of regional coordination and planning grants to support coordination and management within each of six telecommunications

regions; and regional linkage grants to establish or complete telecommunications linkages (audio, video, and data) among campuses within and between regions. The network is known as the Learning Network of Minnesota. Expanded use of telecommunications in six higher education regions created by the council has increased the availability of post-secondary education courses and degrees throughout Minnesota.

Enhanced access to telecommunications at all levels of education and government will occur as a result of 1995 legislation to develop a statewide school district telecommunications network and continued support for the Learning Network of Minnesota. The legislation establishes a grant program to connect each school district and regional public library system to the existing state telecommunications network (MNet). Council membership was expanded to include representatives of elementary and secondary education as well as libraries.

MINITEX Library Information Network

The 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. MINITEX also provides access through telecommunications technologies, including: online access to the University of Minnesota LUMINA online catalog, joint licensing agreements for the use of online references and full-text databases; and the electronic transmittal of materials.

Minnesota Historical Society

Administrative Office & Headquarters, Minnesota History Center

345 Kellogg Blvd. W, St. Paul, MN 55102

Nina M. Archabal, director, (612) 296-2747

Ian R. Stewart, deputy director for interpretive programs (612) 297-5513

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 over two million people each year. The resources of the society are available to the public. Museum exhibits, extensive libraries and collections and publications, 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.

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 society's headquarters at the Minnesota History Center is the home to these divisions. Built in 1992, the 427,000 square foot building

Fiscal Services Section

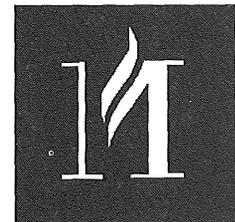
(612) 296-9696 Timothy Geraghty, manager. This section provides the fiscal management and much of the administrative support services for the agency. Responsibilities include preparation of the annual and biennial budgets; management of the budget, space management, procurement activities, accounting of the financial resources of the services office, and fiscal management of the student loan program. This section also is instrumental in developing bond issues, proceeds from which are used to make student loans. Bonds issued by the services office can only be repaid from collections of student loans and earnings from the program, such as interest on student loans and interest from the investment of excess monies. The bonds of the services office do not represent or constitute a debt or pledge of the faith or credit or moral obligation of the State of Minnesota.

Audit Section

(612) 297-3704 Timothy Medd, manager. This section audits post-secondary education institutions to assure that they implement the financial aid programs administered by the services office in accordance with the program's statutes and rules. This section also reviews the financial statements of private post-secondary institutions that are either licensed or registered by the services office, to assure they have adequate financial resources to continue to operate.

Contracts, Rules and Human Resources Section

(612) 296-3974 ext. 3036 Mary Lou Dresbach, manager. This section administers the contract and grant agreement activities, the rulemaking, and all human resource responsibility of the services office.



now houses all of the society's extensive collections, 44,000 square feet of exhibit space with over 12 exhibits, a comprehensive research center, preservation and conservation laboratories, education classroom, a 315-seat auditorium, a restaurant and two museum stores. Over 500,000 people annually visit the Minnesota History Center to visit exhibits, access the collections or to attend public and family programs. With the opening of the History Center, the society's membership base has increased to almost 15,000 making it the largest membership base of any historical society in the country. For more information on programs and services at the History Center, call (612) 296-6126.

Library and Archives Division

(612) 296-2150 Lila J. Goff, assistant director for library and archives. The society's research collections contain books, pamphlets, newspapers, microfilms, photographs, tapes, magazines, films, maps and other sources about Minnesota life and Minnesota people. The archives and manuscripts collections 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.

Reference Department Research Center

(612) 296-2143 The libraries and reading room are open to the public Monday through Saturday 9:00 a.m. to 5:00 p.m. with evening hours until 9:00 p.m. on Thursdays. Mail and phone inquiries are answered. Photocopies are available for a small fee.

Publications Library

This library consists of more than 550,000 printed books, pamphlets, periodicals, microfilms, 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

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

An impressive collection of photographic maps, slides, prints, lithographs, films, video and audio tape recordings, phonograph records, paintings, and historical maps and atlantes 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 250,000 photographs dating from the 1840s to the present as well as 37,000 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

The archives and manuscripts collection 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 48,000 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.

State Archives

(612) 297-4502 **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 atlantes. 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 (296-2620); **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 on the society's collections and provide technical advice and assistance to the public.

Publications and Research Division

(612) 297-4463 **Jean A. Brookins, assistant director for publications and research.** This division is comprised of the Minnesota Historical Society Press and the Research Department. The MHS Press is the publishing arm of the 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.

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, folklore, 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 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 345 Kellogg Boulevard West. 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. The editor welcomes submissions of manuscripts relating to Minnesota and the surrounding regions, including Canada.

Minnesota History is sent to all the society's membership of 15,000 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

Historic Sites Department

(612) 297-1514 Rachel Tooker, head. Since 1958, the society has been active in acquiring, preserving, developing, and interpreting major historic sites in Minnesota. Nineteen 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 the following pages.

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.

State Historic Preservation Office

(612) 296-5434 Britta Bloomberg, head of historic preservation, field services and grants department. 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.

Field Services

(612) 296-5434 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 following pages.)

Grants Office

(612) 296-5434 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.

Museum Division

(612) 297-7789 Mauren Otwell, assistant director for museums. The Museum Division is composed of the Museum Collections Department, the Exhibits Department, the Education Department and the Public Relations and Marketing 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 Paul Martin, head of exhibits. The department plans and produces imaginative and informative exhibits and audio-visual programs at the society's history center and 19 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 the traveling exhibits manager, at (612) 297-4497.

Public Relations and Marketing Department

(612) 297-1827 Laurie Brickley, head of public relations/marketing. The department markets the programs and services of the Minnesota Historical Society at the history center and statewide historic sites to various audiences and constituents. The department strives to inform people about the society's resources, which can help them to connect with the past in meaningful ways. The department also produces *Member News*, a newsletter for Society members.

Museum Collections Department

(612) 296-8071 Marcia Anderson, 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 business 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 the Minnesota History Center, historic sites, and other organizations. The collections are 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) 296-3252 Head of education. The society brings its resources to school children, teachers, and the general public through a variety of educational materials and programs. Since the opening of the history center in 1992, over 180,000 students have visited the museum and attended museum education programs and history lessons on such topics as "Dakota Children" and "Generations of an Ojibwa Family."

The Education Department also oversees the interpretive program in the history center museum galleries including history players, or costumed characters from Minnesota's past and museum guides and guests in the gallery who enhance the visitor's experience by providing additional information demonstrations.

The Education Department produces the public programs at the history center including Sunday afternoon programs for families, four family festivals, an annual folk culture and art festival, two lecture series as well as co-sponsorships with ethnic and community groups who use the history center spaces for special events.

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) 296-9143 or write the Education Department, 345 Kellogg Boulevard West, St. Paul, MN 55102 for more information about all education services and materials.

Finance and Administration Division

(612) 296-2155 **Charles Lawrence, 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 services for the society.

Institutional Services Department

(612) 295-2155 **Jim Froeber, institutional services manager.** This department is responsible for food service as well as buildings and grounds maintenance and security and gift shop activities at the Minnesota History Center, as well as institution-wide programs for safety of employees and visitors. The history center is also available for private rental with catering by Café Minnesota, the restaurant housed at the Minnesota History Center. For more information, call (612) 296-9004.

Museum Stores

(612) 296-4694 The history center houses two different stores — one especially for families. Minnesota made gifts, jewelry, books, toys, and other specialties are featured.

Development Office

(612) 296-4694 **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 \$30 and family \$40 to individual senior citizens \$25. Members receive the award-winning quarterly magazine *Minnesota History*; *Member 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 Rhonda Teich-Hickey, membership coordinator, (612) 297-7805.

Historic Sites: Twin Cities Area

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, 10:00 a.m. to 5:00 p.m.; history center only open November - April, 9:30 a.m. to 4:30 p.m., Monday through Friday. Admission charge. Schedules subject to change. Accessible from State Highways 5 and 55. Contact: Fort Snelling, St. Paul, MN 55111; (612) 726-1171 for information.

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 10:00 a.m. to 3:30 p.m. 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 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, magnificently decorated interior and golden horses or quadriga, on the top of the building. Accessible from I-94, Marion Street exit. Open year round; Monday through Friday 9:00 a.m. to 4:00 p.m., Saturday 10:00 a.m. to 3:00 p.m., Sunday 1-3 p.m. Reservations not required for individuals. Reservations for groups. Admission free. Schedules subject to change. 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, 2 1/2 miles east of Elk River. Open Monday through Sunday (also open Memorial Day and Labor Day), May 1 - October 31, 10:00 a.m. to 5:00 p.m.; November 1 - April 30, Saturday 10:00 a.m. to 4:00 p.m.; Sunday 12:00 p.m. to 4:00 p.m.; 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.

Alexander J. 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. One of the country's best preserved Victorian homes, the house contains its original rich furnishings and artifacts, and includes a reconstructed carriage house. Open Tuesday through Saturday, April - December, weekdays 10:00 a.m. to 4:00 p.m.; Saturday 10:00 a.m. to 4:00 p.m. Admission charge. Schedules subject to change. Contact: 265 South Exchange Street, St. Paul, MN 55102; (612) 296-0100 for individual and group tours.

St. Anthony Falls Historic District: Guided walking tours explore the lone falls on the Mississippi and industrial ruins of the flour-milling district, once the largest in the world. The falls can be viewed from the restored Stone Arch Bridge and an exhibit at the visitor center across the street helps tell the story. Open April 15 - October 31, Wednesday - Sunday. Admission charge. Contact: St. Anthony Main, 125 Main St. SE, Minneapolis, MN 55414. Call (612) 627-5433 for individual or group information.

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 p.m.; 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 wanigan 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, 10:00 a.m. to 5:00 p.m.; interpretive center and trails open 12:00 p.m. to 4:00 p.m. 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 adaption to life in northern Minnesota. Open Monday through Sunday May 1 - September 7, 10:00 a.m. to 5:00 p.m.; also by appointment. Admission charge. 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; 10:00 a.m. to 5:00 p.m. Admission charge. Schedules subject to change. Contact: Charles A. Lindbergh Interpretive Center, Rt. 3, Box 245, Little Falls, MN 56345; (320) 632-3154 for individual and group tours.

Mille Lacs Indian Museum: A new museum featuring a fine collection of Ojibwa 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 and trading post feature local Ojibwa hand-crafted items. Grand opening: May 18, 1996. Open Monday through Sunday (also open Memorial Day and Labor Day) May 1 - September 7, 10:00 a.m. to 5:00 p.m.; also by appointment. Admission charge. Schedules subject to change. Contact: Star Route, Highway 169, Onamia, MN 56359; (320) 532-3632 for individual and group tours.

North West Company Fur Post: Authentically reconstructed six-room stockaded fur trade winter post. The original post was built by a fur trader and a small crew of voyagers who in 1804-05 canoed up the Snake River to trade with the Ojibwa Indians on behalf of the British North West Company. Off I-35 at Pine City exit, 1 1/2 miles west on Pine County Highway 7. Open Monday through Sunday (also open Memorial Day and Labor Day) May 1 - September 7; 10:00 a.m. to 5:00 p.m. 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: 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, 9:00 a.m. to 5:00 p.m. Admission charge and park sticker. October 18 - May 14, Friday, Saturday and Sunday from 12:00 p.m. to 4:00 p.m.; 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 Maine lumberman, with 300 acres of landscaped grounds that include a garden of native Minnesota wild flowers. Memorial Day - October 15, 1-4 p.m.; 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

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 U.S.-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, 10:00 a.m. to 5:00 p.m.; 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, 10:00 a.m. to 5:00 p.m.; September and October by appointment; group tours. Admission free. Contact: Co. Rd. 21, RR 3, Box 29, New Ulm, MN 56073; (507) 354-2016.

Historic Forestville (formerly Meighen Store): Costumed guides and a living history program acquaint visitors with 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 are a part of the guided tour. Open Memorial Day - Labor Day. 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. 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 May 1 - Labor Day on weekends only. Admission charge. Schedules subject to change. Contact: Highway 71 and County Road 10, Jeffers, MN 56145; (507) 877-3647 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, 10:00 a.m. to 5:00 p.m.; admission free. Contact: Watson, MN 56295, (507) 697-6321.

Lower Sioux Agency Interpretive Center: Scene of the first organized Indian attack in the U.S.-Dakota 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, 10:00 a.m. to 5:00 p.m.; September 8 - October 31, 1-5 p.m.; also by appointment. Admission charge. 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, 12:00 p.m. - 4:30 p.m.; May, September and October weekends 1-4:30 p.m.; group tours. Admission charge. Contact: 118 N. Main St., Le Sueur, MN 56058, (612) 665-3250 or (612) 665-6965.

Minnesota County Historical Societies, Chapters, & Local Organizations (August 15, 1995)

Aitkin County

Aitkin County Historical Society

P.O. Box 215 (mailing)
20 Pacific Street S.W. (museum)
Aitkin, MN 56431
218/927-3348

Director: Jerry Rosnau, 218/927-7004
Hours: 1 - 5 p.m. Wednesday & Saturday & by appointment

Anoka County

Anoka County Historical Society

1900-3rd Avenue South
Anoka, MN 55303
612/421-0600

Co-Directors: Jean Smith & Vicky Wendel
Hours: 12:30 - 4 p.m. Tuesday thru Friday & by appointment

Local Historical Organizations:

Coon Rapids Historical Society

1313 Coon Rapids Boulevard
Coon Rapids, MN 55433
Chairman: Owen Hyland, 612/784-4920
Liaison: Gaylord Aldinger, 612/755-2880

Fridley Historical Society

611 Mississippi St. N.E.
5273 NE Horizon Drive (mailing)
Fridley, MN 55432
612/571-5041

St. Francis Historical Society

c/o Dennis Bentilla (mailing)
22731 Rum River Blvd. N.W.
St. Francis, MN 55070
612/753-1224

Genealogical Society:

Anoka County Genealogical Society

1900-3rd Avenue South
Anoka, MN 55303
612/421-0600

Becker County

Becker County Historical Society

915 Lake Avenue
Detroit Lakes, MN 56501
Director: Becky Olerud, 218/847-2938
Hours: 10 - 5 p.m. Monday thru Saturday; 2 - 5 p.m. Sunday

County Society Chapter:

Lake Park Area Historical Society

RR1 Box 124A
Lake Park, MN 56544-9731
Director: Russell Larson, 218/238-5896

Genealogical Society:

Heart-O-Lakes Genealogical Society

c/o Teresa Palmer
1324 Jackson Avenue
Detroit Lakes, MN 56501
218/847-6043

Beltrami County

Beltrami County Historical Society

Box 683 (mailing)
County Fairgrounds T.H. #71
Bemidji, MN 56601
218/751-7824

Director: Mark Edevold
Hours: 9 - 5 p.m. Daily
Monday thru Friday

County Society Chapter:

Saum School Museum

Saum, MN 56674
Liaison: Arnold Wolden, 218/647-8673
Hours: Open by appointment, for information call County Society

Benton County

Benton County Historical Society

218-1st Street North, Box 245
Sauk Rapids, MN 56379
320/253-9614
Director/Liaison: Dorothy Milnor
Hours: 9:30 - 6 p.m. Mon., Tues., & Thurs.;
Wed. evening & weekends by appointment

Big Stone County

Big Stone County Historical Society

Route 2, Box 31
Ortonville, MN 56278
320/839-3359
Director: Stan Rensberger
Hours: Tues. thru Fri. 11 - 4 p.m.

Blue Earth County

Blue Earth County Historical Society

415 Cherry Street
Mankato, MN 56001-3741
507/345-5566
Director: Linda Henry
Hours: Office 9 - 5 p.m. Monday thru Friday,
Museum 1 - 4 p.m. Tuesday thru Sunday

Hubbard House

606 South Broad Street
Mankato, MN 56001, 507/345-4154
Hours: Closed for Restoration

County Society Chapter:

Lake Crystal Historical Society

132 North Grove
Lake Crystal, MN 56055
Secretary: Mrs. John Norman
507/726-2687

Local Historical Organization:

Madison Lake Area Historical Society

P.O. Box 265
Madison Lake, MN 56063

Genealogical Society:

Traverse-Des-Sioux Genealogical Society

c/o Janet Larson
815 Nicollet Avenue
North Mankato, MN 56001
507/387-2290

Brown County

Brown County Historical Society

2 North Broadway
New Ulm, MN 56073
507/354-2016
Director: Vicki Pieser
Hours: 1 - 5 p.m. Mon. thru Sat.

Local Historical Society:

Comfrey Area Historical Society

P.O. Box 218
Comfrey, MN 56019

County Society Chapter:

Sleepy Eye Historical Society

316 Walnut South East
Sleepy Eye, MN 56085
Hours: 2 - 5 p.m. Tues.-Sunday

Wanda Gag House Association

Box 432
New Ulm, MN 56073
Contact: Christine Carmichael
507/359-4107

Carlton County

Carlton County Historical Society

History and Heritage Center

406 Cloquet Avenue
Cloquet, MN 55720
218/879-1938
Director: Marlene Wisuri-Aho
Hours: 9 - 4 p.m. Mon. thru Fri.

Local Historical Organizations:

Esco Historical Society

c/o Ray Mattinen
5 Elizabeth Avenue
Esco, MN 55733
Hours: 2 - 5 p.m. Sat.; 1 - 6 p.m. Sun., June - August

Moose Lake Historical Society

205 Elm, Village Hall (museum)
Moose Lake, MN 55767 (mailing)
c/o Mrs. Patricia Almqvist
218/485-4680
Hours: 9 - 4 p.m. Monday thru
Friday 1 - 4 p.m. Weekends, open during
summer or by appointment

Genealogical Society:

Genealogical Society of Carlton County

P.O. Box 204
Cloquet, MN 55720

Carver County

Carver County Historical Society

119 Cherry Street
Waconia, MN 55387
612/442-4234
Director: Lee Ann Brown
Hours: 1 - 4:30 p.m. Sun. & Mon.;
9:30 - 4:30 p.m. Tues. 9:30 to 9 P.M., Wed -
Fri. 9:30-4:30 p.m.

Local Historical Organizations:

Carver-on-the-Minnesota, Inc.

Broadway and Main (museum)
Carver, MN 55315
President: George Piper, 612/448-2860
Hours: Open by appointment

Chaska Historical Society

City Hall, Chaska, MN 55318
Liaison: Tracy Swanson
612/448-4458

Cass County

Cass County Historical Society

P.O. Box 505
Walker, MN 56484
218/547-3300 Ext. 251
Director: Renee Geving, 218/547-1257
Hours: 10 - 5 p.m. Monday thru
Saturday; 12 - 5 p.m. Sundays. Memorial Day
thru Labor Day & by appointment

Chippewa County**Chippewa County Historical Society**

P.O. Box 303
Montevideo, MN 56265
Exec. Director: June Lynne
320/269-7636
Jct. 7 & 59
Montevideo, MN 56265
Hours: 9 - 5 p.m. Monday thru Friday; 1 - 5 p.m. Saturday & Sunday Memorial Day thru Labor Day

Olof Swenson Farm 1 - 5 p.m. Sunday during summer & by appointment by calling County Society

Local Historical Organization:

Arv Museum
Box 150, Milan MN 56262
Liaison: Harvey Johnson
Hours: 10 - 4:30 p.m. daily except Sunday and other hours by appointment

Chisago County

Chisago County Historical Society
30495 Park Street Lindstrom, MN 55045
Executive Coordinator: Carol Bisek
612/257-5310

Hours: 8 to 4:30 p.m. Monday thru Friday

County Society Chapters:

Amador Heritage Center
Route 2 Box 191
North Branch, MN 55056
Liaison: Lin Strong, 612/583-2883
Hours: 1st & 3rd Sundays of each month
1:30 - 5 p.m. June thru August

Center City Historical Society

Box 366
Center City, MN 55012
Liaison: Carmelita Nelson, 612/257-9128

Lindstrom Historical Society

P.O. Box 12
Lindstrom, MN 55045
Liaison: Sally Barott, 612/257-2700

North Chapter Chisago County Historical Society

51245 Fairfield Avenue
Rush City, MN 55609
Liaison: Shirley Colliander, 612/674-4122

Taylor's Falls Historical Society

505 Folsom Street
Taylor's Falls, MN 55084
Bill Scott 612/465-5535
Folsom House 612/465-3125
Caretaker: Ed and Doris Juntilla
Hours: 1 - 4:30 p.m., daily, Memorial day weekend thru October 15

Clay County**Clay County Historical Society**

Box 501 (mailing)
202 First Avenue North
Moorhead, MN 56560
218/233-4604
Office Manager: Margaret Ristvedt
Museum Hours: 9-5 Monday - Saturday, 9-9 Thursday and 12-5 Sunday.
Archive & Office Hours: 9-5 Monday - Friday and 9-9 Thursday.

County Society Chapters:

Barnesville Heritage Society
P.O. Box 126
Barnesville, MN 56514
Chairperson: Pearl Quinnild, 218/354-2364
No Museum

Glyndon Area Historical Society

Glyndon, MN 56547
Museum not open

Ulen Historical Museum

Ulen, MN 56585
Hours: 1 - 5 p.m. Friday & Saturday
May 15 thru September 1 & by app.

Clearwater County**Clearwater County Historical Society**

P.O. Box 241 (mailing) 24 1st. St S.W.
Bagley, MN 56621
218/694-6574
Director: Tamara Anderson-Edevold
Hours: 9 - 5 p.m. M-F, 9 - 3 Sat.

Cook County**Cook County Historical Society**

Lightkeepers House (museum)
Director: Suellen Kruse
c/o Johnson Heritage Post
115 West Wisconsin
Grand Marais, MN 55604 (mailing)
218/387-2314
Hours: 10 - 5 p.m. Monday thru Saturday; Noon - 5 p.m. Sunday;
May 25 - October 25

Local Historical Organization**Tofte Historical Society**

P.O. Box 2312
Tofte, MN 55615-2312
Liaison: Brian Tofte

Cottonwood County**Cottonwood County Historical Society**

812-4th Avenue
Windom, MN 56101
507/831-1134
Director: Garnet Booze
Hours: 8 - 12 p.m. and 1 - 4 p.m.
Monday thru Friday; 2 - 4 p.m. Saturday & Sunday

Local Historical Organization:**Heritage House, Inc.**

c/o Henry Kliewer, President
201 South 10th Street
Mountain Lake, MN 56159
507/427-3456

Westbrook Heritage House Museum Inc.

P.O. Box 354
Westbrook, MN 56183
Liaison: Joan Bakker
507/274-6373

Crow Wing County**Crow Wing County Historical Society**

P.O. Box 722 (mailing)
320 Laurel Street (museum)
Brainerd, MN 56401
218/829-3268
Manager: Mary Lou Moudry
Hours: 1 - 5 p.m. & by appointment
Monday thru Saturday, September thru May; 9 - 5 p.m. Monday thru Saturday, May thru September

Local Historical Organizations:**Crosslake Area Historical Society**

P.O. Box 134
Crosslake, MN 56442
Liaison: Natalie Swann, 218/692-4026
Hours: Friday and Saturday 1-4, Memorial Day thru Labor Day

Cuyuna Range Historical Society

Box 128, 101-1st Street N.E.
Crosby, MN 56441
218/546-6178
President: Elsie Mooers
Hours: 10 - 4 p.m. Mon. thru Sat.
June 12 thru September 1

Genealogical Society:**Crow Wing County Genealogical Society**

2103 Graydon Ave
Brainerd, MN 56401

Dakota County**Dakota County Historical Society**

130-3rd Avenue North
South St. Paul, MN 55075
612/451-6260
Director: Greg Page
Hours: 9 - 5 p.m. Tues., Wed., & Fri.; 9 - 8 p.m. Thurs.; 10 - 3 p.m. Sat.

Genealogical Society:**Dakota County Genealogical Society**

P.O. Box 74
South St. Paul, MN 55075

County Society Chapters:**Hastings Historical Society**

c/o Bertrand Goderstad
109-1/2 2St E.
Hastings, Mn. 55033

Mendota-West St. Paul Historical Society

1160 Dodd Road
Mendota Heights, MN 55118
No Museum

South St. Paul Historical Society

345-7th Avenue South
South St. Paul, MN 55075 (mailing)
No Museum

West Side Historical Society

c/o Joe Hoover, President
625 Stryker Avenue
St. Paul, MN 55107

Local Historical Organizations:**Dakota City Heritage Village, Inc.**

PO Box 73
Dakota County Fairgrounds (village)
Farmington, MN 55024
Coordinator: Jean E. Beckman, 612/460-8050

Lakeville Area Historical Society

20195 Holyoke Ave. City Hall
Lakeville, Mn. 55044
Contact: Vern Jensen

Rosemount Area Historical Society

3130 145th Street West
Rosemount, MN 55068
Contact: Maureen Bouchard

Dodge County**Dodge County Historical Society**

P.O. Box 433 (mailing)
Mantorville, MN 55955
507/635-5508
Hilltop Church & 1883 School Museum
Director: Idella Conwell, 507/635-5508
Hours: Noon to 5 p.m. Tues. thru Sat., Sun.
1 - 5 p.m. May 1 thru October 15

Local Historical Organizations:**Mantorville Restoration Association**

P.O. Box 157
Mantorville, MN 55955
Hours: 11:30 - 5 p.m. Tuesday thru Sunday May thru October

St. Olaf Heritage Association

c/o Earl Himle, President
Hayfield, MN 55940
507/477-2317
Hours: Open by appointment

West Concord Historical Society

c/o Lois J. Ferguson
507/527-2177
P.O. Box 346
West Concord, MN 55985

Genealogical Society

Dodge County Genealogical Society
P.O. Box 683
Dodge Center, MN 55927

Douglas County**Douglas County Historical Society**

1219 South Nokomis
Alexandria, MN 56308
320/762-0382
Director: Barbara Grover
Hours: 8 - 4:30 p.m. Monday thru Friday & by appointment

Local Historical Organizations

The Evansville Historical Foundation
P.O. Box 337
Evansville, MN 56326
218/948-2010

Genealogical Society:

Douglas County Genealogical Society
c/o Ginny Swartz
Box 505
Alexandria, MN 56308

Fairbault County**Fairbault County Historical Society**

405 E. Sixth Street
Blue Earth, MN 56013
507/526-5421
Hours: 2 - 5 p.m. Tuesday thru Saturday, and by appointment

Local Historical Organizations:

Minnesota Lake Area Historical Society
Kremer House (mailing)
Box 225
Minnesota Lake, MN 56068
507/462-3420
Hours: Mon. 12:30 - 4:30 p.m.;
Tues. & Wed. 8 - 4:30 p.m.
and by appointment

Winnebago Historical Society

Public Library
36 North Main Street, Box 218 (mailing)
18 1st Street N.E. (museum)
Winnebago, MN 56098
507/893-4660
Director: Marion Muir, 507/893-4660
Hours: 1 - 5 p.m. Mon., Wed., Thurs.,
Fri.; 9 - 12 p.m. Tues.; 1 - 4 p.m. Sun.

Fillmore County**Fillmore County Historical Society**

Route 1, Box 81-D
Fountain, MN 55935
507/268-4449

Director: Jerry Henke
Hours: Nov. thru Apr. 9 - 4:30 p.m.
Mon. thru Fri.; May thru mid Oct.
9 - 4:30 p.m. Mon. thru Fri.
10 - 4 p.m. Sat. 12 - 4 p.m. Sun.

County Society Chapters:**Chatfield Historical Society**

President: Nancy McMahan
R.R. 1, Chatfield, MN 55923
Hours: By appointment only

Lanesboro Historical Society

105 Parkway South, P.O. Box 354
Lanesboro, MN 55949
Liaison: Dallas Garnatz, 507/467-3439
Hours: 1 - 6 p.m. Weekends June thru August
& by appointment

Local Historical Organizations:**1877 Peterson Station Museum**

418 North 4th Street (mailing)
La Crescent, MN 55967
507/895-2551
(museum) Peterson, MN 55962
507/875-2247
Liaison: John Erickson, 507/895-2551
Hours: 2 - 4 p.m. Sundays,
Memorial Day thru Labor Day

Hesper-Mabel Area Historical Society

P.O. Box 56
Mable, MN 55954
Liaison: Jean Ingvalson, 507/493-5018

Rushford Area Historical Organization

c/o Alton Morken, President
403 East North Street
Rushford, MN 55971
507/864-7223

Spring Valley Community Historical Society Inc.

909 South Broadway (mailing)
112 South Washington Avenue (museum)
Spring Valley, MN 55975
507/346-2763
Director: Mary Jo Dathe
Hours: 2 - 4 p.m. Sunday, Memorial Day
thru Labor Day (Pioneer Home Museum) 2-
4 p.m. Tuesday thru Sunday

Wykoff Area Historical Society

Donald Eickhoff
Wykoff, Minnesota 55994
507/352-5681

Freeborn County**Freeborn County Historical Society**

Box 105 (mailing)
1031 Bridge Avenue (Museum, Library,
Pioneer Village)
Albert Lea, MN 56007
507/373-8003
Director: Bev Jackson
Hours: 11 - 5 p.m. Tuesday thru Friday; 1 - 5
p.m. Weekends; May thru September. Tuesday
thru Friday, October thru April.

Local Historical Organizations:**Alden Community Historical Society**

Box 323 (mailing)
Alden, MN 56009 (museum)
Liaison: Dr. Schmidt, 507/874-3462
Hours: 1 - 4 p.m. Wed., Fri. & Sun.

Hollandale Area Historical Society

c/o Al & Doris Reynen
Box 184, Hollandale, MN 56045
507/889-4491

Genealogical Society:**Freeborn County Genealogical Society**

c/o Jean Legried, Secretary
P.O. Box 403, Albert Lea, MN 56007
507/373-9269

Goodhue County**Goodhue County Historical Society**

1166 Oak Street
Red Wing, MN 55066
612/388-6024
Museum Director: Mary M. Maronde
Liaison: Jean Chesley
Hours: 10 - 5 p.m. Tues.-Saturday,
Sun. 1 - 5. Closed Mondays

County Society Chapter:**Kenyon Area Historical Society**

Gunderson House
Kenyon, MN 55946
Liaison: Donna Ronning
507/789-5365
Hours: Tours 2 - 5 p.m., 3rd weekend of the
month, May thru October & by appointment

Local Historical Organizations:**Cannon Falls Area Historical Society**

P.O. Box 111, Cannon Falls, MN 55009
Director: Heide Helgren
507/263-4080 or 507/263-4503
Hours: 1-5 Friday

Vasa Luthern Church Museum

P.O. 6582 296th Street
Cannon Falls, MN 55009 (mailing)
Vasa, MN 55066 (museum)
President: Everett Lindquist, 507/263-3360
Hours: Open by appointment only

Goodhue Area Historical Society

c/o Alvin R. Dicke
P.O. Box 3, Goodhue, MN 55027

65-50 Club

152 East 4th Street
Zumbrota, MN 55992
President: George Fogelson
507/732-5650

Wanamingo Historical Society

Wanamingo, MN 55983
Liaison: Conley Engstrom, 507/824-2722
Hours: Open by appointment and afternoons
Saturday and Sunday during summer months

Grant County**Grant County Historical Society**

Box 1002
Elbow Lake, MN 56531
218/685-4864
Curator: Patricia Benson
Hours: 10 - Noon & 1 - 4 Mon.thru Sat.; 2 -
5:30 p.m. Sun. & by appointment

Hennepin County**Hennepin History Museum**

Hennepin County Historical Society
2303-3rd Avenue South
Minneapolis, MN 55404
612/870-1329
Director: Dorothea Guiney
Hours: 12 - 5 p.m. Tues. thru Sun.

Local Historical Organizations:**Bloomington Historical Society**

10200 Penn Ave. South
Mail: 2525 W. Old Shakopee Road
Bloomington, MN 55431
612/948-8881
Liaison: Vonda Vettrus
Curator: Lollie Ditebrenner 881-6371
Hours: 1:30-4 p.m. Sunday & by appt.

Brooklyn Center Historical Society

P.O. BOX 29345
Brooklyn Center, MN 55429-0345
Liaison: Jane Hallberg, 612/533-8467

Eden Prairie Historical Society

c/o Eden Prairie City Hall
8950 Eden Prairie Road
Eden Prairie, MN 55344
Liaison: George Bentley, 612/944-2486

Edina Historical Society

4711 West 70th Street
Edina, MN 55424
Administrator: Marian Hansen
612/920-8952
Hours: Thursday 9 - 12 Noon,
Saturday 2 - 4 p.m.

Excelsior-Lake Minnetonka Historical Society, P.O. Box 305

Excelsior, MN 55331
612/474-8956
Liaison: Betty Peck
Office Hours: 9 - Noon Wed. & by appointment.
Museum Hours: Sat. 10 - 2:00 p.m.
June thru October

Golden Valley Historical Society

7800 Golden Valley Road
Golden Valley, MN 55427
Liaison: Judy Mustard, 612/544-4547

Hopkins Historical Society

1010-1st Street South (mailing)
33-14th Street North
Hopkins Community Center
Hopkins, MN 55343
Liaison: Clint Blomquist, 612/938-7315
Hours: 2 - 5 p.m. Sun. & by appointment

Minnetonka Historical Society

Burwell House
13209 McGinty Road East
Minnetonka, MN 55343
612/933-1611 or 612/476-4042
Hours: Burwell House by appointment

New Hope Preservation Committee

New Hope City Hall
New Hope, MN 55428
Chairperson: Milt Honsey, 612/537-5871

North Hennepin Historical Society

c/o President Marge Hawkins
508 2nd Avenue N.W.
Osseo, MN 55369
612/425-2769

Plymouth Historical Society

3400 Plymouth Boulevard
Plymouth, MN 55447 (mailing)
Old Town Hall (museum)
3605 Fernbrook Lane
Plymouth, MN 55447
612/559-9201

Richfield Historical Society

P.O. Box 23304 (mailing)
6900 Lyndale Avenue South (museum)
Richfield, MN 55423
612/869-2049
Curator: Richard Lindquist
612/869-4761
Bartholomew House Hours:
2 - 5 p.m. Sun, May thru Labor Day

Robbinsdale Historical Society

c/o Helen Blodgett-Cregan
612/560-4971
7145 Unity Avenue North
Brooklyn Center, MN 55429

St. Louis Park Historical Society

6210 West 37th Street, Jovig Park
St. Louis Park, MN 55426
Hours: by appointment only

Wayzata Historical Society

402 East Lake Street
Wayzata, MN 55391
No Museum

Western Hennepin County

Pioneers Association
Box 332 (mailing)
Long Lake, MN 55356
1953 West Wayzata Boulevard (museum)
612/473-6557
Curator: Rena Stubbs
Hours: 9 - 12 Thur. Archives only.
Tours: June - August 2-5 p.m. Sat & Sun,
Winter-Sundays 2-5 p.m.
Independence Town Hall Museum
County Road 90 and T.H. #12
Sundays 2 - 4 p.m.

Westonka Historical Society

5900 Beachwood Drive
Mound, MN 55364

Houston County**Houston County Historical Society**

Box 173
Houston, MN 55943
President: Shirley Johnson
507/724-3884 - 507/896-2291
Main Museum located on the fairgrounds.
Hours: 1:30 - 4 p.m. Sun. & by appointment,
Monday 1 - 4 p.m.
(summer only), Tuesday 9 - 4 p.m.

County Society Chapter:**Eitzen Store Museum**

Eitzen, MN 55931
Liaison: Beverly & Berdell Meiner
507/495-3193
Hours: 1:30 - 4 p.m. Sunday & by appointment

Church of Holy Comforter

Brownsville, MN
Hours: Open by appointment

Hubbard County**Hubbard County Historical Society**

Box 327 (mailing)
Old County Courthouse (museum)
218/732-5237
Park Rapids, MN 56470
Curator: Johanna Verbrugghen
Hours: 11 - 5 p.m. Tues. thru Sun.,
May thru September

Local Historical Organization:**Paul Bunyan Historical Society**

Rt. 2 Box 131
Akeley, MN 56433

Isanti County**Isanti County Historical Society**

139 East 1st Avenue
Box 525
Cambridge, MN 55008 (mailing)
Director: Valerie Arrowsmith
612/689-4229 (Resource Center)
Hours: Tues. 9 - 4:30 p.m.
West Riverside School Museum Pioneer
Cabin, 2 miles Northwest of Cambridge.
School sessions in June. Open other times by
appointment.

Itasca County**Itasca County Historical Society**

P.O. Box 664 (mailing)
10 - 5th St. N.W.
Grand Rapids, MN 55744
218/326-6431
Director: Jodi Abeln
Hours: 10 - 5 p.m. Mon. thru Sat.

Local Historical Organization:**Wawina Area Historical Society**

c/o Betty Karkiaainen
P.O. Box 102
Wawina, MN 55794
218/488-6588

Genealogical Society:**Itasca County Genealogical Society**

P.O. Box 261
Bovey, MN 55709
Public Library in Village Hall

Jackson County**Jackson County Historical Society**

Box 238 (mailing)
307 North Highway 86 (museum)
Lakefield, MN 56150
507/662-5505
Museum Manager: Judy Nelson
Hours: 9:30 - 4:30 p.m. Monday thru Friday,
May thru August; Tuesday and Thursday.
9:30 - 4:30 p.m. October thru April. Closed
weekends.

Local Historical Organization:**Jackson County Courthouse Museum**

Jackson, MN 56143
Hours: 8:30 - 4:30 p.m. Mon. thru Fri.
(Operated by the Courthouse)
507/847-2763

Genealogical Society:**Jackson/Cottonwood Genealogical Group**

Box 211 (mailing)
Lakefield, MN 56150
President: H. Ed Carlson
507/662-5505

Kanabec County**Kanabec History Center**

P.O. Box 113 (mailing)
West Forest Avenue (museum)
Mora, MN 55051
320/679-1665
Director: Edna Cole
Hours: 10 - 4:30 p.m. Mon. thru Sat., 12:30 -
4:30 p.m. Sun. & Holidays

Kandiyohi County**Kandiyohi County Historical Society**

610 N.E. Highway 71
Willmar, MN 56201
320/235-1881
Director: Mona Nelson-Balcer
Museum: 9 - 5 p.m. Mon. thru Fri.;
2 - 5 p.m. Sun.; May 31 thru Sept.
1 - 5 p.m. Weekends

Local Historical Organization:**Monongalia Historical Society**

New London, MN 56273
320/354-2990
Hours: 1 - 5 p.m. Tues. thru Fri.;
10 - 5 p.m. Sat.

County Society Chapter:**Atwater History Area Society**

c/o Loisa Rhode
403 West Dakota Street
Atwater, MN 56209
320/974-8594

Genealogical Society:

Heritage Searchers of Kandiyohi County
P.O. Box 175
Willmar, MN 56201-0175

Kittson County

Kittson County Historical Society
P.O. Box 100
Lake Bronson, MN 56734
218/754-4100
Director: Cindy Adams
Summer Hours: 9 - 5 p.m. Mon. thru Fri.; 1 - 5 p.m. Sat. & Sun.
Winter Hours: 9 - 5 p.m. Mon. thru Fri.

Koochiching County

Koochiching County Historical Society
Box 1147 (mailing)
214 6th Ave., Smokey Bear Park (museum)
International Falls, MN 56649
Director: Sarah Williams
218/283-4316
Hours: 11 - 5 p.m. Mon. thru Fri.;
1 - 5 p.m. Sat. & Sun., Memorial Day thru
Labor Day. Office Hours: 9 - 5 p.m. Mon. &
Tues. September 18 thru May 18

Genealogical Society:

Rainy River Valley Genealogical Society
Box 1032
International Falls, MN 56649

Lac Qui Parle County

Lac Qui Parle County Historical Society
P.O. Box 124
South T.H. #75 (museum)
Madison, MN 56256
320/598-7678
Curator: Mrs. Gerda Dolman

Lake County

Lake County Historical Society & Railroad Museum
Depot Museum
P.O. Box 313, Two Harbors, MN 55616
218/834-4898
Director: Jeff McMorrow
Hours: 9 - 5 p.m. Mon. thru Sat.;
1 - 4 p.m. Sun., May thru October & by
appointment

Local Historical Organizations:

Bay Area Historical Society
P.O. Box 33, Outer Drive
Silver Bay, MN 55614
Liaison: Ed Macki Jr.
218/226-4870
Hours: Tues. thru Sat. 10 - 4 p.m.
Memorial Day to Labor Day

Finland Historical Society

Attention: Dave Geist
P.O. Box 583
Finland, MN 55603, 218/353-7393
No Museum

Lake of the Woods County

Lake of the Woods County Historical Society
County Museum
c/o County Courthouse (mailing)
119 8th Avenue S.E. (museum)
Baudette, MN 56623
218/634-1200
Curator: Marlys Hirst, 218/634-2075
Hours: 10 - 4 p.m. Tues. thru Sat. May thru
September

Le Sueur County

Le Sueur County Historical Society
4th & Frank Street
Elysian, MN 56021
Curator/Director: Dorothy Hruska
Hours: 10 - 4:30 p.m. Mon. thru Sat.
Memorial Day thru Labor Day.
10 - 4:30 p.m. Wed. thru Fri. winter

County Society Chapters:

Cleveland Historical Center
303 Broadway
Cleveland, MN 56017
President: Warren Hein
507/931-5936

Cleveland Historical Society

Geldner Sawmill
(located at Beaver Dam)
Hours: Sunday 1:30 - 4:30 p.m. May thru
September; sawing demonstrations 2nd Sunday
of each month

Elysian Chapter

(County Museum Operation)
P.O. Box 240
Elysian, MN 56028
507/267-4620
Hours: 1:30 - 5:30 p.m. Wed. thru Sun., June
thru August. Weekends in May and September

Le Sueur Historians

709 North 2nd Street
Le Sueur, MN 56058
612/665-2050
Hours: 1 - 4:30 p.m. Memorial Day thru Labor
Day and by appointment

Ottawa Chapter

Little Stone Church of Ottawa
R.R. 1, Box 97 (mailing)
Le Sueur, MN 56058
612/665-3250
Hours: 1:30 - 4:30 p.m. Sun. & Holidays,
Memorial Day thru Mid September

Genealogy Center:

Elysian, MN
Call Elysian Chapter for hours

Local Historical Organizations:

Mayo House Interpretive Society
Mayoview History Center & Gift Shop
112 North Main Street & W.W. Mayo House,
118 North Main Street
Le Sueur, MN 56058
Executive Director: Dorothy Von Lehe
612/665-3250
Hours: 10 - 4:30 p.m. Mon. - Sat.; 1 - 4:30
p.m. Sun., Memorial Day thru Labor Day; 1 -
4:30 p.m. weekends in May, Sept., & Oct.

Lincoln County

Lincoln County Historical Society
610 West Elm (museum)
Lake Hendricks Lake Park
406 Brooks Street (mailing)
Hendricks, MN 56136
507/275-3537
Director: Pearl Johnson
Hours: 2 - 5 p.m. Wed., Fri., Sun.
7 - 8 p.m. on Wed., and Fri.

Local Historical Organization:

Lake Benton Historical Society
Lake Benton, MN 56149
Chairperson: Mike Carpenter
507/368-4307

Lyon County

Lyon County Historical Society
114 North Third Street
Marshall, MN 56258
507/537-6580
Director: Ellayne Velde-Conyers
Hours: 10 - 4 p.m. Mon., thru Fri.

County Society Chapter:

St. Mark's Episcopal Church Museum
101 North Street (mailing)
North 2nd Street (museum)
Tracy, MN 56175
Director: Mrs. Harold Hook
507/629-3739

Local Historical Organization:

Cottonwood Area Historical Society
c/o Gregory Isaackson
P.O. Box 106
Cottonwood, Minnesota 56229

Society for the Preservation of

Minnesota's Heritage
Minnesota, MN 56264
Chairman: Ralph Larson
507/872-6307

Wheels Across the Prairie Museum

T.H. #14, Tracy, MN 56175
Curator: Mary Lou Ludeman
507/629-4374
Hours: 1 - 5 p.m. Memorial Day thru Labor
Day and by appointment

Genealogical Society

Prairie Land Genealogical Society
Southwest Historical Center
Southwest State University
Marshall, MN 56258
507/537-7373

Mahnomen County

Mahnomen County Historical Society
P.O. Box 123
Mahnomen, MN 56557
218/935-5490
Contact: Grace Rock
Hours: 9 - 4 p.m. Mon., Wed., & Fri.

Marshall County

Marshall County Historical Society
Historical Visitor Center
P.O. Box 103
Warren, MN 56762
218/745-4803
Director: LaVonne Mattson
Hours: 9 - 5 p.m. Mon. thru Fri. May thru
September

Old Home Town Museum

P.O. Box 593 - 608 5th Street
Stephen, Mn 56757
Director: Janice L. Anderson
218/478-3092

Rosebank Historical Association

c/o Linda Johnson
Rt. 1, Box 258
Newfolden, MN 56738
218/523-3045

Martin County

Martin County Historical Society
304 East Blue Earth Avenue
Fairmont, MN 56031
Curator: Helen Simon
507/235-5178
Hours: 1:30 - 4:30 p.m. Tues. thru Sat.;
Monday evenings 6:30 - 8:30

Genealogical Society:

Martin County Genealogical Society
c/o Martin County Library
110 North Park Street
Fairmont, MN 56031

Local Historical Societies

Welcome Historical Society
109 Hulseman
Welcome, Minnesota 56181
507/728-8806

McLeod County

McLeod County Historical Society
380 North School Road
Hutchinson, MN 55350
320/587-2109
Director: David Johnson
Hours: 10 - 4:30 p.m. Mon. thru Fri.,
1 - 4 p.m. Sat. & Sun.

Meeker County

Meeker County Historical Society
308 Marshall Avenue North
Litchfield, MN 55355
320/693-8911
Director: Paula Nelson
Hours: 12 - 4 p.m. Tues. thru Sun.
All year. 9 - 4 p.m. Memorial Day.

Genealogical Society:

Meeker County Genealogical Society
308 Marshall Avenue North
Litchfield, MN 55355

Local Historical Organizations:

Dassel Area Historical Society
c/o President Carol Holje
Box 340, Darwin, MN 55325
320/275-3186

Grove City Area Historical Society
c/o Ruth Johnson
Rt. 1 Box 348
Grove City, MN 56243
320/857-2480

Mille Lacs County

Mille Lacs County Historical Society
Depot Museum, 104 - 10th Avenue
Princeton, MN 55371
612/389-1296
Curator: Kay Lane
Hours: 12 - 4 p.m. Mon. thru Fri.

Local Historical Organizations:

Mille Lacs Lake Historical Society
P.O. Box 42 (mailing)
Mille Lacs Lake Museum, Main Street
Isle, MN 56342
320/676-8698 or 320/676-3346

Milaca Museum

(sponsored by Milaca Civic Club)
c/o Karen Reineke
440 2nd Avenue N.W. (mailing)
City Hall - 145 Central Ave. S (museum)
Milaca, MN 56353
320/983-6666

Spencer Brook Historical Society
R.R. #3,
Princeton, MN 55371

Morrison County

Morrison County Historical Society
P.O. Box 239 (mailing)
South Lindbergh Drive (museum)
Little Falls, MN 56345
320/632-4007
Director/Liaison: Jan Warner
Hours: 10 - 5 p.m. Tues. thru Sat.;
May thru Oct., 1 - 5 p.m. Sun.

Local Historical Organizations:

Royalton Historical Society
c/o Delores Nagel
P.O. Box 196
Royalton, MN 56373
320/584-5641
Hours: Open by appointment

Upsala Area Historical Society
Box 35, Upsala, MN 56384
President: Carol Gerads
320/573-4208

Mower County

Mower County Historical Society
Box 804 (mailing)
12th Street S.W. (museum)
Austin, MN 55912
507/437-6082
Liaison: Richard Stivers
Hours: Noon - 5 p.m. daily,
June thru Labor Day

Genealogical Society:

Mower County Genealogical Society
P.O. Box 145
Austin, MN 55912
507/437-6082
Library at Historical Center

Murray County

Murray County Historical Society
2980 Broadway
Slayton, MN 56172
507/836-6533
Director: Char Larson
Hours: 1 - 5 p.m. Mon. thru Fri. during winter;
1 - 4 p.m. Wed. thru Sun. during summer

Local Historical Organizations:

**End-O-Line Railroad Park
Historical Society**
End-O-Line Park, Currie, MN 56123
Liaison: Mrs. Ray Ruppert
507/763-3409
Hours: 9 - 5 p.m. daily, Memorial Day thru
Labor Day; tours weekends & evenings by
appointment

Fulda Heritage Society
Box 303, Fulda, MN 56131
President: Howard Anderson, 507/425-2583

Nicollet County

Nicollet County Historical Society
Treaty Site History Center
1851 North Minnesota Ave.
St. Peter, MN 56082
507/931-2160
Director: John Hans
Hours: Mon. thru Sat. 10 - 4 p.m.

Eugene St. Julien Cox House
Washington & Skaro
P.O. Box 153 (mailing)
St. Peter, MN 56082
Director: Susan Gravelin
Hours: 1 - 4 p.m. daily June thru Aug.;
1 - 4 p.m. Sat. & Sun. May and September

Genealogical Society:

Traverse des Sioux Genealogical Society
815 Nicollet Avenue
North Mankato, MN 56001

Nobles County

Nobles County Historical Society
406 12th Street (museum)
Worthington, MN 56187
507/376-4431
Director: Tom Zishka
Hours: 2 - 4:30 Mon. thru Fri.;
Office Hours: 1:30 - 4:30 p.m.
Mon. thru Fri.; 10 - 2 p.m. Sat.
Pioneer Village
Stower Drive (West of Fairgrounds)
Hours: 8 - 5 p.m. Daily May thru September

County Society Chapter:

Prairie Power Reunion
c/o Nobles County Historical Society
P.O. Box 213
Worthington, MN 56187
President: Otis Rients

Genealogical Society:

Nobles County Genealogical Society
407 12th Street, Suite 2
Worthington, MN 56187
President: Donald Hinz

Norman County

Norman County Historical Society
409 East 1st Avenue (mailing)
Ada, MN 56510
218/784-4989
Pioneer Museum - Thorpe Avenue
Memorial Museum - East & 1st Street
Prairie Village - Highway 200
Director: Dorothy Olson
Hours: 9 - 5 p.m. Monday thru Friday & by
appointment during summer; Prairie Village
open same hours

Olmsted County

Olmsted County Historical Society
1195 County Road 22 S.W. (museum)
Rochester, MN 55902
507/282-9447
Director: Ed Merrell
Hours: 9 - 5 p.m. Mon. thru Fri.;
Weekends: 11 - 3 p.m. November thru March;
11 - 4 p.m. April thru October. Closed state
and county holidays; Maywood-varying hours
for tours, call for information

Genealogical Society:

Olmsted County Genealogical Society
c/o President, Susan Einspahr
Box 6411
Rochester, MN 55903
507/282-9447

Otter Tail County

Otter Tail County Historical Society
1110 West Lincoln
Fergus Falls, MN 56537
218/736-6038
Director: Chris Schuelke
Hours: 8:30 - 5 p.m. Mon. thru Fri.;
1 - 4 p.m. Sat. & Sun.

County Society Chapter:

East Otter Tail Historical Society
Rural Route, Perham, MN 56573
Liaison: Dorothy Roes
218/385-3139

Local Historical Organization:

New York Mills Finnish-American Society,
Box 316
New York Mills, MN 56567
Chairperson: 218/385-2075 or 218/385-2085

Genealogical Society:

Otter Tail County Genealogical Society
1110 Lincoln Avenue West
Fergus Falls, MN 56537
Chairperson: Emory Wallace
218/736-6038

Pennington County

Pennington County Historical Society
Box 127 (mailing)
Oakland Park Road (museum)
Thief River Falls, MN 56701
218/681-5767
Director: Donna Myhrer
Hours: 1 - 5 p.m. Mon. thru Sat.,
Sun. 2 - 5 p.m., June 1 thru Oct.3

Local Historical Organization:

Goodridge Area Historical Society
Route 1, Box 137
Goodridge, MN 56725
Liaison: Norma Hanson
218/378-4380

Pine County

Pine County Historical Society
R.R. #1, Box 168
Sandstone, MN 55072
320/245-2574
Liaison: Josephine Krogh
320/838-3263
Hours: Museum 1 - 4 p.m. Tues. thru Sun.;
School 10 - 3 p.m. Tues. thru Sun.; May thru
September

County Society Chapters:

Hinckley Fire Museum
106 Old Highway 61
Hinckley, MN 55037
320/384-7338
Director: Jean Coffey
Hours: 10 - 5 p.m. Daily, May thru October

**Sandstone Rural School Preservation
Committee**
c/o Don Slama
Sandstone, MN 55072
320/245-2797

Local Historical Organizations:

Sandstone History and Art Center
4th and Main, Box 398
Sandstone, MN 55072
Coordinator: Muriel Langseth
320/245-2271

Pipestone County

Pipestone County Historical Society
113 South Hiawatha
Pipestone, MN 56164
507/825-2563
Director: Dave Rambow
Hours: 10 - 5 p.m. daily

Genealogical Society:

Pipestone County Genealogical Society
113 South Hiawatha
Pipestone, MN 56164

County Society Chapter:

Jasper Historical Society
217 2nd St. S.E., Jasper, MN 56144
507/348-9841
Liaison: Keith Eitrem

Local Historical Organization:

Historic Pipestone, Inc.
704 4th St. S. E.
Pipestone, MN 56164
Chairperson: Jack Keers
507/825-5045

Polk County

Polk County Historical Society
Box 214 (mailing)
U.S. #2 (museum)
Crookston, MN 56716
218/281-1038
Manager: Ed Melby
Hours: 12 - 5 p.m. Tues. thru Sun.;
June 1 - September 30

County Society Chapter:

East Polk Heritage Center
Fosston, MN 56542
218/435-6136
Hours: 1 - 4 p.m. daily
except Tuesday

Pope County

Pope County Historical Society
809 S. Lakeshore Drive
Glenwood, MN 56334
320/634-3293
Curator: Paul Barsness
Hours: 9 - 5 p.m. Mon. thru Fri.;
1 - 5 p.m. Sat. & Sun.; May thru August

County Society Chapters:

Starbuck Depot Society
Route 1, Holly Hill
Starbuck, MN 56381
320/239-4604
Contact: Doris Pederson

Ramsey County

Ramsey County Historical Society
75 West 5th Street, Room 323
St. Paul, MN 55102
612/222-0701, Director: Priscilla Farnham
Hours: 9 - 5 p.m. Mon. thru Fri.;

Gibbs Farm Museum
2097 West Larpenteur Avenue
St. Paul, MN, 55113
10 - 4 p.m. Tues. thru Fri.; & 12 - 4 p.m. Sun.,
April 15 - Oct. 31; Sat. 12 - 4, June thru Aug.
612/646-8629

Local Historical Organizations:

Little Canada Historical Society
2443 Morrison Avenue
Little Canada, MN 55117
Liaison: Jean Donovan
612/484-4783

New Brighton Area Historical Society
850 Emerald Court
New Brighton, MN 55112
President: Joyce Klonecz

North St. Paul Historical Society
2666 E. 7th Ave.
North St. Paul, MN 55109
612/779-6402
Curator: Betty Lyon

Roseville Historical Society
2107 North Hamline Avenue
Roseville, MN 55113
President: Kay Korupp

Shoreview Historical Society
c/o Doris Claeys
4957 Hanson Road
Shoreview, Minnesota 55126
President: Jacci Krebowski

White Bear Lake Area Historical Society

c/o Joan Michaud
3653 Cranbrook Drive
White Bear Lake, MN 55110
Fillebrown House (museum)
612/429-0479
Hours: 1 - 4 p.m. Sun.; June thru September

Genealogical Society:

White Bear Lake Genealogical Society
P.O. Box 10555
White Bear Lake, MN 55110

Red Lake County

Red Lake County Historical Society
Red Lake Falls, MN 56750
Liaison: Ann Healy, 218/253-2833
Lake Pleasant School House
Rt. 1, Box 298
Red Lake Falls, MN 56750
Liaison: Lucille Weiss
Hours: Open first Sunday of the month, June
thru Labor Day

Redwood County

Redwood County Historical Society
507 Morten Drive
Mail: R.R. #2 Box 12
Redwood Falls, MN 56283
507/637-3329
Curator: Irene Palmer
Hours: 1 - 5 p.m. Wed. thru Sun.;
May 1 thru September 30

County Society Chapters:

Belview Depot School Museum
Belview, MN 56214
President: Joanne Aamoth
507/938-4367
Hours: Open on Old Sod Day,
2nd Saturday in September

Lamberton Area Historical Society
Community Building, 110 2nd Ave. W.
Lamberton, MN 56152
507/752-7063

**Laura Ingalls Wilder Museum &
Tourist Center**
c/o Shirley Knakmuhs (mailing)
Walnut Grove, MN 56180 (museum)
330 8th Street, 507/859-2358
Curator: Shirley Knakmuhs
507/859-2155
Hours: June thru Sept. 10 - 7 p.m.; April, May,
and Oct. 10 - 5 p.m.

**Lucan Historical Society
Depot Museum**
Lucan, MN 56255
President: Irma Norcutt
Call 507/747-2598 or call
507/747-2535 for tours

Vesta Legion Pioneer Museum
c/o Joyce Kramer
Box 5, Vesta, MN 56292
507/762-3423
Hours: 1 - 4 p.m. Sundays; June thru
September & by appointment

Local Historical Organization:

Wabasso County Center Historical Society
564 South Street, Wabasso, MN 56293
Hours: 10 - 5 p.m. Monday thru Friday; 1 - 6
p.m. Sundays, June thru September

Renville County

Renville County Historical Society
441 North Park Drive
P.O. Box 266
Morton, MN 56270
507/697-6147
Curator: June Lehman
Hours: 1 - 5 June thru Labor Day

Local Historical Organizations:

Historic Renville Preservation Comm.
Box 681
202 N. Main
Renville, Mn 56284
Secretary: Laura Belle Martin
320/329-3823

Olivia Historic Preservation Corp.
P.O. Box 148
Olivia, MN 56277

Fairfax Depot Restoration
Fairfax, Mn. 55332
c/o Stella Case
Rt #2 Box 57
Fairfax, MN 55332

Genealogical Society:

Renville Genealogical Society
Box 331
Renville, MN 56284
c/o Dennis O'Connor
320/329-3116

Rice County

Rice County Historical Society
1814 N.W. 2nd Avenue (museum)
Faribault, MN 55021
507/332-2121
Director: Bonnie McDonough
Hours: 9 - 4:30 p.m. Tues. thru Fri.; 1 - 4:30 p.m. Sat. & Sun.;

Genealogical Society:

Rice County Genealogical Society
408 Division Street
Northfield, MN 55057

County Society Chapter:

Northfield Historical Society
408 Division Street
Northfield, MN 55057
507/645-9268
Director: Susan Garwood-DeLong
Hours: 10 - 6 p.m. Monday thru Friday; 10 - 4 p.m. Saturdays; 1 - 4 p.m. Sundays, 9 - 9 p.m. Thursdays

3R Landmark, Inc.
(Old Schoolhouse Museum)
c/o Val Skluzacek
7460 Independence Avenue
Lonsdale, MN 55046
507/744-2287
Summer Hours: Sundays 2 - 5 p.m.

Local Historical Organizations:

Trondhjem Community Preservation Society
P.O. Box 259
Lonsdale, Minnesota 55046
President: Merle Fossum

Rock County

Rock County Historical Society
P.O. BOX 241
Hinkly House
Luverne, MN 56156
Contact: Carol E. Morgan
507/283-4810
Hours: 2 - 5 p.m. Tu.,Thurs, Sun.

Roseau County

Roseau County Historical Society
Roseau County Museum and Interpretive Center
505 2nd Avenue N.E.
Roseau, MN 56751
218/463-1918
Director: Ardyce Stein, 218/425-7493
Hours: 9 - 4 p.m. Tues. thru Sat.

Local Historical Organizations:

Pelan Pioneer Park
Greenbush, MN 56726
President: Milt Sather
218/782-2417

Roseau Pioneer Farm & Village
c/o President Earl Gehrke
603 2nd St. N.E.
Roseau, MN 56751
218/463-2187

Warroad Historical Society

Warroad Heritage Center
202 Main Ave.N.E., Box Q
Warroad, MN 56763
Secretary: Mrs. Dorothy Mergens
218/386-1283
Hours: 8:30 - 5 p.m. Mon. thru Fri.

St. Louis County

St. Louis County Historical Society
506 West Michigan Street
Duluth, MN 55802
218/722-8011
Director: JoAnne Coombe
Business Admin: John Thompson
Office Hours: 9 - 5 p.m. Mon. thru Fri. ;
Museum Hours: 10 - 5 p.m. Mon. thru Sat. & 1 - 5 p.m. Sun.

County Society Chapters:

Ely-Winton Historical Society
1900 Camp Street
Ely, MN 55731

Hibbing Historical Society

400 E 23rd Street
Hibbing, MN 55746-1923
218/263-8522
Director: Roberta Schloesser
Hours: 8:30 - 5 p.m. Mon. thru Fri.; June thru Sept.; 9 - 4 p.m. Tues. & Wed., Oct. thru May

Minnesota Museum of Mining

P.O. Box 271
Chisholm, MN 55719
President: Rudy Theodore
218/254-5543
Hours: 9 - 6 p.m., Open daily May thru September
Winter Hours: 9 - 3 p.m. weekdays and 9 - 5 p.m. weekends

Tower Soudan Historical Society

Train Coach
P.O. Box 413 Tower, MN 55790
Liaison: Walter Coddington
218/753-3039
Hours: 11 - 4 p.m. Daily,
Memorial Day thru Labor Day

Virginia Area Historical Society

c/o Director Doris Aronen
218/744-1136
P.O. Box 736
Virginia, MN 55792
Hours: 11-3 Tuesday thru Friday

Vermilion Interpretive Center

Vermilion Campus
1900 East Camp Street
Ely, MN 55731
218/365-3226
Director: Lillian Hren
Hours: 10 - 4 p.m. Monday thru Saturday, 1 - 4 p.m. Sundays.
1 - 4 p.m. Wed - Sat., Oct - May.

Individual Organization:

Canosia Historical Society
c/o Director Audrey Eaton
5762 North Pike Lake
Duluth, MN 55811
218/729-8963

Iron Range Historical Society

Gilbert City Hall 2nd Floor
Box 786 Gilbert, MN 55741
218/749-3150
Hours: Research Library & Office
9 - 3 p.m. Monday thru Friday

Genealogical Societies:

Range Genealogical Society
Box 388, Chisholm, MN 55719
Secretary: Mrs. Charles Moore
218/258-3378

Twin Ports Genealogical Society

Box 6895
Duluth, MN 55806

Scott County

Scott County Historical Society
P.O. Box 354
Shakopee, MN 55379
Director: Lee Smith
612/445-0378
Museum under construction

Local Historical Organizations:

Belle Plaine Historical Society
P.O. Box 73 (mailing)
South Cedar Avenue (museum)
Belle Plaine, MN 56011, 612/873-6109
Director: Francis Brandl
Liaison: Ed Townsend, 612/873-6465 or 612/873-2261
Summer Hours: 1 - 4 p.m. Sundays

Minnesota Valley Restoration Project

(Murphy's Landing)
2187 Highway 101
Box 275 (mailing),
Shakopee, MN 55379
612/445-6900
Director: Shirely Olson
Hours: 11 - 4 p.m. Monday thru Friday; 12 - 5 p.m. Weekends, June thru Labor Day; Special Hours on Oct. 31 & Nov. 24 thru Dec. 17

New Prague Historical Society

214-1st Avenue N.W.
New Prague, MN 56071
Liaison: Adeline Musil
612/758-2260

Sherburne County

Sherburne County Historical Society
13122 First Street
Becker, MN 55308
612/261-4433
Director: Kurt Kragness
Hours: 8 - 5 p.m. Monday thru Friday

Sibley County**Sibley County Historical Society**

P.O. Box 159
700 Main Street
Henderson, MN 56044
Contact: Arlene von Lehe
612/248-3350
Hours: 2 - 5 p.m. Sun., last Sunday in May to
last Sunday in October

Local Historical Organization:**Winthrop Historical Society**

c/o President Sam Shult
Rural Route 2,
Winthrop, MN 55396
507/647-2295

Stearns County**Stearns County Historical Society**

Box 702 (mailing)
Stearns County Heritage Center
235 33rd Avenue South
St. Cloud, MN 56302
320/253-8424
Executive Director: David Ebnet 612/253-8424
Hours: 10 - 4 p.m. Tuesday thru Saturday; 12 -
4 p.m. Sundays
Closed Mondays

County Society Chapters:**Paynesville Historical Society**

570 River Street
Paynesville, MN 56362
Curator: Bertha Zniiewski
Hours: 9 - 12 p.m. & 1 - 3 p.m. Wednesday
thru Saturday, 1 - 4 p.m. Sunday

Sinclair Lewis Foundation & Interpretive Center

P.O. Box 222
Sauk Centre, MN 56378 (mailing)
Intersection I-94 & T.H. #71 (museum);
Sauk Centre, MN 56278
320/352-5201
Hours: 8:30 - 5 p.m. Daily,
Memorial Day thru Labor Day

Local Historical Societies:**Albany Historical Society**

Director: Viola Flynn, 320/845-2982
Box 25, Albany, MN 56307

Melrose Area Historical Society

c/o Dottie Pallansch
Melrose, MN 56352
320/256-3622

Sauk Centre Area Historical Society

P.O. Box 211
Sauk Centre, MN 56278
President: Tom Oschwald
320/352-6261
No Museum

Genealogical Society:**St. Cloud Area Genealogist, Inc.**

Box 123, St. Cloud, MN 56302
320/252-6673

Steele County**Steele County Historical Society**

Box 204 (mailing)
Steele County Fairgrounds (museum)
Owatonna, MN 55060
Director: Shirley Ann Lohmann, 507/451-1420
Hours: Open daily 1 - 5 p.m.,
May 1 thru Sept. 30

Stevens County**Stevens County Historical Society**

West 6th & Nevada
Morris, MN 56267
320/589-1719
Director: Karen Berget
Curator: Larry Hutchings
Hours: 9 - 12 p.m. & 1 - 5 p.m.
Mon. thru Fri., 1:30 - 4:30 p.m.
Sun. (summer only).

Genealogical Society:**Stevens County Genealogical Society**

West 6th & Nevada
Morris, MN 56267

Swift County**Swift County Historical Society**

Rt. 2 Box 4D1
Benson, MN 56215
320/843-4467
Curator: Mildred Torgerson
Ex. Director: Marlys M. Gallagher
Winter Hours: 9 - 4:30 p.m. Mon. thru Fri.
Summer Hours: 9 - 4:30 p.m. Tues. thru Fri.;
1 - 5 p.m. Sat. & Sun., Memorial Day -
Labor Day

Todd County**Todd County Historical Society**

333 Central Avenue
Long Prairie, MN 56347
320/732-4426
Curator: Donald Hayes
Hours: 10 - 4 Mon. thru Fri.

Local Historical Organizations:**Bertha Historical Society**

Bertha, MN 56437
Liaison: Glenn Johnson, 218/924-2185
Hours: 7:30-9:30 p.m. Thurs. (Summer)

Christie Home Historical Society

110-2nd Avenue North
Long Prairie, MN 56347
Hours: 1:30 - 4:30 p.m.
Wednesday thru Sunday:
Memorial Day thru Labor Day

Eagle Bend Historical Society

c/o Gladycy W. Henrickson, Sec.
117-3rd Ave. N. E.
Eagle Bend, MN 56446-9580
Director: Carol Becker,
218/738-3852
Hours: Monday & Friday 9 - 1 p.m.,
Tuesday & Thursday 2 - 6 p.m.,
Saturday 9:00-12:00 p.m.

Hewitt Historical Society

c/o Robert Aldrich
Rt.1, Box 90A
Hewitt, MN 56453
218/924-2303
Sunday 1 - 5 p.m. Summers only

Staples Historical Society

Staples, MN 56479
Liaison: Dick Hegre
218/894-2027

Traverse County**Browns Valley Historical Society**

(County Historical Society)
Liaison: Waldemar Goette
514 3rd St. S.
Browns Valley, MN 56219
Hours: Sam Brown Museum 1 - 9 p.m. Daily,
May 31 thru September 14 & by appointment

County Society Chapter:**Traverse County Historical Society**

507-12th Street North
Mailing: RR 1 Box 42
Wheaton, MN 56296-9717
Liaison: D. Petterson, 320/563-4619
Hours: 9 - 5 p.m. Tuesday thru Saturday & 1 - 6
p.m. Sunday Mid-May thru Mid-October

Wabasha County**Wabasha County Historical Society**

Attention: Eugene Passe
General Delivery
ReadsLanding, MN 55968
Liaison: Carl Bremer, 612/345-3987
Hours: Read's Landing Museum 2 - 5 p.m.
Daily May 16 thru September 15 & by
appointment

County Society Chapters:**Greenfield Area Chapter of Wabasha****County Historical Society**

Plainview, MN 55964
Liaison: Kathleen Flesche
612/345-4289

Lake City Historical Society

City Hall
Lake City, MN 55041
President: Pat Bremer
612/345-3423

Local Historical Organizations:**Millville Historical Association**

Millville, MN 55957
Liaison: Mrs. Clyde Hoover
507/798-2481

Plainview History Association

c/o Ron Manzow, President
507/534-2670
Route 1, Box 209
Plainview, MN 55944

Wadena County**Wadena County Historical Society**

603 North Jefferson
Wadena, MN 56482
President: Susan Backman
218/631-9079

Local Historical Organizations:**England Prairie Pioneer Club**

Box 127, Verndale, MN 56481
No Museum

Menahga Area Historical Society

Box 299, Menahga, MN 56464
Liaison: Raphael Hepokoski
218/564-5215

Sebeka Finnish Historical Society

Sebeka, MN 56477
Hours: Summer Daily
Liaison: Irja Hanson
218/631-2987

Verndale Historical Society

North 3rd Street & Main
Verndale, MN 56481
Liaison: Donna Desrocher
218/445-5745
Hours: Open by appointment

Waseca County**Waseca County Historical Society**

P.O. Box 314 (mailing)
315 2nd Avenue N.E. (museum)
Waseca, MN 56093
507/835-7700
Director: Margret Sinn
Hours: 1 - 5 p.m. Tuesday thru Sunday, May thru October; 1 - 5 p.m. Tuesday thru Friday, October-May

Genealogical Society:**Waseca Area Genealogical Society**

c/o President Donna Fostveit
P.O. Box 264
Waseca, MN 56093
507/835-7700

Washington County**Washington County Historical Society**

602 North Main Street (museum)
P.O. Box 167 (mailing)
Stillwater, MN 55082
612/439-5956
Curator: Joan Daniels
Hours: 2 - 5 p.m. Tues., Thurs., & Weekends, & by appointment

County Society Chapters:**Hay Lake School Museum and Johannes****Erickson Log House Museum**

Scandia, MN 55073
Curator: Hazel Gronquist
612/433-5972
Hours: 1:30 - 4:30 p.m. Weekends May thru October & by appointment

Local Historical Organizations:**Afton Historical Society**

Box 178, Afton, MN 55001
612/436-3500

Forest Lake Historical Society

c/o Elsie Vogel
144 4th Ave. N.E.
Forest Lake, MN 55025

History Network of Washington Co.

c/o Marlene de Boef
Washington Co. Historic Courthouse
101 West Pine Street
Stillwater, MN 55082
612/430-6233

Marine Historical Society

Stone House Museum
5th & Oak Streets
Marine On St. Croix, MN 55047
Hours: 2 - 5 p.m. Saturday & Sunday, July 4 thru Labor Day

Marine Preservation Commission

P.O. Box 225
Marine, MN 225
President: Melinda Hoke

Oakdale/Lake Elmo Historical Society

c/o Tom Armstrong
8281 N. 15th Street
Lake Elmo, MN 55042

St. Croix Valley Farm Life Museum

2315 Lake Elmo Avenue
Lake Elmo, MN 55042

Woodbury Heritage Society

2100 Radio Drive
Woodbury, MN 55125
Lloyd Scheel

Watsonwan County**Watsonwan County Historical Society**

423 Dill Avenue S.W., (museum)
Box 126 (mailing)
Madelia, MN 56062
507/642-3247
Director: Mrs. Alton Anderson
Hours: 9 - 4 p.m. Monday thru Thursday, June thru September;
1 - 4 p.m. Saturday

Local Historical Organization:**St. James Depot Museum**

c/o Marion Edgar
1021 Armstrong Blvd. S.
St. James, MN 56081
507/375-5485
Hours: Last weekend in June & by appointment

Wilkin County**Wilkin County Historical Society**

Box 212 (mailing)
704 Nebraska Avenue (museum)
Breckenridge, MN 56520
218/643-1303
Hours: 1:30 - 4 p.m. Sun., Tues., Wed., Thurs., & by appointment

Genealogical Society:**Genealogy Committee of****Wilkin County**

Historical Society
c/o John Boldingh
Box 330
Breckenridge, MN 56520
218/643-3166

Winona County**Winona County Historical Society**

160 Johnson Street
Winona, MN 55987
507/454-2723
Executive Director: Mark Peterson
Hours: 9 - 5 p.m. Mon. thru Fri.;
1 - 5 p.m. Weekends; Bunnell House (summer only) 9 - 5 p.m. Mon. thru Sat. & 10 - 5 p.m. Sun.; The Arches (Summer Only) 507/523-3114

Genealogical Society:**Winona County Genealogical Roundtable**

P.O. Box 363
Winona, MN 55987

Wright County**Wright County Historical Society**

2001 Highway 25 North
Buffalo, MN 55313
Director: Maureen Galvin
612/339-6881 Ext.7323 Metro Line
612/682-7323
Hours: 8 - 4:30 p.m. Mon. thru Fri.
& other times by appointment

County Society Chapter:**Cokato-Finnish American Society**

R.R. #2, Cokato, MN 55321

Local Historical Organizations:**Cokato Historical Society**

Cokato Museum & Library Building
4th and Millard (museum)
Box 269 (mailing)
Cokato, MN 55321, 612/286-2427
Director: Irene Bender
Hours: 9 a.m. - Noon & 1 - 4:30 p.m.
Tues. thru Fri.; Weekends 1 - 4:00 p.m. &
Thurs. evenings April-Sept.

Minnesota Pioneer Park

Annandale, MN 55302
612/274-8489
President: Pearl Lieb
Manager: Kathleen Leinonen
Hours: 10 - 4:30 p.m. Monday thru Friday; 1 - 5 p.m. Saturday & Sunday; Memorial Day thru Labor Day
Park Supervisor: Jane Brown

Monticello Historical Committee

823 Territorial Road (mailing)
Highway #25 & Broadway (museum)
Monticello, MN 55362
Liaison: Marion Jameson
612/682-3900 or 612/295-2950
Hours: 10 - 4 p.m. Mon. thru Thurs.;
10 - 7 p.m. Fri.; 12 - 4 p.m. Sat. and Sun.,
Memorial Day thru Labor Day

Rockford Area Historical Society

Box 186, Rockford, MN 55373
Museum Coordinator: Julianne Johnson
612/477-5383

Yellow Medicine County**Yellow Medicine County Historical Society**

Junction T.H. 67 & 23
Mailing Address: 255 10th Ave.
Granite Falls, MN 56241
320/564-4479
Curator: Mildred Washburn
Hours: 1 - 5 p.m. Tues. thru Fri., Spring & Fall; 1 - 5 p.m. Tues. thru Fri., Mid March thru Mid May, Mid October thru Mid December

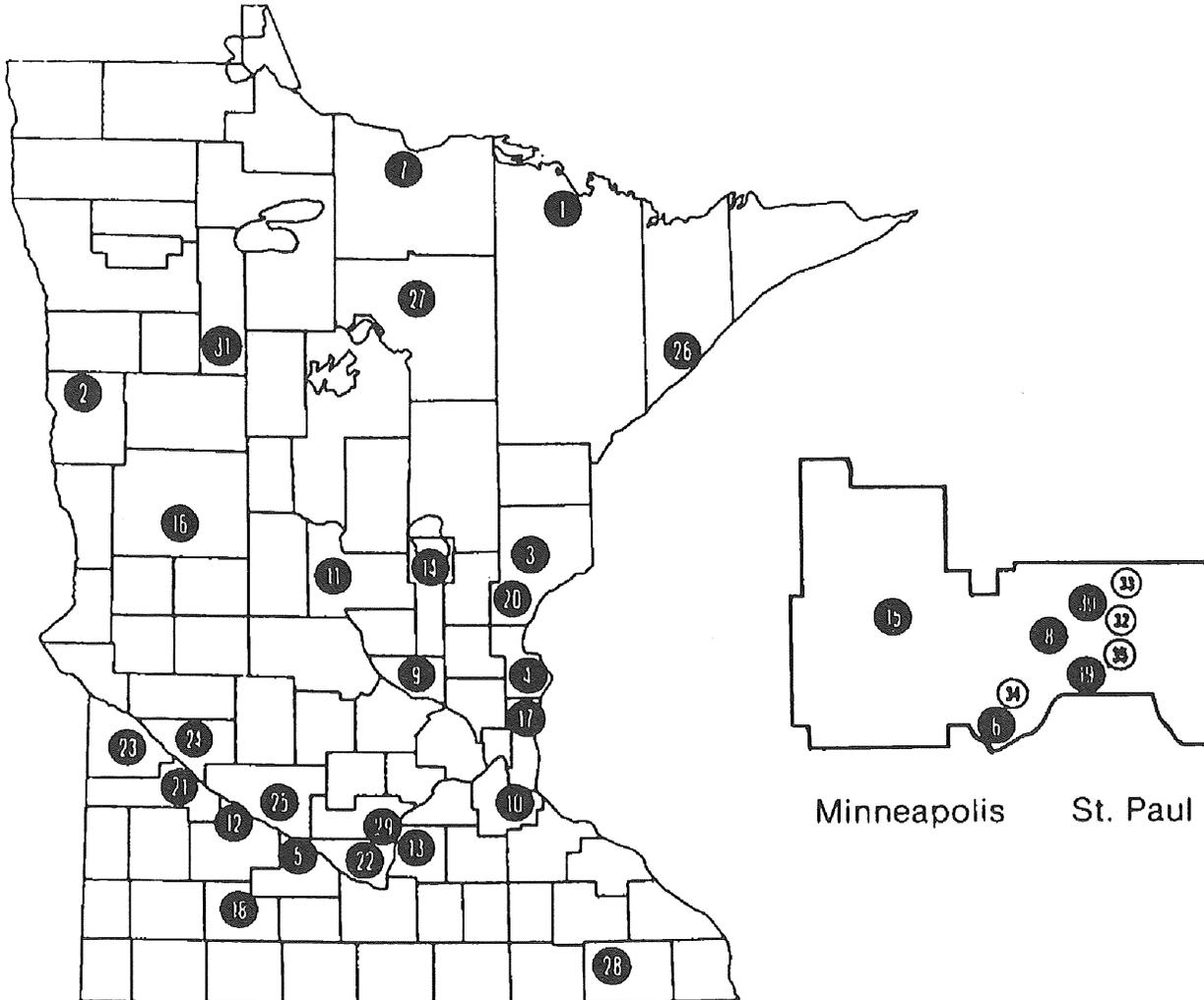
County Society Chapters:**Minnesota's Machinery Museum**

Yellow Medicine County
Agricultural & Transportation So.
Hanley Falls, MN 56245
507/768-3522
Director: Mavis Gustafson
Hours: 1 - 5 p.m. Tuesday thru Sunday

Museum Encompassing Canby Community Area (MECCA)

c/o Lois Atkins
401 Lac Qui Parle North
Canby, MN 56220
507/223-5877
Hours: Lund-Hoel House open daily during summer & by appointment

Statewide Operation Outline



LEGEND

Historic Sites ●

- 1 Bourassa Fur Post
- 2 Comstock House
- 3 Northwest Company Post
- 4 Folsom House
- 5 Fort Ridgely
- 6 Fort Snelling
- 7 Grand Mound
- 8 Griggs House
- 9 Kelley Farm
- 10 LeDuc House
- 11 Lindbergh House & Interpretive Center
- 12 Lower Sioux Agency & Interpretive Center

- 13 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 Stumpe 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 Meighen Store
- 29 Traverse Des Sioux
- 30 Minnesota State Capitol
- 31 Itasca Headwaters Area

Operations Offices ○

- 32 State History Center — Main Historical Building, Mechanic Arts Gymnasium and Parking Lot
- 33. Business Office & Research Center
- 34. Fort Snelling Historic Complex
- 35. James J. Hill House

Minnesota State Horticultural Society (MSHS)

1755 Prior Ave. N., Falcon Heights, MN 55113

Dorothy B. Johnson, executive director (612)643-3601; Toll Free: (800)676-6747;

Fax: (612)643-3638; Directions to the Center for Northern Gardening: (612)643-3596

Garden Line: (612)643-3652



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 16,000 members; about one-fourth are 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*.

A circulating horticultural library contains books, slide shows and video tape programs. Library materials may be reserved by members. Video tapes and slide programs carry a user fee. Books circulate for 4 weeks; slide programs and video tapes for 1 week. The library is open to the public.

Minnesota Green provides technical assistance to communities seeking horticultural components to community development projects. A yearly greening conference and public gardening awards are part of Minnesota Green services.

An **Educational Conference** is held yearly, rotating from greater Minnesota to a Twin Cities site on alternating years. Basic gardening classes are available for a nominal fee at MSHS headquarters, the Center for Northern Gardening. 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 available to members for some events.

Other adult learning opportunities are available through the **Art of Specialty Gardens** seminar series, offered jointly with the Minnesota Landscape Arboretum during February and March each year.

Coordinated Community Education Services links metro area school districts with programs on basic horticulture.

Through a network of 11 districts in Minnesota, learning opportunities are available throughout the state. Districts also sponsor displays and flower shows. MSHS 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; resources related to gardens on public land; horticultural exhibits and displays; Minnesota's horticulture 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.

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 Shrubs; and Volume 4 - Container Gardens*
- *Judging and Exhibiting Handbook for Horticultural Shows*
- *Perennials A - Z*
- Back issues of *Minnesota Horticulturist*
- Index of *Minnesota Horticulturist* 1990-1994
- *Creating Community Gardens* handbook

Membership is \$25 per year, with reduces fees for members of affiliated garden organizations. Special contributing memberships are also available.

Minnesota Housing Finance Agency

400 Sibley St., Suite 300, St. Paul, MN 55101

Katherine G. Hadley, commissioner (612) 296-7608; 1-800-657-3769; TDD: (612) 297-2361

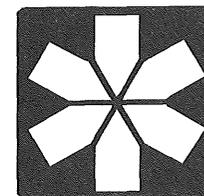
Minnesota Statutes, Chapter 462A; Minnesota Rules 4900-4999

Background

The Minnesota Housing Finance Agency (MHFA) is committed to addressing Minnesota's housing needs by providing financial and related customer assistance so that Minnesotans have decent, safe, affordable housing and stronger communities.

Since its creation in 1971, the agency has been addressing Minnesota's basic housing needs and helping build stronger communities. MHFA has provided over \$4.2 billion in housing loans and subsidies. Over 185,000 Minnesota households have received help to buy a home, move into newly-constructed apartments in short supply, make their housing more affordable, improve its condition or quality, or make it more energy efficient.

MHFA is governed by a Board of Directors which consists of seven members - five members of the public appointed by the governor, the state auditor, and the commissioner of the Department of Trade and Economic Development. The board meets monthly to consider the business of the agency, including long-range planning and reviewing, and adopting the agency's biennial Affordable Housing Plan.



The agency is divided into two major program divisions - Single Family and Multifamily and three major support divisions - Finance and Accounting, Information Systems, and Research and Policy.

Accessing the Agency

The Minnesota Housing Finance Agency is conveniently located in downtown St. Paul's Lowertown, adjacent to Mears Park. Visitors to the agency will find parking available at parking meters along Sixth and Sibley Streets. The agency is located on the third floor of the Park Square Court Building. All visitors are required to sign in at the front desk and wear a visitor badge while conducting business at the agency.

The Minnesota Housing Finance Agency administers nearly 50 housing programs within its **Minnesota Homes Division** and its **Multifamily Division**. If agency customers know which division they are trying to reach, they can access that division by calling the information phone number of that division.

The **Minnesota Homes Division** offers programs for first-time homebuyers and homeowners interested in home improvement loans. (Refer to the list of housing programs below.) Phone numbers for this division are: Information on homeownership - 296-7613 or 1-800-657-3802. The FAX number for this division is: 296-8292.

The **Minnesota Multifamily Division** housing programs also are listed below. The **Multifamily Management** information phone number is: 296-9832 or 1-800-657-3647. For Section 8 information, call 296-7618. The **Multifamily Underwriting** information phone number is 297-3294 or 1-800-657-3701. The Multifamily FAX number is 296-9545.

To gain a better understanding of agency programs, MHFA offers brochures on some individual programs. Programs which have brochures available are noted with an asterisk (*) below. In addition, the agency also publishes a "Housing Resources Folder" which contains a brief description of various programs listed under such headings as, "Helping Homeowners Fix Up Their Homes," "Helping Communities Address Their Housing Needs," "Helping You Buy a Home."

For a more detailed explanation of each agency program, MHFA produces a folder entitled the "Affordable Housing Plan." The agency's board adopts the Affordable Housing Plan in September of odd-numbered years which sets forth the expected investment in housing programs for the upcoming two year period. The Affordable Housing Plan is developed after an extensive public outreach and participation process throughout the state. The Affordable Housing Plan forms the basis for the agency's Consolidated Plan for Housing and Community Development which is submitted annually to HUD and produced in conjunction with the Departments of Economic Security and Trade and Economic Development.

In addition to these resources, the agency publishes four newsletters which contain information for various customers. *MHFA Update* is a quarterly newsletter which is free and available to anyone interested in receiving information about the various agency programs. Each issue of *Update* contains a handy matrix which lists all the MHFA programs which have funding available over a six-month time period. The matrix provides a brief description of each current program, the amount of money that is available and a contact person.

Other newsletters produced by MHFA are: *Key Notes*, a periodical newsletter whose audience is Minnesota real estate agents who belong to the agency's **Key Real Estate Agent Program** available through the Minnesota Homes Division. *Kaleidoscope* is a quarterly newsletter produced by the MHFA Multifamily Division and intended for site managers, property owners and managers, and others interested in rental news and information. The newest publication of the MHFA is *Home Stretch*. This newsletter is published periodically by the Minnesota Homes Division and is intended for those interested in homebuyer training and education.

Meanwhile, the MHFA also issues a number of reports both annually and on an interim basis. These reports include the annual legislative report, available each January, which contains a number of reports including those mandated by the legislature. The **Finance and Accounting Division** prepares an annual financial report which is available each September. In addition, the MHFA **Research Division** produces an assessment report, which is available annually in the spring as well as a consolidated plan, an annual document required by the U.S. Department of Housing and Urban Development which is available at the end of each year.

Fair Housing and Equal Opportunity

(612) 296-2291 Charles Williams, director. The Fair Housing and Equal Opportunity Division (FH/EO) has the responsibility to create and monitor internal and external participation of low- and moderate-income, targeted group, and protected class persons in MHFA programs, projects and employment opportunities.

Staff is responsible for the development, implementation and communication of the MHFA Affirmative Action Plan, Fair Housing Policy, Contract Compliance Plan, diversity activities and compliance with the Americans with Disabilities Act (ADA).

To meet its responsibilities, division staff members work with other Administrative employees, internal program staff members, and external business associates; place advertisements with members of protected groups and in community-based newspapers and other media; disseminate pertinent information; conduct training and information sessions on MHFA programs; and, establish and maintain contact with numerous community-based organizations to further disseminate information about agency programs and employment opportunities.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Housing Finance Agency** provides housing for low and moderate income persons. The Board of Directors 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. **Appointing Authority:** Governor. Senate Confirmation. **Compensation:** \$55 per diem.

The **Housing Trust Fund Advisory Task Force** advises and assists the Minnesota Housing Finance Agency in providing loans and grants from the housing trust fund account. The task force consists of eight members with a broad representation of interests including realtors, government, lenders, nonprofit developers, apartment owners, persons of color, low-income persons, housing advocates, advocates for the homeless and single or multifamily builders. Meetings are three hours in length and take place two times per year at Minnesota Housing Finance Agency offices. **Appointing Authority:** Governor. Minnesota Housing Finance Agency **Compensation:** None.

Finance and Accounting

(612) 296-9426 Patricia Hippe, director. This division obtains the necessary financing at the lowest possible interest cost to carry out programs of the agency. The division also is responsible for receiving, investing and disbursing funds, providing financial information about MHFA and its operations, and preparing agency 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 the various divisions of the agency in order to implement programs. The Legal Services Division also assists the agency's board of directors.

Research and Policy Analysis

(612) 296-7608 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 a number of reports (see above for a listing of reports).

Minnesota Homes Division

(612) 296-7613 Michael Haley, director. The Minnesota Homes Division administers all agency programs and services that help individuals purchase a home or improve their existing home. Most programs are designed to assist low and moderate income homebuyers and homeowners.

Minnesota Mortgage Program

This program provides below-market interest rate first mortgage loans for low- and moderate-income first-time homebuyers through local lenders. Call 296-7613 or 1-800-657-3802 for a list of lenders in your area. *Brochures available.

Homeownership Assistance Fund

297-3129 Gene Aho. This fund provides monthly payment assistance and downpayment assistance to more modest income borrowers who purchase their first homes through an MHFA mortgage revenue bond program. *Brochures available.

Minnesota City Participation Program

297-5146 Michelle Ramos. This program provides a set-aside of mortgage revenue bond funds for a period of four-to-six months to assist communities in meeting identified local homeownership goals. *Brochures available.

Community Activity Set-Aside Program

296-1795 Eleanor Northrop. This program provides lenders, local government and/or nonprofit housing providers with set-asides of MHFA mortgage revenue bond funds to meet the homeownership objectives/needs of their communities.

Purchase Plus Program

297-3130 Ed Niewinski. This program is a mortgage program that enables borrowers to either purchase and rehabilitate, or refinance and rehabilitate existing housing with a single mortgage. This program is not limited to first-time homebuyers. *Brochures available.

Entry Cost Homeownership Opportunity Program

296-1795 Eleanor Northrop. This program provides downpayment and cost assistance to individuals purchasing a home through a community lending program developed and implemented by private mortgage lenders. Lenders can apply for participation in the program.

Home Stretch Program

296-3029 Becky Landon. This program provides training, support and materials to local groups putting together comprehensive homebuyer training initiatives, including homebuyer education and counseling.

The Great Minnesota Fix-up Fund

This fund provides property improvement loans to assist homeowners improve the livability and energy efficiency of existing housing. The program is administered by local lenders. Call 296-7615 or 1-800-657-3960 for a list of participating lenders. *Brochures available.

Home Energy Loan Program

This program enables homeowners to increase the energy efficiency of the existing housing stock. This program does not have an income limit. The program is administered by local lenders. Call 296-7615 or 1-800-657-3960 for a list of participating lenders. *Brochures available.

Revolving Loan Program

This loan program provides rehabilitation financing to low- and moderate-income homeowners who are unable to qualify for other types of assistance. The program is administered by local agencies. Call 296-7615 or 1-800-657-3960 for a list of participating lenders. *Brochures available.

Deferred Loan Program

This program provides deferred payment loans which can assist low-income homeowners in financing home improvements directly affecting the safety, habitability, energy efficiency and accessibility of their homes. The program is administered by local agencies. Call 296-7615 or 1-800-657-3960 for a list of participating lenders. *Brochures available.

Accessibility Loan Program

This provides deferred payment loans to low-income homeowners for improvements directly related to the basic housing needs of a physically disabled person. Eligible applicants include those households in which one or more household members has a long-term physical dis-

ability that substantially affects functioning in the home. The program is operated in every county by a local agency. Call 296-7615 or 1-800-657-3960 for the name and number of the administrator in your area. *Brochures available.

Fix-up Fund Accessibility Loan Program

296-8275 Terri Black. This program provides below-market rate loans for homeowners to make accessibility improvements to their home. The homeowner, or a resident family member of the homeowner, must be at risk of institutionalization as certified by a county case manager or county financial worker. The program is administered by local lenders. Call for a list of participating lenders. *Brochures available.

Tribal Indian Housing Program

297-4060 Donna Fairbanks. The Tribal Indian Housing Program provides homeownership and rental housing opportunities for low- and moderate-income American Indians. Program emphasis is on American Indian families who live on Indian reservations or in rural areas of the state.

Urban Indian Housing Program

297-4060 Donna Fairbanks. This program provides homeownership opportunities for American Indians purchasing a home in urban areas of the state. The program also provides funds for other urban housing projects specifically designed to meet the needs of American Indians.

Minnesota Urban and Rural Homesteading Program

296-9567 Brian Kløver. This is a homeownership program which awards grants to organizations and public agencies. The organizations then acquire single family residences that are vacant, condemned, or abandoned, rehabilitate the properties and then sell them back by way of contract-for-deed for at-risk first-time homeowners. Applications are solicited once a year.

Foreclosure Prevention and Rental Assistance Program

296-9818 Autumn Schlegel. This program provides interest-free loans for renters and homeowners who are facing eviction or foreclosure due to a temporary financial hardship. Funds are allocated to selected community-based nonprofit organizations which provide a variety of services including screening and assessment, referral services, case management and advocacy, financial counseling and financial assistance on a state-wide basis.

Home Equity Conversion Counseling

296-9818 Autumn Schlegel. This provides a grant for a single entity providing home equity conversion counseling services to senior homeowners who are considering such loan plans.

Community Rehabilitation Fund

296-8844 Susan Ude. This fund provides grants to cities for single-family or multifamily construction, acquisition, rehabilitation, demolition, permanent financing and refinancing. Applications are solicited as funds are available.

Innovative Housing Loan Program

296-7994 Nancy Slattsveen. This loan program provides a pool of interim loan funds that may be used in encouragement of innovative single family or multifamily residential housing projects. Forprofit and nonprofit housing developers and/or sponsors may apply for this low interest rate program.

Partnership for Affordable Housing

296-7994 Nancy Slattsveen. This partnership provides interim loans to nonprofit housing providers constructing or rehabilitating affordable housing.

Full Cycle Lending Services

296-3029 **Becky Landon.** This service provides grants to entities delivering comprehensive homebuyer training or support programs.

Multifamily Programs

Robert L. Odman, director, 297-3294. The agency provides first mortgage financing for predominantly insured federally subsidized and non-subsidized multifamily developments of five or more units for very low, low and moderate income households as defined by agency rules. Developments being financed are newly-constructed, acquisition and rehabilitation, and rehabilitated developments without a change of ownership.

Agency staff underwrites each loan using past agency experience and other indexes to determine reasonableness of proposed construction, rehabilitation, acquisition and operating costs. The assigned housing development officer leads and coordinates the underwriting of the loan, calling upon the expertise of staff housing management officers, architects and marketing analysts during the underwriting.

As of December 31, 1994, MHFA has financed approximately 504 privately-owned rental housing developments throughout the state providing nearly 24,000 housing units. Over 11,000 of these units receive federal Section 8 assistance to ensure affordable housing for low- and moderate-income tenants.

Affordable Rental Investment Fund

297-5136 **Brenda Nieland.** This fund is a statewide program that will provide zero percent interest financial first mortgages or deferred loans to help cover the costs of the acquisition and rehabilitation or new construction of permanent low-income rental housing. Eligible applicants are limited profit and nonprofit entities, Minnesota cities, and Housing and Redevelopment Agencies. The thrust of the program is to provide rental housing affordable to households at 50 percent of median income. Funds are available twice a year.

HOME Rental Rehabilitation Program

296-9829 **Diane Bauleke.** This program provides grants to rehabilitate privately-owned rental property to support affordable, decent, safe and energy efficient housing for lower-income families. Eligible applicants are private individuals, corporations, partnerships, nonprofit organizations and Community Housing Development Organizations (CHDOs). This program is offered on a first-come, first-served basis as long as funds are available and is administered by local housing agencies throughout most of the state.

Low and Moderate Income Rental Program

297-4294 **Denise Holter.** This program makes mortgage and rehabilitation/construction funds available for the acquisition and rehabilitation, or new construction/conversion, of rental apartment buildings housing low- and moderate-income Minnesotans. Eligible applicants are limited dividend and nonprofit sponsors. Funds after an initial selection round generally are available on an open pipeline basis.

Rental Rehabilitation Loan Program

297-3123 **Greg Baron.** This program provides property improvement loans to residential rental property owners. Eligible applicants are creditworthy owners of rental property occupied primarily by low- and moderate-income tenants. Financing is available only in certain areas of the state.

Low Income Housing Tax Credit Program

296-9848 **Susan Haugen.** This program provides a federal income tax to developers and/or investors for the construction or substantial rehabilitation of rental housing. Housing must meet income and rent restrictions for at least 15 years. Eligible applicants are nonprofit and forprofit sponsors. Tax credits are awarded in three allocation rounds each year.

New Construction Tax Credit Bridge Loan Program

297-4294 **Denise Holter.** This program provides bridge loan financing for the construction or substantial rehabilitation of rental housing tax credit developments.

Targeted HOME Fund

297-3123 **Greg Baron.** This fund is a flexible fund for rental or single family affordable or supportive housing which meets HOME requirements. Eligible applicants are private individuals, corporations, partnerships, nonprofit organizations, Community Housing Development Organizations (CHDOs), homeowners and HRAs with administrative capacity to meet federal HOME requirements. Funding is available once a year.

Nonprofit Capacity Building Grant Program

296-9829 **Diane Bauleke.** This grant program is intended 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 can be used for a variety of activities including analysis of housing needs and staff training. The maximum grant amount will be \$10,000. Eligible applicants are nonprofit organizations, local units of government and Indian tribal organizations. Funds are available once a year.

Nonprofit Capacity Building Revolving Loan Program

297-5137 **Darrick Metz.** This loan program assists 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 fees, options on land and buildings and other costs associated with the processing or preparations of a housing project proposal. In addition to the MHFA, this program is delivered by the Duluth Housing Trust Fund, Greater Minneapolis Metropolitan Housing Corporation, Local Initiative Support Group (St. Paul) and the Minnesota Housing Partnership. Eligible applicants are nonprofit organizations and local units of government engaged in the construction or rehabilitation of housing for low- and moderate-income people. Funds are available on a continuous basis.

HUD \$1 Home Set-Aside Program

297-5137 **Darrick Metz.** The U. S. Department of Housing and Urban Development (HUD), Rural and Economic Community Development (RECD) and other governmental agencies operate lease programs which allow nonprofits to rent repossessed homes to house homeless families and individuals. MHFA will provide rehabilitation funds of \$6,000 per unit to improve the livability of the housing. Eligible applicants are designated nonprofit sponsors having existing agreements with HUD. Funds are available on a continuous basis.

Housing Trust Fund

297-3119 **Dan Tempel.** This 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 through community housing organizations. Eligible applicants are individuals, forprofit entities, nonprofit entities, housing and redevelopment authorities, cities, or joint power boards established by two or more cities. Funds are available twice a year.

Transitional Housing Program

296-9827 **Glory Hill.** Provides funds for the construction, acquisition, or rehabilitation of residential housing for low-income individuals and families having an immediate need for temporary or transitional housing, residential housing for migrant farmworkers and homeless individuals. Eligible applicants are public agencies, limited dividend entities and nonprofit entities with housing development experience. Funds are available twice a year.

Publicly Owned Transitional Housing, Battered Women and Other Crime Victims Program

296-9827 **Glory Hill.** This program provides deferred loans without interest for acquisition, construction, or rehabilitation of transitional housing owned by local units of government, also for transitional housing, shelters, or facilities for battered women or other crime victims. Eligible applicants are cities and housing and redevelopment authorities. Funds are available on a continuous basis.

Publicly Owned Neighborhood Land Trust Program

296-9827 **Glory Hill.** This trust program provides deferred loans without interest for the purchase of vacant land or land and residence where the land remains in the name of the local unit of government. Eligible applicants are local units of government. Funds are available on a continuous basis.

Housing Opportunities for Persons with AIDS Program

296-9827 **Glory Hill.** This program provides housing and support service funds for the development of housing for persons and families living with HIV/AIDS. Eligible applicants include nonprofit entities and Minnesota units of local government. Funds currently are available twice a year.

Community Housing Development Organization Operating Expense Payment Program (CHDO)

297-3123 **Greg Baron.** This program provides funds for the express purpose of enhancing the capacity and long term viability of CHDOs selected for specific HOME projects under the MURL and/or Targeted HOME Program. Eligible applicants are nonprofit organizations certified as a CHDO.

Minnesota Humanities Commission

987 E. Ivy St., St. Paul, MN 55106

Cheryl Dickson, president

Mark Gleason, vice-president (612) 774-0105; FAX: (612) 774-0205

Internet: mhum@gold.tc.umn.edu

Minnesota Statutes, Section 138.91

The Minnesota Humanities Commission (MHC) supports and promotes the understanding and appreciation of the humanities. Through its three programs — Teacher Institute, Grants and Community Programs, and MOTHEREAD/FATHEREAD and Baby Ready and Baby Steps Reading Programs — MHC supports organizations active in lifelong learning, fosters cooperation among cultural and educational groups, and provides opportunities for teacher renewal. In its work, MHC seeks to promote a love of reading, learning, thoughtfulness, dialogue, and scholarship.

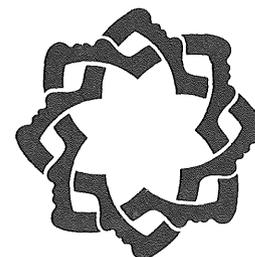
Created by an Act of Congress in 1971, the Minnesota Humanities Commission operates as an independent, not-for-profit organization. MHC receives funds from the National Endowment for the Humanities, the Minnesota State Legislature, foundations, corporations, and individuals. MHC is governed by a Board of Directors composed of up to 22 persons who represent the state's cultural and geographic diversity. Five members are appointed by the governor and the rest are elected. All members serve four year terms and volunteer their time. The MHC board meets quarterly, including a two-day planning retreat each year. MHC has a staff of 11 full-time and one part-time employees.

In the Spring of 1996, MHC administrative and program activities moved to the newly renovated Minnesota Humanities Education Center, located on the southwest border of Phalen Park in St. Paul. The new Humanities Education Center includes 24 sleeping rooms and conference facilities for education-related seminars and meetings.

MHC Publications

Regular MHC publications include *Minnesota Humanities*, a newsletter published three times a year that updates readers on programs and services. MHC also makes available a biennial *Report to the People* summarizing and highlighting MHC activities over a two-year period. Please call (612) 774-0105, extension 109, if you want copies of these materials or would like to be put on MHC's mailing list.

MHC's other programs—the Teacher Institute, Grants and Community Programs, and MOTHEREAD/FATHEREAD and Baby Ready and Baby Steps Family Reading Programs—also publish public information and program materials.



The Teacher Institute

MHC's Teacher Institute is dedicated to teacher renewal and professional development. Since 1992, the institute has brought together Minnesota teachers from a variety of subject areas, grade levels, and school settings for residential seminars on humanities topics. Institute seminars offer an opportunity for K-12 teachers to engage in collaborative work with colleague and scholars from throughout the state. Seminar topics have included *Sports in American Life*; *Origins of the Universe: Mythology, Rationality, & Religion*; *Of the Circle: Representing and Presenting Native American Cultures*; and *Beyond Boundaries: Connecting Ideas and Communities*. Seminars have been held at sites throughout Minnesota; beginning in the Spring of 1996, the majority of Teacher Institute seminars will take place at the Humanities Education Center in St. Paul.

Teachers are selected for a seminar through a competitive application process. All Minnesota K-12 teachers who have taught for a minimum of three years and are currently employed in a Minnesota school (public and private) are welcome to apply.

For additional information about Institute Seminars and application materials, please the MHC office at (612) 774-0105, extension 262.

MHC's Teacher Institute also develops resources for use by Minnesota teachers in their classrooms. With the assistance of the Minnesota Council of Teachers of English, MHC published a multicultural literary anthology entitled *Braided Lives: A Anthology of Multicultural American Writing* (ISBN 0-9629298-0-8). Designed for use in a variety of classroom settings from middle school through college, the anthology features the work of authors such as Maxine Hong Kingston, James Baldwin, Diane Glancy, and Nicholasa Mohr.

Single copies of *Braided Lives* are available for \$13, plus \$1 shipping and handling. For non-profit organizations ordering ten or more copies the price is \$6.50 per copy. Standard trade and resale discounts also apply. All ordering and purchasing inquiries should be directed to Burgess International Group, Inc., 7110 Ohms Lane, Edina, MN 55439, (612) 820-4561 or (FAX) (612) 831-6617.

Grants and Community Programs

The MHC Grant Program provides funding for Minnesota groups and organizations conducting public projects in the humanities. MHC grants are intended to foster connections among humanities scholars, cultural organizations, and community groups.

Each year, with funding provided by the National Endowment for the Humanities, MHC awards approximately 150 grants in support of public humanities programs. Grants are offered in five categories, including a mini-grant category designed to encourage first-time applicants, a media category for film, video, radio, or multi-media formats, and a "Works in Progress" category that enables affiliated and independent scholars to share their research with the public.

Small and mini-grants, which provide \$300 - \$1,000 in support of humanities projects, are accepted year round. Small and mini-grant proposals must be submitted at least six weeks in advance of a program start dates. Funding decisions for media proposals, Works in Progress proposals, and other projects seeking in excess of \$1,000 are made in February and June.

Eligible projects must involve one or more of the humanities disciplines: history, literature, archaeology, modern and classical languages, ethics, jurisprudence, comparative religion, linguistics, cultural anthropology, history and criticism of the arts, and historical or philosophical approaches to social and natural sciences. Program formats eligible for funding include lecture/discussion programs, panel discussions, public conferences, discussion groups, seminars, interpretive exhibits, publications, and film, video, and radio projects.

Priority in funding in 1996-97 will be given to applications from minority organizations, Greater Minnesota organizations, community colleges, local and county historical societies, and organizations proposing multi-site projects serving hard-to-reach audiences.

MHC Grant Program Application Guidelines and Forms can be requested by calling (612) 774-0105, extension 261. The MHC Grant Program Staff is available to answer questions and offer suggestions at any stage of project development. Applicants are encouraged to contact MHC before submitting a draft application to find out whether their projects meet MHC guidelines.

In addition to its Grant Program, MHC also operates a yearly International Speakers Bureau to serve those groups who do not have the resources to develop their own humanities projects. Each year MHC's International Speakers Bureau places accomplished scholars in more than 45 Minnesota community and senior centers, libraries, county and local historical societies, and other community gathering

places. Any Minnesota group can request a speaker at no cost to the sponsoring organization, and all programs are free and open to the public.

Recent speakers bureau topics have focused on humanities perspectives on the environment, education, and changing family and community traditions around the globe. The 1996 International Speakers Bureau will contain approximate 20 presentations related to peace and violence.

For additional information or a copy of the current International Speakers Bureau, please call the MHC office at (612) 774-0105, extension 261.

MOTHEREAD/FATHEREAD and Baby Ready and Baby Steps Reading Programs

MHC's MOTHEREAD/FATHEREAD and Baby Ready and Baby Steps Family Reading Programs use children's books as the cornerstone for a wide range of educational initiatives open to parents, parents-to-be, day care providers, educators, and social service providers. MHC MOTHEREAD/FATHEREAD staff offer instruction to parents and educators on how to use selected outstanding multicultural children's literature to talk about important values and concerns while developing critical thinking skills and nurturing a love of reading.

Day care centers, health clinics, social service agencies, neighborhood centers, and corrections personnel are among the organizations whose staff have requested MOTHEREAD/FATHEREAD or Baby Ready Baby Steps trainings offered by MHC staff since 1992. Participants in these trainings learn how to use selected children's books as the spring-board for a wide range of serious issues such as prenatal care, financial and emotional stress, racial prejudice, and choices in disciplining children.

MOTHEREAD/FATHEREAD and Baby Ready and Baby Steps classes are offered on a regular basis at sites throughout the state. Fees for trainings vary.

For additional information on MOTHEREAD/FATHEREAD and Baby Ready and Baby Steps Family Reading Programs, please contact the MHC office at (612) 774-0105, extension 263.

Department of Human Rights

7th Place and Minnesota Street, Bremer Tower, 5th Floor, St. Paul, MN 55101

David Beaulieu, commissioner (612) 296-5663, (612) 296-1283 TDD or (800) 657-3704 (Toll-Free)

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. The department also provides liaison services to Asian and Spanish language communities.

To obtain information about the provisions of the Human Rights Act and the services of the department or to request speakers, brochures, or other printed materials, contact the department by telephone or mail.

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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Citizen's Advisory Task Force on Human Rights** advises the commissioner of department initiatives, to improve the effectiveness of human rights enforcement and strategies, to mitigate discrimination, and to improve the human rights environment in Minnesota communities. The council consists of 15 members; all members representing the general population of Minnesota. Meetings are held monthly for 2 hours at the Department of Human Rights. **Appointing Authority:** Commissioner of human rights. **Compensation:** Parking expenses.

Anti-Discrimination Provision 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, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, 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 or disability. Employers of 15 or more are required to provide reasonable accommodation for qualified employees and applicants who have disabilities.

- **Persons selling or leasing real property or housing** may not steer people or refuse to sell, rent or lease property because of one's race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or in most cases, familial status. Banks or other financial institutions may not refuse housing loans or other financial assistance on these bases. Persons selling or leasing real property or housing also may not refuse to reasonably accommodate disabled persons by allowing reasonable modifications of rules and policies and some structural modifications at the renter's expense and must allow a renter's service animal.
- **Discrimination in public accommodations** is prohibited on the basis of race, color, creed, religion, disability, national origin, marital status, sexual orientation 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. Public accommodations may not refuse to reasonably accommodate disabled persons. Reasonable accommodation can include providing physical and program access, use of trained service animals and removal of structural barriers.
- **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, sexual orientation or status with regard to public assistance or refuse to reasonably accommodate disabled persons. Reasonable accommodation can include providing physical and program access, use of trained service animals and removal of structural barriers.
- **Educational institutions** may not discriminate in 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, sexual orientation, 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. An educational institution may not refuse to reasonably accommodate disabled persons. Reasonable accommodation can include providing physical and program access, use of trained service animals and removal of structural barriers.
- **Aiding, abetting or coercing** a person to engage in any practice forbidden by the law is also prohibited. Preventing or obstructing compliance with the law or the work of the department is forbidden.
- **Reprisals** taken against persons who file charges, participate in investigations or associate with persons who are disabled or are of a different race, color, creed, religion, sexual orientation, or national origin are unlawful.
- **It is an unfair practice to discriminate in the extension of credit** to a person because of race, color, creed, religion, disability, national origin, sex, sexual orientation, marital status or public assistance status.
- **Discrimination is prohibited in doing business or contracting** with someone on the basis of a person's race, color, sex, sexual orientation, or disability.

Certificate of Compliance Provision of the Minnesota Human Rights Act

A firm or business that has employed more than 20 full-time employees on a single working day 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. A charge 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.

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, The Americans with Disabilities Act (ADA), or the Age Discrimination in Employment Act (ADEA), the charge is jointly filed with the federal Equal Employment Opportunity Commission (EEOC). The state receives funds to process charges covered by the federal laws. EEOC also cross-files charges covered by Minnesota law with the department under a work sharing agreement, processes these charges and reports its results to the department.

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. In addition to the Intake Unit, the Enforcement Division is comprised of 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. This may involve interviews, requests for documents or on-site visits to gather evidence. The enforcement officer may also assist the parties in negotiating a pre-determination settlement.

Following the investigation, if there is probable cause to believe that discrimination occurred, another attempt is made to resolve 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 may issue a formal complaint and notice to appear at a hearing. 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, or the case is dismissed, a charging party may appeal the determination. The statute and rules detail 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.

The attorney general assigns attorneys to represent the department when the department takes a charge of discrimination to trial. Either party to a complaint may appeal an adverse ruling to the state court of appeals.

Enforcement Division/Compliance Services Section

(612) 296-5663 The Compliance Services Section administers the Certificates of Compliance provisions of the Human Rights Act by issuing certificates to contractors whose affirmative action plans are approved by the commissioner. It conducts desk audits, onsite reviews and analyses of required reports in order to determine a contractor's compliance status. Certificates of Compliance may be suspended or revoked if the contractor fails to make a good faith effort in implementing the affirmative action plan.

Department Publications

Single copies of the following publications are available at no charge from the department: the *Minnesota Human Rights Act*, a general information brochure covering the issues of unlawful discrimination, and a contract compliance program brochure. 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

Maria R. Gomez, commissioner (612) 296-2701; FAX: (612) 296-5868

John Petraborg, deputy commissioner (612) 296-6993; FAX: (612) 296-5868

TDD: (612) 297-5353 or (800) 627-3529

InterNet <http://www.dhs.state.mn.us/>

Minnesota Statutes Sections 245-261, Minnesota Rules 9500-9799

Background

In partnership with Minnesota counties, the Department of Human Services serves more than one-half million Minnesotans with the health care, social services and economic assistance that will help them through difficult situations to live as independently as possible. Known as the welfare agency since its beginning in the mid-1800s when the first state hospital opened in St. Peter, Minnesota, the department helps people make transitions and overcome obstacles in their lives.

In 1868, the department began working with Minnesota's county employees to create what is now the state's county-based social services system. Today, employees in the department's central office in St. Paul work closely with employees from Minnesota's 87 counties who provide most of the direct services to Minnesotans.

Since the late 1800s, the Department of Human Services has always served Minnesotans in need. From its beginning as the State Board of Correction and Charities in 1883, which evolved into the State Board of Control in 1901, then to the Minnesota Department of Social Security in 1939, then to the Department of Public Welfare in 1953, and finally to the Department of Human Services in 1983, it is here to help people make transitions in their lives to live as independently as possible.

Most of the department's employees work in regional treatment centers in Anoka, Brainerd, Cambridge, Faribault, Fergus Falls, Moose Lake, St. Peter and Willmar, and in the state-operated nursing home in Ah-Gwah-Ching, serving people with developmental disabilities, mental illness, chemical dependency and traumatic brain injuries.

The Department of Human Services accounts for approximately 27 percent of the state's general fund biennial budget. The department spends approximately three-quarters of its budget on health care, including MinnesotaCare, Medical Assistance, General Assistance Medical Care, mental health services, alternative care services, chemical dependency services and regional treatment center services.

It devotes about one-quarter of its budget to all other department services, including Aid to Families with Dependent Children (AFDC), the state's largest public assistance program, as well as General Assistance, subsidized child care, child support enforcement, Minnesota Supplemental Assistance, Minnesota Family Investment Program, Food Stamps, and other social services and administration.

The department's priorities are children, communities, economic self-sufficiency (welfare reform), health care, housing, infrastructure and life skills self-sufficiency (long-term care reform).

With these priorities in mind, to best provide the services Minnesotans need, the department is organized primarily around two business functions: Economic and Community Support Strategies, and Health and Continuing Care Strategies. The department also manages agencywide functions, the Children's Initiative, and Finance and Management Operations, which cut across all areas of the department.

Fiscal and Support Services

The Administrative and Support Services units are responsible for financial management, accounting, business services, printing and duplicating, telephones, mail and receptionist services.

The Support Services Unit is responsible for liaison with the U.S. Equal Employment Opportunity Commission and local human rights departments, word processing, M.I.S., case tracking data entry, automated charge processing correspondence, central filing, release of case file information, and miscellaneous offices services.



Agencywide Functions

Communications Office

(612) 296-4416 Terry Gunderson, director. This office coordinates department communications efforts. Communications also responds to inquiries from members of the news media and prepares information that helps the general public understand department services and human services policies. The office publishes the quarterly newspaper, the *DHS News*.

Equal Opportunity, Affirmative Action & Civil Rights

(612) 296-3510 Mary Jean Turinia Anderson, director. This office develops and administers plans and programs to ensure equal access to human services and to provide for a diverse workforce. These programs extend to the department, county welfare and human services agencies, and local and county public health and emergency offices covered under the provisions of the Merit System.

Human Resources

(612) 296-2706 Martha J. Watson, director. This division provides human resources management services for the department and administers the Merit System for county human and social service agencies, and local and county public health and emergency services agencies. Human Resources provides services in the areas of staffing, health, safety, compensation, employee classification, labor relations, management consulting, benefits administration, training and development, workers compensation, volunteer coordination and employee assistance.

Information Resources and Policy

(612) 215-1363 Michael Norton, chief information officer.
(612) 296-6665 Ken Hasledalen, technical services director.
 This office develops, implements and manages the Department of Human Services' strategic information policy. This includes coordination and oversight of the department's computer and telecommunications systems procurement, design, development and implementation. This division also evaluates the outcomes of those activities, and recommends policies and procedures governing the department's data practices and standards. Additionally, the division provides technical support for departmental systems with increasing emphasis on interconnecting networks and sharing information on a statewide basis.

Intergovernmental Relations

This office provides communication and coordination with federal and county governments regarding policy development and implementation issues. It consists of two main components: County Relations and Federal Reform.

County Relations

(612) 282-6489 **Darcy Miner, assistant to the commissioner.** This component takes a lead role in the department's relationships with Minnesota's 87 counties, which provide most of the services the department administers.

Federal Reform

(612) 296-4730 **Joel Kvamme, manager.** This component is responsible for developing an agency framework for responding to federal human services reform.

Legislation

(612) 296-5685 **Steve Barta, legislative coordinator.** This office manages the procedures and follows the sequence of human services related legislation through work with agency staff, the Department of Finance, the governor's office, the legislature and the revisor of statutes.

Regulatory Reform

(612) 215-1356 **Jim Loving, director.** This office oversees the department's regulatory functions and reform responsibilities.

Licensing

(612) 296-3971 The Department of Human Services licenses residential and non-residential programs for children and vulnerable adults to ensure that they meet the requirements of rules and the law. These programs include child care centers, family child care (via the counties), foster care, adoption agencies, and services for people with developmental disabilities, chemical dependency and mental illness. The department also investigates of maltreatment of clients and completes criminal background studies of staff in these programs.

Children's Initiative

(612) 296-2754 **Anne Damon, assistant commissioner.** For children, the department administers a wide variety of services including foster care, adoption services, economic support, health care coverage, child care licensing, child support enforcement, child protection services and children's mental health care. To ensure these services are coordinated for children, the office organized the Children's Initiative Management Team which is made up of employees in the Children's Initiative, listed below, as well as employees in other areas of the department.

Budget and Legislative Coordinator

(612) 297-2673 **Char Sadlak.** This office is responsible for coordinating budget, legislative and other administrative information.

Community Mobilization and Prevention**Children's Trust Fund**

(612) 296-5436 **Maureen Cannon, executive director.** The Children's Trust Fund provides education, leadership and resources to local prevention organizations, as well as funding to community-based programs that are designed to prevent child abuse.

(The Children's Trust Fund is scheduled to move to the Minnesota Department of Children, Families and Learning in July 1996.)

Collaboratives

(612) 215-1382 **Janice Cooper, collaboratives projects coordinators; Gary Cox, (612) 296-5882.** This service provides program support, coordination and technical assistance to family services and children's mental health collaboratives. (Some sections of the Collaboratives office are scheduled to move to the Minnesota Department of Children, Families and Learning in July 1996.)

Community Resources Development

(612) 296-4332 **Julie Carlson, John Vaughn, community resources developers.**

(612) 282-5809 Community Resources Development serves as a bridge between the department and local communities or organizations to assist them in developing their capacity to support children and families.

Family and Children's Services

(612) 296-5288 **Denise Revels Robinson, director.**

Adolescent Program Development and Support

This program provides a continuum of services to promote independent living and self-sufficiency for youths who are homeless, pregnant, parenting and/or making a transition out of foster care.

Child Care Program Development and Support

The purpose of these services is to improve Minnesota's child care system through policy management and/or funding for migrant child care, child care resource and referral, child care service development and cultural dynamics training. (Child Care Program Development and Support is scheduled to move to the Minnesota Department of Children, Families and Learning in July 1996.)

Child Welfare Program Development and Support

This service area is responsible for policy and funding of family preservation, foster care, Indian child welfare, child protection, crisis nurseries, family visitation centers and adoption assistance.

Social Services Information System**Social Services Information System Development**

(612) 297-3919 **Linda Ady, director.** The Social Services Information System project is a state-county partnership to develop a child welfare case management and information system.

Economic and Community Support Strategies

(612) 296-6955 **Deborah Huskins, assistant commissioner.** Economic and Community Support Strategies is responsible for helping those who need assistance to survive economic problems or need help to live in the community and avoid the need for continuing care.

Community Support

This area focuses on providing community support to adults who, without these services, would need continuing health care services.

Aging and Adult Services

(612) 296-1531 **James Varpness, director.** This division develops, for older persons and adults with special needs, community services and resources such as adult foster care, adult protection, caregiver support and in-home services. This division also provides staff support to the Minnesota Board on Aging and administers the federal Older Americans Act through regional area agencies on aging. For transportation, legal assistance, home-delivered meals and other supportive services, call the Senior LinkAGE line at (800) 333-2433.

Community and Social Services

(612) 296-0311 **Gwen Wildermuth, director.** This division manages social services block grant funds, and provides data collection and analysis, system management and reporting on social services in general.

Deaf and Hard of Hearing Services

(612) 296-3980; TTY: (612) 297-1506 **Dwight Maxa, director.** This division helps Minnesotans who are deaf or hard of hearing live as independently as possible in their local communities. It provides services, including correctional, educational, occupational, health, mental health, financial, and social services to consumers and human services agencies. The central office staff plans, develops and carries out policy and implementation strategies that affect deaf and hard of hearing people, and oversees the regional service centers.

Equipment Distribution Program

(800) 657-3663; TTY: (800) 657-3513 This service provides specialized telephone equipment at no cost to qualified people who are deaf, hard of hearing, speech impaired or mobility impaired to help them use the telephone system.

Regional Service Centers

These centers provide a single entry point for services and referrals, and work with agencies to ensure accessibility for individuals who are deaf or hard of hearing. The centers provide information and referrals, technical assistance, training, consultation and outreach to agencies and individuals, and free videotape, book and specialized adaptive equipment library loans on a short-term basis. Greater Minnesota offices coordinate sign language interpreter referrals in their regions. Twin Cities metro area referrals for an interpreter are handled by a non-profit agency at (612) 296-9299 (Voice/TTY). The centers also house Equipment Distribution Program staff.

East Central Regional Service Center; (320) 255-3502 (Voice), (320) 255-3590 (TTY); 3341 West St. Germain, Suite 100, St. Cloud, MN 56301-3777; serving Benton, Chisago, Crow Wing, Isanti, Kanabec, Mille Lacs, Morrison, Pine, Sherburne, Stearns and Wright counties

Metro Regional Service Center; (612) 297-1316 (Voice), (612) 297-1313 (TTY); mailing address: 444 Lafayette Road, St. Paul, MN 55155-3814; street address: 130 East Seventh St., St. Paul, MN 55101; serving Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington counties

Northeast Regional Service Center; (218) 723-4962 (Voice), (218) 723-4961 (TTY); Government Service Center, 320 West Second St., Suite 710, Duluth, MN 55802; serving Aitkin, Carlton, Cook, Lake and south St. Louis counties; Virginia Office (218) 749-7725 (Voice/TTY); 820 North Ninth St., Suite 250, Virginia, MN 55792; serving Itasca, Koochiching and north St. Louis counties

Northwest Regional Service Center; (218) 739-7589 (Voice), (218) 739-7591 (TTY); 4B 1/2 East Drive, Suite 2, Fergus Falls, MN 56537; serving Becker, Cass, Clay, Douglas, Grant, Hubbard, Mahnomen, Norman, Otter Tail, Todd, Traverse, Wadena and Wilkin counties

Southeast Regional Service Center; (507) 285-7295 (Voice), (507) 285-7172 (TTY); Olmsted County Human Services Center Building, 2116 Campus Drive SE, Suite 32, Rochester, MN 55904-4713; serving Dodge, Fillmore, Freeborn, Goodhue, Houston, LeSueur, Mower, Olmsted, Rice, Steele, Wabasha, Waseca and Winona counties

Southwest Regional Service Center; (507) 931-7580 (Voice), (507) 931-7579 (TTY); Phelps Hall, Second Floor, St. Peter Regional Treatment Center, 100 Freeman Dr., St. Peter, MN 56082; serving Blue Earth, Brown, Cottonwood, Faribault, Jackson, Lincoln, Lyon, Martin, Murray, Nicollet, Nobles, Pipestone, Redwood, Rock, Sibley and Watonwan counties

Upper Northwest Regional Service Center; (218) 281-6033 (Voice/TTY); Hillview Offices, Highway 75 and Minnesota St., Crookston, MN 56716; serving Beltrami, Clearwater, Kittson, Lake of the Woods, Marshall, Pennington, Polk, Red Lake and Roseau counties

West Central Regional Service Center; (320) 231-5966 (Voice), (320) 231-6070 (TTY); c/o Willmar Regional Treatment Center, Box 1128, 1550 Highway 71 NE, Willmar, MN 56201; serving Big Stone, Chippewa, Kandiyohi, Lac Qui Parle, Meeker, McLeod, Pope, Renville, Stevens, Swift and Yellow Medicine counties

Quality Assurance

This area emphasizes outcomes and performances, in other words, how successful programs are at helping people.

Quality Initiatives

(612) 296-5767 Ramona Scarpace, director. This division is responsible for program quality control reviews, quality enhancement, fraud prevention and control, and data analysis and reporting.

Quality Services

(612) 296-0311 Gwen Wildermuth, director. This division is managing the transition to the use of client outcomes as part of quality assurance in partnership with county social services. It also coordinates rule and statute waiver requests from counties.

Transitional Supports

This area focuses on people's needs for economic assistance and transitions to economic self-sufficiency.

Assistance Payments

(612) 296-0978 Ann Sessoms, director. This division supervises administration of the state's public assistance programs, including Aid to Families with Dependent Children, Food Stamps, General Assistance and Minnesota Supplemental Aid. It also administers the Telephone Assistance Plan and coordinates services for Supplemental Security Income applicants. This division also provides assistance to county staff through training, manuals, information and policy support.

Child Support Enforcement

(612) 297-8232 Laura Kadwell, director. This division is responsible for administering the statewide child support enforcement program that includes locating absent parents; establishing paternity; and establishing, modifying and enforcing orders for child and medical support.

MAXIS

(612) 297-5424 Barb Anderson, director. MAXIS oversees and maintains the statewide system that determines eligibility for cash and medical assistance. This division also is responsible for the electronic issuance of cash and Food Stamps benefits.

Self-Sufficiency Programs

(612) 296-2499 Bonnie Becker, director. This division includes refugee and immigrant assistance; child care fund payments; job and training programs for welfare recipients; and the Minnesota Family Investment Program, the state welfare reform program. (The Child Care Funds Payment Program, which is part of Self-Sufficiency Programs, is scheduled to move to the Minnesota Department of Children, Families and Learning in July 1996.)

Finance and Management Operations

(612) 296-6635 Dennis Erickson, assistant commissioner. Finance and Management Operations is responsible for the human services infrastructure which supports the department's two main business functions. This involves performing a number of roles that support the entire agency.

Audits Office

Internal Audits Office

(612) 282-9996 Dave Ehrhardt, director. This area is an independent appraisal function to examine and evaluate the department's activities as a service to management, the audit committee and the commissioner of the Department of Human Services. It is a managerial control that functions by measuring and evaluating the effectiveness of accounting, financial and operating policies, procedures and controls on a department basis.

Financial Operations

Budget Analysis

(612) 297-8051 Wes Kooistra, budget director. Budget Analysis manages and directs the department's biennial, capital, and supplemental budgets into an agencywide framework that reflects department standards and ensures that the department's priorities are supported. This office is also responsible for coordinating the department's biennial performance reports process and conducting analyses related to the department's budget in support of the department's initiatives.

Financial Management

(612) 296-5733 Jon Darling, director. Financial Management provides fiscal services and controls financial transactions of the department. Core functions include preparing financial portions of department budgets, paying department obligations, processing department receipts and preparing employees payroll.

Grants and Aids Project

(612) 296-4611 Phil Brekken, project manager. The purpose of this project is to review all department grants and aids programs and contracts, and determine whether a more effective and efficient means of delivering the services and resources is a part of these activities. The process takes an inventory of all existing grants and recipients, and looks at the underlying purpose and need for the grants and the administrative resources currently devoted to managing the grants.

Reimbursement

(612) 296-3763 Jim Campbell, director. This area administers a comprehensive system for the billing, payment and accounting for the cost of care provided at the state's health care facilities, state-operated community-based services, the Consolidated Chemical Dependency Treatment Fund and Medical Assistance parental fees.

Reports and Forecasts

(612) 296-6154 George Hoffman, director. Reports and Forecasts is responsible for meeting federal reporting requirements for cash assistance, medical programs and Food Stamps; providing forecasts of program caseloads and expenditures, which are used in budget development; providing fiscal notes to accompany proposed legislation; and responding to requests for statistical information.

Health Care Systems Management

Health Care Operations

(612) 296-2719 Larry Woods, director. This area is responsible for the claims processing activities of the health care programs, coordinating benefits with third parties, handling special financial recovery activities, providing electronic data interchange with health care providers and managing the state's drug rebate program.

Medicaid Management Information System Development

(612) 296-3596 Dan Schivone, manager. This area is responsible for technical aspects of the Medicaid Management Information System, a computer system used to administer health care services that are provided to participants in the publicly funded medical programs.

Medicaid Management Information System Policy

(612) 282-6206 Sandy Burge, manager. This area oversees development of policy related to the Medicaid Management Information System.

Legal Office

Appeals and Regulations

(612) 297-1489 Rae Bly, director. Appeals and Regulations conducts hearings when applicants or recipients appeal a delay in their application or a denial, reduction, suspension or termination of financial assistance or social services. This area also manages department contracts and data practices requests, coordinates the department's response to tort claims, and advises the commissioner on family system licensing appeals. This area also provides support for all Department of Human Services divisions in the development of administrative rules that govern department programs. It also edits and maintains department manuals and bulletins.

Provider Appeals

(612) 296-5572 Elaine Dufresne, director. This area handles appeals from long-term care providers regarding the payment rates established by the department. This area also reviews appeals from hospitals and physicians of Medical Assistance and General Assistance Medical Care denials of payment for in-patient hospital services.

Management Operations

Management Services

(612) 296-3069 Ron Lang, director. This area is responsible for a broad range of administrative support services including purchasing, printing, recycling, facilities management, mail processing, forms management, forms supply, document processing, records management, fixed asset inventory, and video and voice communications.

Health and Continuing Care Strategies

(612) 296-2710 Elaine Timmer, assistant commissioner. Health and Continuing Care Strategies is responsible for defining and carrying out policies to ensure the health and related services for Minnesotans who receive some form of public assistance and who are elderly or disabled.

Basic Health Care Benefits

(612) 296-9139 Shirley Patterson, director. Basic Health Care Benefits is responsible for defining statewide policy for eligibility, benefits, and general operations of the basic health care benefits package available to people whose health care is purchased by the state.

Benefits

(612) 297-7300 Kathy Lamp, director. The Benefits office work includes determining the range of services to be included in the basic health care benefit package.

Eligibility

(612) 296-8818 Kathie Henry, manager. The Eligibility office determines who is eligible to access the basic health care benefit package. This office also provides support services such as training and information to counties.

MinnesotaCare

(612) 297-7300 Kathy Lamp, director;
(612) 297-1183 Jane Martin, manager. MinnesotaCare responsibilities include administering the MinnesotaCare program, determining eligibility, providing customer service and information, and coordinating MinnesotaCare services with Medical Assistance and General Assistance Medical Care services.

Continuing Care for Special Populations

(612) 297-3209 Tom Moss, director. Continuing Care for Special Populations defines statewide policy to determine the eligibility, benefits and general operations of health-related and other long-term supportive services in community settings for senior citizens and Minnesotans with physical disabilities, mental illness, developmental disabilities and chemical dependency. It also works on continuing care system development, public health interventions on behalf of clients, and administration of federal grants.

Chemical Dependency Program

(612) 296-4610 Cindy Turnure, director. This office's responsibilities include planning, monitoring and evaluating programs and services to prevent drug and alcohol abuse, and treating and rehabilitating people who are drug- or alcohol-dependent. This office also coordinates the chemical dependency activities of other state agencies. Designated in statute, this program is the state authority on alcohol and drug abuse.

Developmental Disabilities

(612) 297-0307 Bob Meyer, manager;
(612) 297-4983 Laura Doyle, manager. This office's responsibilities include planning, developing, coordinating and monitoring community-based services for people with developmental disabilities who require public assistance. Also, this office supervises county social services and human service agencies that administer programs for people with developmental disabilities.

Eligibility and Benefits

(612) 296-4610 Cindy Turnure, director. This office determines eligibility for continuing care (long-term care) such as medication management that is needed by special populations such as people who are seriously and persistently mentally ill and for wrap around (social or non-medical) services such as transportation and case management that may be needed by special populations to access their basic health care. It also defines the benefit package for special populations such as seniors and people with disabilities.

Home and Community Based Services

(612) 296-2274 Marge Scudder Brchan, director. Home and Community Based Services designs and administrates home care and alternative services for clients in need of medical assistance services. The division manages the state's Medical Assistance Home Care Program and several special waiver programs which provide cost-effective alternatives to institutional care for people who are elderly or disabled. The Medical Assistance Home Care and Waiver Program includes case management, skilled nursing, private duty nursing, home health aide, homemaker, personal care attendant and respite services.

Long Term Care Residential Services

(612) 297-3209 Tom Moss, director. Long Term Care Residential Services oversees nursing homes, intermediate care facilities for the mentally retarded and other residential long-term services.

Mental Health and State Operated Services

(612) 297-3510 Sharon Autio, director. This office implements the Comprehensive Adult and Children's Mental Health Acts, develops policies and coordinates programs. It also provides services in the areas of adult and children's mental health, compulsive gambling and the Office of Consumer Affairs. Mental Health and State Operated Services also coordinates activities of the state regional treatment facilities, although they are managed at the local level.

Regional State Operated Services

The state regional treatment facilities provide care and treatment for individuals with mental illness, developmental disabilities, chemical dependency or other behavioral problems.

Ah-Gwah-Ching Center; (218) 547-8300; Ah-Gwah-Ching, MN 56430-0125; Chief Executive Officer Jeff Smith

Anoka-Metro Regional Treatment Center; (612) 422-4150; 3300 4th Ave. North, Anoka, MN 55303-1119; Chief Executive Officer Dr. Judith Krohn

Brainerd Regional Human Services Center; (218) 828-2201; 1777 Highway 18 East, Brainerd, MN 56401-7300; Chief Executive Officer Harvey Caldwell

Cambridge Regional Human Services Center; (612) 689-7200; 1235 Highway 293, Cambridge, MN 55008-9003; Chief Executive Officer Jerry Lovrien

Faribault Regional Center; (507) 332-3000; 802 Circle Drive, Faribault, MN 55021-6399; Chief Executive Officer Bridget Stroud

Fergus Falls Regional Treatment Center; (218) 739-7200; North Union Ave., Box 157, Fergus Falls, MN 56537-0157; Chief Executive Officer Michael S. Ackley

Moose Lake Regional State Operated Services; (218) 485-5300; 1111 Highway 73, Moose Lake, MN 55767; Chief Executive Officer Frank Milczark

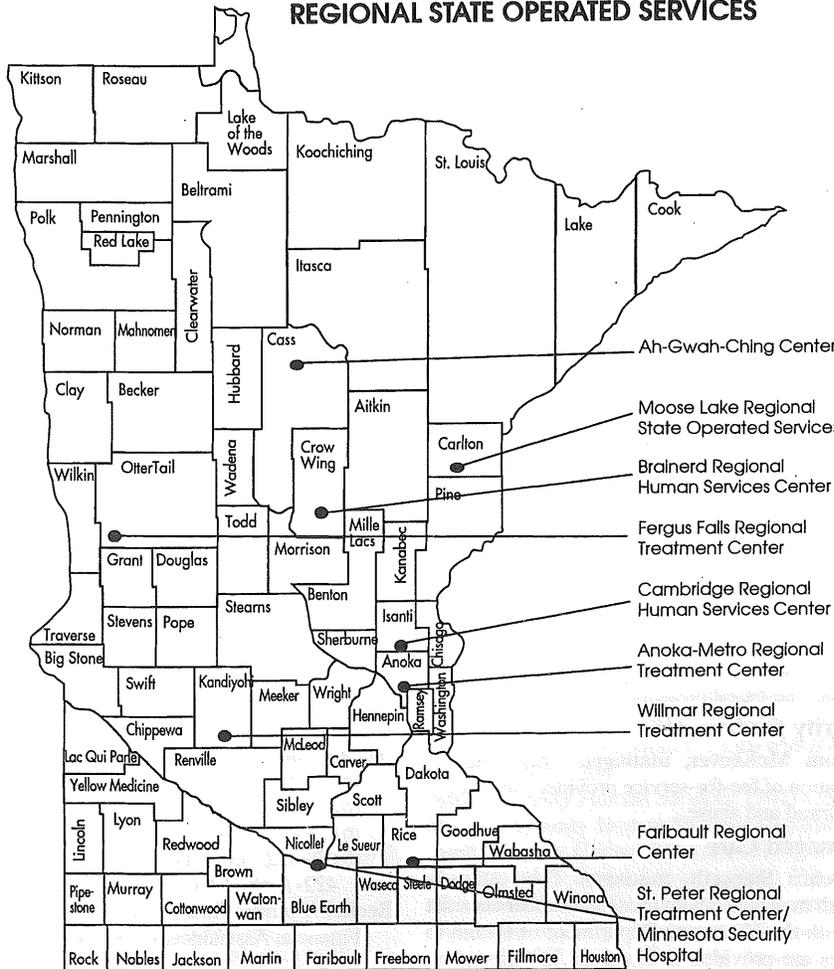
St. Peter Regional Treatment Center-Minnesota Security Hospital; (507) 931-7100; 100 Freeman Dr., St. Peter, MN 56082-1599; Chief Executive Officer William Pedersen

Willmar Regional Treatment Center; (320) 231-5100; Box 1128, Willmar, MN 56201-9599; Chief Executive Officer Greg Spartz

Health Care Purchasing

(612) 297-4113 Patricia MacTaggart, director. Health Care Purchasing is responsible for purchasing basic health care for all populations, and continuing care and related services for special populations, in accordance with statewide policies. Health Care Purchasing establishes rates for all health services, negotiates all service delivery contracts and provides ongoing monitoring and operational oversight

REGIONAL STATE OPERATED SERVICES



of contracted agencies. This office explores creative service delivery arrangements to enhance flexibility and maximize benefits to customers. The director of Health Care Purchasing also serves as the official state Medicaid contact with the federal government.

Contract Negotiations Team

(612) 297-3200 Kathleen Cota, manager. The Contract Negotiations Team is responsible for developing draft contracts and negotiating final contracts with all health care and related service vendors.

Federal Regulations and Compliance

(612) 296-0642 Ann Berg, manager. Federal Regulations and Compliance is responsible for overseeing existing Medicaid program requirements, coordinating state legislative affairs, and monitoring and evaluating legislation required to conform with federal parameters.

Long Term Care Options Project

(612) 296-2140 Pam Parker, director. The Long Term Care Options Project develops and implements a demonstration project for providing coordinated services to people eligible for both Medicaid and Medicare benefits.

Managed Care

(612) 215-0125 Jim Chase, director. Managed Care's responsibilities include developing a Prepaid Medical Assistance Program statewide, providing operational oversight of existing and emerging health maintenance organization contracts, and providing information resources for counties.

Managed Care Disabilities Program

(612) 297-4668 Kathleen Schuler, manager. This program is responsible for developing and testing creative managed care options for people with disabilities.

Rate Setting

(612) 296-5620 Paul Olson, director. This office is responsible for developing all rates for health care purchased by the Department of Human Services.

Performance Measurement and Quality Improvement

(612) 282-9921 Mary Kennedy, director. Performance Measurement and Quality Improvement is responsible for developing outcome-based performance measures for all aspects of Health and Continuing Care Strategies. In developing these measures, this office maintains and develops data and information systems to support evaluation, maintain customer service functions, monitor performance of external contractors, and establish evaluation and quality assurance methodology applicable to both internal and external operations.

Customer Services

(612) 297-7796 Sue Lapakko, director. Customer Service is responsible for enrolling new health care providers, maintaining information desks, responding to customer questions and complaints, refining the methodology for measuring and increasing customer satisfaction, training health care providers, and developing and refining the provider manual.

Performance Measurement

(612) 282-9921 Performance Measurement is responsible for developing and refining outcome-based measures.

Surveillance and Integrity Review

(612) 296-7852 Tom McKeever, manager. This office is responsible for the investigation of fee-for-service providers and recovery actions in the event of fraud and abuse.

Quality Assurance Managed Care

(612) 296-9921 Debra Stenseth, manager. This office is responsible for working with managed health care plans under contract with the department and with the Minnesota Department of Health to ensure that quality services are provided to enrollees in state-subsidized Minnesota health care programs.

Community Mental Health Centers

Albert Lea; Freeborn County Mental Health Center; (507) 373-1491; serving Freeborn County

Austin; St. Olaf Mental Health Center; (507) 433-7389; serving Mower County

Bemidji; Upper Mississippi Mental Health Center, Inc.; (218) 751-3280; serving Beltrami, Cass, Clearwater, Hubbard, Lake of the Woods and Roseau counties

Braham; Five County Mental Health Center, Inc.; (320) 396-3333; serving Chisago, Isanti, Kanabec, Mille Lacs and Pine counties

Crookston; Northwestern Mental Health Center; (218) 281-3940; serving Kittson, Mahnomon, Marshall, Norman, Polk and Red Lake counties

Duluth; Human Development Center, Inc.; (218) 728-4491; serving Carlton, Lake and the lower third of St. Louis counties

Eagan; Linden Center for Psychological Health, Inc.; (612) 686-7521; serving Dakota county

Fergus Falls; Lakeland Mental Health Center, Inc.; (218) 736-6987; serving Becker, Clay, Grant, Otter Tail and Pope counties

Grand Rapids; Northland Counseling Center, Inc.; (218) 326-1274; serving Aitkin, Itasca and Koochiching counties

Little Falls; Northern Pines Mental Health Center, Inc.; (320) 632-6647; serving Crow Wing, Morrison, Todd and Wadena counties

Luverne; Southwestern Mental Health Center; (507) 283-9511; serving Cottonwood, Nobles, Pipestone and Rock counties

Mankato; Blue Earth County Human Services; (507) 389-8319; serving Blue Earth County

Marshall; Western Human Development Center, Inc.; (507) 532-3236; serving Lincoln, Lyon, Murray, Redwood and Yellow Medicine counties

Minneapolis; Hennepin County Mental Health Center; (612) 347-5770; serving Hennepin County

New Ulm; Sioux Trail Mental Health Center; (507) 354-3181; serving Brown, Nicollet and Watonwan counties

Oakdale; HSI/Washington County Human Services, Inc.; (612) 777-5222; serving Washington County

Owatonna; South Central Human Relations Center; (507) 451-2630; serving Dodge, Steele and Waseca counties

Rochester; Zumbro Valley Mental Health Center; (507) 288-1873; serving Fillmore, Goodhue and Olmsted counties

Shakopee; Scott County Human Services Mental Health Center; (612) 445-7751; serving Scott County

St. Cloud; Central Minnesota Mental Health Center; (320) 252-5010; serving Benton, Sherburne, Stearns and Wright counties

St. Paul; Ramsey County Mental Health Center; (612) 298-4737; serving Ramsey County

Virginia; Range Mental Health Center; (218) 749-2881; serving the upper two-thirds of St. Louis County

Waconia; Carver County First Street Center; (612) 442-4437; serving Carver County

Willmar; Woodland Centers; (320) 235-4613; serving Chippewa, Kandiyohi, Lac Qui Parle, Meeker, Renville and Swift counties

Winona; Hiawatha Valley Mental Health Center; (507) 454-4341; serving Houston, Wabasha and Winona counties

Minnesota County Human Services

Aitkin County Family Service Agency; Child Support and Collections, (218) 927-2212; Social Services, (218) 927-3744; Financial Assistance, (218) 927-2141

Anoka County Human Services Division; Child Support Collections, (612) 422-7320; Columbia Heights Financial Assistance Office, (612) 789-4326; Community Health and Environmental Services, (612) 422-7030; Community Social Services and Mental Health, (612) 422-7000; General Information, (612) 422-7000 or (612) 422-7166 (TTY)

Becker County Human Services; Social Services, (218) 847-5684; Financial Assistance, (218) 847-5628

- Beltrami County** Social Service Center; Adult Services, (218) 759-4223; Child Support and Collections, (218) 759-4310; Financial and Family and Children's Services, (218) 751-4310; Red Lake Branch, (218) 679-3945
- Benton County** Social Services Agency; (320) 968-7223
- Big Stone County** Family Service Center; (320) 839-2555 or (320) 839-6161 (TTY)
- Blue Earth County** Human Services; Financial Services, (507) 389-8335; Social Services, Public Health, Mental Health, (507) 389-8319
- Brown County** Family Services; (507) 354-8246 or (507) 359-6505 (TTY)
- Carlton County** Human Service Center; Health, Financial and Adult Services, (218) 879-4511; Social, Child Services, (218) 879-4583
- Carver County** Community Social Services; (320) 361-1600 or (320) 361-1673 (TTY)
- Cass County** Department of Social Services; (218) 547-1340
- Chippewa County** Family Services; (320) 269-6401
- Chisago County** Human Services; Adult Services, (612) 257-0374; Child and Family Services, (612) 257-0337; Child Support Collections, (612) 257-0329; Financial Assistance, (612) 257-0318; North Branch, (612) 674-4433; TTY (612) 257-0300; Welfare Fraud, (612) 257-0336
- Clay County** Social Service Center; (218) 299-5200 or (218) 299-5230 (TTY)
- Clearwater County** Department of Human Services; (218) 694-6164
- Cook County** Social Services; (218) 387-2282
- Cottonwood County** Family Service Agency; (507) 831-1891
- Crow Wing County** Social Service Center; Child Support and Collections, (218) 828-3974; Financial Assistance, (218) 828-3968; Social Services, (218) 828-3966
- Dakota County** Human Services; (612) 431-2424
- Dodge County** Human Services; (507) 635-6170 or (507) 635-6200 (TTY)
- Douglas County** Human Services; (320) 762-2302
- Faribault County** Human Services Center; see Human Services of Faribault/Martin County
- Fillmore County** Social Services; (507) 765-2175
- Freeborn County** Department of Human Services; Children and Adult Services, (507) 377-5480; Community Support/Mental Health, (507) 377-5440; Crime Victims Crisis Center, (507) 377-5460; Information, (507) 377-5400; TTY (507) 377-5519
- Goodhue County** Social Service Center; Child Support, (612) 385-3210; Social Services, (612) 385-3232; TTY, (612) 385-3190; Welfare Department, (612) 385-3200
- Grant County** Social Service Department; (218) 685-4417 or (800) 291-2827
- Hennepin County** Bureau of Social Services; (612) 348-3000
- Houston County** Department of Human Services; (507) 724-5811
- Hubbard County** Social Service Center; (218) 732-1451
- Human Services of Faribault and Martin Counties;** Blue Earth Office, (507) 526-3265; Fairmont Office, (507) 238-4757
- Isanti County** Family Services; (612) 689-1711
- Itasca County** Human Services; Child Support, (218) 327-2868; Financial Assistance, (218) 327-2941; Itasca Medical Care, (218) 326-7514; Public Health (218) 327-2851; Social Services, (218) 327-2981
- Jackson County** Human Services; (507) 847-4000 or (800) 422-0487
- Kanabec County** Family Service Department; Financial Assistance, (612) 679-3465; Social Services, (612) 679-4740
- Kandiyohi County** Family Service Department; Child Support, (320) 231-6240; Financial Assistance, (320) 231-6232; Social Services, (320) 235-8317
- Kittson County** Welfare Department; (218) 843-2689
- Koochiching County** Community Services; (218) 283-8405; Northome Branch, (218) 897-5275
- Lac qui Parle County** Family Service Center; (320) 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
- Lincoln County;** see Region VIII North Welfare
- Lyon County;** see Region VIII North Welfare
- McLeod County** Social Service Center; (320) 864-3144 (Voice/TTY)
- Mahnomen County** Human Services; (218) 935-2568
- Marshall County** Social Services Department; (218) 745-5124
- Martin County** Human Services Center; see Human Service of Faribault/Martin County
- Meeker County** Social Service; (320) 693-2418
- Mille Lacs County** Family Services and Welfare Department; (320) 983-8208
- Morrison County** Social Services; Child Support Collections, (320) 632-0228; Financial/Energy Assistance, (320) 632-0200; Social Services, (320) 632-2951; Welfare Fraud, (320) 632-0229
- Mower County** Human Services; (507) 437-9700
- Murray County;** see Region VIII North Welfare
- Nicollet County** Social Services; (507) 931-6800; North Mankato Branch, (507) 387-4556
- Nobles County** Family Service Agency; (507) 372-2157
- Norman County** Social Service Center; (218) 784-7136
- Olmsted County** Community Services; Community/Social Services, (507) 285-7009; Financial Assistance and Child Support, (507) 285-8382
- Otter Tail County** Department of Social Services; Child Support and Collections, (218) 739-4496; Financial and Energy Assistance, (218) 739-4496; Social Services, (218) 739-4491
- Pennington County** Department of Welfare and Human Services; Child Protection Hotline, (218) 681-5869; Child Support and Collections, (218) 681-7746; Social Services, (218) 681-2880
- Pine County** Department of Human Services; (320) 629-6781 or (800) 450-7463 or (800) 627-3529 (TTY); Sandstone Branch, (320) 245-2268 or (800) 450-7263
- Pipestone County** Family Service Agency; (507) 825-3357
- Polk County** Social Service Center; Crookston Child Support, (218) 281-3423; Crookston Financial Assistance, (218) 281-7329; Crookston Social Services, (218) 281-3127 or (218) 281-3127 (TTY); East Grand Forks Branch Financial Assistance, (218) 773-2431; Fosston Branch Financial Assistance, (218) 435-1585
- Pope County** Family Service Department; (320) 634-5750
- Ramsey County** Human Service Department; (612) 266-4444
- Red Lake County** Social Service Center; (218) 253-4131
- Redwood County** Human Services; (507) 637-5741
- Region VIII North Welfare Department;** Lincoln County Ivanhoe Branch (507) 694-1452 (Voice/TTY); Lyon County Marshall Branch, (507) 537-6747; Murray County Slayton Branch, (507) 836-6144
- Renville County** Human Services; (320) 523-2202
- Rice County** Social Services; (507) 332-6115 or (507) 332-6248 (TTY)
- Rock County** Family Service Agency; (507) 283-9507 (Voice/TTY)
- Roseau County** Social Service Center; (218) 463-2411
- St. Louis County** Social Service Department; Duluth Office, (218) 726-2097; Ely Branch, (218) 365-6151; Hibbing Branch, (218) 262-6000; Virginia Branch, (218) 749-7100
- Scott County** Human Services; (612) 445-7751
- Sherburne County** Social Services; Becker Branch Metro, (612) 261-4550; Becker Branch, (612) 441-1880 or (800) 821-9719; Elk River Metro, (612) 241-2600 or (800) 433-5239
- Sibley County** Human Services; (612) 237-5575 (Voice/TTY)
- Stearns County** Social Service Center; Belgrade Branch Office, (320) 254-3694; Melrose Branch Office, (320) 256-3308; Social Services and Financial Assistance, (320) 656-6000 or (800) 450-3663; TTY (320) 656-6204
- Steele County** Human Services; (507) 451-0414
- Stevens County** Human Services Department; (320) 589-7400
- Swift County** Human Services; (320) 843-3160
- Todd County** Social Services; (320) 732-4500
- Traverse County** Social Services Department; (320) 563-8255
- Wabasha County** Department of Social Services; Child Support, (612) 565-3365; Financial Assistance, (612) 565-2613; Social Services, (612) 565-3351

Wadena County Social Service Department; Financial Assistance Division, (218) 631-2832; Social Services Division, (218) 631-4225

Waseca County Department of Human Services; (507) 835-0560

Washington County Community Services; (612) 439-6901

Watsonwan County Human Services Center; (507) 375-3294

Wilkin County Family Service Agency; (218) 643-8561

Winona County Department of Human Services; (507) 457-6200

Wright County Human Services; Child Support and Financial Assistance, (612) 682-7414; Social Services and Community Health, (612) 682-7400

Yellow Medicine County Family Service Center; (320) 564-2211

Citizen participation and appointment: (For more information see pages 1 and 272). All the following boxed listings can be reached at 444 Lafayette Rd, St. Paul, MN 55155 at the box number listed after the phone number. The **Advisory Task Force on Mental Retardation and Related Conditions** (*Minnesota Statutes* Section 252.31) advises the commissioner on public policy, programs, and services for people with mental retardation and related conditions. Members are providers or consumers of services for people who are, or are parents of people who are, mentally retarded or physically disabled, and interested citizens. The task force meets bimonthly. **Appointing Authority:** Commissioner of human services. **Compensation:** None. (612) 296-2160. Box 3825.

The Alcohol and Other Drug Abuse Advisory Council (*Minnesota Statutes* Section 254A.04) advises the commissioners on problems of alcohol and other drug dependency and abuse. The council consists of 10 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 who are interested in alcohol dependency and abuse, five who are interested in abuse of drugs other than alcohol, and one member over 60 years of age. The council meets monthly. **Appointing Authority:** Commissioner of human services. **Compensation:** \$55 per diem plus expenses. (612) 296-3991. Box 3823.

The American Indian Advisory Council on Chemical Dependency; (*Minnesota Statutes* Section 254A.035) establishes policies and procedures for American Indian chemical dependency programs, and reviews and recommends proposals for funding. The council consists of 17 members including one member from each of 11 reservations, two members from the Minneapolis urban Indian community, two members from the St. Paul urban Indian community, one member from the Duluth urban Indian community and one member from International Falls. The council meets quarterly. **Appointing Authority:** Commissioner of human services. **Compensation:** \$55 per diem plus expenses. (612) 296-3991. Box 3823.

The American Indian Child Welfare Advisory Council (*Minnesota Statutes* Section 257.3579) assists the commissioner in formulating policies and procedures relating to American Indian child welfare services, and makes recommendations regarding approval of American Indian child welfare grants. The council consists of 17 members including one member from each of 11 reservations and six representatives from the urban American Indian communities—one member from Duluth, two members from St. Paul and three members from Minneapolis. The council meets approximately six to eight times per year at various locations around the state. **Appointing Authority:** Commissioner of human services. **Compensation:** Limited expenses. (612) 297-2710. Box 3832

The Merit Systems Council (*Minnesota Statutes* Section 256.012) hears personnel appeals, sets policy for administration of examinations, and 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. The council meets about three or four times a year. **Appointing Authority:** Governor. **Compensation:** \$50 per diem (maximum of \$600 in one calendar year). (612) 296-3996. Box 3822.

The Minnesota Board on Aging (*Minnesota Statutes* Section 256.975) develops, coordinates, evaluates and administers federal and state funds for programs for the aging; makes

grants to 14 area agencies on the aging and nonprofit agencies; and serves as an advocate for older persons. The board consists of 25 members including at least one member from each congressional district. Members must file with the Ethical Practices Board. The board meets monthly. **Appointing Authority:** Governor. **Compensation:** \$50 per diem plus expenses. (612) 296-2770. Box 3843.

The Minnesota Commission Serving Deaf and Hard of Hearing People (*Minnesota Statutes* Section 256C.28), advises the governor; the legislature; and commissioners of the Departments of Children, Families and Learning; Human Services; Economic Security; and Health regarding policies, programs and services affecting deaf and hard of hearing citizens, and creates public awareness of the needs and potential of deaf and hard of hearing people. The council includes 15 members, seven of whom are appointed at-large, plus one member from each advisory committee under section 256C.24, subd. 3. At least half of the members must be deaf or hard of hearing. Terms are for three years. Members who are full-time state employees or full-time employees of political subdivisions of the state will not receive the per diem. There are four to five full commission meeting each year with numerous sub-committee meetings. **Appointing Authority:** Commissioner of human services. **Compensation:** \$50 per diem. (612) 297-7305 (TTY/Voice). Box 3814.

The State Advisory Council on Mental Health (*Minnesota Statutes* Section 245.697) advises the governor, the legislature and state agency heads about policy, programs and services affecting people with mental illness. The council consists of 30 members including commissioner designees from the Departments of Children, Families and Learning; Human Services; Economic Security; Corrections; and the Housing Finance Agency; the assistant commissioner of mental health services for the Department of Human Services; one representative from the Department of Human Services responsible for the medical assistance program; one member from each of the four core mental health professional disciplines (nursing, psychiatry, psychology and social work); one member from each of the following advocacy groups (Mental Health Association of Minnesota, Minnesota Alliance for the Mentally Ill and Minnesota Mental Health Law Project); providers of mental health services; consumers of mental health services; family members of people with mental illnesses; social services agency directors; county commissioners; legislators; and others reflecting a broad range of community interests. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. (612) 297-4164. Box 3828.

The Subcommittee on Children's Mental Health (*Minnesota Statutes* Section 245.697, subd. 2a) makes recommendations to the advisory council on policies, law, regulations and services relating to children's mental health. Members include commissioners or designees of the Departments of Children, Families and Learning; Health; Finance; Commerce; Corrections; and Human Services; children's mental health advocates; three service providers (pre-adolescent, adolescent, and hospital-based); parents of emotionally disturbed children; a consumer of adolescent mental health services; educators currently serving emotionally disturbed children; people who work 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. The subcommittee meets on the first Thursday of every month. **Appointing Authority:** Chairperson of the State Advisory Council on Mental Health. **Compensation:** \$55 per diem plus expenses. (612) 297-4164. Box 3828.

Indian Affairs Council

1819 Bemidji Ave, Bemidji, MN 56601 (218) 755-3825 or
1450 Energy Park Dr, West-Rm 140, St. Paul, MN 55108 (612) 643-3032
Joseph Day, 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 in tribes with reservations based 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 brings 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 based Indians in establishing business ventures or expanding business operations within the state.

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 Ojibwa (Chippewa) Reservations

The Minnesota Ojibwa (Chippewa) Tribe is made up of Indian groups formerly described as Mississippi, Pembina, Lake Superior, Pillager and Lake Winnepigoshish 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 Ojibwa 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 Ojibwa 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 required 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 committeepersons, 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

(320) 532-4181 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. government, the land owned by the band or held in trust by 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 Mahnomon, 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, both tribally-owned 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 Ojibwa 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 11 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 Dakota (Sioux) Reservations

Of the seven tribes of the Dakota nation, four known collectively as the Santee or eastern Dakota remain in Minnesota. The Mdewakanton built their villages along the lower Mississippi and Minnesota rivers, the Wahpeton and Sisseton settled in the upper Minnesota Valley, and the Wahpekute lived a nomadic life along the Cannon, Cedar, and Blue Earth rivers.

European settlement was established with the construction of Fort Snelling in 1919-24 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 Dakota 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 Dakota. The land purchased during this period can only be assigned to those Mdewakanton Sioux who were residing in Minnesota on May 20, 1886 and their descendants. The land originally purchased amounted to 623 acres. The reservation was organized under the Indian Reorganization Act and under the provisions of that act additional acres of land were purchased. The tribal constitution and 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) 385-2554 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 Mdewakanton Band and are descendants of the Santee Dakota who remained in Minnesota at the time of the removal of the main band to Nebraska after the Dakota uprising or who had subsequently returned. In 1891 about 120 acres were purchased at Prairie Island for the landless Mdewakanton residing in Minnesota on May 20, 1886.

Under the Indian Reorganization Act of 1934 an additional 414 acres were purchased for other Indian residents whose names appeared on the Minnesota Dakota 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 Mdewakanton Reservation

(612) 445-8900 The Shakopee-Mdewakanton Reservation known as the Prior Lake Reservation until its organization under the Indian Reorganization Act on November 28, 1969, is located entirely within the city limits of Prior Lake, in Carver County. Tribal headquarters are in Prior Lake, MN 55372.

Its history parallels that of the other Minnesota Dakota as to organization and settlement. The governing body is called the Shakopee-Mdewakanton Dakota 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

(320) 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.

Intergovernmental Information Systems Advisory Council

658 Cedar Street, 320 Centennial Bldg., St. Paul, MN 55155

Jim Krautkremer, executive director (jim.krautkremer@state.mn.us)

(612) 297-5530; FAX: (612) 296-5800 Toll-free: 1-800-657-3722; TTY (612) 282-5599

Minnesota Statutes, Section 16B.42; Minnesota Rules, Chapter 1220

The Intergovernmental Information Systems Advisory Council (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 government entities.

It comprises a 29-member advisory council with local government representation appointed by the commissioner of administration, representing cities, counties, school districts, regional development commissions, townships, libraries, the Minnesota Senate, the Minnesota House of Representatives and seven state agencies.

IISAC also provides grants to encourage innovative systems development and educational opportunities.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Intergovernmental Information Systems Advisory Council** promotes the use and exchange of government information. It also acts as a liaison in the area of information systems. Grant funds are available for innovative ideas in the area of information systems. The council consists of 29 members, including two members from each of the following groups: counties outside of the seven county metro area, cities of 2nd and 3rd class within the metro area, cities of 2nd and 3rd class

outside the metro area, and cities of the 4th class; one member from each of the following groups: the Metropolitan Council, an outstate regional body, counties within the metro area, cities of the first class, school districts within the metro area, school districts outside the metro area, and public libraries; seven state department officials; one representative from the state auditor's office; the assistant commissioner of administration for the Information Policy Office, four representatives of various local government associations; and one member of the Minnesota House of Representatives and one member of the Minnesota Senate. The legislative members are non-voting members. Members are appointed for four-year terms. The full council meets the second Wednesday or Thursday of every other month. Members are required to serve on a working committee which generally meets monthly. **Appointing Authority:** Commissioner of administration. **Compensation:** \$55 per diem plus expenses for public members.

Minnesota Board of Invention

49 Inner Drive, St. Paul, MN 55116-1819

Dan Ferber, chairman (612) 698-6318

Minnesota Statutes, 116J.987

The Board of Invention was created July 1, 1993 by *Laws of 1993* to foster invention in Minnesota. It is the mission of the board to enhance both the quality of social life and the business climate throughout the state of Minnesota by making inventiveness an integral part of every Minnesotan's thought process, and the benefits of invention available to all.

As an expression of applied liberal learning, it was assumed that Minnesota and the United States, if they chose to organize themselves to do so, could invent far more of their respective futures than heretofore had been considered possible. To that end the Commission on Minnesota's Future was proposed to, and implemented by, then-Governor Wendell Anderson in 1971. Subsequently, the Institute for Invention and Innovation (3I) and the Minnesota Board of Invention (MBI) were established, in 1980 and 1993 respectively, to create Minnesota as a prototype statewide model of an "inventive society," and the global invention capital (Minventia) in its own and the national interest.

To that end, the board works a) to establish and encourage the means for nurturing the development and use of inventions, b) to foster an appreciation throughout the state for inventive thought and expression, and c) to recognize and preserve the inventive heritage of the state.

The board seeks to be a leading catalyst and coordinator to create a unique statewide environment which encourages and rewards invention that address scientific, commercial, and social problems of the day. The board encourages citizens to identify issues that can be so addressed by applied inventive thought and then to rely upon their own inventiveness to solve those problems.

In the board's enabling statutes, "invention" is defined as creative activity resulting in new and potentially useful and applied products or ideas of commercial and social merit.

A "commercial invention" means new and useful processes, machines, manufacturing procedures, or any new and useful improvements or applications of commercial inventions, regardless of whether or not the invention is patentable.

A "social invention" means new procedures, new uses for known procedures, or organizations, e.g., the MBI itself, that change the way in which people relate to their environment or to each other, e.g., inter-generational education, or an idea or concept rather than a tangible product, e.g., Minventia.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Invention** shall encourage the creation, performance, and appreciation of invention in the state. The board shall investigate and evaluate new methods to enhance invention. The board consists of 11 members, including one member to be appointed from each congressional district and three at-large members. Monthly and/or bi-monthly meetings, for approximately two hours, at various locations statewide. **Appointing Authority:** Governor subject to the consent of the Minnesota Senate. **Compensation:** none.

State Board of Investment

55 Sherburne Avenue, 105 MEA Bldg., St. Paul, MN 55155
Howard Bicker, executive director (612) 296-3328

Minnesota Statutes, Chapter 11A

The board manages approximately \$27.7 billion in public funds for various constituents. Over \$23.3 billion are retirement funds for Minnesota state employees, teachers and public employees. Approximately \$449 million is a permanent trust established for the benefit of Minnesota public schools. Approximately \$526 million is a workers' compensation assigned risk pool. Approximately \$119 million is a trust established for the benefit of Minnesota's environment. Numerous state cash accounts comprise the remaining \$2.8 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: (For more information see pages 1 and 272). The **Investment Advisory Council** advises the Board of Investment on policy relating to investments of state funds. The council consists of 17 members including 10 members appointed by the board who are experienced in general investment matters. Ex-officio members include the commissioner of finance, the executive director of the Minnesota State Retirement System, the executive director of the Public Employees Retirement Association, and the executive director of the Teachers Retirement Association. A retiree and two public members are appointed by the governor. Members must file with Ethical Practices Board. Meetings are usually held quarterly. **Appointing Authority:** Board of Investment and the governor. **Compensation:** None.

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, con-

The board seeks to assist potential inventors by streamlining the process so they won't be unduly encumbered with details associated with "selling an idea."

The board is developing an invention grant program to award grants to individuals, nonprofits, public or private organizations to encourage the development of both commercial and social inventions. Although the board currently receives no state funding, it is eligible to receive grants from the federal government and from private or other public and independent sources to pay for its operation.

The board's goals are: increase access to invention resources, technical support, and inventive solutions throughout the state; create and/or expand invention/innovation education and development opportunities; increase incentives, funding and in-kind resources for invention in Minnesota by identifying and approaching all available sources; support invention opportunities for underserved/disadvantaged Minnesotans; research, evaluate, monitor, and assimilate effective programs and methods which increase and encourage inventive capabilities; build a favorable public consensus about the value of invention to the state; and link Minnesota-based invention initiatives with similar state, regional, national, and international activities.

sidering 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, international securities, 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 September 30, 1995

Basic Retirement Funds-\$11.8 billion

The Basic Retirement Funds are the pension assets of the currently employed participants in eight major statewide retirement funds:

| | |
|--|-----------------|
| Teachers' Retirement Fund | \$5,046 million |
| Public Employees' Retirement Fund | 2,497 million |
| State Employee Retirement Fund | 2,398 million |
| Public Employee Police and Fire Fund | 1,177 million |
| Highway Patrol Retirement Fund | 176 million |
| Judges Retirement Fund | 13 million |
| Public Employees' Police and Fire Consolidation Fund | 353 million |
| Correctional Employees' Retirement Fund | 128 million |

Post Retirement Fund-\$10.9 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 partially based on excess earnings of the Post Retirement Fund.

Minnesota Supplemental Investment Fund-\$724 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-\$449 million

The Permanent School Fund is a trust established for the benefit of Minnesota public schools.

Iron Range Resources and Rehabilitation Board

Highway 53 South, P.O. Box 441, Eveleth, MN 55734

Jim Gustafson, commissioner

Ann Glumac, deputy commissioner

Sheryl Kochevar, administrative assistant

(218) 749-7721; 800-765-5043; FAX: (218) 749-9665; (218) 749-9666

Minnesota Statutes, Section 298.22

The Iron Range Resources and Rehabilitation Board (IRRRB) 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. The IRRRB administers funding received from production taxes paid by mining companies operating in the IRRRB service area in lieu of property taxes. Funds are allocated to programs designed to assist economic expansion in northeastern Minnesota. The primary criterion to be considered for IRRRB funding is economic development through diversification and job creation. The IRRRB is also required by statute to oversee a minelands reclamation program and provide funds for that purpose.

Assistant Attorney General

Douglas Gregor, assistant attorney general, has an office in the IRRRB administration building in Eveleth to assist the agency and perform other work for the State of Minnesota.

Administrative Services Division

Brian Hiti, administrative manager. This division includes the accounting, information services, purchasing, maintenance shop and the Eveleth administration building and grounds departments. This division also performs various research and planning functions for the agency, serving as the commissioner's liaison to the state's mineral industry.

Maintenance Shop and Eveleth Administration Building and Grounds

Don Ostern, supervisor. This department purchases, rents, and maintains all agency on-and-off-the-road equipment, working with the IRRRB Human Services Division to ensure that agency personnel are trained and certified in the proper and safe operation of such equipment. The department is also a repair base for all state vehicles assigned to this region. In addition, it secures, maintains and repairs the Eveleth administration buildings and grounds.

Human Services Division

Mary Hess, personnel director. This division is responsible for the administration of affirmative action, agency policies and procedures, classification and compensation, employee benefits, employee safety and health, labor relations, personnel/payroll, training and labor pool budgets and workers compensation for all agency divisions and departments. This office provides no services directly to the public.

Environmental Trust Fund-\$119 million

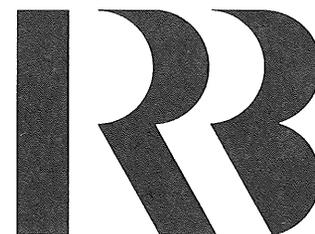
The Environmental Trust Fund is a trust established for the benefit of Minnesota's environment.

Assigned Risk Plan-\$526 million

The Workers Compensation Assigned Risk Plan is a pool of reserves set aside for future payment of workers compensation claims. The SBI invests these reserves until such time as they are needed.

State Cash Accounts-\$2.8 billion

These accounts contain cash receipts that are not immediately expended. They include the Invested Treasurer's Cash Fund and cash balances in various accounts from state agencies.



Programs Division

Phil Bakken, manager. This division consists of the following departments: economic development, tourism and community development. These programs provide services which enhance economic opportunities in northeastern Minnesota.

Economic Development

Phil Bakken, economic development director. This department 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, the Taconite Area Environmental Protection Fund and the IRRRB Board Account, in compliance with Minnesota statutes. It offers assistance in several areas: bank participation loan programs, industrial revenue bond financing, site selection and other flexible financing incentives for businesses. Loan projects are reviewed by the Technical Advisory Committee and approved by the IRRRB Board. Final approval rests with the governor.

The **Technical Advisory Committee** is comprised of seven members, appointed by the commissioner for two-year terms. The maximum length of service for any one member is four years. The Technical Advisory Committee reviews expenditures from the Northeast Minnesota Economic Protection Trust Fund (commonly called the 2002 Fund.) For specific information contact IRRRB Economic Development Division.

The **Iron Range Economic Alliance** was established to retain and create jobs within the IRRRB service area by providing leadership, fostering cooperation and employing professional economic development strategies that best utilize resources. The alliance is comprised of area leaders willing to share information and take action to help IRRRB and communities work together to strengthen and diversify the economy. Each participating community designates, by resolution, a person to serve the alliance as a voting member.

Community Development

Mike Larson, grants coordinator. This department administers a grants program to assist public projects for political subdivisions within the Taconite Tax Relief Area (TTRA) 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 focus 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 and the governor for approval. Contact the IRRRB Community Development Division.

Public Relations/Tourism Division

Jodi Phelps, communications and regional tourism director.

This division conducts a program of media and public relations concerning the activities of the agency. It provides media information and is responsible for agency-related publications including:

RangeView, the agency's economic development magazine, edited by Jodi Phelps, featuring the people, resources and opportunities of northeastern Minnesota. Its purpose is to encourage new and existing businesses to expand in northeastern Minnesota. It is published quarterly and is available to the general public through a \$5.00 annual subscription. To subscribe, write *RangeView*, IRRRB, P.O. Box 441, Eveleth, MN 55734

The Biennial Report, prepared and submitted to the legislature by November of every even calendar year with reports of agency activities and a complete financial report. It is distributed free upon request.

This division is also responsible for assisting the development of tourism in northeastern Minnesota. It works closely with the Northern Lights Tourism Alliance (NLTA), a citizen's advisory committee to the IRRRB on tourism issues. The NLTA has designated three subcommittees: infrastructure, marketing and education. The NLTA meets on the first Thursday of each month. The meetings are open to the public. Grants for small tourism related projects are made available through this division to communities and organizations within the TTRA. For more information concerning grant cycles, contact Jodi Phelps, IRRRB, P.O. Box 441, Eveleth, MN 55734 or call (218)749-7721 or 800-765-5043.

IRRRB Field Operations

(218) 865-4143, 800-688-7669 Mike Gentile, field operations manager. IRRRB Field Operations includes the Ironworld Discovery Center, Iron Range Research Center, Giants Ridge Recreation Area, the IRRRB Trails Division, the IRRRB Mineland Reclamation Division, and the IRRRB Building Demolition program.

Ironworld Discovery Center

(218)254-3321, 800-372-6437 Jerry Culliton, complex superintendent. The Ironworld Discovery Center, a major theme park, is operated by the IRRRB and is dedicated to the preservation and celebration of the region's cultural and historical heritage. The complex includes the Iron Range Interpretative Center, the Iron Range Research Center, a five-acre Festival Park, a 300-seat pavilion, a 1,600-seat amphitheatre and the Ironworld railway system that features an electric trolley.

The Iron Range Interpretative Center interprets the stories of immigrant miners and the iron ore industry of northeastern Minnesota. Ethnic food specialties are available in the concessions located on the Avenue of Nations. During the summer, top-name entertainers perform in the amphitheatre and major events include Minnesota Ethnic Days and the International Polkafest. Living history demonstration areas present a variety of ethnic lifestyles and ethnic craft displays daily.

Promotional materials include fliers, events calendars, and brochures, including *The Ironworld Discovery Center Highlights*, an annual newspaper publication. Its purpose is to promote and advertise the events and activities available at the Ironworld Discovery Center. It is distributed to the public free of charge.

Ironworld Discovery Center is open to the public Memorial Day through Labor Day, Wednesday through Sunday, 10:00 a.m. - 7:00 p.m., fully operational. Monday and Tuesday open 10:00 a.m. to 5:00 p.m., trolley and kitchen closed. May and September open Wednesday through Sunday 10:00 a.m. till 5:00 p.m., reduced rates. The park is closed October through April unless by special appointment. For special event schedules and rate information contact Ironworld Discovery Center, P.O. Box 392, Chisholm, MN 55719.

The **Ironworld Advisory Committee** is comprised of members appointed by the commissioner to periodically review the operations of the facility and make recommendations. The committee meets as needed.

Group Tour Marketing

(218)254-3321, 800-372-6437 Mona Abel, group tour coordinator. This office markets Ironworld Discovery Center to regional and national group tour markets.

Iron Range Research Center

(218)254-3325 Ed Nelson, director. This facility provides professional archive classification and storage in a 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, census and naturalization records of northeastern Minnesota. Summer hours coincide with Ironworld Discovery Center. Winter hours are Tuesday through Saturday, 10:00 a.m. - 4:00 p.m. Admission is free.

Beyond School Walls Education Program

(218) 254-3325, 800-372-6437 Shirley Olson-Butterfield, coordinator. This program offers a unique learning experience at Ironworld Discovery Center for preschool through 12th grade students. Approximately 12 participatory learning stations are available, exposing students to Iron Range history, Native American culture, pioneer life, ethnic arts and crafts, the immigrant experience, geology, environmental studies and personal family history. For information contact Beyond School Walls, P.O. Box 392, Chisholm, MN 55719.

Giants Ridge Recreation Area

(218) 865-4143, 800-688-7669 Ron Greely, director. Giants Ridge Recreation Area is located near Biwabik. It is a year-round recreation resort area and world-class ski facility with over 60 kilometers of exquisitely groomed cross country trails and 24 challenging downhill runs. An 18-hole championship golf course is scheduled to open in the spring of 1997. The Giants Ridge complex currently includes a chalet, a ski rental shop and a dormitory. Giants Ridge hosts several major ski events, such the World Cup competitions and Olympic tryouts. The facility has become a training site for state 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 for "just-for-fun" and "family-fun" skiers, as well as world-class competitors. Hours are Monday and Tuesday, 9:00 a.m. - 6:00 p.m.; Wednesday through Sunday, 9:00 a.m. - 9:00 p.m. For a free brochure and accommodations information contact Giants Ridge, P.O. Box 190, Biwabik, MN 55708.

The **Giants Ridge Advisory Committee** is comprised of members appointed by the commissioner to periodically review the operations of the facility and make recommendations. The committee meets as needed.

Nordic Program

(218) 865-4143, 800-688-7669 Gary Larson, nordic director. This office oversees the grooming and maintenance of 60 kilometers of cross country trails at Giants Ridge.

Special Events

(218) 865-4143, 800-688-7669 John Filander, special events coordinator. This office coordinates programming and special events at Giants Ridge and develops and publishes:

The Giants Ridge News, the official newspaper of the ski facility, distributed free of charge to pass holders, ski clientele and the general public. To be included on the mailing list contact Giants Ridge, P.O. Box 190, Biwabik, MN 55708.

Group Sales and Group Services

(218) 895-4143, 800-688-7669 Jeff Spolar, sales coordinator. This office is responsible for group services at Giants Ridge and coordinates activities at the 24-unit sports dormitory and lodging facility. For more information about group opportunities contact Giants Ridge, P.O. Box 190, Biwabik, MN 55708.

IRRRB Trails Division

(218) 865-4143, 800-688-7669 DeLyle Pankratz, director. The IRRRB Trails Division is dedicated to serving local clubs and volunteer organizations in the promotion, development and maintenance of recreational trails in northeastern Minnesota to help diversify the economy through the promotion of tourism. The IRRRB forms partnerships with public service organizations and recreational trail user groups and provides technical assistance, funds new trail construction, helps upgrade existing trails and assists in the development of trail amenities, while supporting the promotional activities of volunteer organizations. For more information contact the IRRRB Trails Division, P.O. Box 190, Biwabik, MN 55708.

Mineland Reclamation Division

(218) 254-3369 Ray Svatos, director. This division reclaims inactive and abandoned minelands on the Mesabi, Cuyuna and Vermilion Iron Ranges by addressing problem areas such as eroded stockpiles, pit walls, and unvegetated areas. Approximately 300,000 trees are grown by the division annually and planted on minelands

throughout the service area. 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. Local units of government within the Taconite Tax Relief Area (TTRA) are able to access Mineland Reclamation funds by submitting projects for consideration. Projects under consideration for funding are submitted to the IRRRB commissioner, the IRRR Board and the governor for approval. For more information, contact IRRRB Mineland Reclamation Division, P.O. Box 392, Chisholm, MN 55719.

Building Demolition Division

(218) 749-7721, 800-765-5043 Gordy Dormanen, director. This division assists local units of government and individuals in the taconite tax relief area (TTRA) in removing dilapidated, abandoned, unwanted or hazardous structures. Requests for demolition work are directed through the local unit of government. The service is available at no direct cost to the property owners, except for fees for disposal. For more information contact IRRRB Building Demolition, P.O. Box 441, Eveleth, MN 55734.

Department of Labor and Industry

443 Lafayette Road, St. Paul, MN 55155; (612) 296-2342,
1-800-DIAL-DLI (342-5354); TDD: 612-297-4198; FAX: 612-282-5405

Gary W. Bastian, commissioner

Michael Houlston, deputy commissioner

Gretchen Maglich, assistant commissioner, workers compensation division

Gail Blackstone, assistant commissioner, workplace services division

M. Scott Brener, assistant commissioner, legislative and legal affairs division



Minnesota Statutes, Chapter 175-178, 181- 184 and 326; Minnesota Rules 5200-5499

The mission of the Department of Labor and Industry is to provide our services promptly and efficiently to our customers: the employees and employers of Minnesota. The Department of Labor and Industry administers the workers' compensation system and offers consultation on how to make the workplace more safe and cites violators for unsafe working conditions.

The department is responsible for: workers' compensation administration, occupational safety and health enforcement and consultation, apprenticeship registration and program development, labor standards enforcement, and boiler and high pressure piping code services and licensing.

It is the responsibility of the Department of Labor and Industry to ensure widespread compliance with state workplace safety laws. The General Support 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 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 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).

The department is constantly striving to offer better services. The Workers' Compensation Division has undertaken the "Daedalus Imaging Project" to store, retrieve and manage workers' compensation claim files. Using the latest computer technology, Daedalus will enable the department to better serve our customers by handling all claims quickly and efficiently.

Poster Requirements for Company/Work-site Premises

State law requires that employers post certain notices at a place on the company's premises where employees are likely to see them.

You may want to walk past the employee bulletin board to verify that your business is properly displaying all of the required state posters related to labor and safety laws. Bulletin boards near employee entrances or next to time clocks are good places to put them. If you have more than one work-site, the posters have to be displayed at each location.

You can get the complete packet of posters required by the State of Minnesota by calling (612) 296-1096. The posters are free.

Displaying posters is the law, so please make sure you are displaying the following:

- "Unemployed"**
 - explains employees' reemployment insurance benefits
- "Safety and Health Protection on the Job"**
 - discussing MnOSHA safety and health regulations (OSHA poster for Minnesota employers)
- "Minnesota Employees, You Are Entitled To..."**
 - details state and federal minimum wage and overtime laws
- "A Guide to Minnesota's Parental Leave Law"**
 - Parental Leave Act summary and pregnancy discrimination information
- "Laws Prohibiting Age Discrimination"**
 - explains retirement and age discrimination
- "Workers' Compensation: Employee's Rights and Responsibilities"**
 - explains steps that employees should take if injured while at work

Federal law requires a few additional posters that must be displayed. Check the following list to see if your business has all of them:

- "Your Rights Under the Fair Labor Standards Act"**
 - details federal minimum wage, overtime pay and child labor laws
- "Polygraph Protection Act"**

- ❑ **"Family Medical Leave Act"**
- ❑ **"Notice to Employees Working on Government Contracts"**
- ❑ **"Notice to Employees Working on Federal or Federally Financed Construction Projects"**
U.S. Department of Labor
Wage and Hour Division
220 South 2nd Street, Room 106
Minneapolis, MN 55401
(612) 370-3371
- ❑ **"Job Safety and Health Protection"**
- federal OSHA regulations
(applicable for federal employees only)
U.S. Department of Labor
Occupational Safety and Health Administration
110 South 4th Street, Room 425
Minneapolis, MN 55401
(612) 348-1994
- ❑ **"Equal Employment Opportunity is the Law"**
Equal Employment Opportunity Commission
Public Information, Room 9010
1801 L Street NW
Washington, D.C. 20507
1-800-669-3362
Equal Employment Opportunity Commission
330 2nd Avenue South
Minneapolis, MN 55401
(612) 335-4040

Workers' Compensation Division

(612) 296-6490 **Gretchen Maglich, 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 is designed to standardize the benefit structure, reduce litigation and encourage early rehabilitation intervention and return-to-work programs.

The Department's Workers' Compensation Division administers Minnesota's workers' compensation law. Division units are responsible for maintaining all records necessary to monitor the handling of workers' claims, auditing claims to insure compliance with the law, providing legal and judicial assistance, monitoring rehabilitation and medical services, resolving workers' compensation disputes both informally and formally and providing for a number of special types of workers' compensation benefits.

Citizen participation and appointment: (For more information see pages 1 and 272). The **State Fund Mutual Insurance Company** (*Minnesota Statutes* 176A.02) 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 are ex-officio members. The governor appoints every other director until the governor has made four appointments. Three members must be elected by policyholders of the Mutual Insurance Company. Meetings are bi-monthly. The State Fund Mutual Insurance Company is not funded by the State of Minnesota and is not a state agency. **Appointing Authority:** Governor. **Compensation:** \$2,600 annual, \$400 per meeting plus expenses.

Workers' Compensation Compliance Services

(612) 296-2432 **Jana Williams, acting director.** This unit monitors claims for compliance and imposes penalties where required, and coordinates and provides educational programs for parties involved in the workers' compensation system.

Workers' Compensation Information Processing Center

(612) 297-3467 **Cynthia Miner, director.** The Information Processing Center (IPC) is responsible for providing administrative support services to all internal agency employees and to the agency's customers. Services provided include: centralized mail delivery, electronic data entry, image processing of workers' compensation claims and maintenance of all workers' compensation files. **Free posters**, mandated by the state to appear in all workplaces, are available from the IPC.

Customer Assistance

(612) 297-2636 **Keith Keesling, acting director.** This unit is responsible for consistent, accurate and timely provision of workers' compensation information and assistance to all parties in a claim to help prevent disputes from developing. When disputes do occur, the unit tries to resolve them quickly and decisively, utilizing all manner of alternative dispute resolution strategies.

Rehabilitation and Medical Affairs

(612) 296-2117 **Brandon Miller, acting director.** This office is responsible for policy and practice 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. The unit is also responsible for certification and monitoring of Managed Care Organizations.

Judicial Services

(612) 297-3663 **Penny Johnson, chief judge.** The Judicial Services office resolves workers' compensation disputes by facilitating negotiated settlements and by written decision after informal conferences on disputed benefits and pretrial procedures. All decisions may be appealed. The judges approve or disapprove settlement agreements and fees requested by attorneys in connection with workers' compensation cases.

Special Compensation Fund

(612) 296-2117 **Brandon Miller, acting director.** The Special Compensation Fund reimburses insurers and self-insurers for benefits paid under the second injury and supplemental benefit provisions of the current law. The unit enforces Minnesota's law which requires all employers to carry workers' compensation insurance. The Special Compensation Fund pays workers' compensation benefits to injured workers' in cases where the employer has failed to provide coverage. Reimbursements and benefits are funded through an assessment on indemnity benefits paid by workers' compensation insurers and self-insured employers. The Special Compensation Fund administers the Targeted Industries Logger Safety Fund and tracks both death assessments and elections to exclude workers' compensation coverage. The unit also provides, upon request, insurance coverage verification on any employer in the state.

Vocational Rehabilitation Unit

(612) 297-1114 **Paul D. Moe, director.** This unit provides vocational rehabilitation services to injured workers' through the use of Qualified Rehabilitation Consultants (QRCs). Although all injured workers' are eligible, the unit primarily serves claims where liability is denied by the insurer. The VRU has 16 Qualified Rehabilitation Consultants located in eight regional statewide locations.

Qualified Rehabilitation Consultants:

Bemidji:

3217 Bemidji Ave., Suite 5, Bemidji, MN, 56601
(218) 755-4205; FAX: (218) 755-4201

Duluth:

11 Buchanan St., Suite 15, Duluth, MN, 55802
(218) 723-4904; (toll free) 1-800-365-4584; FAX: (218) 723-2362

Fergus Falls:

125 Lincoln Ave. W., Suite 3, Fergus Falls, MN, 56537
(218) 739-7565; (toll free) 1-800-657-3758; FAX: (218) 739-7496

Hibbing:

Masabi Regional Medical Center
750 E. 34th St., Suite 101, Hibbing, MN, 55746
(218) 262-6789; (toll free) 1-800-657-3768; FAX: (218) 263-9158

Mankato:

410 Jackson Street, Suite 120, Mankato, MN, 56001
(507) 389-6514; (toll free) 1-800-366-4510; FAX: (507) 389-2746

Metro Office - Roseville

1711 W. County Road B, Suite 200 North, Roseville, MN, 55113
(612) 628-6750; FAX: (612) 628-6754

Rochester:

Atrium Professional Building
401 - 16th St., S.E. Rochester, MN, 55904
(507) 280-5596; (toll free) 1-800-657-3950; FAX: (507) 280-5535

Greater Minnesota Office - St. Cloud

2700 First St., Suite 301, St. Cloud, MN, 56301
(320) 255-2490; (toll free) 1-800-657-3749; FAX: (320) 255-3951

Workers' Compensation Information

For more information or assistance call: **Twin Cities** area workers' compensation specialists, (612) 296-2432; Duluth 1-800-365-4584, **Outside Twin Cities but within Minnesota** Workers' Compensation Hot Line 1-800-DIAL-DLI (342-5354).

Publications

The department publishes *A Guide to the Workers' Compensation System*, a manual that explains the system in detail. A set of *Quick Reference Guides*, geared to employers, employees and health care providers is available as well as a brochure on vocational rehabilitation. The *Minnesota Workplace Safety Report* contains much statistical information relative to workplace injuries and workers' compensations issues. The department also issues *COMPACT* a quarterly publication for workers' compensation professionals. *COMPACT* offers updates on recent judicial decisions, any changes in relative rules or law and up-to-date statistical information. All publications are available from the **Research and Statistics Unit** (612) 297-4595.

The *Workers' Compensation Handbook*, with 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 department presents seminars for employers on the workers' compensation system. For more information about workers' compensation seminars, or to request a seminar tailored to the specific needs of a group, please contact the Department of Labor and Industry's Research and Statistics Unit at (612) 297-4595 or phone the department at 1-800-342-5354.

Advisory Groups**Workers' Compensation Advisory Council**

The membership and responsibilities of the council are designed to reflect the views of the principals in the workers' compensation system: the employees served by the system and the employers who 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 changes in law or procedures. Recommendations are due to the legislature by February 1 each year. The council annually becomes the Rate Oversight Commission and is responsible for reviewing proposed workers' compensation insurance rates. Meetings are once a month.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Workers' Compensation Advisory Council** (*Minnesota Statutes 175.007*) advises the commissioner in carrying out the purposes of Minnesota's Workers' Compensation Law, makes recommendations for amending the law and reviews proposed workers' compensation rates. The council is comprised of six business representatives and six labor representatives with voting privileges. Liaisons representing insurers, medical and rehabilitation providers and the legal profession may be designated by the council. Meetings are monthly. **Appointing Authority:** Governor, Minnesota Senate Majority and Minority Leaders or designee and Minnesota House Speaker and Minority Leader or designee. **Compensation:** \$55 per diem plus expenses.

Workers' Compensation Insurers Task Force

This task force consists of 15 members appointed by the commissioner of labor and industry to provide advice on the workers' compensation law and its impact on insurers and self-insured employers. Meetings are monthly.

Medical Services Review Board

The board's 24 members are appointed by the commissioner. The board advises the commissioner on adoption of rules governing medical services for injured workers, recommends schedules of payment 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

Citizen participation and appointment: (For more information see pages 1 and 272). The **Medical Services Review Board** (*Minnesota Statutes 176.103*) 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 a designee serves as an ex-officio member. Members must file with the Ethical Practices Board. **Appointing Authority:** Commissioner of labor and industry. **Compensation:** \$55 per diem plus expenses.

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 denial 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: (For more information see pages 1 and 272). The **Rehabilitation Review Panel**, Subdivision 3. (*Minnesota Statutes 176.102*) 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, or designee, is an ex-officio member. Members must file with the Ethical Practices Board. **Appointing Authority:** Commissioner of labor and industry. **Compensation:** \$55 per diem plus expenses.

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, some family businesses and sole proprietors 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 and self-insurers 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.

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 or the in-patient hospitalization of three or more employees, the employer must notify the MnOSHA Compliance Unit at the Department of Labor and Industry by telephone at (612) 296-2116 within 8 hours, in addition to filing the First Report of Injury form. On weekends, holidays or after normal business hours, reports must be filed (within eight hours) by calling the federal OSHA toll-free central telephone number 1-800-321-OSHA (6742).

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.

What assistance is available if an insurer has denied my injury claim?

If the insurance company or self-insured employer refuses to pay the claim, a notice of denial of liability is sent to the employee and filed with the department. The notice is to give the reasons and facts stating why the insurer denied the claim. If the employee disagrees, they should tell the insurance representatives why. If that doesn't resolve the matter, a workers' compensation specialist (296-2432) or mediator (296-4534) from the department can be contacted. Please call (612) 297-1114 or 1-800-342-5354 to schedule a meeting with a Qualified Rehabilitation Consultant (QRC) in one of eight locations statewide.

Responsibility to refer to rehabilitation

If an employee is not able to perform his or her previous 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. The

goal of rehabilitation is to restore the employee as close as possible to the job they had or another job with a similar economic status. Economic status includes not only wages, but fringe benefits and opportunities for promotion and/or advancement. If the employee refuses work that is consistent with their rehabilitation plan or if no plan had been filed, the employee's temporary disability benefits will stop. An employer of over 15 employees who does not offer continued employment to an employee when similar work is available is liable to a civil action for a year's wages up to \$15,000.

Responsibility to return an employee to work

The law strongly encourages employers to bring their injured workers back to work once they have recovered. A suitable job offer is one 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 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 the open market, although rates must be filed with the commissioner of commerce and must meet certain criteria. 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 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 Gail Blackstone, assistant commissioner.

The Workplace Services Division consists of the following units: Minnesota Occupational Safety and Health Administration (MnOSHA) Compliance, MnOSHA Consultation Services, Labor Standards, Apprenticeship and Code Administration and Inspection Services.

Occupational Safety and Health Administration Compliance (MnOSHA)

(612) 296-2116 Directed by the MnOSHA Management Team.

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 healthy 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. 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 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 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.
- Elected employee representatives 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 MnOSHA 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 insure 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. All necessary posters may be obtained by calling the department at (612) 296-1096.
- 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 director 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.
- Employers must report work-related incidents which result in the death of an employee or the in-patient hospitalization of three or more employees to MnOSHA within eight (8) hours. Reports may be made by telephone or in person at any MnOSHA office. After normal business hours, or on weekends or holidays, reports must be filed (within eight hours) by calling the federal OSHA toll-free central telephone number 1-800-321-OSHA (6742).

Employee Right-to-Know Act

The act, passed in 1983, 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 and harmful physical 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, (612) 297-3000 or 1-800-657-3757. Questions concerning the Employee Right-to-Know Act may be directed to one of the Occupational Safety and Health Division offices listed below.

A Workplace Accident and Injury Reduction Act (AWAIR)

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 "Employers Guide to Implementing the AWAIR Act" is available from any of the OSHA offices listed below.

MnOSHA Area Offices

Anyone wishing more information on the OSHA standards or OSHA operating procedures should contact one of the following MnOSHA offices:

Brainerd, 1991 Industrial Park Road, Room 220, Baxter, 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 55155-4307, (612) 296-2116

OSHA Consultation Division, Private Sector Consultation Services

(612) 297-2393 James Collins, director. The department works with employers and employees to solve health and safety problems before injuries occur. Free assistance is available to help private sector employers improve their safety and health record, lower accident costs and reduce OSHA citations and penalties. 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. This service is confidential and no citations or penalties are issued. Before a consultation visit, an employer must commit to correcting any serious job safety or health hazard found during the site visit. If the problem is not fixed, the violation can then be reported to OSHA Compliance for further investigation.

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 and case files are prepared and closed upon abatement of serious hazards. Citations and penalties are not assessed for hazards identified during the consultation visit.

Labor-Management Safety Committee Program

(612) 297-2393 Minnesota statutes require any business with more than 25 employees to have a joint labor-management safety and health committee at the workplace. Employers with fewer than 25 employees must also have a committee if they have had numerous workplace injuries as cited by *Minnesota Statutes* 182.676, Section 101. At the request of both management and labor representatives, a

consultant from the department is available to help interpret OSHA standards, offer training in self-inspection techniques and prepare and present educational programs. The goal of this program is to reduce the frequency and severity of workplace injuries and illnesses.

Safety Grants Program

(612) 297-2393 This program awards funds up to \$10,000 for qualifying employers for projects designed to reduce the risk of injury and illness to their workers'. To qualify, an employer must meet the following criteria:

- The employer must come under the jurisdiction of MnOSHA.
- A qualified safety professional must have conducted an on-site safety inspection and written a report with recommendations based upon the inspection.
- The project must be consistent with the recommendations of the safety inspection, must reduce the risk of injury or disease to employees and must be feasible.
- The employer must be committed to the project's implementation.
- The employer must be able to match grant money awarded and all estimated project costs must be covered by available funds.
- The project must be supported by all public entities involved and comply with federal, state and local regulations.

Priority for funds is given first to manufacturing businesses, then to workplaces that have seen jobs lost due to safety shortcomings and finally to all other projects.

Boards

Occupational Safety and Health Advisory Council

(612) 296-6529 The 12-member council is comprised of three representing labor, three representing management, three representing 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. Meetings are quarterly.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Occupational Safety and Health Advisory Council** (*Minnesota Statutes* 182.656) advises the department on administration of the state Occupational Safety and Health Act. The council consists of 12 members including three management representatives, three labor representatives, three representatives of occupational safety and health professions and three public members. Meetings are quarterly. **Appointing Authority:** Commissioner of labor and industry. **Compensation:** \$55 per diem plus expenses.

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 upon receipt of the citation.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Occupational Safety and Health Review Board** (*Minnesota Statutes* 182.664) 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. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

Labor Standards Division

(612) 296-2282 Labor Management Team. The division advises and enforces state laws relating to employment standards; minimum wage, overtime, wage claims, child labor, fee employment agencies and search firms, personnel files 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 Division. The division addresses groups to instruct and explain the provisions of the laws relating to the division's activities. The division provides pamphlets and other information about each of these state laws.

Current laws governing:

- **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 more 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 sub-minimum wage for handicapped workers' when a permit is obtained from the Labor Standards Division of the Minnesota Department of Labor and Industry.

- **Prevailing wage:** The division 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 located. Upon complaint, the division 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¢ per page. For further information contact the Division of Labor Standards, 443 Lafayette Road, St. Paul, MN 55155-4306, (612) 296-6452 or 1-800-657-3655.
- **Child labor:** With very few exceptions, employment of minors under 14 is prohibited. 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 7:00 am and after 9:00 pm is prohibited. Sixteen and 17-year old high school students are prohibited from working past 11:00 pm on school nights (11:30 pm with written consent), or before 5:00 am on school days (4:30 am with written consent). The only exceptions are for minors enrolled in alternative schools or area learning centers. 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 Division.
- **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, but search firm personnel and owners are not required to take a test or have individual licenses. Applications for licenses for fee employment agencies and registration for search firms require an investigation and submission of references.
- **Personnel files.** Employers must allow employees to review their personnel file at least once every six months upon written request. Employees may obtain a copy at the cost of reproduction. Employees may write a rebuttal to anything in the file which the employee disagrees with. The rebuttal must be kept with the material the employee disputes. Upon written request, terminated employees may review and receive a copy of their personnel record only once within the twelve months following termination.

- **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.
- **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 least on 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 an employee's position should occur during leave of absence, the employee is not entitled to a comparable position, but the employee retains all rights under a recall system. The employee returning from leave of absence must be given the 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 the leave period as part-time, provided the 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 Division. Make direct inquiries to (612) 296-2282 at the office of Labor Standards, 443 Lafayette Road, St. Paul, MN 55155.

Apprenticeship

(612) 296-2371 **Jerry Briggs, director.** This unit is the official registration agency for apprenticeship and on-the-job training programs in Minnesota. It is also the federally recognized approval agency for the U.S. Dept. of Labor, Bureau of Apprenticeship and Training.

Apprenticeship training is a formal system that combines on-the-job training with related technical instruction. It is designed to produce workers with expertise in all aspects of an occupation.

The division is also charged with approving and administering apprenticeship programs. The division makes sure that recruitment, selection, employment and training of participants is done without discrimination based on race, color, religion, national origin, sex or age.

Apprenticeship Advisory Council. This council, composed of eight members appointed by the commissioner, proposes occupational classifications for apprenticeship programs, proposes minimum standards for apprenticeship programs and agreements and advises the commissioner on policies and procedures affecting the apprenticeship programs.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Apprenticeship Advisory Council** (*Minnesota Statutes* 178.02) 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 Minnesota State Colleges and Universities (MnSCU) who deals with school-to-work transition is an ex-officio member. Meetings are quarterly. **Appointing Authority:** Commissioner of labor and industry. **Compensation:** \$55 per diem plus expenses.

Code Administration and Inspection Services

(612) 296-4531 **Colleen Scroggins Wesley, business manager.** 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 and ammonia piping systems. The unit is also responsible for assuring that boiler operators and piping system installers and contractors are competent and qualified.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Code Administration and Inspection Services** (*Minnesota Statutes* 175.008) advises the commissioner on matters pertaining to boiler and high pressure steampiping standards. The council consists of 11 members who use or are involved in the boiler and high pressure steampiping industry and trades. Meetings are quarterly. **Appointing Authority:** Commissioner of labor and industry. **Compensation:** \$55 per diem plus expenses.

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:

- annual inspection of boilers and boats for hire and biannual inspection of pressure vessels (air tanks) and antique farm steam engines (hobby boilers)
- examination and licensure of qualified applicants for boiler operation
- inspection of new and altered high pressure piping systems, district heating systems and ammonia refrigeration and process piping systems
- examination and licensure of qualified applicants for high pressure piping contractors and installers
- investigation of accidents and safety complaints related to equipment and installations under the jurisdiction of the unit
- investigation and discipline, as necessary, of those in violation of laws and codes under the jurisdiction of the unit
- provision of interpretations of the applicability of laws and codes to particular issues related to unit safety areas

- presentations to interested clientele regarding safety and code administration through seminars and meetings with employers and labor and employer organizations
 - administration of the statutes regarding amusement rides.
- Municipal inspection is allowed for high pressure piping. St. Paul and Minneapolis currently do their own inspection in both areas. Boiler inspections and high pressure piping inspections are directed from the St. Paul office.

The unit 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.

Legal Services/Legislative and Legal Affairs Division

(612) 296-2492 **M. Scott Brener, assistant commissioner.** This division provides overall internal policy and administrative support for the department as well as assistance to the commissioner in proposing, evaluating and drafting legislation affecting the department.

This unit also 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) 215-0366 **Michael Houliston, deputy commissioner.** 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. Its activities extend support to Human Resources, Accounting and Information Management Services.

Research and Statistics

(612) 297-3163 **Kate Kimpan, director.** This unit compiles statistics relative to workplace injuries and the workers' compensation system. The unit conducts an annual survey of workplace injuries and illnesses and issues a report of its findings.

Human Resources

(612) 215-0366 **Michael Houliston, 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, procurement, payroll and expense processing services for all units of the agency.

Investigative Services Unit

(612) 297-5797 **Mort Bostrom, director.** This unit investigates fraudulent and other illegal proceedings by health care providers, employers, employees, insurers, attorneys and others involved with the workers' compensation system. The unit enforces Minnesota's law which requires all employers to carry workers' compensation insurance. The unit also investigates initial claims of uninsured employees.

Information Technology Services

(612) 297-4592 **Jeanne Bortz, supervisor.** This unit is in charge of the agency computer systems. This includes (1) managing the information systems, installation of hardware and software, systems development and word processing; (2) managing several LAN and WAN systems; and (3) departmental in-house training on some technical systems, such as E-mail.



Minnesota Labor Interpretive Center

443 Lafayette Road, St. Paul, MN 55155

David K. Roe, chair (612) 297-2713; 1-800-366-5426; FAX: (612) 282-9937

Minnesota Statutes, Chapter 138A.01

Minnesota Labor Interpretive Center is a public corporation of the state, created by the legislature in 1985. It interprets and celebrates for the public-at-large the contributions of working people and the labor movement in the ongoing story of Minnesota. It will present the story of the world of work in Minnesota in a historical perspective through exhibits and forward-looking programs — theatrical presentations, art shows, forums, seminars, concerts, conferences and symposia — that examine current issues and topics illuminating the ever-changing story of Minnesota workers.

The Minnesota Labor Interpretive Center is in the process of conducting a national architectural competition, under the supervision of the Capitol Area Architectural and Planning Board, to select a winning design for the center. Funds have been appropriated by the legislature to conduct the competition and prepare final plans for construction of the center. Completion of the Minnesota Labor Interpretive Center is scheduled for 1999.

The Labor Interpretive Center accepts private donations from organizations and individuals. The center has set up a dedicated fund for such donated gifts, which are tax deductible. Private donations are invaluable in furthering the Labor Interpretive Center and its ongoing development.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Labor Interpretive Center - Board of Directors** has the powers necessary for the care, management, and direction of the center, including: overseeing the planning and construction of the center as funds are available, leasing a temporary facility for the center during development of its program, and establishing advisory groups as needed to advise the board on programs, policy, and related issues. The board consists of ten voting members including: three directors appointed by the governor; one director appointed by the mayor of St. Paul, with the consent of the city council; three directors appointed by the Subcommittee on Committees of the Senate Committee on Rules and Administration and three directors appointed by the Speaker of the House of Representatives. Directors must be representative of labor, business, state and local government, local education authorities, and arts groups. The chairs of the Senate Committee on Jobs, Energy, and Community Development and the House of Representatives Committee on Labor-Management Relations shall serve as non-voting members. Meetings will occur at least twice a year, meeting locations vary. **Appointing Authority:** Governor. St. Paul mayor, senate subcommittee, house speaker. **Compensation:** \$55 per diem plus expenses.

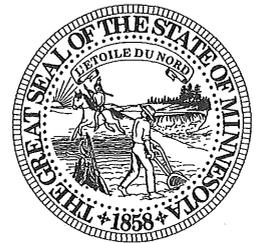
Office of the Lieutenant Governor

130 State Capitol, St. Paul, Minnesota 55155-1099

Joanne E. Benson, lieutenant governor, (612) 296-3391

E-mail address: lt.governor @ state.mn.us

World wide web address: <http://www.state.mn.us/ebranch/governor/index.html>



Minnesota Constitution, Article V

The lieutenant governor is elected by the people of Minnesota for a four-year term that begins on the first Monday in January of the odd-numbered year following the election, and is elected jointly with the governor by a single vote applying to both offices. The lieutenant governor must be at least 25 years old, have resided in the state for at least one year prior to the election and be a United States citizen.

As Minnesota's second-in-command, the lieutenant governor 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, the Capitol Area Architectural and Planning Board, and the Affirmative Action Council. The lieutenant governor also is a member of the Executive Council.

The office is available to assist the public with questions concerning these areas, as well as matters of a general nature. For assistance, contact the Office of the Lieutenant Governor at (612) 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

Regional Offices:

Brainerd - 523 South 6th Street, Brainerd, MN 56401,
 218-828-2722, Gloria VandeBrake, regional manager

Detroit Lakes - 1111 Highway 10 East, P.O. Box 70,
 Detroit Lakes, MN 56501, 218-846-0700,
 Sandy Buchholtz, regional manager

Eagan - 1060 Lone Oak Road, Eagan, MN 55121,
 612-456-5454, Ron Wilkinson, regional manager

Marshall - 750 West College Drive, P.O. Box 834,
 Marshall, MN 56258, 507-537-6041

Owatonna-1836 South Cedar Avenue, Owatonna, MN 55060,
 507-451-9601, Mark Heiling, regional manager

Virginia-327 Chestnut Street, Virginia, MN 55792,
 218-749-9650, Mark Staniger, regional manager

Background

Following a lengthy debate, in 1988 Minnesota voters amended the Minnesota Constitution to authorize a state lottery. The Minnesota State Legislature passed lottery legislation in 1989, giving Minnesota the 33rd lottery in the United States. The Minnesota State Lottery is an autonomous agency; 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.

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 currently receive lottery proceeds, the Environment and Natural Resources Trust Fund and the state general fund.

Overview

Minnesota State Lottery headquarters in Roseville include a large computer system that provides accounting and ticket validation functions for the lottery, a warehouse and office space to accommodate approximately 140 lottery employees who work 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 75 regional lottery employees.

The Minnesota State Lottery offers two kinds of lottery products: instant (scratch-off) games and on-line (numbers) games. Instant ticket sales began April 17, 1990. To play, players scratch off the latex-coated area and match play symbols to win cash prizes. New instant games are offered every four to five weeks; ticket prices range from \$1 to \$5.

Numbers games currently include the multi-state Powerball, which replaced Lotto Minnesota in April 1992; Gopher 5 launched May 22, 1991; and Daily 3, launched April 14, 1990. To win, players match their numbers to the numbers drawn during televised drawings. Powerball has a minimum jackpot of \$2 million; Gopher 5's minimum jackpot is \$100,000. Daily 3 prizes vary, depending on the amount and type of wager; but range from \$5 to \$500 on a \$1 bet. Powerball is played in 20 states and the District of Columbia.



Proceeds Benefit Our Natural and Economic Environments.

Where The Money Goes

Most of each dollar spent on the lottery is returned to the players as prizes. In fiscal year 1995 players received \$196 million in prizes, or 59% of the lottery dollar. Twelve cents out of each dollar went to support lottery operations, while approximately 3,500 lottery retailers earned over \$18 million in commissions, or 5 1/2% of lottery sales. The remaining 24% of revenue was returned to the State of Minnesota.

In fiscal year 1995 the lottery contributed almost \$85 million to the state, funding programs that help to maintain and improve the "good life" in Minnesota. Included in this amount was approximately \$60 million to the State General Fund, almost \$24 million to the Environment and Natural Resources Trust Fund, and over \$1 million in support of state compulsive gambling treatment and prevention programs.

The general fund includes revenues from a wide variety of sources, including state income and sales taxes and various other taxes and fees in addition to lottery proceeds. Through the general fund the state supports both K-12 and post-secondary education, local government assistance, health and human services, environmental protection, public safety, and economic development.

The Environment and Natural Resources Trust Fund was established to preserve, restore, and enhance Minnesota's natural resources through education, research, development, and management programs. The fund was established in the Minnesota Constitution through a voter referendum in 1988. A subsequent constitutional amendment guaranteed the trust fund 40% of net lottery proceeds through the year 2001. Lottery proceeds are used to build the fund's principal. Projects to benefit the environment are financed with the interest earned on that principal. The fund is administered by the Legislative Commission on Minnesota Resources which also makes recommendations to the legislature about which projects to fund. Through fiscal year 1995 over \$39 million has been allocated to various programs, including improvements at state parks, development of recreational trails, acquisition of environmentally sensitive areas, development of wildlife habitat, acquisition and development of new fishing access sites, development of environmental education programs, pollution control programs, and research projects.

Retailer Network

(612) 635-8102 Ginger Nelson, retailer contracts supervisor. The Minnesota State Lottery has approximately 3,500 retailers under contract statewide to sell instant tickets; about 1,900 of those retailers sell on-line tickets as well. To apply to sell lottery tickets, retailers should contact the Retailer Contracting Department at the Minnesota State Lottery Headquarters at (612) 635-8111 or toll-free 1-800-475-4000, and request an application packet. A lottery marketing representative will visit the prospective site to discuss Lottery procedures and assist with completing the application. There is a \$100 non-refundable application fee for each retailer location. This fee offsets the cost of detailed background and security checks that are required by law to be done for each retailer. Once a retailer is approved, there is an annual renewal fee of \$20.

Criteria the lottery uses in selecting retailers include daily customer traffic count, annual business revenues, diversity of product lines, geographic location, and access to roadways and major commuter routes. There are several benefits for lottery retailers including a 5% commission on each ticket sold.

Lottery retailers receive support from field staff, increased customer traffic and validations equipment, bonus and incentive programs for certain games, marketing and advertising support, and training sessions

for key staff. On-line retailers also receive a 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 **Kate McCarthy, public relations manager.** General informational brochures, including facts on lottery products, beneficiaries, security, and operations are 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, call 612-635-8228, or toll-free 1-800-475-4000, weekdays, 8 a.m.-5 p.m.

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, weekdays, 8 a.m.-5 p.m.

Player Hotline

Players who seek information on Daily 3, Powerball, and Gopher 5 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 the number of winners for each drawing.

Players in the Twin Cities metro area call 297-7371 and players in Greater Minnesota call toll-free 1-800-657-3946. The player hotline TDD number is 635-8268 in the metro area and 1-800-657-3TDD in Greater Minnesota, weekdays, 8 a.m.-5 p.m.

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-.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, 1995, there were 857 marriage and family therapists 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Marriage and Family Therapy** 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 five years immediately preceding appointment, and 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 residents of the state for two years preceding their appointment. The board meets the third Friday morning of each month at the board's office in St. Paul unless otherwise noted in the *State Register*. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

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 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 the 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 examinations, not to exceed | \$250 |
| application for licensure | \$100 |
| initial license, not to exceed | \$100 |
| application for licensure by reciprocity | \$300 |
| annual license renewal | \$115 |
| late renewal (for renewal applications postmarked after Dec 31) | \$ 50 |
| 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 Two, St. Paul, Minnesota 55108-5253
Lance Teachworth, commissioner (612) 649-5433; FAX: (612) 643-3013

Minnesota Statutes Chapter 179 and 179A; Minnesota Rules 5505-5530.

The Bureau of Mediation Services 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. No fees are charged except as noted. The bureau meets this goal by carrying out the following activities:

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 organization. When the employer and a petitioning labor organization 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 management and labor 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 organization 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

In terms of staff and resources, mediation of labor disputes is the largest program of the bureau. Representatives of labor and management may request the services of a mediator whenever they believe intervention of a neutral will be helpful in the negotiations process. 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 a voluntary settlement of the issues in dispute.

In addition to mediation of disputes over the terms of a contract, the bureau also offers grievance mediation. The purpose of grievance mediation is to assist the parties in reaching a settlement over a dispute concerning the application of the labor contract, without having to resort to a potentially costly and time-consuming arbitration process.

Referral of Arbitrators

The bureau maintains a roster of up to 60 neutral arbitrators. Names from the roster are forwarded to labor and management representatives upon written request. Referrals from this list are made for both interest and grievance disputes. Arbitrators selected for membership on the bureau roster must meet rigorous standards of professional expertise in labor relations, arbitration hearings and awards, and must demonstrate a reputation in the labor relations community for high standards of competence, ethics and integrity.

Labor-Management Cooperation

The bureau administers a program in 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. Challenges must be accompanied by a ten dollar filing fee.

Education and Training

The bureau offers a variety of 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. Modest fees may be charged for some training.

Board of Medical Practice

2700 University Avenue West, #106, St. Paul, MN 55114-1080

Robert A. Leach, executive director (612) 642-0538

Minnesota Relay Service for Hearing Impaired (612) 297-5353 or (800) 627-3529

Minnesota Statutes, Chapters 146-148, 319A; Minnesota Rules 5600-5615

The Board of Medical Practice is the oldest professional licensing board and one of the oldest state agencies in Minnesota, dating from as early as 1887.

The purpose of the board is to protect the public from health care which falls below the minimum prevailing standards of care. It does so by licensing and disciplining physicians and acupuncturists, and registering and disciplining physician assistants, physical therapists, respiratory care practitioners, and athletic trainers.

The board is appointed by the governor, and consists of 10 medical doctors, one doctor of osteopathy, and five public members. The members serve four-year rotating terms.

The board licenses 14,000 physicians, and registers 280 physician assistants, 2,650 physical therapists, 950 respiratory care practitioners and 215 athletic trainers. The board expects to license its first acupuncturist toward the end of the 1995 calendar year. Approximately 50 applicants are expected for acupuncturist licensure in the first year.

The board publishes a newsletter three times each year, entitled *Minnesota Board of Medical Practice: UPDATE*. The *UPDATE* has a circulation of 22,000 and is sent to each person licensed or registered by the board. Persons wishing to receive the *UPDATE* may contact the board office and request to be added to the mailing list.

The board receives 1,000-1,500 complaints against health professionals under its authority each year. To file a complaint against any practitioner covered by the board's statutory authority, telephone or write the board office to request complaint forms. If investigations are required, they are conducted by the attorney general's office. The board has the authority to issue a letter of reprimand, require uncompensated public service, levy a civil penalty, or restrict, suspend or revoke a license or registration. 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 license is \$200 and the annual registration fee is \$168. Certification of licensure to other states is \$25. Each physician is required to complete 75 hours of continuing medical education (CME) every three years (including 3 credit hours in infection control), and forms for reporting CME are provided with annual registration materials.

Initial registration for physician assistants is \$120 with annual renewal fees \$152 with prescribing privileges and \$128 without prescribing privileges.

Initial registration for physical therapists is \$100 and the fee for annual renewal is \$60. The board administers the NPTE examination two times yearly, at an administrative fee of \$50 plus the fee for the exam.

Initial registration for respiratory care practitioners is \$48.50 for applications submitted January 1 to June 30, and \$78 for those submitted July 1 to December 31. Annual renewal fee is \$78.

Initial registration for athletic trainers is \$50 for applications submitted January 1 to June 30 and \$100 for those submitted July 1 to December 31. Annual renewal fee is \$100.

Initial licensure for acupuncturists is \$150 and the fee for annual renewal is \$150.

Medical corporations are registered by the board. The first year reg-

istration 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 bimonthly meetings of the Physician Assistant Advisory Council, the Physical Therapy Council, the Respiratory Care Practitioner Advisory Council, the Athletic Trainer Advisory Council, and the Acupuncture Advisory Council. For information concerning meeting schedules and other information, contact the board office at (612) 642-0538.

Persons wishing to verify that their physician is licensed and in good standing, may call the board at (612) 642-0538. Name, address, license or registration number, date of issue and status are public information. In accordance with the Data Practices Act, complaints are not a public record.

The Board of Medical Practice, in partnership with the Department of Administration, Mailing List Services, provides access to the Physician License Verification data by calling a Bulletin Board System, the MN License Line. The number to call is 1-900-388-7888 and there is a \$2.50 per minute usage fee. In order to use this system, you must have a personal computer and a modem with telecommunications software using ANSI terminal emulation and communication settings of 8-1-N. This service is available 24 hours a day.

The board operates a speakers' bureau service to provide board members and staff to speak at hospital and clinic staff meetings, local and county medical society meetings and meetings of other organizations regarding the board's responsibilities and activities. To schedule speakers for events, contact Lois Kauppila at (612) 642-0538.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Medical Practice**, (*Minnesota Statutes* 147.01) examines, licenses, and registers medical doctors and doctors of osteopathy, physician assistants, physical therapists, athletic trainers, respiratory care practitioners, and acupuncturists and enforces the Medical Practice Act. The board consists of 16 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. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

The **Physical Therapy Council** (*Minnesota Statutes* 214.13 subd. 4) advises the Board of Medical Practice regarding physician assistant registration standards and disciplinary issues, 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. **Appointing Authority:** Board of Medical Practice. **Compensation:** \$55 per diem plus expenses.

The **Physician Assistant Advisory Council** (*Minnesota Statutes* 214.13 subd. 4) advises the Board of Medical Practice regarding physician assistant registration standards and disciplinary issues, 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. **Appointing Authority:** Board of Medical Practice. **Compensation:** \$55 per diem plus expenses.

The **Respiratory Care Practitioner Advisory Council** (*Minnesota Statutes* 214.13 subd. 4 and *Minnesota Rules* 4762.0200) advises the Board of Medical Practice regarding respiratory care practitioner registration standards and disciplinary issues, and provides for distribution of information regarding standards. The council consists of seven members including two public members, three respiratory care practitioners, and two licensed physicians with expertise in respiratory care. Bimonthly meetings. **Appointing Authority:** Commissioner of health. **Compensation:** \$55 per diem plus expenses.

The **Athletic Trainer's Advisory Council** (*Minnesota Statutes* 148.7805, *Laws of 1993*, Chapter 232) advises the Board of Medical Practice regarding athletic trainer registration standards and disciplinary issues, and provides for distribution of information regarding standards. The council consists of eight members including two public members, three athletic train-

ers (one being a registered physical therapist) two licensed physicians with experience in athletic training and sports medicine, and one chiropractor with experience in athletic training and sports medicine. Bimonthly meetings. **Appointing Authority:** Commissioner of health. **Compensation:** \$55 per diem plus expenses.

The **Acupuncture Advisory Council** (*Minnesota Statutes* 147B.05) advises the Board of Medical Practice regarding acupuncture licensure standards and disciplinary issues, and provides for distribution of information regarding standards. The council consists of seven members including one public member who has received acupuncture as a primary therapy, four acupuncture practitioners, one licensed physician who also practices acupuncture, and one licensed chiropractor who is NCCA certified. Bimonthly meetings. **Appointing Authority:** Board of Medical Practice. **Compensation:** \$55 per diem plus expenses.

Ombudsman for Mental Health and Mental Retardation

7th and Robert Streets, Metro Square Building, Suite 420, St. Paul, Minnesota 55101

Roberta C. Oheim, ombudsman, (612) 296-3848 or toll-free 1-800-657-3506

E-mail: mhmr@state.mn.us

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: (For more information see pages 1 and 272). The **Governor's Ombudsman Committee for Mental Health and Mental Retardation**, advises and assists the Ombudsman for Mental Health and Mental Retardation in developing policies, plans, and programs to benefit the mentally ill, mentally retarded, chemically dependent and developmentally disabled. The committee consists of 15 members who are appointed on the basis of their knowledge and interest in the health and human services system subject to the ombudsman's authority. Overall membership shall reflect the agencies, facilities and programs within the ombudsman's authority. Members shall include consumer representative, representatives of advocacy organizations, human service and health care professionals, including professionals in psychiatry, internal medicine, and forensic pathology and other providers of services or treatments to clients. Meetings four times per year. **Appointing Authority:** Governor. **Compensation:** Reimbursed for expenses.

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.

The 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 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 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:** (218) 739-7364
- Regions 2 and 5, **Brainerd:** (218) 828-2366
- Region 3, **Moose Lake:** (320) 485-5150
- Regions 6 and 8: **Willmar:** (320) 231-5962
- Region 7, **Cambridge:** (612) 689-7155
- Region 9, **St. Peter:** (507) 931-7669
- Region 10, **Faribault:** (507) 332-3380
- Region 11N, **Anoka:** (612) 422-4269
- Region 11W, **Hennepin:** (612) 297-7853
- Region 11E, Metro Area, **St. Paul:** (612) 297-2762

Death and Serious Injury Reports

(612) 296-8671 **Glenda Bode, medical review coordinator, deaths and serious injuries.** 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 occurs, the facility or program director will call the office of the ombudsman. Long distance calls may use

the office 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 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) 296-8671 Glenda Bode, 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 acci-

dent. 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.

Metropolitan Airports Commission

6040 28th Avenue South, Minneapolis, MN 55450
Pierson M. "Sandy" Grieve, 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 a major hub airport (Minneapolis/St. Paul International), and six reliever airports: St. Paul Downtown Airport (Holman Field), Lake Elmo Airport, AirLake Airport, Flying Cloud Airport, Crystal Airport and Anoka County-Blaine Airport.

Minneapolis-St. Paul International Airport (MSP) handled more than 26 million passengers in 1995. St. Paul Downtown Airport has been designed and operated to meet the needs of corporate aviation. General aviation needs are accommodated on the other five reliever airports. In 1995, nearly 1.3 million landings and takeoffs occurred on MAC's system of airports, one of the largest airport systems in the nation in terms of operations.

The commission is charged with the promotion and development of air transportation, the development of the metropolitan area's full potential as an aviation center; and with providing the facilities and services in a safe and efficient manner with minimum environmental impact. The commission coordinates its activities with the federal government, the commissioner of aeronautics of the Minnesota Department of Transportation, and the Metropolitan Council.

The full commission meets on the third Monday of each month in Room 303 of the Lindbergh Terminal at MSP. The meetings begin at 1 p.m.

The commission has the authority to levy a property tax for operations and/or debt service but it has not done so since 1969. The commission's bonds carry a AAA rating.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Metropolitan Airports Commission** promotes air transportation locally, nationally and internationally by developing the Twin Cities as an aviation center. The commission consists of 15 members, including the chair and 12 members appointed by the governor, eight of whom reside in precincts determined by the governor, and four residing outside the metro area. Two of the Greater Minnesota commissioners are from cities, towns or counties containing a key airport, and two are from cities, towns or counties containing an intermediate airport. The mayors of Minneapolis and St. Paul, or designees, also are commissioners. The chair receives \$20,226 annually plus expenses and serves at the pleasure of the governor. Monthly meetings. Members must file with the Ethical Practices Board.
Appointing Authority: Governor. **Compensation:** \$50 per diem.



The MAC produces various reports and publications including guides to the facilities at MSP, an access guide for the handicapped and elderly and a guide to the parking facilities at the airport. These publications are free and are available at airline ticket counters and MAC offices in the Lindbergh Terminal.

An automated narrated slide program describing the MAC and its activities is available to groups at no charge. A 30-minute video, produced by the MAC and describing the MAC, its structure and facilities, also is available. The program discusses St. Paul Downtown Airport; aircraft noise and programs under way to reduce noise impacts, and the MAC's home insulation program. Call the Public Relations Department (726-8172) for more information and for availability.

A Dual Track Airport Planning process — designed to study the region's long-term aviation needs — was established in 1989 by the Minnesota Legislature's Metropolitan Airport Planning Act. The seven-year planning process was conducted by the Metropolitan Airports Commission and the Metropolitan Council.

One track addressed providing the region's long-term aviation needs by expanding Minneapolis/St. Paul International Airport. The other track studied meeting capacity needs by building a new (replacement) airport in Dakota County.

The Metropolitan Council conducted the new airport search study and prepared an MSP reuse study. The MAC was responsible for selection of a new airport site within the search area, preparing a comprehensive plan for an airport on the selected site, developing the Long Term Comprehensive Plan for MSP, and preparing the state environmental documentation.

The Airport Planning Act required the MAC and the Metropolitan Council to make a recommendation to the legislature in July 1996 on which approach should be taken to meet future airport development needs.

The Minnesota Legislature voted in its 1996 session to expand the existing airport and scrap plans for either building or saving land for a new airport in Dakota County.

The commission owns and operates six reliever airports. For information on these facilities contact Mr. Gary Schmidt, Manager of Reliever Airports, 726-8100; Mr. Greg Fries, Manager, East Reliever Airports, 224-4306 (St. Paul Downtown Airport, Lake Elmo and AirLake airports); or Jack Eberlein, Manager, West Reliever Airports, 537-2058 (Flying Cloud, Crystal, and Anoka County-Blaine Airports).

3 Minneapolis/St. Paul International Airport (MSP)

(612) 726-8100 Minneapolis/St. Paul International Airport (MSP) is home to four U.S. air carriers — Northwest, Sun Country, Mesaba and Great Lakes Airlines — and is a major domestic and international hub for Northwest. The airport is located near the confluence of the Mississippi and Minnesota Rivers on 3,100 acres in the Twin Cities metro area. It is 15 minutes by freeway from the core business districts of both Minneapolis and St. Paul.

The airport has two terminal facilities. The Lindbergh Terminal (612-726-5555) serves the scheduled airlines and serves most of the airport's passengers. The Hubert H. Humphrey Charter Terminal (612-726-5800) accommodates international arriving flights and charter airlines.

MSP has two northwest-southeast runways 11L-29R (8,250' x 150') and 11R-29L (10,000' x 200') and a crosswind runway 4-22 (8,256' x 150'). Runway 11R is equipped with an Instrument Landing System (ILS). Approach aids include centerline lights, medium intensity approach lights with sequence flashers, and a Precision Approach Path Indicator (PAPI). It also is equipped with a Runway Visual Range (RVR) at the approach end, midfield and rollout.

Runway 29L has Cat. I and Cat. II ILS approaches, centerline lighting, touchdown zone lighting, PAPI, and High Intensity Approach Lights with sequenced flashing lights. This runway also has an NDB approach based on the ILS outer marker located 5.5 miles southeast of the airport. It also as approach, midfield and rollout RVR.

Runway 11L is equipped with an ILS. Approach aids include medium intensity approach lights with sequenced flashing lights and a PAPI.

Runway 29R has an ILS approach, a simplified short approach lighting system with Runway Alignment Indicator Lights, and a PAPI. It also has an NDB approach based on the LOM located 4.5 nautical miles southwest of the airport. The runway also has an RVR.

Runway 22 is equipped with an ILS approach, a Medium Intensity Lighting System, and a PAPI.

AirLake Airport - Dakota County

(612) 469-4040 This airport consists of approximately 550 acres and includes a north-south runway (11/29) which is 4,100 feet long by 75 feet wide. The runway is equipped with high intensity runway lights, an instrument landing system, medium intensity approach lights and runway alignment indicator lights. Runway 29 has precision approach path indicator lights (PAPI) and Runway 11 has runway end identifier lights as well as a visual approach slope indicator. The airport is served by two fixed base operators.

Anoka County/Blaine Airport - Anoka County

(612) 786-9490 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. It also includes one east-west runway

(8/26) which is 4,000 feet long and 75 feet wide. Medium intensity runway edge lights are located on runway 17/35 and high intensity lights are located on runway 8/26. A visual approach slope indicator serves both ends of runway 17/35. Runway end identifier lights are located on runways 17, 35, and 8. The airport is served by several fixed base operators. A control tower is scheduled for completion in 1996.

Crystal Airport - Hennepin County

(612) 537-2058 The airport is served by parallel north-south 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) which is 2,100 feet long by 120 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

(612) 941-3545 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/29L is 3,900 feet long and 75 feet wide; runway 9L/29R is 3,600 feet long by 75 feet wide; and runway 18/36 is 2,695 feet long and 75 feet wide. Runway 9R/29L 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 has an instrument 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

(612) 777-6300 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 and 75 feet wide. Medium intensity lights have been installed on runway 13/31 and runway end identifier lights are installed on runway 13. Precision approach path indicator lights are available on runway 31. One fixed base operator serves Lake Elmo Airport.

St. Paul Downtown Airport (Holman Field) - Ramsey County

(612) 224-4306 This airport is comprised of approximately 560 acres and has a northwest-southeast runway (14/32) which is 6,700 feet long and 150 feet wide; a northwest-southeast runway (12/30) which is 4,115 feet long and 150 feet wide; an east-west runway (8/26) which is 3,650 feet long and 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. An instrument landing system is available on runway 32, and an ILS is planned for runway 14. The airport is served by an FAA control tower and several fixed base operators.

Metropolitan Council

230 East Fifth Street, Mears Park Centre,
St. Paul, MN 55101
Curtis Johnson, chair
James Solem, regional administrator
Richard Johnson, associate regional administrator

General offices:

Regional Administration and Planning (612) 291-6359
Chair/Regional Administrator's Office (612) 291-6554
Environmental Services, general offices (612) 222-8423
Transit Operations, general offices (612) 349-7400

Minnesota Statutes, 473.121-.249; 473.371-.451;
473.501-.549;
Minnesota Rules 5800, 5900

Mission

The mission of the Metropolitan Council is to provide leadership in the effective planning for the orderly growth and development of the region and in the delivery of regional services.

Purpose

The Metropolitan Council coordinates regional planning and guides development in the seven-county area. The council also operates regional services including wastewater collection and treatment, transit and Metro HRA—an affordable housing service that provides assistance to low-income families in the region. Created by the Minnesota Legislature in 1967, the council establishes policies and provides planning and technical assistance to communities in the Twin Cities region for airports, regional parks, highways and transit, sewers, air and water quality, land use, and affordable housing.

In 1994, the Minnesota Legislature merged the council with three regional agencies, combining the responsibilities for planning and operations of regional services for transit and wastewater treatment. The former agencies now consolidated into the council include the Regional Transit Board, Metropolitan Transit Commission, and Metropolitan Waste Control Commission. The legislation established the divisions of transportation, environment and community development in addition to administration and policy and research functions.

The council includes 16 members, and a chair, all appointed by and serving at the pleasure of the governor. There are four standing committees where the business of the council is discussed and decisions made, before approval by the full council. These committees and issues addressed include:

Community Development Committee - for issues including *Regional Blueprint* implementation, housing, HRA, economic development, local government comprehensive plan reviews, environmental reviews, local government assistance, parks planning, integrated library system proposal, region-wide public safety radio communications system;

Environment Committee - for issues including sewer policy and planning, sewer facilities and operations, water planning, nonpoint source pollution, federal and state regulations;

Finance Committee - for issues including budget review, financial monitoring, personnel policy, labor agreements, bond authority, insurance;

Transportation Committee - for issues including transportation policy and planning, aviation policy and planning, federal funding programs, transit planning, Metro Mobility, transit operations.



Customer information:

Regional Information & Resource Center (Data Center) (612) 229-8140; Internet: data.center@metc.state.mn.us
Metro Information Line (pre-recorded information on meeting schedules, reports and publications, council news, housing referrals) — (612) 229-3780
Metro Mobility Service Center (612) 221-0015
Transit Information Centers (612) 373-3333
Housing & Redevelopment Authority (612) 291-7428

Meetings are open to the public, with time at each meeting available for public comment. An **Executive Committee** also meets and includes council member officers and committee chairs. For meeting schedules and agenda information, call the **Metro Information Line** at 229-3780.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Metropolitan Council** (*Laws of 1994*, Chapter 648) is made up of 17 members, including a chair who serves at-large and 16 members who each represent a geographically defined council district. All members serve at the pleasure of the governor and must file with the Ethical Practices Board. Members cannot hold elected public office and must reside within the council district they represent. The council is organized by committees, which make recommendations to the full board. Council members each serve on at least two committees, attend semi-monthly council meetings and meet regularly with local government officials and members of the Minnesota Legislature.
Appointing authority: Governor, senate confirmation.
Compensation: Beginning January 1, 1995, compensation for the council chair was set at \$52,500 and council members received a fixed salary of \$20,000.

Regional Administration and Planning

(612) 291-6359 As part of the council's responsibilities in long-range planning, the *Regional Blueprint* was adopted as an action plan for the metropolitan area. The *Blueprint* builds on the region's strengths and through regional partnerships, provides focus on improving the livability of the region in six key areas:

- **encourage economic growth**, increased productivity and job creation through a regional economic strategy
- **foster reinvestment** in distressed parts of the region, supporting and improving local business
- **expand life-cycle housing opportunities** (housing for families at all stages of life) and affordable housing opportunities for lower and moderate-income people throughout the region
- **strengthen communities** through land use planning and neighborhood renewal and revitalization
- **preserve the natural environment** and incorporate environmental features into the development and redevelopment of the region
- **provide financially sound public facilities** that support business growth and overall regional development

For 1995-96, the council's focus is:

- **Expanding technical assistance and planning services to communities.** The council is forging partnerships with communities to expand affordable housing and improve more compact, transit-related development. These programs are based in the Community Development Division.
- **Redesigning transit services.** Because of funding cutbacks and changing customer needs, the council is working with business, communities and customer groups to redesign transit standards, service levels and the types of service available across the region. These programs are based in the Transportation Division.
- **Redesigning wastewater treatment services.** To improve delivery of services and hold rate increases to the cost of inflation, the council is restructuring the workforce and how design, engineering and construction of capital projects are managed. These programs are based in the Environmental Services Division.

Environmental Services

(612) 222-8423 Metropolitan Council Environmental Services (MCES) owns and operates the regional wastewater collection and treatment system in the seven-county Twin Cities metropolitan area. Additional regional environmental responsibilities include industrial wastewater pretreatment and management, air and water quality monitoring, regulatory compliance, surface water planning, and nonpoint source pollution abatement.

To protect the public health and environment, MCES manages the collection, treatment and disposal of wastewater, and promotes effective watershed management within the Twin Cities metropolitan area.

The regional wastewater collection and treatment system includes nine regional treatment plants and 550 miles of interceptor sewers, which convey sewage from two or more communities. More than 300 million gallons of wastewater are treated every day—more than half the state's total—from two million residents in 104 communities. Treated wastewater is discharged into four area rivers: the Minnesota, Mississippi, St. Croix, and Vermillion.

Treatment plants are regulated by the federal Environmental Protection Agency and the Minnesota Pollution Control Agency. These regulatory bodies monitor and enforce standards for effluent discharges, air emissions, and solids handling at each of the treatment plants. In 1995, compliance with water-quality based operating permits was at 99.5 percent. In 1995 MCES had an annual operating budget of \$158.8 million and 1,036 employees.

System users—communities in the seven-county area—pay a fee-for-service. No state funds are appropriated by the legislature for wastewater treatment. System operating costs are pro-rated to each community based on the volume of wastewater treated. Each community pays the same rate per gallon for treatment of wastewater. More than 700 industries receive permits from Environmental Services to discharge wastewater into the metropolitan disposal system, but pay additional fees based on the volume and strength of their discharge.

Publications, brochures, a speaker's bureau, video library, hands-on exhibits, tours of facilities, open houses, public hearings, budget meetings, school partnerships, and curriculum development are available to community groups and the general public. Technical reports and documents about engineering projects, water and air quality monitoring, watershed management, plant technical performance, and agency finances are also available to the public. For more information call the Office of Communications at 229-2129.

Metro Mobility

(612) 221-0015 Metro Mobility is the primary public transportation program for people with disabilities in the Minneapolis-St. Paul area and certain adjoining suburbs. The program is designed for people with disabilities who are unable to use other forms of accessible transit, such as lift-equipped regular route service. Metro Mobility service is provided by a fleet of 150 vans specifically designed to be accessible and safe for people with disabilities.

County programs operating in Anoka, Carver, Dakota, Scott and Washington Counties complement Metro Mobility service to create the special transportation system. Metro Mobility provides service for approximately 26,000 certified riders, delivering nearly 4,000 trips on average per weekday. Riders may call the Metro Mobility Service Center to schedule trips up to 14 days in advance and pay a fare of \$2.00 or \$2.50 per one-way trip, as of November 1995.

The federal Americans with Disabilities Act (ADA) mandates many of the service parameters for the Metro Mobility program, including service area, response time, days and hours of service, advance scheduling, capacity constraint and fares. Some cities across the country are just now starting to develop paratransit systems, in order to meet the ADA 1997 deadline for service. The Twin Cities region is well ahead of most parts of the country in meeting that 1997 deadline. On the state level, the Minnesota Human Rights Act also dictates how service must be provided. Having this law in place is one of the reasons Minnesota is ahead of other parts of the country when it comes to providing paratransit service.

The state provides funding to operate the Metro Mobility program. Each year, the Minnesota Legislature appropriates state dollars to the Metropolitan Council for Metro Mobility. Unlike other regional transit services, Metro Mobility receives no funding from property tax revenue or federal dollars. The State of Minnesota and taxpayers provided approximately \$31 million for the 1995-96 biennium.

The Metropolitan Council sets policy to ensure that Metro Mobility service complies with state and federal law. The council also administers and is responsible for the program's contracts.

Three companies — Mayflower, Metro Ride and Handicabs — contract with the Council to supply the drivers for the Metro Mobility vans, maintain the vehicles and provide the majority of service. Each provider is assigned to a specific portion of the metropolitan area. Riders call their provider, which is determined by where they live, to schedule rides. The council's Metro Mobility Service Center is responsible for management of day-to-day operations, rider certification and customer service issues. Call the Metro Mobility Service Center at 221-0015.

Transit Operations

(612) 349-7400 Metropolitan Council Transit Operations (MCTO) is the largest transit provider in the region, serving more than 95 percent of the bus-riding public on over 120 routes. Approximately 840 buses provide service during peak travel times. The service area includes Minneapolis, St. Paul and surrounding suburban areas including 78 cities. Of the bus fleet, 28 percent of buses are accessible to riders with disabilities, including automatic lifts and wide aisles for wheel chairs. By 2004, the entire fleet of buses is planned to be accessible.

In 1994, more than 62.4 million passengers used MCTO transit services. On a daily basis, 75,000 passengers are served on more than 225,000 rides. Transit information centers provide customer information on routes, schedules and fares. Also, the centers offer information on other regional transit services, so that customers have the ability to travel throughout the region, even on routes not currently in the MCTO service area.

In 1995, a planning and redesign of transit was named as a key priority for the council. A council staff team, working with other transportation providers, local officials, business and community interests, are reworking transit delivery to match a variety of transit needs. These include large bus regular route service, small bus circulators, dial-a-ride services, travel demand management strategies, etc. As part of transit redesign, the various transit options would be coordinated in a reorganized system. Several demonstration projects are in progress and will be monitored closely and evaluated for future system implications. Cost efficiency and meeting customer needs are critical in a travel marketplace that has become increasingly competitive.

Internet Access

In mid-1995 the Metropolitan Council created an electronic address on the Internet and began exploring ways to use emerging digital technology to promote more public access to council information, data, maps, programs, and staff.

Although final plans were still taking shape, in late-1995 the council already had the technological capability in place to publish reports and documents, accept inquiries, and converse with other Internet subscribers. In 1996 the council is expected to make increasing use of this cyberspace communication tool.

For public inquiries, computer users can contact the council at the following Internet address:

- **data.center@metc.state.mn.us**
- Individual council staff with Internet capability can also be reached directly by name at: **john.doe@metc.state.mn.us**

Twin Cities Computer Network (TCCN)

In January 1995 the Metropolitan Council began a demonstration project to provide additional local access to the council through the Twin Cities Computer Network (TCCN), a private computer gateway.

From their homes, computer users can gain access to TCCN and provide input to a public forum on current regional issues, as well as learn about recent council actions, new publications, future committee meetings, opportunities for community involvement and public hearings. TCCN subscribers have additional opportunities to access additional information on recreation facilities at regional parks. For more information dial in to the council via computer at 337-5400 or call TCCN customer service at 332-2101.

Metro Information Line

(612) 229-3780 The Metro Information Line is updated weekly with current information about recent council actions, coming meeting agendas, new publications, and a listing of the region's public housing agencies and contacts.

Call the Metro Information Line at 229-3780 for pre-recorded information 24 hours a day.

Public Comment Line

(612) 291-6536 Call with comments for public hearings, questions, etc.

Grant Programs

Twin Cities Water Quality Initiative

The Twin Cities Water Quality Initiative (TCQI) grant program was created in 1993 to fund new public projects to prevent or reduce pollution from stormwater runoff in the seven-county metropolitan area.

Administered by the Metropolitan Council, in 1994 the program awarded 12 grants totaling approximately \$1 million for projects to reduce urban water runoff. In 1995 the program awarded 17 grants totaling \$1.3 million. In all, the five-year program will award \$8.8 million to improve water quality in the metropolitan area.

For more information contact Joe Mulcahy, Environmental Services Division, at 291-6652.

Livable Communities (three grant programs)

The 1995 Minnesota Legislature created the Metropolitan Livable Communities Act (*Minnesota Statutes*, Ch. 473.25) to address a number of regional needs in the areas of housing, employment, and community development. The law established three separate accounts for metropolitan communities to draw upon to meet specific needs in their community:

- The **Tax Base Revitalization Account**, which provides grants to help clean up polluted sites;
- The **Livable Communities Demonstration Account**, which is designed to fund a variety of community development projects through loans or grants; and
- The **Local Housing Incentives Account**, which provides grants to help cities work toward affordable and life-cycle housing goals through a voluntary program.

The law also established criteria for the three accounts, including:

- Helping to change long-term market incentives that adversely impact the creation and preservation of living-wage jobs in the region's fully developed area;
- Creating incentives for developing communities to include a full range of housing opportunities for families at all stages in life;
- Creating incentives to preserve and rehabilitate affordable housing in the fully developed area; and
- Creating incentives for all communities to implement compact and efficient development.

For more information contact Chuck Ballentine, Community Development Division, at 291-6521.

Metropolitan Right-of-Way Acquisition Loan Fund (RALF)

In 1982 the Minnesota Legislature authorized the Metropolitan Council to levy a regional property tax to establish a revolving loan fund for advance acquisition of metropolitan highway rights-of-way threatened by imminent development. The funds are used by the council to make loans to counties, towns and cities to purchase property within rights-of-way of mapped state trunk highways. The loans, interest free, are repaid to the council before highway construction begins.

The first proceeds of the tax, about \$1 million annually, were available in July 1983. Since then, more than three dozen loans totaling \$14 million have been made to metropolitan communities to purchase land meeting the appropriate state and regional criteria.

For more information contact Ann Braden, Transportation Division, at 229-2705.

Intermodal Surface Transportation Efficiency Act (ISTEA)

U.S. Congress approved the Intermodal Surface Transportation Efficiency Act (ISTEA) in 1991 to develop a national intermodal transportation system that is economically efficient, environmentally sound, and provides a firm foundation for the nation to compete in the emerging global economy. Most importantly for the Metropolitan Council, ISTEA increased the role of regional planning agencies in the use of federal funds.

The Metropolitan Council is the metropolitan planning organization (MPO) for the seven-county Twin Cities metropolitan area and, working with the Minnesota Department of Transportation, allocates federal and state transportation improvement funds.

For more information contact Carl Ohrn, Transportation Division, at 229-2719.

Metropolitan Council Advisory Committees

The council is assisted by three advisory committees. They are listed below with a brief description of what they do and when they meet. For information on advisory committees, call the Data Center at 229-8140.

Metropolitan Housing and Redevelopment Authority Advisory Committee

The 11-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 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 is currently inactive.

Providers Advisory Committee

This 19-member committee advises the council on pertinent issues associated with planning, implementation, policy development and prioritizing resources for transit services operated within the Twin Cities seven county metropolitan area. The committee meets monthly and may also hold special meetings.

Transportation Accessibility Advisory Committee

The 13-member committee advises the council on policies regarding accessible Twin Cities area public transportation for people with disabilities. The committee meets monthly and may also hold special meetings.

Transportation Advisory Board (TAB)

The Metropolitan Council established the Transportation Advisory Board (TAB) in 1974 to provide a forum for deliberations on transportation issues among state, regional and local officials, modal interests and the public. The TAB advises the Metropolitan Council in preparing transportation plans, and provides coordination and direction to the agencies responsible for implementing regional transportation plans.

The board consists of 33 members: 10 municipal elected officials, seven county elected officials, nine private citizens including the chair, four from state or regional agencies, two representing transit, one representing freight movement, and one representing non-motorized transportation.

Among its key responsibilities are selecting and monitoring projects using federal ISTEA funds. The board also coordinates development of the Regional Transportation Improvement Program (TIP) and adopts the program.

For more information contact Emil Brandt, Transportation Advisory Board, at 229-2721.

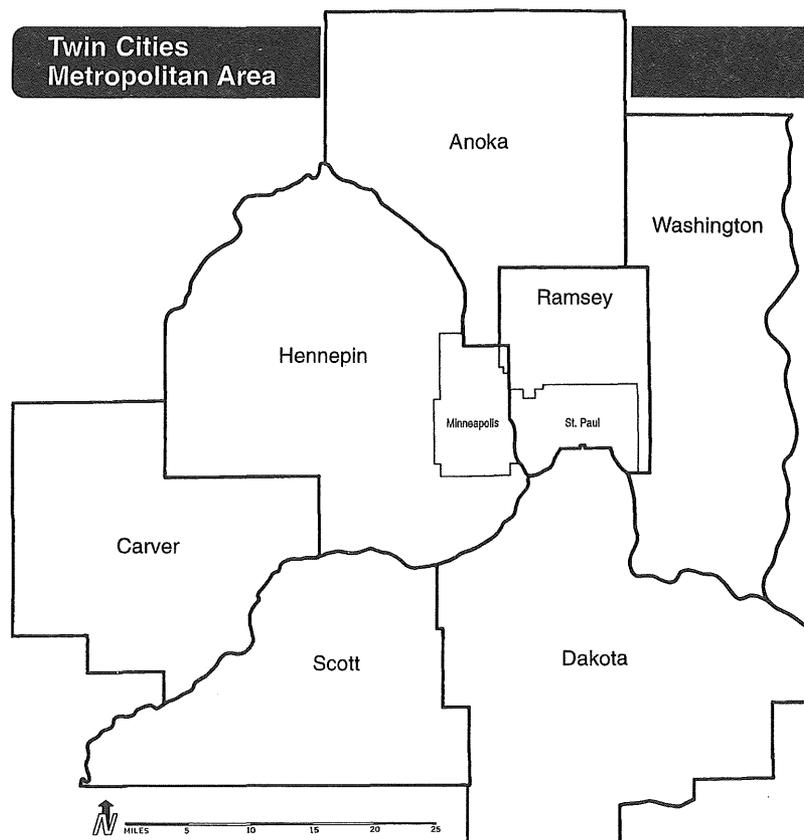
Regional Information and Resource Center

Data Center: (612) 291-8140

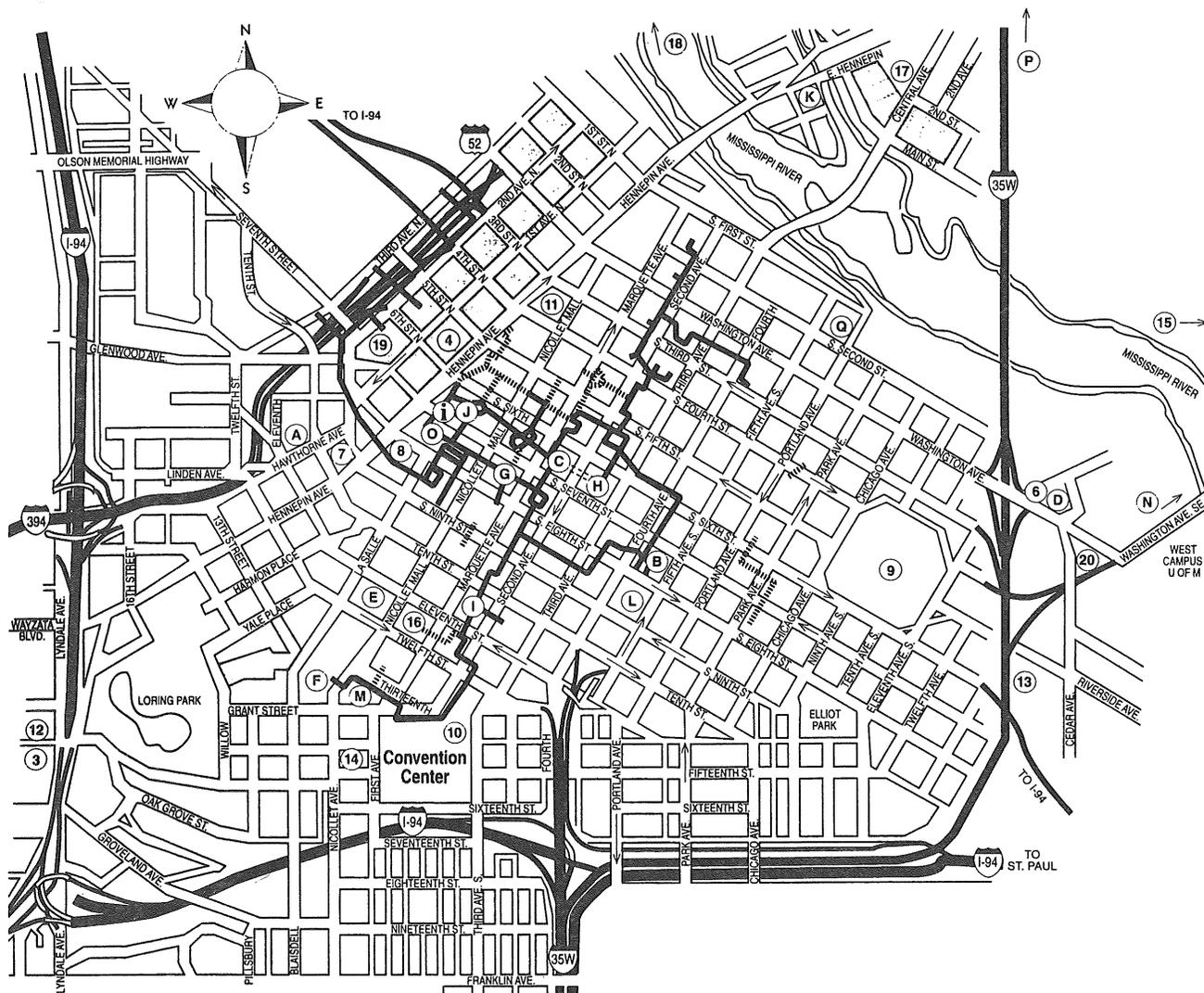
Internet address: data.center@metc.state.mn.us The Data Center provides data and information about the seven-county Twin Cities metro area in the fields of demographics, the economy, housing, government, minority populations, natural resources, parks and open space, solid waste and transportation. Information is available in publications, brochures, newsletters, maps, videos, and computer discs. The Data Center provides custom tabulations of computerized information to businesses, agencies or individuals. There are nominal sliding fees charged for custom research and information for student, government and business customers. The Data Center is open to the public during regular business hours. Many publications and reports are at no charge. There is a nominal fee for some documents.

Special Public Service Publications

- **1990 Census Data Resource.** The council is an official recipient and analyst of data from the U.S. Census Bureau, for purposes of planning in the Twin Cities metro area. The council provides data upon request on 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.
- **"Opening Doors to Affordable/Life-Cycle Housing: Baseline Data."** 1995.
- **Regional Blueprint.** 1994.
- **Regional Parks.** 1991. 32 x 37 inches. Map of the seven-county area lists regional parks and the type of activities they offer.
- **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.
- **1990 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.
- **Council Advisory Committee brochures.** Each of six 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.
- **Various Policy Plans and Policy Statements.** Includes housing, population, transportation, planning and others.
- **Other Reports and Videos.** Includes regular reports and analysis on regional economy, annual report, informational materials on the council, limited series of videos on regional issues and publications directory.
- **Other Maps** also are available at nominal cost.



Downtown Minneapolis



SKYWAYS THAT ARE OPEN AT A MINIMUM THE FOLLOWING HOURS: Mon.-Fri. 6:30 am - 10 pm, Sat. 9:30 am - 8 pm; Sun. Noon - 6 pm
 SKYWAYS OPEN LESS THAN THE ABOVE HOURS Contact building for schedule.
 TUNNEL ROUTE WALKING PATH
 SHOPPING ENTERTAINMENT / NIGHTLIFE
i VISITOR INFORMATION

Accommodations

- A. Best Western Regency Plaza Hotel
- B. Crown Sterling Suites
- C. Crowne Plaza Northstar Hotel
- D. Holiday Inn Metrodome
- E. Hotel Luxeford Suites
- F. Hyatt Regency Minneapolis
- G. The Marquette Hotel
- H. Minneapolis Athletic Club
- I. Minneapolis Hilton and Towers
- J. Minneapolis Marriott City Center
- K. Nicollet Island Inn
- L. Normandy Hotel
- M. Park Inn International

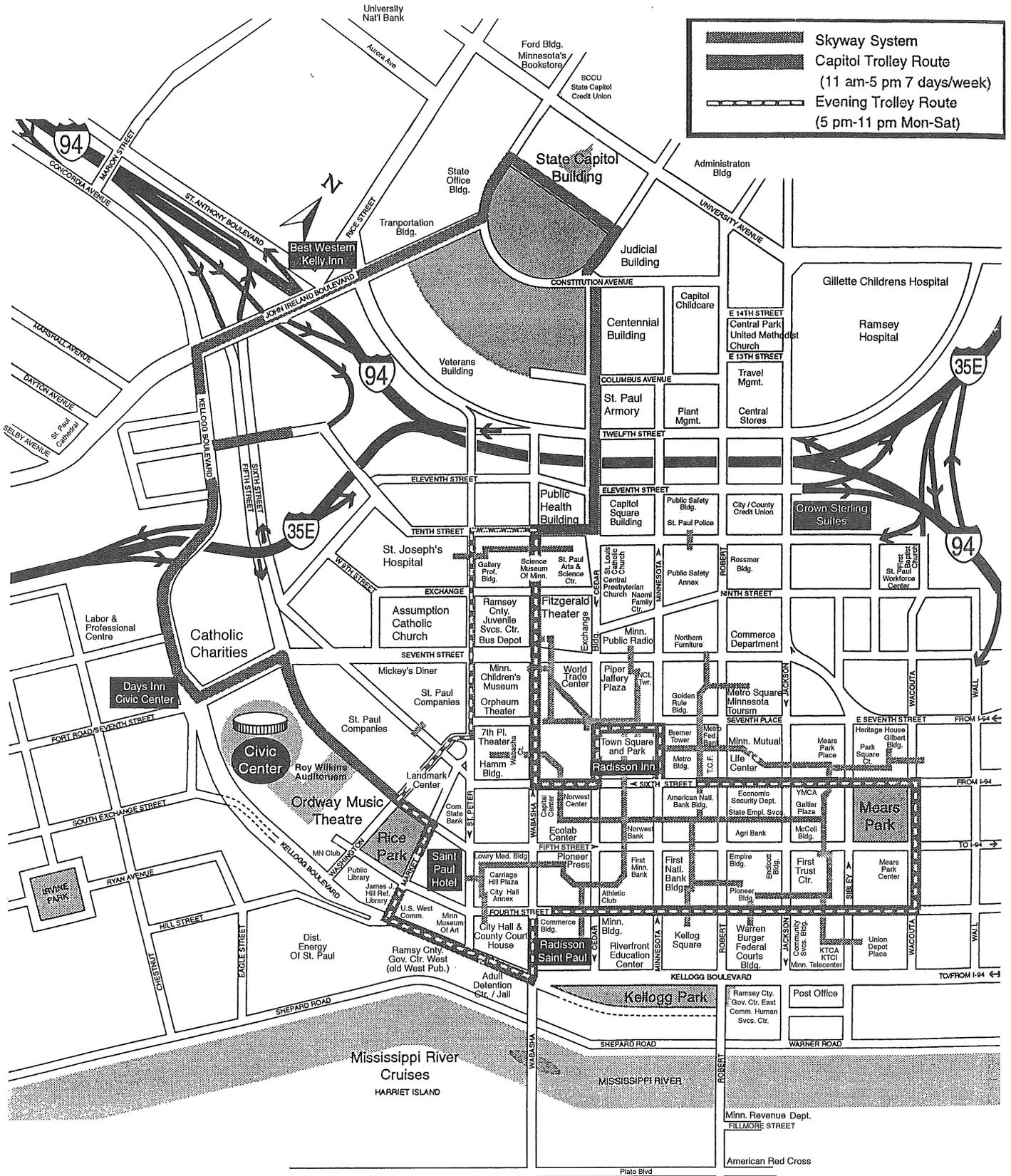
- N. Radisson Hotel Metrodome, U of M
- O. Radisson Plaza Hotel
- P. Sheraton Minneapolis Metrodome
- Q. The Whitney Hotel

Attractions

- 1. American Swedish Institute
- 2. Children's Theatre/Minneapolis Institute of Arts
- 3. Guthrie Theater/Walker Art Center
- 4. Hennepin Center of the Arts
- 5. Hennepin History Museum
- 6. Hey City Stage
- 7. Historic Orpheum Theatre
- 8. Historic State Theatre

- 9. HHH Metrodome
- 10. Minneapolis Convention Center
- 11. Minneapolis Planetarium
- 12. Minneapolis Sculpture Garden
- 13. Mixed Blood Theatre
- 14. Music Box Theatre
- 15. Northrop Auditorium
- 16. Orchestra Hall
- 17. Our Lady of Lourdes Church
- 18. Padelford Packet Boat Company
- 19. Target Center
- 20. Theatre in the Round

Downtown Saint Paul



Minn. Agriculture Dept.
 Group Health Inc.

Metropolitan Parks and Open Space Commission

230 East Fifth St., Mears Park Centre, St. Paul, MN 55101

Edward Gale, chair; Arne Stefferud, park planner/grants administrator (612) 291-6360

Minnesota Statutes, Sections 473.301-473.341

The commission is a nine-member citizen advisory group, established by the state legislature to advise and assist the Metropolitan Council in developing long-range policy and capital improvement plans for outdoor recreation open space facilities in the region that complement state and federal lands.

The guiding document for the program is the *Recreation Open Space Development Guide/Policy Plan* which identifies those recreation open space sites and facilities in the metropolitan area deemed to be of regional significance, which along with state and federal lands will reasonably meet the outdoor recreation needs of metropolitan area residents and visitors. The plan also contains a 10-year capital improvement program which prioritizes land acquisition and recreation facility redevelopment and development projects based on council funding priority policies. The capital improvement program also proposes how each project should be financed with a combination of state appropriations, Metropolitan Council bonds and federal Intermodal Surface Transportation Act (ISTEA) grants. The policy plan is revised every five years and the capital improvement program is revised every two years. A brochure about the commission and copies of the *Recreation Open Space Development Guide/Policy Plan* are available at the Metropolitan Council Data Center, (612) 291-8140.

The regional recreation open space system includes regional parks between 100 and 500 acres in size, park reserves of 1,000 acres or more, regional trails and regional special recreation features including the Como Zoo and Conservatory and the Noerenberg Floral Display Garden. Facilities for the following recreation activities are provided: swimming, boating, fishing, picnicking, camping, nature interpretation and trail activities.

The *Recreation Open Space Development Guide/Policy Plan*, last revised in 1991, plans for a system of 36 regional parks, 10 park reserves, 18 regional trails and three special recreation features. It calls for the acquisition of approximately 52,000 acres of land. In mid-1995, 46,117 acres had been acquired by regional park implementing agencies that own and operate portions of the regional recreation open space system: Anoka, Carver, Dakota, Ramsey, Scott and Washington Counties, the cities of Bloomington and St. Paul, the Minneapolis Park & Recreation Board and the Suburban Hennepin Regional Park District. Master plans for each site are prepared by the park implementing agencies and reviewed and recommended for approval by the commission if they are consistent with the *Recreation Open Space Development Guide/Policy Plan*. Capital improvement grants to implement the master plans are recommended for Metropolitan Council authorization if funds have been appropriated and they are consistent with the council's recreation open space capital improvement program.

Since its creation in 1974, the commission has been responsible for regional recreation open space system planning, reviews of master plans and capital improvement programming. Initial funding for capital improvements came from \$38.5 million of bonds issued by the Metropolitan Council in 1974-75. State bonds were the primary funding source until 1991 when the council reissued \$15 million in

bonds. Since 1994, a combination of state appropriations (bonds and Environmental Trust Fund revenue) and Metropolitan Council bonds along with federal ISTEA grants for trail projects have been used to finance capital improvements.

As of September 1, 1995, a total of \$251 million in capital improvement grants had been authorized to park implementing agencies by the Metropolitan Council with the advice of the commission. The grants were financed with \$65.8 million of Metropolitan Council bonds, \$150 million of state appropriations and \$35.7 million of interest earnings on council and state revenues.

Since 1985, the state legislature has appropriated between \$2 million and \$2.8 million annually for supplementary operations and maintenance grants to the regional park implementing agencies under a formula contained in *Minnesota Statutes* 473.351. The supplemental appropriations cover between 5.9% and 10.5% of the cost to operate and maintain the regional recreation open space system. The commission reviews the outcome of the formula and advises the Metropolitan Council to disburse the funds by August 1 each year an appropriation is made. In 1995, the Fiscal Year 1996 appropriation was \$2.238 million—the same amount that has been appropriated since 1993.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Metropolitan Parks and Open Space Commission** assists the Metropolitan Council in planning the regional recreation open space system, advises the council on grants for the acquisition and development of outdoor recreation facilities, and reviews master plans for those facilities. The commission consists of nine members including eight selected from districts of equal population and a 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. **Appointing Authority:** Metropolitan Council. **Compensation:** \$50 per diem.

The commission usually meets on the first and third Tuesday afternoons of the 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 regional recreation open space parks and trails now open for public use has been published, entitled "Regional Parks: A Map and Guide to the Regional Parks in the Twin Cities Metropolitan Area." This map shows the location of each park and trail, who operates them, and what recreational facilities are available. Copies may be obtained free of charge from the Metropolitan Council Data Center. Mail orders cost \$1.00 for postage and handling.

REGIONAL PARKS, PARK RESERVES AND ACTIVITIES

BOATING

WINTER

| | | | | | | | | | | | | | | | | | | | |
|--------|-------------|---------------|----------|---------|---------|---------|------|--------|-------------------------|-----------------------|------------|----------|-------------|-----------------------|---------|------------------|-----------------------|--------------|-------------|
| BIKING | BOAT LAUNCH | POWER BOATING | CANOEING | SAILING | CAMPING | FISHING | GOLF | HIKING | HORSEBACK RIDING TRAILS | NATURE INTERPRETATION | PICNICKING | SWIMMING | ICE FISHING | NATURE INTERPRETATION | SKATING | SKIING, DOWNHILL | SKIING, CROSS COUNTRY | SNOWMOBILING | SNOWSHOEING |
| | | | | | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | |
|--|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 1. Lake George | | | | | | | | | | | | | | | | | | | |
| 2. Rum River Central | | | | | | | | | | | | | | | | | | | |
| 3. Bunker Hills | | | | | | | | | | | | | | | | | | | |
| 4. Coon Rapids Dam | T | | | | | | | | | | | | | | | | | | |
| 5. Anoka County Riverfront | T | | | | | | | | | | | | | | | | | | |
| 6. Martin-Island-Linwood Lakes | | | | | | | | | | | | | | | | | | | |
| 7. Rice Creek Chain of Lakes | | | | | | | | | | | | | | | | | | | |
| 8. Long Lake | | | | | | | | | | | | | | | | | | | |
| 9. Snell Lake | | | | | | | | | | | | | | | | | | | |
| 10. Bald Eagle-Otter Lake | | | | | | | | | | | | | | | | | | | |
| 11. Como | T | | | | | | | | | | | | | | | | | | |
| 12. Phalen-Keller | T | | | | | | | | | | | | | | | | | | |
| 13. Lake Elmo | | | | | | | | | | | | | | | | | | | |
| 14. Battle Creek | T | | | | | | | | | | | | | | | | | | |
| 15. Lilydale-Harriet Island | T | | | | | | | | | | | | | | | | | | |
| 16. Cottage Grove Ravine | | | | | | | | | | | | | | | | | | | |
| 17. Spring Lake | | | | | | | | | | | | | | | | | | | |
| 18. Lake Byllesby | | | | | | | | | | | | | | | | | | | |
| 19. Lebanon Hills | | | | | | | | | | | | | | | | | | | |
| 20. Hidden Falls-Crosby Farm | T | | | | | | | | | | | | | | | | | | |
| 21. Minnehaha | T | | | | | | | | | | | | | | | | | | |
| 22. Mississippi Gorge | T | | | | | | | | | | | | | | | | | | |
| 23. Central Mississippi Riverfront | T | | | | | | | | | | | | | | | | | | |
| 24. Nokomis-Hiawatha | T | | | | | | | | | | | | | | | | | | |
| 25. Murphy-Hanrehan | | | | | | | | | | | | | | | | | | | |
| 26. Cleary Lake | | | | | | | | | | | | | | | | | | | |
| 27. Hyland-Bush-Anderson Lakes | | | | | | | | | | | | | | | | | | | |
| 28. Minneapolis Chain of Lakes | T | | | | | | | | | | | | | | | | | | |
| 29. Bryant Lake | | | | | | | | | | | | | | | | | | | |
| 30. Lake Minnewashta | | | | | | | | | | | | | | | | | | | |
| 31. Carver | | | | | | | | | | | | | | | | | | | |
| 32. Baylor | | | | | | | | | | | | | | | | | | | |
| 33. Noerenberg Gardens | T | | | | | | | | | | | | | | | | | | |
| 34. Theodore Wirth | T | | | | | | | | | | | | | | | | | | |
| 35. Clifton E. French | | | | | | | | | | | | | | | | | | | |
| 36. Baker | | | | | | | | | | | | | | | | | | | |
| 37. Lake Rebecca | | | | | | | | | | | | | | | | | | | |
| 38. Crow-Hassan | | | | | | | | | | | | | | | | | | | |
| 39. Elm Creek | | | | | | | | | | | | | | | | | | | |
| 40. Fish Lake | | | | | | | | | | | | | | | | | | | |
| REGIONAL TRAILS | | | | | | | | | | | | | | | | | | | |
| T-1 Rice Creek-West | T | | | | | | | | | | | | | | | | | | |
| T-2 Minnehaha Parkway | T | | | | | | | | | | | | | | | | | | |
| T-3 Wirth-Memorial Parkway | T | | | | | | | | | | | | | | | | | | |
| T-4 North Hennepin | T | | | | | | | | | | | | | | | | | | |
| STATE AND FEDERAL LANDS | | | | | | | | | | | | | | | | | | | |
| A. William O'Brien State Park | | | | | | | | | | | | | | | | | | | |
| B. Afton State Park | | | | | | | | | | | | | | | | | | | |
| C. Fort Snelling State Park | | | | | | | | | | | | | | | | | | | |
| D. Minnesota Valley State Trail Park | | | | | | | | | | | | | | | | | | | |
| E. Minnesota Valley National Wildlife Refuge and Recreation Area | T | | | | | | | | | | | | | | | | | | |
| F. Minnesota Zoo | | | | | | | | | | | | | | | | | | | |
| G. Luce Line State Trail | | | | | | | | | | | | | | | | | | | |
| H. Gateway Segment of Munger ST | | | | | | | | | | | | | | | | | | | |

For facility accessibility information, please call the individual park agencies listed in the text.

*Lighted Ski Trail

Parks reached by Metropolitan Council Transit Operations buses. For exact schedules, call MCTO Transit Information, 827-7733.

Regional Parks and Park Preserves

Anoka County Parks and Recreation

550 Bunker Lake Blvd., Andover, MN 55304
(612) 757-3920

- Anoka County Riverfront Regional Park
- Bunker Hills Regional Park
- Lake George Regional Park
- Martin-Island-Linwood Lakes Regional Park
- Rice Creek Chain of Lakes Park Reserve
- Rice Creek-West Regional Trail
- Rum River Central Regional Park
- Wargo Nature Center, George Watch Lake

City of Bloomington

Department of Community Services,
Parks and Recreation Division
2215 West Old Shakopee Road
Bloomington, MN 55431
(612) 887-9601

- Hyland-Bush-Anderson Lakes Park Reserve

Carver County Parks

10775 County Road 33
Young America, MN 55397
(612) 448-6082

- Baylor Regional Park
- Lake Minnewashta Regional Park

Dakota County Parks Department

8500 127th Street East
Hastings, MN 55033
(612) 437-6608

- Lake Byllesby Regional Park
- Lebanon Hills Regional Park
- Spring Lake Park Reserve

Hennepin Parks

12615 County Road 9
Plymouth, MN 55441-1248
(612) 559-9000

- Baker Park Reserve
- Bryant Lake Regional Park
- Carver Park Reserve
- Clifton E. French Regional Park
- Coon Rapids Dam Regional Park
- Crow-Hassan Park Reserve
- Elm Creek Park Reserve
- Fish Lake Regional Park
- Hyland-Bush-Anderson Lakes Park Reserve
- Lake Rebecca Park Reserve
- Noerenberg Memorial Park
- North Hennepin Regional Trail
- Scott County-Hennepin Park Advisory Board
- Cleary Lake Regional Park
- Murphy-Hanrehan Park Reserve

Minneapolis Park and Recreation Board

200 Grain Exchange, 400 South 4th Street
Minneapolis, MN 55415
(612) 661-4800

- Central Mississippi Riverfront Regional Park
- Minneapolis Chain of Lakes Regional Park
- Minnehaha Parkway

- Minnehaha Regional Park
- Mississippi Gorge Regional Park
- Nokomis-Hiawatha Regional Park
- Theodore Wirth Regional Park
- Wirth-Memorial Parkway

Ramsey County

Parks and Recreation Department
2015 Van Dyke Street
Maplewood, MN 55109
(612) 777-1707

- Bald Eagle-Otter Lake Regional Park
- Battle Creek Regional Park
- Long Lake Regional Park
- Phalen-Keller Regional Park (Keller portion)
- Snail Lake Regional Park

City of St. Paul

Division of Parks and Recreation
25 West 4th Street, Room 300
St. Paul, MN 55102
(612) 292-7400

- Como Regional Park
- Hidden Falls-Crosby Farm Regional Park
- Lilydale-Harriet Island Regional Park
- Mississippi Gorge Regional Park (within St. Paul)
- Phalen-Keller Regional Park (Phalen portion)

Washington County Parks Division

1515 Keats Avenue North
Lake Elmo, MN 55042
(612) 731-3851

- Cottage Grove Ravine Regional Park
- Lake Elmo Park Reserve

State and Federal Lands

Minnesota Dept. of Natural Resources

500 Lafayette Rd. Box 40,
St. Paul, MN 55155
(612) 296-6157

Motor vehicle entry permit required at most locations:

- Afton State Park (612) 436-5391
- Fort Snelling State Park (612) 725-2390
- Gateway Segment of Munger State Trail (612) 296-6157
- Luce Line Trail (612) 296-4776
- Minnesota Valley State Trail Park (612) 296-4776
- William O'Brien State Park (612) 433-0500

U.S. Fish and Wildlife Service

3815 East 80th Street
Bloomington, MN 55425
(612) 335-2323

- Minnesota Valley National Wildlife Refuge

Minnesota Zoo (entrance fee)

13000 Zoo Blvd.
Apple Valley, MN 55124
(612) 432-9000

Metropolitan Sports Facilities Commission

900 South 5th Street, Minneapolis, MN 55415

Henry J. Savelkoul, 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 the 53-acre property in Bloomington which was the original site of the former Metropolitan Sports Center.

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.

The commission owns and operates the Hubert H. Humphrey Metrodome. From the revenues generated by Metrodome operations as listed above, the commission is able to pay for debt service, capital improvements, and cost of stadium operations with no dependence on an on-going tax. 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, over 40 million people have purchased tickets for various events.

The commission members' term of appointment is four years.

Department of Military Affairs

20 W. 12th Street, Veterans Service Building, 4th Floor, St. Paul, MN 55155-2098

Major General Eugene R. Andreotti, adjutant general (612) 282-4666

Brigadier General Gary E. LeBlanc, assistant adjutant general (612) 282-4671

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, a 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 money 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, facility improvement and maintenance programs.



Regular commission meetings are held the third 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Metropolitan Sports Facilities Commission** is responsible for the location, design, construction, and operation of the Hubert H. Humphrey Metrodome. The commission owns a 53-acre parcel of land in Bloomington, former site of the Met Sports Center. 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. Regular commission meetings are held on the third Wednesday of the month at 9:30 a.m. in the commission office conference room. Committee meetings are scheduled on an "as needed" basis. **Appointing Authority:** Governor. Minneapolis City Council. **Compensation:** \$50 per diem plus expenses.



Assistant Adjutant General (Army)

(612) 282-4671 **Brigadier General Gary E. LeBlanc.** The assistant adjutant general 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 assistant adjutant general is also the primary liaison with the state legislature, the congressional delegation and other federal and state agencies as directed by the adjutant general.

Air National Guard State Headquarters

(612) 282-4673 **Colonel Verne P. Burque, executive staff support officer.** This section is the link between the adjutant general, the Minnesota Air National Guard and the two Air National Guard bases. This section processes major air guard personnel actions including enlistments, separations and discharges. 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.

Chief of Staff, Army Guard

(612) 282-4665 Colonel Dennis J. Lord, chief of staff. The chief of staff, Minnesota Army Guard, 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 insure that all assigned missions are accomplished.

U.S. Property and Fiscal Office

(320) 632-7331 Colonel Charles Andres, U.S. property and fiscal officer. All federal money issued to the Minnesota Army and Air National Guard must pass through this office, which is located at Camp Ripley, a Minnesota National Guard training facility near Little Falls, Minn. The office maintains all necessary records concerning receipt, disbursement and accounting of all federal resources loaned to or used by the Minnesota National Guard.

Directorate of Personnel

(612) 282-4040 Colonel Curtis L. Newcomb, director. This office 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) 282-4235 Lieutenant Colonel Thomas D. Cochran, manager. This section of the Directorate of Personnel supervises the army guard's statewide recruiting force, as well as plans, organizes and implements recruiting programs and other functions related to recruiting. It also handles reenlistment of current guard members and other reserve and active component members who join the army guard. Questions relating to enlistment benefits and procedures should be directed to this section. The Family Programs Office is part of this section.

Directorate of Plans, Operations, Training and Military Support

(612) 282-4535 Colonel John A. Bathke, director. This directorate is responsible for readiness and mobilization preparedness for the Minnesota Army National Guard. It budgets and manages all military school activities, provides broad training guidance to all Minnesota Army Guard members and plans and programs troop units into Camp Ripley for annual training 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 about military support, contact Lieutenant Colonel Gary Sigfrinius, military support officer, (612) 282-4554.

This section also manages a drug demand reduction (DDR) program and a counterdrug program. The DDR program teams up with Drug Abuse Resistance Education (DARE) units at community police agencies around the state to provide a program to elementary school students on making good choices in life. The counterdrug program provides various types of assistance to local law enforcement agencies across the state to help stem the flow of illegal drugs into and out of the state. For information on these programs, call Major Bill Kolbinger at (612) 282-4147.

The Regional Training Institute - Minnesota National Guard

(320) 632-7287 Lieutenant Colonel Lyle D. Lalim, training administrator. This organization conducts U.S. Army Training and Doctrine Command (TRADOC) and National Guard Bureau accredited officer candidate schools, noncommissioned officer education

system courses, sustainment and transition courses, support functional courses and courses directed by the adjutant general. The institute serves as the proponent for training aids, devices, simulators and simulations (TADDS) coordination and activities.

Human Resources Management Office

(612) 282-4668 Colonel Terry J. Dorenbusch, manager. This office manages the full-time employees who support the Minnesota Army and Air National Guard throughout the year. The full-time 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) 282-4472 Technical Sergeant Ryan Wedlund, manager. This section coordinates with supervisors, managers and the Support Personnel Management Officer in administering the Equal Opportunity 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 minority employment programs.

Public Affairs Office

(612) 282-4684 Major R. Denis Shields, public affairs officer. This office handles public information, community relations and internal information for the army and air guard. News media and other public inquiries should be directed to this office. E-mail: paomn@mn-ngnet.army.mil

Information Management

(612) 282-4455 Major William A. Hose, director. This office is the principal advisor to the adjutant general and staff on automation, telecommunication, visual information, printing and publications. 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. E-mail: doim@mn-ngnet.army.mil

State Finance

(612) 282-4447 This office manages all of the state budget of the Minnesota Department of Military Affairs. It takes care of all of the personnel and finance records for all state employees who work for the department and it handles advertising for all state jobs available within the department. For information regarding fiscal issues, call Marlene Anderson - 612-282-4630. For information on property and audit issues, call Chief Warrant Officer Gary Bloedel - 612-282-4447.

This office is also home to the Minnesota State Armory Building Commission, which finances the construction of new National Guard training and community centers and manages and maintains those structures until the bond debt has been retired and the property is transferred to the State of Minnesota. For information about MSABC, contact Terry Palmer at 612-282-4678.

Army Aviation Support Facility, St. Paul Downtown Airport

(612) 296-4584 Colonel Rick Erlandson, facility commander. The Army National Guard 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

(320) 632-7321 Colonel Elwyn Kropuenske, camp commander. Camp Ripley is the state-owned National Guard training site seven miles north of Little Falls, Minn. This 53,000-acre training site has accommodations to house 10,500 troops during moderate weather and 3,500 for winter training. The camp has a number of automated

small arms ranges used by the military as well as some local and state law enforcement agencies. The camp also has a large education center which has an overall capacity of 700 students which includes 20 classrooms that can accommodate from 12 to 100 students. The building is equipped with audio-visual equipment, computer facilities and is able to handle interactive audio and visual teleconferencing sessions. It is available to federal agencies as well as other state agencies.

Office of the Military Architect and Engineer

(320) 632-7315 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.

Logistics Management Office

(320) 632-7384 Colonel William A. Serie, logistics management officer. This office, located at Camp Ripley, supervises the maintenance and management activities for all federal equipment used by the Minnesota Army National Guard; it manages all supply activities for the Minnesota Army National Guard and it manages all army guard surface transportation.

Through its maintenance management office, it oversees the operation of a Mobilization and Equipment Training Site (MATES) at Camp Ripley. It manages all of the full-time maintenance activities in the Minnesota Army National Guard, including Organizational Maintenance Shops (OMS) around the state and the Combined Support Maintenance Shop (CSMS) at Camp Ripley.

Major Commands

Minnesota Army National Guard

34th "Red Bull" Infantry Division

(612) 282-4702 Major General Gerald Miller, commander. The 34th Infantry Division, one of our nation's eight National Guard Divisions, is headquartered in Rosemount, Minn. The division has units in Minnesota, Iowa, Illinois and Wisconsin. The 34th consists of infantry, armor, field artillery, aviation, engineer and support and service units.

Minnesota Municipal Board

366 Jackson Street, Suite 475 McColl Bldg., St. Paul MN 55101
Christine Scotillo, 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: annexation of unincorporated land to municipalities; detachments of incorporated land to townships or detachments 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.

Troop Command

(612) 296-4140 Colonel Larry Shellito, commander. The Minnesota Army Guard's Troop Command is the parent organization of all army guard units not assigned to the 34th Infantry Division. The unit has more than 700 soldiers under its command who are assigned to 15 separate organizations. Troop Command is headquartered in Roseville at the McCarrons Lake Training and Community Center.

Headquarters Detachment, State Area Command

(612) 282-4041 Chief Warrant Officer Thomas D. Wilharber, officer-in-charge. This office manages all of the personnel and administration functions for the Minnesota Army National Guard state headquarters in St. Paul and it manages leasing of the St. Paul Training and Community Center at 600 Cedar Street.

Minnesota Air National Guard

133rd Tactical Airlift Wing

(612) 725-5632 Colonel John P. Silliman, commander. The 133rd Airlift Wing, headquartered at the Minneapolis-St. Paul International Airport, flies four-engine C130E Hercules transport airplanes in state and federal missions. The wing includes a flying squadron and several other units in the Minneapolis-St. Paul area.

148th Fighter Group

(612) 727-7200 Colonel Ken Stromquist, commanding. The Duluth-based 148th Fighter Group maintains 15 mission-ready F-16 jet fighters. The unit's 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.

Depending on the type proceeding, there is a filing fee ranging from \$25.00 to \$600.00.

All proposed boundary changes or incorporations are resolved within one year from the date of the first board hearing.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Municipal Board** acts on all boundary 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. **Appointing Authority:** Governor. **Compensation:** \$50 per diem plus expenses.

Department of Natural Resources

500 Lafayette Road, St. Paul, MN 55155-4001

Rod Sando, commissioner

DNR Information Center (612) 296-6157; 1-800-766-6000; FAX: (612) 297-3618

Internet: info@dnr.state.mn.us

Minnesota Statutes, Chapters 84, 84A, 85, 86, 86A, 88-94, 97-112; Minnesota Rules 6100-6299



Background

"We will work with people to manage the state's diverse natural resources for a sustainable quality of life."

That vision statement, adopted by the Department of Natural Resources in 1992, focuses the department's efforts in managing the state's resources. The DNR strives to work with people to conserve natural systems and maintain biodiversity while providing for the ethical use of the resources for social and economic purposes. The DNR works to balance developmental needs with the need to protect natural resource values; preserve unique, threatened, and endangered resources; preserve unique cultural, historical, and archaeological resources; improve and restore degraded environments, and mitigate environmental losses; and integrate all natural resource concerns and perspectives in decision-making processes.

The resources are managed for a sustainable quality of life by balancing human needs and natural systems to ensure the needs of present generations are met without compromising the ability of future generations to meet their needs; and maintaining the integrity of natural systems to ensure a productive and healthy living environment.

The DNR staff works in partnership with constituents to manage the state's ecosystems. Maintaining a sustainable quality of life is a shared responsibility of all citizens, as well as public and private organizations.

Minnesota's natural resources include about 16.65 million acres of forest land; 15,293 lakes of 10 acres or larger; tens of thousands of miles of rivers; diverse game animals; prized game fish; rare plant and animal species; rich mineral deposits; 66 state parks and three state recreation areas; and hundreds of areas for camping, hiking, snowmobiling, and other outdoor recreation.

The agency was established in 1931 as the Department of Conservation. It was renamed the Department of Natural Resources in 1971 to better reflect the agency's broader responsibilities. Today the stewardship of Minnesota's resources is handled by about 1,900 full-time DNR employees and approximately 835 additional part-time and seasonal employees, working in partnership with volunteers and organizations throughout the state.

While the DNR is headquartered in St. Paul, a majority of staff work out of more than 350 offices throughout the state, including six regional offices located in Bemidji, Grand Rapids, Brainerd, New Ulm, Rochester, St. Paul. The DNR is organized by divisions, according to the resources it manages: forestry, fish and wildlife, parks and recreation, minerals, trails and waterways, enforcement, and waters.

Office of the Commissioner

(612) 296-2549; FAX: (612) 296-4799; **Rodney Sando, commissioner**; (612) 296-2540 **Ron Nargang, deputy commissioner**. The DNR commissioner has authority over public lands, state parks, timber, waters, minerals, and wildlife of the state, and their use, sale, leasing, or other disposition. The commissioner has jurisdiction over 66 state parks, nine waysides, and three state recreation areas; 1,038 state-owned wildlife management areas; lands within state forest boundaries; and more than 16,000 miles of recreational trails. The DNR bureaus of planning and information and education report directly to the commissioner. The commissioner also is responsible for providing fire protection within the state's forested areas. The deputy commissioner is next in charge.

Administration

(612) 296-0533 **Eugene Gere, assistant commissioner for administration**. This office provides administrative and support services to the department through the bureaus of financial management, field services, real estate management, engineering, management information systems, and licenses.

Operations

(612) 296-5229 **Raymond B. Hitchcock, assistant commissioner for operations**. This position has responsibility for the daily operations oversight of DNR division directors and regional administration. 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. Assistant commissioner for operations weekly facilitates interdepartmental communication in the areas of policy, public response, divisional strategic planning, and interaction with the legislature.

Human Resources and Legal Affairs

(612) 296-9556 **Gail Lewellan, assistant commissioner for human resources and legal affairs**. This assistant commissioner coordinates the diverse legal affairs of the department and directs the DNR Bureau of Human Resources.

Agricultural Policy

(612) 297-8341 **Wayne Edgerton, director**. This official plans and directs a consistent communication and coordination program between the DNR commissioner's office and the state's agricultural constituents. The agricultural policy director works closely with agricultural interests in solving common problems and preserving the resources.

Offices:

Legislative Services

(612) 296-0915 Andy Brewer, director.

Field Operations

(612) 296-4944 Brad Moore, manager.

Affirmative Action

(612) 296-6294 Perry Pickens, director.

Organization and Management

(612) 296-7847 Julie Smendzuik-O'Brien, specialist.

Regional Offices

Region I: Paul Swenson, administrator. (218) 775-3955;

FAX: (218) 755-4024

2115 Birchmont Beach Road Northeast

Bemidji, Minnesota 56601

Region II: John Guenther, administrator. (218) 327-4455;

FAX: (218) 327-4263

1201 East Highway 2

Grand Rapids, Minnesota 55744

Region III: Robert Hance, administrator. (218) 828-2561;

FAX: (218) 828-2439

1601 Minnesota Drive

Brainerd, Minnesota 56401

Region IV: Cheryl Heide, administrator. (612) 359-6000;
FAX: (507) 359-6018
Box 756, Highway 15 South
New Ulm, Minnesota 56073

Region V: William Johnson, administrator. (507) 285-7420;
FAX: (507) 285-7144
P.O. Box 6247
Rochester, Minnesota 55903

Region VI: Kathleen Wallace, administrator. (612) 772-7900;
FAX: (612) 772-7977
1200 Warner Road
St. Paul, Minnesota 55106

Enforcement Division

(612) 296-4771; FAX: (612) 297-3727 **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; enforce boat and water laws, snowmobiles, off-road vehicles, and all-terrain vehicles (ATV); and enforce laws dealing with alterations of beds of lakes and streams and wetlands. The division supervises the Firearms Safety Training Program, the Snowmobile Safety Program, Off Road Motorcycles Training Program, the ATV Training Program, and Advanced Hunter Education Program.

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 sales to dispose of furs, firearms, 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 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 sales, contact the division. There are no forms or fees. Many requests can be handled immediately.

Motor Vehicle-Killed Wildlife

A law passed and implemented during 1987 shifts most of the responsibility for the pick-up of vehicle-killed deer from DNR conservation officers to local road authorities, and provides for no-cost deer possession. Under the law, DNR conservation officers 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 vehicle-killed deer to local road authorities, the law also requires the department to issue possession permits that allow the driver claiming a salvageable animal to keep it at no charge. The carcass can 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 that 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 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 vehicle-killed deer, all other salvageable big game will be sold for the highest price obtainable. These animals will be sold and reported on confiscation and sale reports. The minimum prices for these animals include moose (\$50) and bear (\$10), plus \$1 per claw if sold with the animal.

Turn In Poachers (TIP)

Statewide Toll-Free: 1-800-652-9093, 24-hours-a-day, 365-days-a-year

Turn In Poachers, TIP Inc. is a private, non-profit organization of conservationists concerned about poaching problems. TIP Inc. provides all reward monies for the program. The division cooperates with the TIP program, which was instigated to encourage the public to report natural resource violations. The information and the person reporting can 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 may be eligible for a reward of up to \$1,000, depending upon the seriousness of the crime. The reward amount will be determined by an impartial panel. Since its inception in 1981, this program has been a deterrent to the senseless waste of wildlife and is extremely beneficial to the DNR Enforcement Division.



Special Investigation Unit

(612) 296-6092 **Bill Spence, field operations officer.** This unit concentrates its covert/overt investigations on illegal commercialization and interstate trafficking of wildlife. It manages the division's forensic research and analysis program. The unit also coordinates enforcement with the U.S. Fish & Wildlife Service and other law enforcement agencies. Investigations relating to license fraud and recreational vehicle theft are initiated through this unit. In addition, it provides investigative training and equipment to uniformed conservation officers.

Arrests and Confiscations Unit

(612) 296-4883 **Pat Watts, supervisor.** This unit is responsible for the proper disposition of nonperishable articles confiscated from violators of Minnesota game and fish laws.

A firearms auction is held in the late summer or early fall and is open to the public. This auction is publicized in newspapers, 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 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.

Enforcement Education Programs

This section provides training and course materials for youth and adults in firearm safety, advanced hunter education, bowhunter education, snowmobile, all-terrain vehicle (ATV) and off-highway motorcycle. The objective of these training programs is to provide recreational learning opportunities for youth and adults to ensure safer and more responsible use of our natural resources.

Firearm safety training consists of at least 12 hours of instruction in safe handling of firearms, which includes firing on a rifle range, hunter responsibility, 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 that is used in lieu of a license to hunt

small game. This certificate must also be presented if the youth wishes to obtain a big game hunting license. The course cost is \$5 and is also open to adults. For metro class listings only, call (612) 296-4819. For general information on firearm safety training classes or classes outside the metro area, call 1-800-366-8917 or your local conservation officer.

Advanced hunter education instructs hunters ages 14 years or older. Ages 14 and 15 must have completed and passed a firearm safety training class. The Advanced Hunter Education Program covers hunter responsibility and safety skills, wildlife ways, survival skills, maps and compass, and current issues concerning hunting. This course meets all other states hunter education requirements. The course cost is \$10. For a statewide class listing call (612) 296-5015. For general information on the Advanced Hunter Education Program, call (612) 296-0890.

Bowhunter education instructs hunters ages 12 years or older. Ages 12-15 must have completed and passed a firearm safety training class. The Bowhunter Education Program covers bowhunting techniques, equipment, bowhunting safety and hunter responsibility. The course meets all other state's bowhunter education requirements. The course cost is \$5. For a statewide class listing, call (612) 295-5015. For general information on the Bowhunter Education Program, call (612) 296-0890.

Recreational vehicles. Snowmobile, ATV and off-highway motorcycle safety is taught to promote safe, courteous participation in these sports. These safety courses emphasize responsibility, pre-season maintenance, nomenclature, proper clothing, laws, general operations, safe operation, protection of the environment and problems one may encounter while riding. The snowmobile course is taught by volunteer instructors and has a hands-on field test for operators ages 12-17. The ATV and off-highway motorcycle safety courses are mail order courses for students ages 12-15. Each course costs \$5. For metro snowmobile class listings only, call (612) 296-4819. For general information on snowmobile safety training classes or classes outside the metro area, call 1-800-766-6000 or (612) 297-4897, or the local conservation officer. To receive a mail order course for ATV or off-highway motorcycle, call (612) 297-4897 or 1-800-766-6000.

For duplicate firearms safety certificates, call 1-800-366-8917. For duplicate snowmobile safety certificates, call 1-800-766-6000 or (612) 297-4897. For hunter education or bowhunter education certificates, call 1-800-766-6000 or (612) 296-0890. For ATV or off-highway motorcycle certificates, call 1-800-766-6000 or (612) 297-4897.

Bureau of Engineering

(612) 296-2119; FAX: (612) 297-5818 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 maps recreational activities for the entire state, was added to the bureau's list of services. PRIM maps are available for sale statewide at sporting goods outlets, some convenience stores, and the DNR Gift Shop, 500 Lafayette Road, St. Paul; (612) 228-9165, and Minnesota's Bookstore (see page 13).

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; FAX: (612) 297-1542 Norman Kordell, administrator. Administers maintenance, repair, and rehabilitation for more than 2,000 DNR buildings; develops, implements, and administers the DNR's safety program; coordinates the DNR's equipment

management program (which includes fleet vehicles and equipment, radios, and other non-fleet items); administers the materials management program, which includes warehouse operation, uniform contract management, inventory of the DNR's 24,500 fixed assets, and disposal of surplus property; and coordinates other support activities, including the emergency equipment cache, DNR forms storage and supply, interoffice mail, management of equipment maintenance contracts in the DNR's central office, coordination of the recycling program, wood-routed sign construction, and the development of training programs and policies related to Operations Support. The bureau maintains six field offices to carry out these tasks on a statewide basis.

Financial Management Bureau

(612) 296-8340 John Heintz, administrator. The bureau provides basic accounting and budgeting services in direct support of all natural resource programs administered by the DNR. In addition, the bureau coordinates the development and implementation of all financial management policies and procedures in the DNR. The bureau prepares the DNR's biennial and capital budget documents, and financial statements on the many dedicated funds and accounts that pay for DNR operations. The bureau provides no services directly to the public.

Fish and Wildlife Division

(612) 297-1308; FAX: (612) 297-7272 Roger Holmes, director. The division manages all programs concerning fish, wildlife, and native plants. 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, fish, and native plants. 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 DNR 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 DNR 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; FAX: (612) 296-1811 Lee Pfannmuller, chief. The Section of Ecological Services develops and implements research, management, and planning tools that actively promote the wise stewardship of Minnesota's natural resources. Primary program emphasis is directed at maintaining and enhancing the health and productivity of fish, wildlife, and native plant populations and their habitats. The section provides two major categories of service to accomplish this goal: specialized technical expertise; and coordination of comprehensive fish, wildlife, and native plant initiatives that support an ecosystem approach to resource management.

Technical services include fish and wildlife disease prevention and containment, lake mapping, and aeration inspection and permitting. The section also 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 hazardous material spills that damage natural resources.

Comprehensive resource initiatives that contribute to the agency's efforts towards ecosystem management include comprehensive fish and wildlife planning; stream flow protection; wetlands protection and planning; management of aquatic exotic species; habitat restoration planning for the Lake Superior basin; statewide assessment of fish contaminant levels; long-term resource monitoring on the Upper Mississippi River; and aquatic resource management, monitoring and research. It also evaluates environmental impacts to fish, wildlife, and

native plants from proposed development initiatives so that recommendations and decisions can be made for the protection and mitigation of these resources in project plans.

Fisheries Section

(612) 296-3325; FAX: (612) 297-4916 **Jack Skrypek, chief.** The section manages the state's 3.8 million acres of fishing waters used by 2.3 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, and lake rehabilitation. This section is located at 500 Lafayette Road, St. Paul, MN 55155-4012.

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 325 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 that 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.

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; FAX: (218) 755-4024

• 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, 56502, (218) 847-1579

Fergus Falls-1221 Fir Ave. East, 56537, (218) 739-7576

Glenwood-1110 North Lakeshore Dr., 56334, (320) 634-4573

Park Rapids-301 So. Grove Ave., 56470 (218) 732-4153

Walker-HCR 73, Box 172, 56484, (218) 547-1683

Region II Northeast

Fisheries Regional Headquarters, 1201 East Highway 2, Grand Rapids, MN 55744, (218) 327-4415; FAX: (218) 327-4263

• 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-392 Highway 11 E; 56649, (218) 286-5220

DNR Region III Central

Fisheries Regional Headquarters, 1601 Minnesota Drive, Brainerd, MN 56401, (218) 828-2624; FAX: (218) 828-6011

• Fisheries Area Offices

Aitkin-P.O. Box 138, 56431, (218) 927-3751

Brainerd-1601 Minnesota Drive, 56401, (218) 828-2550

Hinckley-P.O. Box 398, 306 Power Avenue No., 55037, (218) 384-7721

Little Falls-Route 4, Box 19A, 56345, (320) 632-6675

Montrose-7372 State Highway 25 SW, 55363,

(612) 675-3301

DNR Region IV Southwest

Fisheries Regional Headquarters, Highway 15 South, Box 756, New Ulm, MN 56073, (507) 359-6046; FAX: (507) 359-6018

• Fisheries Area Offices

Hutchinson-20596 Highway 7, 55350, (320) 587-2717

Ortonville-RR2, Box 172A, 56278, (320) 839-2656

Spicer-P.O. Box 457, 56288, (320) 796-2161

Waterville-P.O. Box 86, 56096, (507) 362-4223

Windom-Route 2, Box 245, 56101, (507) 831-2919

DNR Region V Southeast

Fisheries Regional Headquarters, 2300 Silver Creek Road N.E., Rochester, MN 55906, (507) 285-7427; FAX: (507) 285-7144

• Fisheries Area Offices

Lake City-801 So. Oak St., 55041, (612) 345-3365

Lanesboro-Route 2, Box 85, 55949, (507) 467-2442

DNR Metro Region VI

1200 Warner Road, St. Paul, 55106, (612) 772-7950; FAX: (612) 772-7977

• Fisheries Area Offices

Metro East-1200 Warner Road, St. Paul, 55106, (612) 772-7950

Metro West-9925 Valley View Road, Eden Prairie, 55344-3526, (612) 832-6175

Wildlife Section

(612) 296-0703; FAX: (612) 297-4961 **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) 297-2276 **Bon Eliason, environmental review/endangered species supervisor.** 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 aids 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 more than 50 wildlife conservation projects underway in Minnesota to help the kinds of wildlife that are not hunted. 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 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 consistently ranks at or near the top in the number of donations received and amount of money raised. In 1995, just over \$1 million 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 103 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 the DNR of the visit date. The program may be able to lead an organized group or have someone else do so, if time permits. The program has published a *Guide to Minnesota Scientific and Natural Areas* (SNA's) that covers all 103 preserves. It is available from Minnesota's Bookstore, 117 University Ave., St. Paul, MN, 55155, (612) 297-3000.

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 for state natural areas significance should contact the program staff.

To find out more about the program or a particular preserve, contact the program at the DNR, 500 Lafayette Road, St. Paul, MN 55155-4007.

Farmland Wildlife Population and Research Group, Madelia

(507) 642-8478; FAX: (507) 642-3178 **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 Highway 60 and Watonwan County Road 109. The facility is open weekdays. 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, Grand Rapids

(218) 327-4432; FAX: (218) 327-4263 **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, Bemidji

(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; FAX: (218) 755-4024

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) 847-1578

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

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) 681-0946

Region II Northeast

Regional Wildlife Headquarters, 1201 East Highway 2, Grand Rapids, MN 55744, (218) 327-4413; FAX: (218) 327-4263

- **Wildlife Area Offices:**

Cloquet-S. Highway 33, 55720, (218) 879-0883

Ely-1429 Grant-McMahan Blvd., 55731, (218) 365-7280

Eveleth-2005 Highway 37, 55734, (218) 749-7748

Grand Marais-Fish & Wildlife Bldg., 55604, (218) 387-2370

Grand Rapids-1201 E. Highway 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; FAX: (218) 828-2439

- **Wildlife Area Offices:**

Aitkin-936 Second St. NW, 56431, (218) 927-6915

Brainerd-1601 Minnesota Dr., 56401, (218) 828-2555

Cambridge-915 Highway 65 S., 55008, (612) 689-7108

Hinckley-P.O. Box 398, 55037, (218) 384-6148

Little Falls-Route 4, Box 19A, 56345, (320) 632-6677

Onamia-Mille Lacs WMA, Route 2, Box 217, 56359,
(320) 532-3537

St. Cloud-4140 Thielman, 56301, (320) 255-4279

Region IV Southwest

Regional Wildlife Headquarters, Box 756, Highway 15 South, New Ulm, MN 56073, (507) 359-6030; FAX: (507) 359-6018

- **Wildlife Area Offices:**

Appleton-Appleton Civic Center, 323 Schlieman Ave. W., 56208,
(320) 289-2493

Dundee-Talcot Lake WMA, 56126, (507) 468-2248

Madison-National Guard Armory, 56256, (320) 598-7641

Mankato-Nichols Office Center, #180, 56001,
(507) 389-6713

Marshall-1400 Lyon E., 56258, (507) 537-6250

Nicollet-501 Ninth St., 56074, (507) 225-3572

Redwood Falls-1241 E. Bridge St., 56283, (507) 637-2320

Slayton-2431 26th St., 56172, (507) 836-6919

Watson-Lac qui Parle WMA, 56295, (320) 734-4451

Willmar-1025 19th Ave. SW, 56201, (320) 231-5163

Windom-Route 2, Box 245, 56101, (507) 831-2917

Region V Rochester/Metro

Regional Wildlife Headquarters (Rochester), 2300 Silver Creek Road NE, Rochester, MN 55903, (507) 285-7435; FAX: (507) 285-7144

- **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-Route 3, Box 45, 55060, (507) 455-5841

Shakopee-118's Fuller St., 55379, (612) 496-4151

Winona-411 Exchange Bldg., 55987, (507) 453-2950

Division of Forestry

(612) 296-4491; FAX: (612) 296-5954 **Gerald A. Rose,**

director. The division manages and protects Minnesota's forest resources. Ecosystem-based 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. The forest management program includes wildfire protection on all but federally administered lands within the state; insect and disease protection on 16.7 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 Forestry 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. Five regional forest managers and 38 area supervisors have line authority for field operations. St. Paul section managers provide direction for each of the division's three main program areas: administration, resource protection, and state land management. St. Paul staff also direct division efforts in areas like forest policy, legislative coordination, and public affairs. Special emphasis projects involve both field and St. Paul personnel.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Forest Resources Council** (*Minnesota Statutes* Chapter 220) develops recommendations to the governor and to federal, state, county and local governments with respect to forest resources policies and practices. The council consists of 13 members; one representative of an organization representing environmental interests, one representative of an organization representing the interest of management of game species, one representative of a conservation organization, one representative of an association representing forest products industry within the state, one commercial logging contractor active in a forest product association, one representative of a statewide association representing the resort and tourism industry, one faculty member or researcher of a Minnesota research or higher education institution, one owner of nonindustrial, private forest land of 40 acres or more, one agricultural woodlot owner, one representative of DNR, one county land commissioner who is a member of the Minnesota Association of County Land Commissioners, one representative of U.S. Forest Service unit with land management responsibility in Minnesota, and one representative of a labor organization with membership having an interest in forest resource issues. Information not available at this time. **Appointing Authority:** Governor. **Compensation:** Expenses. DNR, 500 Lafayette Rd., St. Paul, MN 55155.

Forest Policy

(612) 297-2607 **Michael Kilgore,** forest policy specialist.

This program provides analysis and coordination in the development of state forest resource policies. Program responsibilities include coordinating the implementation of Minnesota's recently completed Generic Environmental Impact Statement (GEIS) on Timber Harvesting and Forest Management; developing and implementing processes that engage stakeholders in the discussion and resolution of state forest resource policy issues; and providing analysis of, and input on, regional and national forest resource policy issues.

Information Management

(612) 297-2115 **Jack Shea,** forest information systems

supervisor. This unit is responsible for improving information and technology use in forest management. It provides computer training and support as well as information systems development and GIS services for the Division of Forestry.

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 DNR 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.

Environmental Education

(612) 297-2214 Tom Hagel, environmental education specialist/Project Learning Tree coordinator. Teachers, youth leaders, naturalists, and the community at large are provided with environmental education materials, resource referrals, and guidance on environmental education projects. This division program coordinates Project Learning Tree and supplementary environmental education curriculum and teacher/youth leader in-service training workshops; assists in the development of technical support for school forests (outdoor classrooms); provides support and staff training to division personnel in education efforts; and helps create education partnerships with other agencies, institutions, and environmental organizations.

Forest Administration Section

(612) 296-4491 Dennis Ingvaldson, assistant director. This section is responsible for business management including economics, statistics, planning, legislative coordination, personnel development, and youth programs.

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 of personnel transactions.

Economics and Statistics

(612) 296-4486 Doug Ford, forest economist. This position provides economic and statistical analysis for the Division of Forestry and is involved in determining the economic efficiency of various programs including forest management and fire protection.

Forest Resource Planning

(612) 297-2143 David Zumeta, supervisor. Forest resource planning provides strategic and land management planning support for the Division of Forestry and for the DNR as a whole. Major planning activities include development and implementation of the Minnesota Forest Resources Plan, assistance in the development of statewide program plans, recreational plan development, annual work planning and accomplishment reporting, and policy review. The planning staff also provides administrative support, manual review and revision, and staff support to the director on numerous other special projects.

Environmental Studies

(612) 297-2256 Jon Nelson, environmental review/legislative coordinator. This position serves as the Forestry Division's technical representative on the DNR's Environmental Review Team and the Senior Managers Council. The Environmental Review Team is responsible for developing a department position on environmental issues and project proposals submitted from outside the DNR. The Senior Managers Council reviews division long-range plans, department policy statements, and management plans for parks, trails, wildlife management areas, and other units. Legislative responsibilities include monitoring and analyzing state and federal forestry legislation, coordinating legislative forestry field tours, and assisting in the development of state forestry legislation.

Human Resources Development

(218) 327-4450 David Schipper, personnel development supervisor. This program enables the division to affirmatively recruit and select qualified people for current and future vacant positions;

provide its employees with education, training, and personnel development opportunities; and classify its positions in accordance with state policies and procedures.

Youth Programs

(612) 296-6195 Larry Fonnest, director. Administers the Minnesota Conservation Corps (MCC) programs and other youth programs available to the DNR. The corps has two main objectives: to enhance and protect the 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-round program for 18- to 26-year-old young adults. In the summer program, youth serve 35 hours each week and receive five hours of environmental and career exploration education. In the year-round program, the young adults are eligible to serve 40 hours a week for up to 12 months and receive on-the-job as well as formal training opportunities. The youth in the summer program receive the federal minimum wage plus room and board. The young adults receive a living stipend, health and child care coverage, and a post-service education award.

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.



Citizen participation and appointment: (For more information see pages 1 and 272). The **Youth Corps Advisory Committee** (*Minnesota Statutes* 84.0887, subd. 4) will advise the commissioner on the Youth Corps Program. The committee consists of 11 members, including one member from each congressional district and three at-large members. Applications from diverse communities are encouraged. Youth representation is mandatory. Members should be interested in youth programs. Meetings are approximately four hours, held on a quarterly basis at the Department of Natural Resources headquarters. **Appointing Authority:** Commissioner of natural resources. **Compensation:** Expenses. DNR, 500 Lafayette Rd., St. Paul, MN 55155 (612) 296-6195.

Resource Protection Section

(612) 296-5966 S. Olin Phillips, section manager/assistant to the director. The Division of Forestry provides wildfire protection on all but federally administered lands within the state, operates two forest nurseries, provides insect and disease protection on nearly 17 million acres of forest land, and offers urban forest management assistance to municipalities and individuals statewide.

Fire Prevention

(612) 296-4490 George Meadows, fire prevention specialist. Directs, coordinates, and administers wildfire prevention activities statewide. This includes school prevention programs, the Smokey Bear program, fire data information, fire occurrence research, news media releases, and event planning. This position also makes prevention material available to metro area schools and metro area events like shows, parades, and conferences.

Fire Management

(612) 297-4467 Douglass Anderson, fire management coordinator. Handles concerns about open burning regulations, fire department burn training permits, and permanent burn sites. Coordinates prescribed burning within the division and is the division liaison with other divisions and agencies using prescribed burning as a management tool. Is the lead for determining fire danger rating systems and fire behavior in the state.

Federal Excess Property Program

(612) 297-3507 **Joseph Daninger, coordinator.** Through grants, contracts, and cooperative agreements, this program enables federal excess personal property to be loaned to local fire forces via the state. Property requests are generally filled on a first come, first served basis, with exceptions made for new fire departments just starting up or fire departments with unsafe equipment that needs replacing.

Minnesota Interagency Fire Coordination Center

(218) 327-4558 **Frank Knowles, coordinator.** MIFCC was established to increase the efficiency and effectiveness of wildfire management by facilitating the interagency exchange of fire suppression and support resources; providing a common point for the collection and dissemination of fire intelligence; and streamlining dispatching procedures. These responsibilities include assigning state firefighting crews, tracking resource orders and their distribution, and dispatching airtankers and helicopters to needed areas.

Nursery Operations:

Tree Sales: (218) 372-3183;

General Andrews Nursery: (218) 372-3182;

Badoura Nursery: (218) 652-2385

The Division of Forestry operates two forest tree nurseries. General Andrews Nursery is located at Willow River. Badoura Nursery is at Akeley. Nursery tree shipments peaked at about 40 million trees per year in the early 1960s and then gradually declined to about 12 million trees per year in the late 1970s. Forest management intensification effort required considerable capital improvements at the nurseries to meet the demand for 18 million to 20 million seedlings per year during the 1980s. There is now a nursery roundtable agreement that caps state forest nursery production at 10 million *native* tree and shrub seedlings per year. Additional production needs will be done in partnership with the private nursery sector.

Minnesota landowners can order tree seedlings in quantity from the state nurseries (the minimum order size is 500). These seedlings can be used for reforestation, windbreaks and shelterbelts, erosion control, and wildlife habitat plantings.

Forest Insect and Disease Management

(612) 296-5966 **S. Olin Phillips, supervisor.** The division's forest pest management program provides guidelines, standards, examples, and management options for preventing, mitigating, or controlling diseases and pests on public and private forest lands. The unit publishes a newsletter and annual Forest Pest Report that is available upon request. Field specialists conduct pest surveys, evaluate pest management techniques, direct pest control projects, and work to reduce insect and disease problems.

Urban and Community Forestry Programs

(612) 772-7562 **Peggy Sand, coordinator.** The Division of Forestry annually 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.

Resource Management Section

(612) 296-5963 **Bruce ZumBahlen, section manager/assistant to the director.** This section consists of three major program areas: state land management, cooperative forest management assistance, and resource assessment.

State Land Management

(612) 296-4482 **C. Barry Morse, supervisor.** The state land management unit includes the silviculture, forest roads, timber harvesting, forest recreation, and aesthetic and cultural resource programs.

Silviculture

(612) 297-3513 **Bob Pajala, program coordinator.** Silvicultural specialists are located at regional offices in Bemidji, Grand Rapids, and Brainerd and at most areas in the north. They handle part of the increased workload generated by the BWCA forest management intensification program and work on improving the quality and efficiency of timber management on state lands.

Forest Roads

(218) 327-4449 **Larry Nixon, program coordinator.** The division is responsible for the planning, construction, and maintenance of over 2,000 miles of state forest roads. Although initially constructed for forest management access, 95 percent of the ongoing use of these roads is by people recreating in forested areas.

Timber Sales and Scaling

(612) 296-4498 **Bill Berndt, timber sales supervisor;**

(218) 327-4449 **Richard Anttila, timber scaling supervisor.**

The commissioner of natural resources has the authority to sell timber from state lands. Long-range timber harvesting plans are based on forest inventory data and incorporate the value of timber, wildlife, water quality, aesthetics, and cultural resources on a landscape basis. Some scaling is completed by field 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 monitored by the scaling supervisor.

Forest Recreation

(612) 297-3508 **John Hellquist, specialist.** The division develops, maintains, and operates many outdoor recreation facilities on state forest land and other lands managed by the DNR. Many state forest recreation management projects are cooperative efforts between the division and other groups or agencies.

Cultural and Aesthetic Resource Program

(218) 327-4449 **Alan Jones, coordinator.** This program provides field staff with the technical guidance and support they need to incorporate cultural and aesthetic resource values into forest management activities on state lands. Best management practices (BMPs) for visual quality are being implemented through county boards. A Historical Society archeologist works with the program.

Utilization and Marketing Program

(612) 296-6491 **John Krantz, supervisor.** Program goals include increasing the use of Minnesota's wood resources, increasing the economic benefits derived from the industrial use of wood, and increasing the wood-using efficiency of Minnesota's forest products industry. Program strategies include identifying and promoting wood-related industrial development opportunities, promoting commercial wood energy, increasing the flow of market information, and providing wood product manufacturers with processing improvement assistance.

Environmental Protection Programs

(612) 297-4924 **Michael Phillips, consultant.** The Division of Forestry provides leadership on environmental issues related to protecting and managing water quality, wetlands, air quality, and forest productivity. Soil specialists integrate soils, landform, and vegetation information into forest management activities to ensure protection of soil and water resources while ensuring cost-effective management.

Private Forest Management Assistance

(612) 296-5970 **Tom Kroll, cooperative forest management specialist.** Over 15,000 of Minnesota's approximately 149,000 non-industrial private landowners are assisted annually with management plans and technical advice. 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, and preparing management plans.

Resource Assessment

(218) 327-4449 David Heinzen, supervisor. The Division of Forestry must have reliable inventory information to effectively manage the state's forest resources. The Resource Assessment Unit is involved in the development and maintenance of statewide forest inventory systems that have computerized data bases and programs to display inventory information in a variety of tabular and graphic formats. The unit takes aerial photographs of the state's forested counties that are available for sale to the general public. These photos are taken on an eight-year rotation basis. The unit also maintains a statewide base of satellite imagery to help determine land use.

Bemidji Region Forestry Headquarters

615 Anne St. N.W., 56601; Phone (218) 755-2891; FAX: (218) 755-4063

• **Area Offices:**

- Bemidji** - 2220 Bemidji Ave., 56601; (218) 755-2890; FAX: (218) 755-2049
- Bagley** - Highway. 92 N., R.R. 1, Box 22, 56621-9801; (218) 694-2146; FAX: (218) 694-2945
- Blackduck** - 1st St. W. and Summit Ave., Box L, 56630-0340; (218) 835-6684; FAX: (218) 835-4474
- Warroad** - 1101 E. Lake St., P.O. Box 43, 56763-2407; (218) 386-1304; FAX: (218) 386-1314
- Wannaska** - Highway. 89 S., R.R. Box 34A, 56761; (218) 425-7793; FAX: (218) 425-7797
- Baudette** - Highway. 11 & 2nd Ave., Route 1, Box 1001, 56623-9702; (218) 634-2172; FAX: (218) 634-2563
- Park Rapids** - Box 113, 607 W. 1st St., 56470-1311; (218) 732-3309; FAX: (218) 732-5391
- Alexandria** - 2605 Aga Dr., Unit 6, 56308; (320) 762-7812; FAX: (320) 762-5689
- Detroit Lakes** - P.O. Box 823, 56502-0823; (218) 847-1596; FAX: (218) 847-1588

Grand Rapids Region Forestry Headquarters

1201 E. Highway. 2, 55744; Phone (218) 327-4418; FAX: (218) 327-4391

• **Area Offices:**

- Deer River** - Box 157, 56636; (218) 246-8343; FAX: (218) 246-2327
- Effie** - Box 95, 56639; Phone (218) 743-3694; FAX: (218) 743-1942
- Hibbing** - 1208 E. Howard St., 55746; (218) 262-6760; FAX: (218) 262-6792
- Orr** - P.O. Box 306, 4656 Highway. 53, 55771; (218) 757-3274; FAX: (218) 757-3276
- Tower** - P.O. Box 432, 609 N. 2nd St., 55790; (218) 753-4500; FAX: (218) 753-4517
- Cloquet** - 1604's. Highway. 33, 55720; (218) 879-0880; FAX: (218) 879-0894
- Two Harbors** - 120 State Rd., 55616; (218) 834-6600; FAX: (218) 834-6639
- Grand Marais** - Box 156, 55604; (218) 387-1075; FAX: (218) 387-1042
- Littlefork** - 21 3rd Ave., Box I, 56653; (218) 278-6651; FAX: (218) 278-6211

Brainerd Region Forestry Headquarters

1601 Minnesota Dr., 56401; Phone (218) 828-2616; FAX: (218) 828-2432

• **Area Offices:**

- Brainerd** - 1601 Minnesota Dr., 56401; (218) 828-2565; FAX: (218) 828-2431
- Little Falls** - Route 4, 56345; (320) 632-6674; FAX: (320) 632-3344

- Backus** - Box 6, 56435; (218) 947-3232; FAX: (218) 947-3525
- Pequot Lakes** - Box 27, 56472; (218) 568-4566; FAX: (218) 568-4921
- Hill City** - P.O. Box 9, 55748; (218) 697-2476; FAX: (218) 697-8112
- Aitkin** - P.O. Box 138, 56431-0138; (218) 927-4040; FAX: (218) 927-4121
- Moose Lake** - Route 2, 701's. Kenwood, 55767; (218) 485-5400; FAX: (218) 485-5406
- Hinckley** - Route 2, Box 386B, 55037; (320) 384-6146; FAX: none
- Cambridge** - 800 Oak Savanna Lane, S.W., 55008; (612) 689-7100; FAX: (612) 689-7120
- St. Cloud** - 4140 Thielman Lane, Ste. 203, 56301; (320) 255-4276; FAX: (320) 255-3999

Rochester Region Forestry Headquarters

2300 Silver Creek Rd., N.E., 55906; (507) 285-7428; FAX: (507) 285-7144

• **Area Offices:**

- Lewiston** - Box 279, 55952; (507) 523-2183; FAX: (507) 523-2951
- Caledonia** - 603 N. Sprague St., 55921; (507) 724-5261; FAX: (507) 724-5448
- Preston** - Box B, 900 Washington St., N.W., 55965; (507) 765-2740; FAX: none
- Lake City** - 1801's. Oak, 55041; (612) 345-3216; FAX: (612) 345-3975
- Rochester** - 2300 Silver Creek Rd., N.E., 55906; (507) 285-7428; FAX: (507) 285-7144
- Mankato** - 410 Jackson St., Ste. 180, 56001; (507) 389-6713; FAX: (507) 389-6713
- New Ulm** - Box 756, Highway. 15 S., 56073; (507) 359-6057; FAX: (507) 359-6018
- Willmar** - 1025 S.W. 19th Ave., Ste. 1, 56201; (320) 231-5164; FAX: none
- Faribault** - 1400 Cannon Circle, 55021; (507) 332-3247; FAX: (507) 332-3247

Metro Region Forestry Headquarters

1200 Warner Rd., 55106; (612) 772-7925; FAX: (612) 772-7599

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 County Road 5 south 12 miles to ranger station; turn west on gravel road 7 miles (not on a lake or river), (218) 425-7793. Shelter, ski slope, toboggan slide, four campsites, six picnic sites, ½ mile hiking trail. Forester, Highway 89S., RR Box 34A, Wannaska, MN 56761.

Blueberry Hill Campground-from Williams take State Highway 11 west 4 miles (not on lake or river), (218) 634-2172. Eight campsites, four picnic sites. Forester, R.R. 1, Box 1001, Baudette, MN 56623.

Faunce Campground-from Williams take County Road 2 S. 12 miles (not on lake or river), (218) 634-2172. Two campsites, one picnic site. Forester, R.R. 1, Box 1001, Baudette, MN 56623.

Big Fork State Forest

Harrison Landing Campground-from Wirt take County Road 29 E. 2 miles to County Road 14; continue east 2-1/2 miles (on Big Fork River), (218) 743-3694. Two campsites, dirt boat ramp, fishing, canoe route. Forester, Box 95, Effie, MN 56639.

Birch Lakes State Forest

Birch Lake Campground-from Melrose take County Road 13 N. 5 1/2 miles to County Road 17; turn right (east) 10 1/2 miles; turn left (north) 2 miles; turn right (east) on Forest Road, (320) 255-4276. Twenty-nine campsites, camp fee, eight picnic sites, swimming, concrete boat ramp, fishing, 2 miles of hiking trail. Forester, 4140 Theilman Lane, Suite 203, St. Cloud MN 56301.

Bowstring State Forest

Cottonwood Lake Campground-from Deer River take State Highway 6 N. 4 miles to County Road 19. Turn right (east) 3 miles; turn left (north) 1/2 mile; turn right (east) 1/2 mile; turn left (north) and follow signs about 1 mile, (218) 246-8343. Fifteen campsites, two picnic sites, swimming, concrete boat ramp, fishing. Forester, Box 157, Deer River, MN 56636.

Crazy Jim's Canoe Site-about 1/2 mile via Mississippi River from Little Winnibigoshish Lake, (no road access). Phone (218) 246-8343. Two campsites on canoe route. Forester, Box 157, Deer River, MN 56636.

Chengwatana State Forest

Snake River Campground-from Pine City take County Road 8 and 118 E. 9 miles and north 1/2 mile, (320) 384-6146. Twenty-six campsites, camp fee, on canoe route, fishing, hiking and horse trails. Forester, Route 2, Box 386B, Hinckley, MN 55037.

Cloquet Valley State Forest

Dr. Barney's Landing Campground-from Duluth 17 miles north on County Road R and 4 miles east on Carrall Trail, (218) 834-6600. Four campsites, boat access, canoe route, fishing. Forester, 120 State Road, Two Harbors MN 55616.

Indian Lake Campground-from Wales take County Road 55 west 5 1/2 miles to County Road 44; turn right (north) 1 mile (on Cloquet River). (218) 834-6600. Nine campsites, camp fee, eight picnic sites, swimming, concrete boat ramp, fishing. Forester, 120 State Road, Two Harbors, MN 55616.

Crow Wing State Forest

Greer Lake Campground-from Crosby take State Highway 6 north 12 miles to County Road 36; turn left (west); 3 miles to County Road 14; turn left (south) 1 1/2 miles; turn right (west) and follow signs 2 miles, (218) 828-2565. Thirty-four campsites, camp fee, two picnic sites, swimming, boat ramp, fishing, 1-mile hiking trail. Forester, 1601 Minnesota Drive, Brainerd, MN 56401.

D.A.R. State Forest

D.A.R. Campground-from Askov take State Highway 23 north-east 2 miles (not on lake or river), (218) 485-5400. Six campsites, three picnic sites, no fee. Forester, Route 2, 701 S. Kenwood, Moose Lake, MN 55767.

Finland State Forest

Eckbeck Campground-from Finland take State Highway 1 south 3 miles (on Baptism River), (218) 834-6600. Thirty-one campsites, camp fee, fishing. Forester, 120 State Road, Two Harbors, MN 55616.

Finland Campground-from Finland take County Road 6 east 1/4 mile (on Baptism River), (218) 834-6600. Twenty-one campsites, camp fee, 10 picnic sites, fishing. Forester, 120 State Road, Two Harbors, MN 55616.

Rocky Shores Campground-from Two Harbors take County Road 2 north 40 miles, (218) 834-6600. Four campsites, fishing, boat ramp. Forester, 120 State Road, Two Harbors, MN 55616.

Sullivan Lake Campground-from Two Harbors take County Road 2 north 36 miles to County Road 15; turn left (west) 1/2 mile; turn left (south) about 1/2 mile, (218) 834-6600. Ten campsites, two picnic sites, camp fee, fishing, boat ramp, 1-1/2 mile hiking trail. Forester, 120 State Road, Two Harbors, MN 55616.

General C.C. Andrews State Forest

Willow River Campground-in Village of Willow River take North Street east to service road of Interstate 35; turn left (north) 1/2 mile (on Willow River Flowage), (218) 485-5400. Forty-one campsites, camp fee, one picnic site, boat ramp, fishing. Forester, Route 2, 701 S. Kenwood, Moose Lake, MN 55767.

George Washington State Forest

Bear Lake Campground-from Nashwauk take State Highway 65 north 23 miles to County Road 52 (Venning Rd.); turn left (west) 2 miles; turn left (south) 1/2 mile, (218) 262-6760. Thirty campsites, camp fee, swimming, boat ramp, fishing, two hiking trails. Forester, 1208 E. Howard, Hibbing, MN 55746.

Button Box Lake Campground-from Togo take State Highway 1 west 4 1/2 miles to ranger station, turn right (northwest) 4 miles, (218) 262-6760. Twelve campsites, three picnic sites, concrete boat ramp, fishing. Forester, 1208 E. Howard, Hibbing, MN 55746.

Larson Lake Campground-from Effie take State Highway 1 east 11 miles to Bass Lake Road; turn right (south) about 1 1/2 miles to junction (1/2 mile south of Bass Lake); turn right (west) 1 mile, (218) 743-3694. Twelve campsites, camp fee, two picnic sites, concrete boat ramp, fishing. Forester, Box 95, Effie, MN 56639.

Lost Lake Campground-from Bigfork take Scenic Highway (County Road 7) southeast 10 miles to County Road 340; turn left (east) about 7 miles to ranger station; turn left (north) across from ranger station and follow signs 3 1/2 miles, (218) 743-3694. Twenty-two campsites, camp fee, swimming, concrete boat ramp, fishing. Forester, Box 95, Effie, MN 56639.

Owen Lake Campground-from Bigfork take Scenic Highway (County Road 7) southeast 10 miles to County Road 340, turn left (east) 7 miles to ranger station, turn left (north) across from ranger station and follow signs 3 1/2 miles, (218) 743-3694. Twenty-seven campsites, two hiking trails, camp fee, swimming, boat ramp, fishing. Forester, Box 95, Effie, MN 56639.

Thistledeew Lake Campground-from Togo take Highway 1 west 4 1/2 miles to ranger station, turn left (south) two miles, (218) 262-6760. Twenty campsites, camp fee, nine picnic sites, swimming, concrete boat ramp, fishing. Forester, 1208 East Howard Street, Hibbing MN 55746.

Huntersville State Forest

Shell City Landing Campground-from Menahga take County Road 17 east 4 miles to County Road 23; turn left (north) 1 mile to County Road 18; turn right (east) 6 miles to County Road 25; turn left (north) 2 miles (on Crow Wing River on Crow Wing Saddle Trail), (218) 947-3232. Eighteen campsites, camp fee, boat access by portage, fishing, canoe route. Forester, Box 34, Backus, MN 56475.

Huntersville Forest Landing Campground-from Menahga take County Road 148 east 4 miles; continue east 3 miles on County Road 150; continue east 1/2 mile on Forest Road (on Crow Wing River on Crow Wing Saddle Trail), (218) 947-3232. Thirteen 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 miles by canoe on Crow Wing River, (218) 947-3232. Six campsites, camp fee, boat access on canoe route, fishing. Forester, Box 6, Backus, MN 56475.

Kabetogama State Forest

Ash River Campground-from Orr take U.S. Highway 53 north 26 miles to Ash River Road, (County Road 129); turn right (east) 9 miles, (218) 757-3274. Nine campsites, camp fee. Two picnic sites, concrete boat ramp, fishing. Forester, PO Box 306, 4656 Highway 53, Orr, MN 55771.

Hinsdale Island Campground-from Cook take County Road 24 north to County Road 78; turn right (east) 6 miles to County Road 540; continue east about 2 miles to public access (accessible only by boat in Vermilion Lake), (218) 753-4500. Eleven campsites, fishing, boat access. Forester, P.O. Box 432, 609 N. 2nd St., Tower, MN 55790.

Wakemup Bay Campground-from Cook take County Road 24 north 2 ½ miles to County Road 78; turn right (east) 3 miles; left (north) 1 mile (on Lake Vermilion), (218) 753-4500. Twenty-one campsites, camp fee, two picnic sites, fishing, swimming change houses, boat ramp. Forester. P.O. Box 432, 609 N. 2nd St., Tower MN 55790.

Woodenfrog Campground-from Orr take U. S. Highway 53 north 30 miles to County Road 122 (Gamma Rd.); turn right (north) and follow signs about 6 miles (on Kabetogama Lake), (218) 757-3274. Fifty-nine campsites, camp fee, five picnic sites, swimming, concrete boat ramp. Forester, Box 306, 4656 Highway 53, Orr, MN 55771.

Land O'Lakes State Forest

Clint Converse Memorial Campground-from Outing take State Highway 6 north 2 miles to County Road 48; turn left (west) 2 miles, (218) 568-4566. Thirty campsites, camp fee, seven picnic sites, swimming, fishing, boat ramp, 20 miles hiking trails. Forester, Box 27, Pequot Lakes MN 56472.

Mississippi Headwaters State Forest

Iron Bridge Landing Campground-from Bemidji take County Road 7 west about 7 ½ miles (on Mississippi River), (218) 755-2265. Two campsites, fishing, canoe routes, DNR-Trails, 2115 Birchmont Beach Road., N.E., Bemidji, MN 56601.

Pine Point Landing Campground-from Becida take County Road 3 north 3 miles to Stecker Forest Road; continue north ½ mile (on Mississippi River), (218) 755-2265. Two campsites, boat access by portage, fishing, canoe route. DNR-Trails, 2115 Birchmont Beach Rd., N.E., Bemidji, MN 56601.

Stumphes Rapids Campground-from Lake Itasca Take County Road 2, north 6 miles to County Road 40; turn right (east) 2 miles turn left (north) 1 ½ miles to Coffee Pot Landing, then north 8 miles (on Mississippi River), (218) 755-2265. Two campsites, fishing, canoe route, bring own water. DNR-Trails, 2115 Birchmont Beach Rd., N.E., Bemidji, MN 56601.

Wannagan Landing Campground-from Lake Itasca north 4 miles on County Road 2, west 1 ½ miles to landing (on Mississippi River), (218) 755-2265. Two campsites, boat access by portage, fishing. DNR-Trails, 2115 Birchmont Beach Road., N.E., Bemidji, MN 56601.

Nemadji State Forest

Gavert Campground-from Doquette take State Highway 23 northeast 3 miles to Nickerson; turn right (east) 2 ½ miles to Nett Lake Forest Road; turn right (south) 1 ½ miles; turn left (east) about ½ mile (on Pickerel Lake), (218) 485-5400. Nine campsites, camp fee, one picnic site, fishing, boat ramp. Forester, Route 2, 701 S. Kenwood, Moose Lake, MN 55767.

Paul Bunyan State Forest

Gulch Lake Recreational Area-from Lake George take County Road 4 south 2 ½ miles to forest road; turn left (east) 3 to 9 miles (comprised of six individual units on different lakes), (218) 755-2890. Eight campsites, 11 picnic sites, portages and ramps. Forester, 2220 Bemidji Ave., Bemidji, MN 56601.

Mantrap Lake Campground-from Park Rapids take County Road 4 north 12 miles to Emmaville (County Road 24); turn right (east) ½ mile to County Road 104; turn left (north) and follow signs ¾ mile, (218) 732-3309. Thirty-eight campsites, camp fee, five picnic sites, swimming, boat ramp. Forester, 607 W 1st St., Highway 34, Park Rapids, MN 56470.

Pillsbury State Forest

Rock Lake Campground-from Pillager take State Highway 210 west ½ mile to County Road 1; turn right (north) 6 miles; turn left (west) and follow road along lake, (218) 828-2565. Twenty-five campsites, camp fee, four picnic sites, swimming, boat ramp, fishing. Forester, 1601 Minnesota Drive, Brainerd, MN 56401.

Pine Island State Forest

Benn Linn Landing Campground-from Big Falls take County Road 13 north 1-1/2 mile; turn left (west) and follow signs 3 ½ miles (on Bigford River), (218) 278-6651. Three campsites, boat access by portage, fishing, canoe route. Forester, 21 3rd Avenue, Box I, Littlefork, MN 56653.

Giant Pine Campground-from Big Falls take County Road 30 west 9 miles, then Twomey Williams Road 8 miles, Mannila Forest Road north 3 miles (not on lake or river), (218) 278-6651. Three campsites. Forester, 21 3rd Avenue, Box I, Littlefork, MN 56653.

Gowdy Landing Campground-on Bigfork River. By boat from Sturgeon River Campground, (218) 278-6651. Two campsites, boat access, fishing, canoe route. Forester, 21 3rd Avenue, Box I, Littlefork, MN 56653.

Sturgeon River Landing Campground-from Big Falls take County Road 30 west 3 ½ miles; turn right (north) 1 ½ miles (at junction of Sturgeon & Bigfork Rivers), (218) 278-6651. Two campsites, boat access by portage, fishing, canoe route. Forester, 21 3rd Avenue, Box I, Littlefork, MN 56653.

Sand Dunes State Forest

Ann Lake Campground-from Elk River take State Highway 169 north to County Road 4 (Zimmerman); turn left (west) 6 miles; turn left (south) and follow signs 1 ½ miles, (612) 689-7100. Thirty-six campsites, group camp, camp fee, seven picnic sites, swimming, fishing, 18 miles hiking and horse trails. Forester, 800 Oak Savanna Lane S.W., Cambridge, MN 55008.

Savanna State Forest

Hay Lake Campground-from Jacobson take State Highway 65 south 2 ½ miles; turn left (east) 3 miles; turn right (south) 1 mile, (218) 697-2476. Twenty campsites, camp fee, group camping available, 10 picnic sites, swimming, boat ramp, fishing, hiking trail. Forester, P.O. Box 9, Hill City, MN 55748.

St. Croix State Forest

Boulder Campground-from Sandstone take County Road 30 east 17 miles to County Road 24 (Duxbury); turn right (south) 2 miles to County Road 25; turn left (east) 4 miles to County Road 173; turn right (south) 1 mile to Tamarack Forest Road; turn left (east) about 5 miles; (on Rock Lake on hiking and riding trail), (320) 384-6146. Nineteen campsites, camp fee, six picnic sites, boat ramp, 21 miles of hiking and riding trails. Forester, Route 2, Box 386 B, Hinckley, MN 55037.

Tamarack River Equestrian-from Sandstone take County Road 30 west 17 miles, then 2 miles south on County Road 24 and 3 miles east on County Road 25, then south ¾ mile, Tamarack Forest Road 4 miles (on Rock Lake), (320) 384-6146. Horse corral, 12 campsites, camp fee, horse trail. Forester, Route 2, Box 386 B, Hinckley, MN 55037.

Two Inlets State Forest

Hungry Men Lake Campground-from Park Rapids take State Highway 71 north 10 miles to County Road 41; turn left (west) ½ mile; turn right (north) 1 mile, (218) 732-3309. Fourteen campsites, camp fee, four picnic sites, swimming, concrete boat ramp, fishing. Forester, 607 W 1st St., Park Rapids, MN 56470.

White Earth State Forest area

Coffee Point Landing Campground-from Lake Itasca take County Road 2 north 6 miles to County Road 40; turn right (east) 2 miles; turn left (north) ½ mile (on Mississippi River), (218) 755-2265. Two campsites, boat access by portage, fishing, canoe route. DNR-Trails, 2115 Birchmont Beach N.E., Bemidji, MN 56601.

Gambler's Point Landing Campground-from Ball Club 1 ½ miles south on County Road 18 to bridge, two miles by boat on Mississippi, (218) 246-8343. Six campsites, boat access, fishing. Forester, Box 157, Deer River, MN 56636.

Island Point Landing Campground-from Bemidji take County Road 8 east 7 miles to County Road 411; turn left (north) ¾ mile to forest road; turn left (west) 1 mile (on Mississippi River), (218) 755-2265. Two campsites, boat access by portage, fishing, canoe route. Forester, 2115 Birchmont Beach Rd. N.E., Bemidji, MN 56601.

LeGrande Landing Campground-from Guthrie two miles east on County Road 16, south 2 miles (on Steamboat River), (218) 755-2265. Two campsites, boat access, fishing. Forester, 2115 Birchmont Beach Rd. N.E., Bemidji, MN 56601.

Moose Lake Campground-from Deer River take State Highway 6 north 4 miles to County Road 19; turn right (east) 5 ½ miles; turn left (north) 1 mile, (218) 246-8343. Thirteen campsites, camp fee, one picnic site, swimming, concrete boat ramp. Forester, Box 157, Deer River, MN 56636.

Waskish Campground-at Waskish just south of bridge (on Tamarack River), (218) 835-6684. Thirty-three campsites, camp fee, 22 picnic sites, boat ramp, fishing. Forester, Blackduck, MN 56630.

State Forest Campgrounds: Southern Minnesota

Dorer Memorial Hardwood State Forest

Kruger Recreation Area-from Wabasha take County Road 60 west 5 miles, then County Road 81 south ½ mile (on Zumbro River), (612) 345-3216. Eight campsites, camp fee, 13 picnic sites, boat access, fishing, on canoe route, 5 miles hiking and 4 miles horse trails. Forester, 1801 S. Oak, Lake City, MN 55041.

Wetbark Trail-from Houston go west 4.8 miles on County Road 13, (507) 724-5261. Has 8.8 miles of trails, five campsites, trail shelter, horse corral, bring own water, cross-country ski trail, horse trail, hiking. Forester, 601 Sprague St., Caledonia, MN 55921.

Human Resources Bureau

(612) 296-6492; FAX: (612) 296-6494; DNR job information line (612) 296-6492 Mary O'Neill, administrator. The bureau provides the DNR 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. Inquiries concerning job information and internships should be directed to this office.

Information and Education Bureau

(612) 296-3336; FAX: (612) 296-0902 Internet: info@dnr.state.mn.us Marcy Dowse, administrator; Kim Elverum, assistant administrator; Pat Delkoski, administrative assistant. The bureau's mission is to serve as a bridge between the DNR and its customers by providing information and communication services that facilitate understanding of resource issues and understanding of customer needs. The bureau provides news and information to the media and the public concerning Minnesota's natural resources and DNR programs, policies, activities, and regulations.

Administration & Information Services Section

Kim Elverum, supervisor

Boat and Water Safety Unit

(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; and in-service training programs for safety and enforcement personnel. The unit collects and interprets statistical data on boat and water accidents and boating in general. There is one boat for every 6.1 residents in Minnesota, the highest per capita boat registration figure in the country.

DNR Information Center

(612) 296-6157 or 1-800-766-6000 (in Greater Minnesota). Robin Persons, supervisor. Five information specialists answer approximately 136,000 questions annually on Minnesota's natural resources and outdoor recreational opportunities. The Information Center provides DNR brochures, maps and other information to the public, including the most up-to-date reports on river levels and snow depths. Walk-in visitors are welcome from 8 a.m. to 4:30 p.m. Monday through Friday.

Creative Services Section

Kathleen Weflen, supervisor

Volunteer Magazine

(612) 296-0894 Kathleen Weflen, editor; Greg Breining, managing editor. The Minnesota Volunteer, official bimonthly magazine of the DNR, circulates free to 160,000 Minnesota subscribers, including all public schools and libraries in the state. The magazine features articles on natural resources written by specialists in their field.

Audio-Visual Unit

(612) 296-0896 Lawrence Duke, coordinator. This section provides photographic, cinematographic, and audio-visual services for DNR personnel. Black-and-white photo and color transparency files are maintained for use by DNR staff.

Film/Video Loan Library

(612) 296-0899 Jeanne Bertram, film loan librarian. Minnesota schools and organizations have access to the DNR's film and video loan library. For loan information, call (612) 296-0899 or write to the film loan library at the department's address. A catalog listing of available natural resource films and videos may be obtained free of charge.

Graphics Unit

(612) 297-1899 Adele Smith, supervisor. This unit provides graphic design services to other DNR units, including the layout and design of books, brochures, maps, signs, and displays.

Communication Services Section

Scott Pengelly, supervisor

Media and Publications Unit

(612) 296-0903 Scott Pengelly, news editor; Sheila Gebhard and Bob Bystrom, information officers. This section coordinates media relations activities for the DNR, including the distribution of news releases and story tips. The unit also provides editing and communications planning services; revenue generation through the sale of advertising; intellectual property rights and information access management; and other related publication and communication services. This unit also helps coordinate DNR environmental education efforts.

Marketing Unit

(612) 297-4192 Tom Baumann, coordinator. This section works to improve public awareness of current DNR services, to measure public perception, and to help DNR units modify existing services to better meet public needs. The Marketing Unit coordinates efforts within the DNR to develop and implement programs and services that reflect the needs and expectations of citizens of Minnesota. The unit gathers public input through customer satisfaction surveys and focus groups, and provides quality improvement advice. The unit assists in the development and implementation of marketing and communication plans for DNR sections or projects. The unit also coordinates DNR mailing list sales; develops revenue-generating products for sale; and coordinates DNR special events, including the DNR Building at the Minnesota State Fair.

License Bureau

(612) 296-4507; FAX: (612) 297-8851 Margaret Winkel-Ledin, 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, all-terrain vehicles (ATVs) off-highway motorcycles (OHMs) and off-road vehicles (ORVs). 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, ATVs, OHMs and ORVs registered in the state. The department requires licenses for the use of boats, snowmobiles, ATVs, OHMs and ORVs 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 DNR.

1996 Minnesota Hunting & Fishing Licenses

Guide to Issuing Agents

| Type of License | Sale Price | Price Plus Issuing Fee |
|--|------------|------------------------|
| Res. Senior Citizen Small Game | \$9.00 | \$10.00 |
| Res. Senior Citizen Angling | \$4.50 | \$4.50 |
| 24-Hour Angling Res./Nonres. | \$7.50 | \$8.50 |
| Res. Individual Angling | \$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 | \$27.50 | \$28.50 |
| Nonres. Shelter (7 Day) | \$16.50 | \$17.50 |
| Nonres. Individual Fishing | \$27.50 | \$28.50 |
| Nonres. Family Fishing | \$37.50 | \$38.50 |
| Nonres. 14-Day Married Couple Angling | \$27.50 | \$28.50 |
| Nonres. Short Term Angling (7 day) | \$19.00 | \$20.00 |
| Nonres. Short Term Angling (3-Day) | \$16.00 | \$17.00 |
| Trout Stamp | \$5.00 | \$5.00 |
| Res. Small Game | \$14.00 | \$15.00 |
| Res. Youth Firearms | \$5.00 | \$6.00 |
| Res. Deer Firearms | \$22.00 | \$23.00 |
| Res. Deer Archery | \$22.00 | \$23.00 |
| Res. Regular Trapping (18 Years and older) | \$18.00 | \$19.00 |
| Res. Junior Trapping (over 13 & under 18) | \$5.50 | \$6.50 |
| Res. Multi-Zone Buck | \$44.00 | \$45.00 |
| Res. Individual Sports | \$21.50 | \$22.50 |
| Res. Combination Sports | \$28.00 | \$29.00 |
| Nonres. Small Game | \$60.00 | \$61.00 |
| Nonres. Deer Firearms | \$110.00 | \$111.00 |
| Nonres. Deer Archery | \$110.00 | \$111.00 |
| Nonres. Furbearer Hunting | \$137.50 | \$138.50 |
| Migratory Waterfowl Stamp | \$5.00 | \$5.00 |
| Pheasant Stamp | \$5.00 | \$5.00 |
| Wild Rice Harvesting | \$12.50 | \$13.50 |
| Res. No-quota Bear | \$33.00 | \$34.00 |
| Nonres. No-quota Bear | \$165.00 | \$166.00 |
| Res. Firearm Management | \$11.00 | \$12.00 |
| Nonres. Firearm Management | \$55.00 | \$56.00 |
| Res. Archery Management | \$11.00 | \$12.00 |
| Nonres. Archery Management | \$55.00 | \$56.00 |
| Res. Intensive Harvest Permit | \$11.00 | \$12.00 |

Watercraft Titling Fee Schedule

| | |
|-------------------------------------|---------|
| Watercraft title (one-time fee) | \$18.50 |
| Corrected title | \$13.50 |
| Transfer (existing Minnesota title) | \$13.50 |
| Add lienholder to existing title | \$13.50 |
| Lien reassignment | \$4.50 |
| Duplicate title | \$7.50 |

(Note: All fees listed above include a \$3.50 filing fee, effective July 1, 1995. This filing fee is collected once for each watercraft transaction)

Watercraft Registration Fee Schedule

| | |
|--|---------|
| Any watercraft more than 19' for hire with an operator | \$57.00 |
| Pleasure watercraft 40' or more | \$47.00 |
| Dealer's license | \$37.00 |
| Pleasure watercraft 26' but less than 40' | \$37.00 |
| Pleasure watercraft over 19' but less than 40' | \$27.00 |
| Pleasure watercraft up to and including 19' | \$19.00 |

| | |
|--|---------|
| Canoes, kayaks, sailboats, sailboards, rowing shells and paddleboats up to and including 19' | \$14.00 |
| Rental or lease watercraft up to and including 19' | \$13.00 |
| Watercraft owned by non-profits; water-safety training, Boy Scouts, Girl Scouts, etc. | \$10.00 |
| Transfer or duplicate of any non-titled watercraft. No milfoil surcharge collected. | \$5.00 |
| Non-motorized watercraft 9' or less are exempt from licensing | \$0.00 |

Snowmobile Registration Fee Schedule

| | |
|--|---------|
| New/unregistered or renewal registration | \$32.00 |
| Renewal and transfer | \$36.00 |
| Transfer or duplicate | \$6.00 |

(note: duplicate means card only)

Off-Highway Motorcycle Registration Fee Schedule

| | |
|--|---------|
| New/unregistered or renewal registration | \$32.00 |
| Renewal and transfer | \$36.00 |
| Transfer or duplicate | \$6.00 |

Agricultural/All-Terrain Vehicle Registration Fee Schedule

| | |
|--|---------|
| New/unregistered or renewal registration | \$20.00 |
| Renewal and transfer all-terrain vehicle | \$24.00 |
| Transfer or duplicate all-terrain vehicle | \$6.00 |
| Agricultural all-terrain vehicle | \$8.00 |
| Duplicate agricultural all-terrain vehicle | \$6.00 |

(note: there are no transfers on an agricultural ATV)

Off-Road Vehicle Registration Fee Schedule

| | |
|--|---------|
| New/unregistered or renewal registration | \$32.00 |
| Renewal and transfer | \$36.00 |
| Transfer or duplicate | \$6.00 |

(note: All recreational vehicle fees listed above (unless otherwise indicated) include a \$2.00 filing fee effective July 1, 1995. This includes tax-exempt registrations.)

Fee Chart 8/4/95

Qualifications and Special Licenses

The License 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 License 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. 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 worker's compensation based on a finding of total and permanent disability without charge. Also, a permanent license is issued to the mentally retarded and Minnesota veterans who have a 100% service-connected disability at no charge.

All free licenses are issued by county auditor's offices or license centers only. Besides the License Bureau, recreational hunting and fishing licenses are available from county auditors and their authorized agents, which include hardware and sporting goods stores and many resorts. Permits for the use of state parks are available at the various parks and may be purchased November 1 of one year and valid through Dec. 31 of the following year. Licenses for boats, snowmobiles, ATVs, OHMs and ORVs 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 DNR's regional headquarters.

Management Information Services Bureau

(612) 297-3906 **Les Maki, acting administrator.** The Management Information Services Bureau (MIS) is responsible for providing the information infrastructure, tools, training and technical support that DNR employees need to make informed business decisions. Five major MIS program areas include:

Data, Applications and Operations: Develops and maintains legacy software applications on the DNR's AS/400 mid-range computer; operates and maintains the AS/400; provides analyst support and programming services; and develops tools to aid clients in designing and managing their own applications.

Data Entry Services: Processes over 700,000 documents from outdoor recreationists each year, including ATV, boat and snowmobile registrations, and applications for the bear, doe, moose and turkey hunting lotteries.

Geographic Information Systems (GIS): Provides department-level coordination of GIS planning, data development and access, and application development; GIS hardware and software support; assistance and advice on GIS projects; organization and delivery of GIS training; management of the GIS lab; UNIX administration support; and leadership in state-level interagency GIS planning.

Learning Services: Provides DNR employees with the knowledge they need to use information and computer resources effectively. The section brings together three programs: the DNR Library, computer training, and the computer user Help Desk. Services are designed to satisfy expressed and anticipated employee needs, and to provide immediate solutions to client problems.

Library Services

(612) 297-4929 **Colleen Mlecoch, director; Char Feist, reference librarian.** The DNR Library provides cost-effective access to information needed by natural resource managers. The mission is to satisfy clients' requests with information tailored to meet their particular needs within their timeframe. Services include: developing a dynamic collection of natural resource journals, books and other documents; providing access to this collection via the MnSCU/PALS catalog database; conducting fact finding research using computer databases and other information-finding tools; disseminating information relevant to client interest profiles; and obtaining requested materials through worldwide interlibrary loan networks. The public is welcome to use informational resources in the DNR Library. Hours: Monday-Friday, 7:30 a.m. - 4:30 p.m.

Minerals Division

(612) 296-4807; FAX: (612) 296-5939 **William Brice, director (St. Paul); Marty Vadis, assistant director (Hibbing); David Olson, assistant director (St. Paul).** The Division of Minerals manages the mineral assets of the state to ensure that all stages of mining, ranging from initial exploration through development and operations to eventual mine closure, generate environmentally acceptable outcomes and equitable income for the state and its citizens. The assets managed include:

- mineral rights on 12 million acres of state-owned trust and tax-forfeited land (including 18 percent of the Mesabi Iron Range mineral rights; and

- surface and mineral rights on 8 million acres of state land for peat, industrial minerals and construction materials.

The Division of Minerals is the trust agent for mineral rights of the permanent school fund lands, permanent university fund lands, tax-forfeited lands, and other state lands; it has the fiduciary responsibility to provide equitable rental and royalty income to the state funds through leasing of lands for exploration and mining. The division is responsible for assuring environmentally-sound mineral development and, subsequently, mineland reclamation to provide stable, hazard-free areas suitable for future uses after mining ceases.

Capitalizing on Minnesota's unique geological potential, the division identifies new resources and areas of high mineral potential to attract new industry that will diversify the state's rural economy. The division sponsors three research programs: Iron Ore Cooperative Research, Mineral Diversification, and Cooperative Environmental Research. These research programs work with existing industries to reduce costs and improve quality; assist the development of new products and processes; identify areas with high mineral potential; and investigate environmental issues relating to mining.

Mineral Leasing (St. Paul)

(612) 296-4807 **Kathy Lewis, manager.** Conducts public lease sales on state-owned properties; negotiates leases under limited and specified circumstances; registers exploratory borers; conducts title work on mineral interests.

Mineral Lease Operations (Hibbing)

(218) 262-6767; FAX: (218) 262-7328 **Richard Hemmersbaugh, manager.** Monitors mineral exploration and mining on state-owned lands; monitors exploratory drilling on state and private lands.

Reclamation and Environmental Review (Hibbing)

(218) 262-6767 **Arlo Knoll, manager.** Administers the state's metallic and peat mineland reclamation programs; reviews applications for permits to mine. 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.

Mineral Potential (Hibbing)

(218) 262-6767; FAX: (218) 262-7328 **Henk Dahlberg, manager.** Evaluates mineral 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.

Mineral Development (St. Paul)

(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; Pat Arndt, assistant to the director.** The division develops and manages a system of 65 state parks, three state recreation areas, and nine waysides that contain examples of Minnesota's most scenic lands. Recreational facilities in parks include more than 4,000 campsites with semi-modern (showers and flush toilets) or rustic facilities (with water and pit toilets), 38 swimming beaches, 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 of every park are available free of charge from the DNR Information Center in St. Paul or from park offices.

Administrative Programs

Wayland Porter, manager (612) 296-0744; Bill Brinker, business manager (612) 296-2760; Cindy Lukas, human resources representative (612) 296-2561. This section manages the division's fiscal matters including budget development, spending plans, divisional reviews and concessionaire contracts. In addition, this section provides human resource support, labor relations involvement, training, exam development and various other personnel type activities.

Park Development

(612) 296-8289 John Strohkirch, manager. This section implements state park development and land acquisition programs; reviews and determines new development and major rehabilitation projects.

Parks Operations

(612) 296-2609 Ron Hains, manager; Dan Breva, coordinator. This section coordinates all parks maintenance, operations, resource management and interpretive programs, including law enforcement, campground reservations, policy development and compliance.

Interpretive Services

(612) 297-5256 Joel Stedman, 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 and prehistoric heritage of Minnesota through a variety of educational and recreational programs.

Resource Management

(612) 297-1158 Nancy Albrecht, coordinator. This section administers the resource management program of the division, including research permits.

Planning & Management Information System

(612) 296-4781 Bill Weir, manager. This section manages the division's planning and management information systems programs.

Public Affairs

(612) 297-7979 Kate Brady, public affairs and marketing supervisor; Carmen Diestler, media relations. This section administers the division's information, public relations, publications, media and fund-raising activities.

Merchandising

(612) 297-8361 Elise Davis, coordinator. This section plans and administers the division's merchandising, gift sales, and promotional programs.

State Parks

Reservation Number for Campsites and lodging at Minnesota State Parks

922-9000 (for Minneapolis/St. Paul residents) 800-246-CAMP (out-of-state and Greater Minnesota)

Make Minnesota State Park camping or lodging reservations 24-hours-a-day, seven days a week, by contacting our new reservation service provided by the Connection®, a Minnesota-based company.

Camping reservations can be made up to 90 days in advance of arrival. Lodging reservations can be made one year in advance.

The reservation cost is \$5.50 per reservation and can be paid by Visa, MasterCard, or Discover credit cards; by check or money order. **TDD/TTY numbers for Telecommunications Device for the Deaf are: 895-0002 (Minneapolis/St. Paul area) or 800-285-2029 (Greater Minnesota and other states)**

Before You Make Your Reservation:

Minnesota State Parks offer a wide variety of facilities and experiences. Contact the DNR Information Center at 296-6157 (Metro area) or 800-766-6000 (Minnesota toll-free), for brochures and information on Minnesota's State Parks. They can assist you with trip planning and suggest which parks fit your vacation plans. Once you decide where you would like to camp or vacation, contact The Connection, our state reservation system, to make your campsite or lodging reservation.

How To Make A Reservation:

After you have decided where and when you wish to camp:

1. Call 922-9000 (for Mpls/St. Paul residents) 800-246-2267 (Greater Minnesota and other states).
2. Give the operator your reservation request and have your Visa, MasterCard or Discover card information ready, or pay by check or money order.
3. Verify that your reservation is for the correct type of campsite, arrival date, and length of stay.
4. You will be given a confirmation number to present at the park. Thank you for using our new reservation system.

1996 Motor Vehicle Permits (tax included. All prices subject to change)

Annual Permit: \$18 (\$20 in 1997)

Annual Special Permits: \$12 (\$20 in 1997)

- Minnesota senior (Owner 65 or older, Minnesota license plates)
- Minnesota handicapped (Minnesota handicapped plates or certificate)
- Second vehicle

Daily Permits: \$4

(Same rate for all vehicles)

Daily Group Permits: \$2

- Group Rate (10 vehicles +, pre-arranged at least 24 hours in advance by contacting the state park. Some restrictions apply.)

1996 Camping Fees (tax included)

• Sites with showers **\$10 or \$12 (All \$12 in 1997)**

• Rustic site (no showers, pit toilets) **\$8**

• Sites with electricity **add \$8**

• Backpack or canoe-in sites **\$7**

(Minnesota residents 65 and older or handicapped; half-priced camping Sunday through Thursday.)

• Camping Cabins **\$22 per night**

• Camping Cabins (with electricity) **\$25 per night**

Group Camp Reservations

Should be made that all reservations for group camps or group centers should be made by calling the state park directly. Group camps are not reserved through The Connection. To reserve, contact the individual park in which the group camp is located.

State Parks-Metroland

Afton State Park:

Grand oaks and delicate prairie flowers grace the rugged, rolling landscape of this park. Trails wind down deep ravines and rise up to the grassy ridgetops overlooking the scenic St. Croix River, perfect for hikers, horseback riders, and cross-country skiers. Located just 30 minutes from the Twin Cities, the park offers visitors a swimming beach, backpack campsites, and a visitor center with interpretive displays. (1,702 acres) Contact: Park Manager, 6959 Peller Avenue S., Hastings, MN 55033; (612) 436-5391.

Fort Snelling State Park:

Located in the heart of the Twin Cities, this park offers extensive biking, hiking, and skiing trails linked to Minnehaha Park, and the Minnesota Valley National Wildlife Refuge. Canoe on Gun Club Lake, golf, swim in Shelling Lake, or hike on Pike Island, where the Mississippi and Minnesota rivers converge. Stop by the Pike Island Interpretive Center for a glimpse of the riverine environment, then hike up to the historic Fort Snelling for a view of pioneer life in the 1820s. No camping available at this park. (3,300 acres) Contact: Park Manager, Highway 5 and Post Road, St. Paul, MN 55111; (612) 725-2390.

Lake Maria State Park:

Lake Maria is made up of extensive woodlands and wetlands. It is home to the Blanding's turtle, a threatened species, whose shell is spotted with bright yellow. The park is perfect for hikers, horseback riders and cross-country skiers, who enjoy the challenge of the rolling wooded terrain. The park contains one of the few remaining stands of Big Woods, a maple-basswood forest that once covered part of southern Minnesota. Backpack sites, located on remote lakes and ponds throughout the park, are just two miles from the trailhead parking area. Located near the Twin Cities, the park is about 8 miles west of Monticello. (1,590 acres) Contact: Park Manager, 11411 Clementa Ave. NW, Monticello, MN 55362; (612) 878-2325.

Minnesota Valley State Recreation Area:

Just minutes from the Twin Cities, this state recreation area preserves part of the Minnesota River Valley. The area links to other public lands by the Minnesota Valley Trail and is ideal for hiking, biking, cross-country skiing, mountain biking, and snowmobiling. The landscapes are just as diverse as the trail system, including flat grasslands, river bottom cottonwoods, and blufftop oak savanna. Wildlife observation and birdwatching are popular activities year-round. Located between Jordan and Belle Plaine. (5,490 acres) Contact: Park Manager, 19825 Park Boulevard, Jordan, MN 55352; (612) 492-6400.

William O'Brien State Park:

A great get-away park only one hour from the Twin Cities, William O'Brien provides a beautiful setting for quality recreation along the banks of the St. Croix River. Hiking trails offer quiet exploration of the park's rolling, wooded hills. For anglers, the channels of the St. Croix have northerns, walleye, bass, and trout. Ideal for canoeing, the river is also a migratory pathway that offers visitors diversity of sights and sounds. In the winter, snowshoeing, skiing, and camping attract enthusiasts. (1,403 acres) Contact: Park Manager, 16821 O'Brien Trail N., Marine-on-St. Croix, MN 55047; (612) 433-0500.

State Parks: Northern and Central Minnesota**Banning State Park:**

Just minutes off I-35. Hike along the Kettle River amid dramatic sandstone rock formations and lush ferns. Watch daring canoeists and kayakers shoot the turbulent rapids of Blueberry Slide, Mother's Delight, Dragon's Tooth, and Hell's Gate. Take in the historic ruins of Banning Sandstone Quarry, where workers once chiseled sandstone into massive blocks. Explore Wolf Creek Falls, the Log Creek Arches, and Robinson's Ice Cave. (6,237 acres) Contact: Park Manager, P.O. Box 643, Sandstone, MN 55072; (320) 245-2668.

Bear Head Lake State Park:

Secluded in the northwoods, this park contains pristine lakes, home to black bears, nesting eagles, timber wolves, and moose. Stands of white and red pine tower over the birch, aspen, and fir complemented by spruce, cedar, and tamarack bogs. Explore miles of shoreline by canoe. Swim at the beach, picnic in the shelter building, or fish for walleyes, bass, crappies or trout. Trails in the park link up with the Taconite State Trail and offer snowmobilers, skiers, and hikers plenty to enjoy. Rent a three-bedroom house any season of the year. (4,375 acres) Contact: Park Manager, 9301 Bear Head State Road, Ely, MN 55731; (218) 365-7229.

Buffalo River State Park:

Trails wind through one of Minnesota's finest and largest remnant prairies. Listen for bobolinks, prairie chickens, marbled godwits and upland sandpipers. A picnic area, swimming area, and campground are located in the hardwood forest along the Buffalo River. (1,367 acres) Contact: Park Manager, Route 2, Box 256, Glyndon, MN 56547; (218) 498-2124.

Cascade River State Park:

Thundering, spectacular falls shoot out of the Sawtooth Mountains, squeezing through a twisting, narrow gorge and drop 225 feet in a quarter mile. Cascade offers a rushing river, grand waterfalls, and verdant forest with lush moss and ferns growing on black volcanic rock formations. Hike the trail through birch, spruce and white cedar and stop to see the views of Lake Superior, the largest freshwater lake in the

world. Trails connect with the Superior Hiking Trail and the North Shore State Trail, which make it popular among hikers and cross-country skiers. Drive-in and backpack campsites are available. (2,813 acres) Contact: Park Manager, HCR 3, Box 450, Lutsen, MN 55612; (218) 387-1543.

Charles A. Lindbergh State Park:

Located on the Mississippi River, this park offers a quaint picnic area with a historic stone water tower and WPA log buildings. Fish the waters of the Mississippi, canoe Pike Creek, or walk the trails amid beautiful white and red pine, aspen and oak. Look for bald eagles in the spring and fall. Stop in the historic home of Charles Lindbergh Sr., father of the famous aviator. (330 acres) Contact: Park Manager, P.O. Box 364, Little Falls, MN 56345; (320) 632-9050.

Crow Wing State Park:

Explore prairie, pine and hardwood forests. View the Mississippi River from historic and picturesque "Chippewa Lookout." Walk along the historic Wood Trail, where ox carts once carried supplies from St. Paul to the Red River Valley. Discover the story of the once prosperous town of Crow Wing. Novice canoeists can paddle the calm waters of the Crow Wing and Mississippi rivers. (2,042 acres) Contact: Park Manager, 7100 State Park Rd. S.W., Brainerd, MN 56401; (218) 829-8022.

Cuyuna Country State Recreation Area:

Abandoned by mining companies more than 20 years ago, this area of former mining pits and rock deposit stockpiles now boasts regenerated vegetation and clear lakes that draw a wide range of recreation enthusiasts. Trout, northerns, bass, crappies, sunfish, and walleyes inhabit the lakes and 16 miles of undeveloped shoreline can be explored by boat or canoe. As Minnesota's newest state recreation area, Cuyuna's 5,000 acres are undeveloped and uncharted. Most of the current facilities are locally owned and operated, including a public campground and historical park. Cuyuna Country State Recreation area is located off Highway 210 near the towns of Crosby and Ironton. (5,000 acres) Contact: Park Manager (not currently staffed), P.O. Box 404, Ironton, MN 56455; (218) 546-5926.

Father Hennepin State Park:

Mille Lacs Lake stretches across this 318 acre park, so there's plenty of water recreation for visitors. Cast a line to catch northerns, bluegills, crappies, bass, walleyes, and muskies. Boaters can access the lake from two boat launches. Enjoy the sandy beach, swimming area, and drive-in campsites. (318 acres) Contact: Park Manager, Box 397, Isle, MN 56342; (320) 676-8763.

Franz Jevne State Park:

Secluded and peaceful, this park offers picturesque views of Ontario and the Rainy River. Short paths and a boat launch offer access to the river for fishing, where anglers catch walleyes, northerns, small-mouth bass, and sturgeon. Pitch a tent in the rustic campsites, equipped with a hand pump for water and pit toilets. Located east of Birchdale on State Highway 11. (118 acres) Contact: Park Manager, Birchdale Forestry, Route 3, Box 230, Birchdale, MN 56629 (no phone).

George Crosby Manitou State Park:

Come to this north-country wilderness park in the state's North Shore highlands, where waterfalls cascade through a volcanic canyon surrounded by majestic forest. The trails, carved through a forest of fir, cedar, spruce and northern hardwoods, are steep and challenging for hikers and backpackers. Secluded campsites are for backpackers only. Trout (brown, rainbow, and brook) and splake (a hybrid of brook and lake trout) reside in Benson Lake. Watch for moose, deer, bear, and wolves. (5,259 acres) Contact: Tettegouche State Park at (218) 226-3539.

Glacial Lakes State Park:

Stand on top of the scenic glacial hills and experience the vast, open prairie that once dominated Minnesota. Wildflowers and prairie grasses blanket the landscape from spring through fall. Swim, fish or boat (electric motors only) in the fresh, clear waters of 56-acre Mountain Lake. A shady, spacious campground is available; horseback riders can camp at the trail center and at remote sites. Canoe rental available. (1,755 acres) Contact: Park Manager, Route 2, Box 126, Starbuck, MN 56381; (320) 239-2860.

Glendalough State Park:

With more than nine miles of undeveloped shoreline and six lakes, this angler's paradise is one of the last large tracts of undeveloped lakeshore and land in western Minnesota. During spring and fall migration, the park becomes a major waterfowl staging area. Hiking trails take visitors through tall and short grass prairie areas, oak and northern hardwoods. One of Minnesota's newer state parks, Glendalough is still under development and open for day use only. (1,924 acres) Contact: Park Manager, P.O. Box 358, Battle Lake, MN 56515; (218) 864-5403.

Gooseberry Falls State Park:

Gooseberry Falls is the gateway to the North Shore. Listen to the thunderous roar of the Upper and Lower Falls of the Gooseberry River as it plummets through a rocky gorge. Hike or ski to the Fifth Falls through a forest of conifers, aspen, and birch. Visitors enjoy camping, picnicking, and trout fishing from Lake Superior or the river. Stop by the Gooseberry Nature Store for books, gifts, and souvenirs. (1,662 acres) Contact: Park Manager, 1300 Highway 61 E., Two Harbors, MN 55616; (218) 834-3855.

Grand Portage State Park:

Torrents of wild water plummet 120 feet over the High Falls down to the Pigeon River in this most northeastern park. The falls, the highest in the state, presented a serious obstacle to river travel so a "carrying place" or portage was necessary. American Indians created a nine-mile trail from Lake Superior to bypass the falls. This trail became known as the "grand portage." Today, visitors of all abilities can take a ½-mile trail and boardwalk to the falls overlook area. The park is designed for day use only and contains the Wolf birch (the champion birch in the Minnesota Big Tree registry), mixed hardwood-conifer forests, hiking trails along the banks of the Pigeon River, fishing, picnicking and spectacular scenery. Located 6 miles northeast of Grand Portage on State Highway 61 on the U.S./Canada border. (300 acres) Contact: Park Manager, HCR 1, Box 7, Grand Portage, MN 55605; (218) 475-2360.

Hayes Lake State Park:

Some days it's just you, loons, and moose, while you traverse around Hayes Lake. Fed by the north fork of the Roseau River, the lake supports crappie, sunfish, and northern pike. Birdwatchers have spotted more than 200 species in or near the park. The summer is a perfect time to look for orchids, gentians, and blueberries (visitors may pick the berries but not the flowers). Visitors can swim and canoe in the lake, or camp. Trails for hiking, skiing, snowmobiling, and horseback riding connect with the Beltrami Island State Forest. (2,950 acres) Contact: Park Manager, Star Route 4, Box 84, Roseau, MN 56751; (218) 425-7504.

Hill Annex Mine State Park:

Go down in history with a tour of the Hill Annex Iron Mine. Open pit mine tours are offered every 1-1/2 hours. Visitors make a spectacular descent into mining's past. Learn about the mine operation, the people who worked there, and where they came from. Discover marine fossils in northern Minnesota. Get a sense of the mine's deep, rich history. Learn how this national historic site played an important role in state, national, and world history. (635 acres) Contact: Park Manager, P.O. Box 376, Calumet, MN 55716; (218) 247-7215.

Interstate State Park:

Pioneer environmentalists from Minnesota and Wisconsin recognized the need to preserve the Dalles of the St. Croix River. Working together in the late 1800s, they established the first interstate park in the nation: Minnesota Interstate in 1895 and Wisconsin Interstate in 1900. Today, the swirling whitewater, deep potholes, and the steep river gorge are protected. Take a paddleboat ride down the river, watch kayakers shoot the rapids, canoe the calm waters, or learn about the area's rich cultural history in the park visitor center. Guided tours of the glacial potholes are given during the summer months. Canoe rental available. (293 acres) Contact: Park Manager, P.O. Box 254, Taylors Falls, MN 55084; (612) 465-5711.

Itasca State Park:

Established in 1891, Itasca is Minnesota's first state park. Today the park is a 32,000-acre wilderness with more than 100 lakes. Walk across the mighty Mississippi as it starts its winding journey 2,552 miles to the Gulf of Mexico. Stand under towering pines at Preacher's Grove or Peace Pipe Vista. Visit the Itasca Indian Mounds or Wegmann's Cabin, landmarks of centuries gone by. Camp under the stars, or stay the night at the historic Douglas Lodge or cabins. Explore Wilderness Drive past the 2,000-acre Wilderness Sanctuary, one of Minnesota's seven National Natural Landmarks. (32,690 acres) Contact: Park Manager, HCO5, Box 4, Lake Itasca, MN 56460-9701; (218) 266-2114.

Jay Cooke State Park:

Park trails link up to the Willard Munger State Trail at the north edge of the park; perfect for backpackers, bikers (both mountain and tour), hikers, horseback riders, and skiers. Check out the wildflowers in the spring and the vivid colors in the fall. Walk on the swinging suspension bridge, high above the raging St. Louis River. Visit the historic cemetery and the gorge at Thomson Dam. (8,818 acres) Contact: Park Manager, 500 Highway 210 E., Carlton, MN 55718; (218) 384-4610.

Judge C. R. Magney State Park:

Come for the quiet, the solitude, and the famous Devil's Kettle waterfall on the Brule River. Black, volcanic rock divides the rushing river to form a 50-foot waterfall. Anglers catch brook and rainbow trout with regularity. The park offers camping, picnicking and hiking along the river. (4,614 acres) Contact: Park Manager, H.C. 80, Box 500, Grand Marais, MN 55604; (218) 387-2929.

Lake Bemidji State Park:

This park is the perfect playground any time of year, offering visitors swimming, boating, fishing, birdwatching, hiking, camping, biking, picnicking, snowmobiling, cross-country skiing, and year-around naturalist-led activities. Hikers can explore the beauty of a tamarack bog carpeted with showy lady's slippers, pitcher plants, dragon's mouth, grass pink, and insect-eating sundews. (1,688 acres) Contact: Park Manager, 3401 State Park Rd. N.E., Bemidji, MN 56601; (218) 755-3843.

Lake Bronson State Park:

From the observation tower, view the prairie and aspen-oak forests or watch for deer, sharp-tailed grouse, moose, eagles, and sandhill cranes. The Two Rivers flow into Lake Bronson, offering visitors swimming, fishing, boating, and a tranquil backdrop for the picnic grounds. Trails for hiking, biking, cross-country skiing, and snowmobiling are available. Located near the town of Lake Bronson, the park access is on County State Highway 28. (2,983 acres) Contact: Park Manager, Box 9, Lake Bronson, MN 56734; (218) 754-2200.

Lake Carlos State Park:

Sculpted by ancient glaciers, Lake Carlos State Park contains a tamarack bog, marshes, woodland ponds, and lakes. Clear and deep, Lake Carlos offers visitors a perfect setting for swimming, fishing, boating, camping, hiking, and horseback riding. In the winter, ski from the tamarack bog to a maple-basswood forest. (1,395 acres) Contact: Park Manager, 2601 County Road 38 N.E., Carlos, MN 56319; (320) 852-7200.

McCarthy Beach State Park:

Come to McCarthy and you'll remember the lakes. Dig your toes into the sandy beach on Sturgeon Lake—rated one of the top 17 beaches in North America by *Highways Magazine*. Launch a boat to explore Side Lake and the four connected lakes of the Sturgeon chain. Hikers, cross-country skiers, and snowmobilers enjoy the scenic trails winding through stands of large red and white pines. For longer ventures, head out on the Taconite Trail for access to hundreds of miles of additional trails. Located near Hibbing. (2,311 acres) Contact: Park Manager, 7622 McCarthy Beach Rd., Side Lake, MN 55781; (218) 254-2411.

Maplewood State Park:

The maple forest turns brilliant shades of orange, gold, and red in the fall. Eight major lakes and many ponds offer water lovers places to swim, fish, boat, and simply relax. Lake Lida has a sandy beach and large picnic areas for visitors. Drive along the scenic route to observe

the wildlife. The park is host to 150 bird species and 50 species of mammals. The extensive trail system attracts hikers, horseback riders, and cross-country skiers. (9,250 acres) Contact: Park Manager, Route 3, Box 422, Pelican Rapids, MN 56572; (218) 863-8383.

Mille Lacs Kathio State Park:

This 10,000-acre park offers an outstanding woodland trail system that is a favorite of hikers, skiers, snowmobilers, and horseback riders. Climb to the top of the 100-foot observation tower for a spectacular view of Mille Lacs Lake and the surrounding area. Visit the interpretive center to learn the fascinating story of 5,000 years of human activity in this national historic landmark. (10,585 acres) Contact: Park Manager, 15066 Kathio State Park Road, Onamia, MN 56359-9534; (320) 532-3523.

Moose Lake State Park:

Rolling hills, surrounded by fields and woods, ponds and fishing lakes, make this park popular for hikers, anglers, canoeists, swimmers, and campers. Quiet Echo Lake is ideal for catching bass, northerns, and panfish. The Willard Munger Trail is located two miles west of the park. (1,194 acres) Contact: Park Manager, Route 2, 1000 County 137, Moose Lake, MN 55767; (218) 485-5420.

Old Mill State Park:

A steam-powered flour mill dating back to 1889 and a log cabin are bold landmarks from the past. The grist mill still gets fired up once a year to grind flour. The Middle River meanders through the park and visitors can see deer, beaver, and moose. Enjoy the prairie and the ever-changing parade of flowers along wooded trails. A swimming area, swinging bridge, picnic grounds, campground, and interpretive displays are popular among visitors. Located between Argyle and Newfolden. (406 acres) Contact: Park Manager, Route 1, Box 42, Argyle, MN 56713; (218) 437-8174.

St. Croix State Park:

With over 34,000 acres and two great rivers, the St. Croix River, a national wild and scenic river, and the Kettle River, a state wild and scenic river, there's so much to do. Explore the rivers by canoe or with a fishing pole. Swim at Lake Clayton or climb a fire tower. The park has miles of trails for hikers, horseback riders, bicyclists, snowmobilers, and cross-country skiers. Campers can reserve drive-in, walk-in, backpack, and horseback campsites. Large groups can reserve the modern group centers or the primitive group camps. (34,037 acres) Contact: Park Manager, Route 3, Box 450, Hinckley, MN 55037; (320) 384-6591.

Savanna Portage State Park:

Walk the Savanna Portage Trail, a historic trail traveled more than 200 years ago by fur traders, Dakota and Ojibwe Indians, and explorers. The Continental Divide Trail marks a great division of water: water to the west flows into the Mississippi River; water to the east runs into Lake Superior. The park has camping facilities, including backpack sites; miles of hiking, mountain bike, cross-country ski, and snowmobile trails; a beach at Loon Lake; and a playground. (15,818 acres) Contact: Park Manager, HCR 3, Box 591, McGregor, MN 55760; (218) 426-3271.

Scenic State Park:

This park deserves its name, with seven pristine lakes, virgin pines, swimming beach, and nesting osprey. Hike the Chase Point Trail for hypnotic views of Coon and Sandwick lakes and see the giant pines. Overnight facilities include campsites (boat-in, drive-in, backpack) and a lakeshore cabin. Stop by the historic lodge, which has displays and summer interpretive programs, and a forest fire tower. (3,560 acres) Contact: Park Manager, HCR 2, Box 17, Bigfork, MN 56628; (218) 743-3362.

Schoolcraft State Park:

This secluded northwoods park is the perfect place to unwind. Quiet and peaceful, the Whisper Trail leads hikers through the virgin pine forest that includes a white pine more than 300 years old. Canoeists and anglers can enjoy the gentle waters of the Mississippi River. A boat access, picnic area, canoe and drive-in campsites are available to visitors. (295 acres) Contact: Park Manager, HCR 4, Box 181, Deer River, MN 56636; (218) 566-2383.

Soudan Underground Mine State Park:

A century slips by when you visit this park. Visitors wear hard hats and journey down 2,400 feet in a cage. On the 27th level, ride the rails back into the mine and listen to the stories of the mining days. Above ground, explore the dry house, drill shop, crusher house, and engine house. Then hike the trails in the park through a northern hardwood conifer forest and past the famous Soudan iron formation. (1,300 acres) Contact: Park Manager, P.O. Box 335, Soudan, MN 55782; (218) 753-2245.

Split Rock Lighthouse State Park:

This park is reminiscent of the Maine coast, with a historic lighthouse on the edge of a rocky peak. The park offers more than nautical history. Visitors can cart in their supplies to pristine campsites along Lake Superior. Hiking trails along the lake link up to the spectacular Superior Hiking Trail. Anglers cast their lines for lake trout, salmon, and brown trout. The rocky beach is perfect for skipping stones into Lake Superior. (1,987 acres) Contact: Park Manager, DNR, 2010A Highway 61 E., Two Harbors, MN 55616; (218) 226-3065.

Temperance River State Park:

Take the trail that winds along the edge of the Temperance River gorge, and view the rushing waterfalls, surrounded by pine, spruce, cedar, and birch forest. The rapidly flowing river cut deep potholes in and along the riverbed. Hike the trail to Hidden Falls, or connect up with trails into Superior National Forest and the Cross River Wayside. Visitors come to camp and picnic along the North Shore. Winter brings cross-country skiers and snowmobilers to tackle the hilly terrain. Carlton Peak, a recent addition to the park, offers even more recreation opportunities to park visitors. (539 acres) Contact: Park Manager, Box 33, Schroeder, MN 55613, (218) 663-7476.

Tettegouche State Park:

Come to Tettegouche for a great sense of the North Shore. The spectacular overlooks at Shovel Point; rocky, steep cliffs and inland bluffs; the cascading 60-foot High Falls of the Baptism River; and the historic Tettegouche Camp where visitors can stay the night. This is a hiker's paradise, with miles of trails overlooking the Sawtooth Mountains, and winding down to four quiet inland lakes accessible only by foot. The Palisade Valley Unit features broad scenic vistas, coupled with an expanse of multi-use, four-season trails. Two more trout lakes compliment the fishing opportunities within the rest of the park. The park is also known for quality birdwatching in the spring, summer, and especially the fall. (9,346 acres) Contact: Park Manager, 474 Highway 61 E., Silver Bay, MN 55614; (218) 226-3539.

Wild River State Park:

Anglers, canoeists, and hikers come to Wild River to enjoy the beautiful St. Croix River, one of the eight original National Wild and Scenic Rivers. The park contains a diversity of oaks, pines, and prairie, which attract eagles, woodcock, ruffed grouse, bluebirds, beaver, and otter. Modern, backpack, canoe, horse, and group camping opportunities are available. A guest house with modern amenities can also be rented. Enjoy 35 miles of trails and the all-season trail center. Stop by the visitor center to discover the natural and cultural history of the area. (6,803 acres) Contact: Park Manager, 39755 Park Trail, Center City, MN 55012; (612) 583-2125.

Zippel Bay State Park:

Visitors remember the sunsets and the miles of white sand beach. Located on the shores of Lake of the Woods, the park has a fish cleaning house, marina, and stone jetty for boaters. Watch for summer residents: sandhill cranes and piping plovers. The park offers drive-in campsites and a group camp. (2,906 acres) Contact: Park Manager, HC 2, Box 25, Williams, MN 56686; (218) 783-6252.

State Parks: Southern Minnesota

Beaver Creek Valley State Park:

Nestled in the bluffs of the southeast, Beaver Creek Valley is known for its trout stream fed by an artesian spring. In the spring, blooming wildflowers blanket the woodland hills and valleys attracting migratory songbirds like the Acadian flycatcher and Louisiana waterthrush. Hiking trails meander along the stream and up into a

maple-basswood and oak forest. The nearby Schech's Mill offers historic tours. (1,214 acres) Contact: Park Manager, Route 2, Box 57, Caledonia, MN 55921; (507) 724-2107.

Big Stone Lake State Park:

Big Stone Lake, Minnesota's 10th largest lake and the source of the Minnesota River, is known for its excellent walleye fishing. The northern section of the park, called Bonanza, offers hiking, a boat launch, and a group camp. The Meadowbrook area, where the park headquarters is located, has a modern campground, swimming beach, and boat launch. Nearby is the Big Stone National Wildlife Refuge, which offers excellent birdwatching. (1,118 acres) Contact: Park Manager, RR 1, Box 153, Ortonville, MN 56278-9708; (320) 839-3663.

Blue Mounds State Park:

Experience prairie solitude where the bison still roam. Hike the many grassy trails in this birder's paradise. View a multitude of wildflowers, grasses, and wildlife. Bison calve in May and cactus bloom in late June. Spectacular bluish Sioux quartzite rock outcroppings offer both vistas and climbing opportunities. Stop by the park's culturally and geographically unique interpretive center. Camping and swimming are also popular. (2,028 acres) Contact: Park Manager, RR 1, Box 52, Luverne, MN 56156-9610; (507) 283-4892.

Camden State Park:

Maple, basswood, oak, and cottonwood trees dominate this park. Sun-drenched prairies and marshes offer added diversity. A trail lookout gives a great view of fall colors in the valley. Fish for trout in the Redwood River; bass or bluegills at Brawner Lake. Cool off in the spring-fed pool. The park provides picnic areas, campgrounds (drive-in, horseback, and group). (1,745 acres) Contact: Park Manager, Route 1, Box 49, Lynd, MN 56157-9719; (507) 865-4530.

Carley State Park:

Beauty and quiet is the essence of Carley. In the spring, delicate *mertensia* (bluebells) and other wildflowers carpet the valley with a profusion of color. Hike along the trail, which follows the gentle Whitewater River, and enjoy the grand old white pines. Listen for the sweet songs of orioles, song sparrows, and indigo buntings. Rustic campsites are located around the picnic area. (204 acres) Contact: Whitewater State Park.

Flandrau State Park:

The gentle flowing Cottonwood River meanders through this southern park in New Ulm. The terrain offers views of wooded river bottoms, oxbow marshes, and scenic prairies. Hikers and skiers enjoy the flat trails on the bottom of the valley or the more challenging routes on the oak-shaded bluffs. The park also offers a sand-bottom swimming pool and picnic area that attracts many visitors. Visit the historic stone buildings, crafted by the WPA. (805 acres) Contact: Park Manager, 1300 Summit Avenue, New Ulm, MN 56073-3664; (507) 354-3519.

Forestville/Mystery Cave State Park:

See this park's natural wonders, above and below ground. In the summer, beat the heat, and explore the world of Mystery Cave, complete with stalactites, stalagmites, and underground pools. Above ground, visit Historic Forestville, a restored 1800s village operated by the Minnesota Historical Society. Fish three blue-ribbon trout streams. Take in the soft pastels of wildflowers in the spring, or the bold colors of the forest in the fall. Winter invites visitors to ski or snowmobile the bluff country. (2,691 acres) Contact: Park Manager, Route 2, Box 128, Preston, MN 55965; (507) 352-5111.

Fort Ridgely State Park:

Visit the historic fort site and discover why Dakota Indian warriors held Fort Ridgely under siege during the U.S.-Dakota Conflict of 1862. Add to the history lesson by visiting the nearby cemetery. For recreation, this park offers plenty: golfing on a nine hole course, hiking, horseback riding, winter sliding, skiing, snowmobiling, volleyball, baseball, fishing, and camping (drive-in and backpack). (584 acres) Contact: Park Manager, Route 1, Box 65, Fairfax, MN 55332-9601; (507) 426-7840.

Frontenac State Park:

Located along the bluffs of the Mississippi River flyway, Frontenac is a birdwatcher's paradise. Lake Pepin and its diverse habitats attract numerous bald eagles, hawks, warblers, waterfowl, and shorebirds in the spring and fall, with the eagles often staying through the winter in the nearby area. Hikers, skiers, and snowmobilers can enjoy spectacular views of the river valley. Other activities include fishing, boating, waterskiing, and picnicking. Circle tours around the lake and boat tours are available nearby. (2,773 acres) Contact: Park Manager, 29223 County 28 Blvd., Lake City, MN 55041; (612) 345-3401.

John Latsch State Park:

On the bluffs overlooking the Mississippi River valley, this park offers splendid views up and down the river as well as across the river to Wisconsin. Rustic camping and picnicking are available in the mixed hardwood forest that is home to a rich variety of tree species and shrubs. (1,534 acres) Contact: Whitewater State Park.

Kilen Woods State Park:

Blooming coneflowers, butterfly weed, and oak savanna prairie are highlights. Hike the cool woodland trail that meanders along the tranquil Des Moines River, or view the river valley from Dinosaur Ridge Overlook. Visitors can camp, canoe, fish, picnic, and hike. Climb the lookout tower for a bird's-eye view of the surrounding countryside. In the winter, tube down the long, steep hill. (228 acres) Contact: Park Manager, Route 1, Box 122, Lakefield, MN 56150-9566; (507) 662-6258.

Lac qui Parle State Park:

French explorers named the lake Lac Qui Parle, which means the lake that speaks. Visit in the spring or fall and you'll understand why; the lake is a stopover for thousands of migratory geese and other waterfowl. Paddle the lake, or cast a line and catch walleyes, northerns, perch, or crappie. Travel the trails by foot or horseback. Explore the historic Fort Renville and Lac Qui Parle mission sites. (530 acres) Contact: Park Manager, Route 5, Box 74A, Montevideo, MN 56265-9804; (320) 752-4736.

Lake Louise State Park:

Lake Louise draws hikers, horseback riders, skiers, and snowmobilers to its trails which wind through open landscapes and lush hardwoods. Two rivers converge in the park—the Little Iowa and Upper Iowa—so it's ideal for water recreation. Swim, boat, or fish in the lake's clear waters. Hiking and horseback riding are also popular. (1,168 acres) Contact: Park Manager, Route 1, Box 184, Leroy, MN 55951; (507) 324-5249.

Lake Shetek State Park:

The word "Shetek" is Ojibwa for pelican, a bird that resides at Lake Shetek during the summer and fall. The park is adjacent to the largest lake in southwestern Minnesota, a body of water that also forms the headwaters of the Des Moines River. Expect good fishing for walleyes, crappies, and bullheads. Loon Island, a 45-acre sanctuary, is accessible by a causeway. The park includes a swimming beach, boat launch, and campgrounds. Visit the log cabin and monument memorializing the U.S.-Dakota Conflict of 1862. (1,109 acres) Contact: Park Manager, 163 State Park Road, Currie, MN 56123-9715; (507) 763-3256.

Minneopa State Park:

Minneopa's twin waterfalls plunge 45 feet into the steep wooded valley of Minneopa Creek and offer visitors a scenic spot to picnic. Take a stroll on the loop trail, which provides scenic overlooks of the falls. Other trails lead visitors through prairie and oak savanna to the confluence of the Minnesota River and Minneopa Creek. Visit the historic Seppmann Windmill, a Dutch-style mill constructed from native stone and lumber. Located west of Mankato. (1,145 acres.) Contact: Park Manager, Route 9, Box 143, Mankato, MN 56001-8219; (507) 389-5464.

Monson Lake State Park:

Fishers cast your line for walleyes, northerns, bass, and sunfish. Birdwatchers look for pelicans, herons, western grebes, and songbirds in this diverse landscape of wetlands and hardwood forests. The park includes a campground and wooded picnic area. (187 acres) Contact: Park Manager, Route 1, Box 53, Sunburg, MN 56289-9519; (320) 366-3797.

Myre Big Island State Park:

This park has something for everyone. The trails take visitors through oak savanna and open grassland, around wetlands, and atop a glacial esker. Albert Lea Lake draws thousands of waterfowl and pelicans during migration. Wooded trails on Big Island offer spring wildflower viewing in the remnant big woods community. (1,648 acres) Contact: Park Manager, Route 3, Box 33, Albert Lea, MN 56007; (507) 373-5084.

Nerstrand Big Woods State Park:

Enjoy this park on foot any season of the year. In the spring, the park is a floral garden with hepatica, bloodroot, Dutchman's breeches, and the dwarf trout lily, which is found only in southeast Minnesota. Relax by Hidden Falls in the summer. The autumn brings a burst of red, orange, and gold in the old-growth maple-basswood forest, one of the last extensive stands of the big woods. When winter comes, ski or snowmobile the trails through picturesque woods. (2,825 acres) Contact: Park Manager, 9700 170th Street East, Nerstrand, MN 55053; (507) 334-8848.

O. L. Kipp State Park:

This is bluff country. Hike to King's Bluff for a scenic view of the Mississippi River valley. Bring binoculars; the river valley is a major flyway for waterfowl, eagles, and hawks. Explore the diversity in this park: oak-hickory woods, pine plantations, fields, and goat prairies offer visitors excellent hiking and wildlife observation for ruffed grouse, wild turkeys, coyotes, and many songbirds. (2,835 acres) Contact: Park Manager, Route 4, Winona, MN 55987; (507) 643-6849.

Rice Lake State Park:

Long ago, American Indians harvested rice from this lake. Today, the shallow waters and marshy edges of Rice Lake attract many waterfowl during the spring and fall migration as well as many nesting through the summer. Visitors enjoy camping under the tall hardwoods, photographing the spring wildflowers, picnicking in the shade, and swimming. Paddle across the lake and camp in one of the canoe campsites. (1,056 acres) Contact: Park Manager, Route 3, Box 45, Owatonna, MN 55060; (507) 451-7406.

Sakatah Lake State Park:

Sakatah Lake Singing Hills State Trail traverses this park, offering miles of trails to hike, bike, cross-country ski, and snowmobile. Canoeists can paddle the winding Cannon River and anglers can catch walleyes, bass, northerns, and panfish. Spring and fall offer radiant colors in the prairie and the big woods, a maple-basswood forest. Enjoy camping, picnicking, and swimming. (842 acres) Contact: Park Manager, Route 2, Box 19, Waterville, MN 56096; (507) 362-4438.

Sibley State Park:

Hike to Mount Tom, one of the highest points in the area, and see a patchwork of forest, farmland, prairie knolls, and lakes. Summer visitors thrive on swimming, boating and fishing on Lake Andrew. A canoe route invites adventurers to portage and canoe on Henschien Lake and Swan Lake. The park offers campgrounds, a group camp and modern group center, horseback camps, picnic areas, and year-round interpretive programs. (2,926 acres) Contact: Park Manager, 800 Sibley Park Rd. N.E., New London, MN 56273-9664; (320) 354-2055.

Split Rock Creek State Park:

Swim, fish, or boat the waters of Split Rock Lake, the largest body of water in Pipestone County. The shady campground and picnic area are located adjacent to the lake. April is the best time to see waterfowl in their breeding plumage. Winter offers ice skating, ice fishing, sledging, snowshoeing, and cross-country skiing. (400 acres) Contact: Park Manager, Route 2, Box 102, Jasper, MN 56144-9343, (507) 348-7908.

Upper Sioux Agency State Park:

What remains of the Upper Sioux (or Yellow Medicine) Agency stands as a reminder of the U.S.-Dakota Conflict of 1862. A memorial to Dakota Chief Mazomani, who died while trying to make peace, stands above the river valleys where the Minnesota and Yellow Medicine rivers meet and flow together. His burial site in this area is revered by the Dakota people. From the valley vistas, visitors can enjoy

the flowing rivers, blooming prairie flowers, and hawks in flight. Trail activities include horseback riding, hiking, and snowmobiling. (1,280 acres) Contact: Park Manager, Route 2, Box 92, Granite Falls, MN 56241-9565; (320) 564-4777.

Whitewater State Park:

Regal limestone bluffs and deep ravines make Whitewater a very popular southeastern park. The park has few mosquitoes and plenty of trout swimming in the spring-fed Whitewater River and Trout Run Creek. Visitors can enjoy a sandy swimming beach, hikes, camping (modern or walk-in), a group camp, and a modern group center with winterized cabins. (2,700 acres) Contact: Park Manager, Route 1, Box 256, Altura, MN 55910; (507) 932-3007.

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 DNR. Other activities include interdisciplinary review and position-policy consensus.

Environmental Documents

(612) 296-4796 Tom Balcom, planner. Environmental document preparation under Environmental Quality Board rules. Analysis and development of resource management policies, procedures, and organizational structures.

Strategic Planning

(612) 296-4789 Joe Kurcinka, assistant planning manager. 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.

Outdoor Recreation Planning

(612) 297-4313 Joe Stinchfield, planner. This unit administers the Statewide Comprehensive Outdoor Recreation Plan

LAWCON

(612) 296-1567 Wayne Sames, supervisor. Administration of the Land and Water Conservation Fund (LAWCON) program.

Real Estate Management Bureau

(612) 296-4097 James Lawler, 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 DNR 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 Section

(612) 296-7946 John Helmberger, supervisor. This section keeps the ownership records (surface and mineral) for all presently owned DNR-administered land, plus records for those lands that have been sold.

Sales Section

(612) 296-0639 **Stephanie Warne, supervisor.** This section holds auction sales and other disposal transactions of state-owned, DNR-administrated land better suited for private development or not necessary for DNR purposes. Transactions also include condemnations, governmental transfers, and legislated sales.

Leases Section

(612) 296-4496 **Pat Kandakai, supervisor.** This section administers approximately 9,000 leases and permits. The administration includes legal approval, billings, collections, and lease amendments.

Acquisition Section

(612) 296-0628 **Steve Kartak, 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 agent. The section functions only within the DNR and does not directly provide service to the public. All appraisals and negotiations are based upon the willing-buyer, willing-seller concept.

Exchanges, Licenses and Easements Section

(612) 296-0237 **Mike Miller, supervisor.** This section is responsible for the processing of all land exchanges of DNR administered land as well as any exchange proposals involving county tax-forfeited land. This section is also responsible for the licensing of utility crossings of DNR lands and public waters and for the issuance of easements granting permission to cross DNR-administered land for roadway purposes.

Trails and Waterways Unit

(612) 297-1151; FAX: (612) 297-5475 **Dennis Asmussen, director.** The Trails and Waterways unit is responsible for the operations of more than 3,000 miles of state park and forest trails and state trails, more than 1,400 water access sites, and 20 designated canoe and boating routes, which offer over 2,800 miles of river for recreation. Through grants-in-aid funding, with local units of government, the unit administers more than 14,000 miles of snowmobile, ATV and 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.

State Trails

Trail maps are available for developed state trails in Minnesota:

- The **Douglas State Trail**, near Rochester, has 12 miles of bituminous treadway and is open to hiking, bicycling, snowmobiling, and horseback riding.
- The **Gateway Trail**, in Ramsey County, provides 17 miles of bituminous bikeway and 10 miles of adjacent horseback riding opportunities.
- A 51-mile **Heartland State Trail**, between Park Rapids and Walker, is open for hiking and snowmobiling and a 27-mile section used for bicycling and horseback riding.
- The 28-mile **Luce Line State Trail**, in suburban Hennepin County, is developed for snowmobiling, hiking, biking, and horseback riding. Seven miles are available for cross-country skiing.
- The **Willard Munger State Trail**, between Hinckley and Duluth, 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. Four miles are developed for bicycling from Shakopee to Chaska. There are 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, and 36 miles for bicycling. The trail stretches from east of Rushford to 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.

In addition, new for 1996 but as yet unmapped, are the 46-mile Paul Bunyan State Trail near Brainerd; the 5-mile Isinours to Preston spur to the Root River Trail; and the 17-mile Glacial Lake State Trail near Willmar.

State-Designated Canoe Routes

Nineteen rivers, designated as canoe and boating routes, have been mapped. Each map indicates facilities provided and marks potential hazards. The Mississippi River is mapped in 14 sections from the headwaters at Lake Itasca to the Iowa border. The St. Croix River starting in Trego, Wisc., 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 in the Twin Cities. A map is also available for the Vermilion River in northern Minnesota, a non-designated canoe and boating route.

A rapids classification system rating canoe routes ranges from Class I (easy, small waves, few obstructions) to Class VI (cannot be attempted without great risk to life). Note: high water levels can make some rapids far more treacherous.

Water Level Reports

Weekly water level reports are prepared for designated canoe rivers. The reports note whether the water levels are sufficient for canoeing or whether they are dangerously deep and swift. To hear these reports call the DNR Information Center (612) 296-6157, or (toll-free in Minnesota) 1-800-766-6000. Call or write for more information.

Big Fork River - (165 miles) - From Dora Lake to Rainy River on the Canadian border. Quiet upper section amid wild rice marsh and tamaracks. From Big Fork to Big Falls, Class I and II rapids along densely wooded banks and rock outcroppings. Wilderness campsites. Not recommended for canoeing in high water.

Cannon River - (80 miles) - From Hwy 13 bridge west of Sakatah Lake to Mississippi River north of Red Wing. Three man-made lakes, several dam portages. Twists and turns through rolling farmland, wooded valleys, and a deep picturesque gorge with rocky bluffs more than 250 feet above the river. Some Class I rapids, good for novice canoeists except during high water.

Cloquet River - (65 miles) Above Island Lake, remote forested, short stretches of rapids; (36 miles) Below Island Lake, forest, some farmland and towns, good fishing.

Crow Wing River - (115 miles) - From 10th Crow Wing Lake near Akely to Mississippi River. Popular sandy-bottomed river for novice canoeists. A chain of lakes in headwaters gives way to a gentle river cutting through lush forest and marshes. Numerous campsites along route, small towns.

Crow River North Fork - (126 miles) - From Lake Koronis to Mississippi River near Dayton, suitable for novice canoeists with some Class I rapids and dam portages. Watch for fallen trees, sharp bends in river. Above Kingston, river is small, shallow, winds through prairie, farmland and wooded lowlands. Lower portion broader, meanders through wooded floodplain. Many campsites in Wright County. Excellent day trip.

Des Moines River - (70 miles) - From Lake Shetek through Kilen Woods, farmland, with areas of hills, woods, bluffs.

Overnight Facilities

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------|-------|-----|-------|-------|-------|-----|-----|-----|-----|-----|-----|-----|-----|------|------|-----|-----|-----|-----|-------|---------|-----|--------|-----|-------|-----|-----|--------|-------|-----|----|
| Drive-in Sites (# Pull-Through) | 98(4) | 194 | 126 | 22 | 98(1) | 86 | 60 | 70 | 62 | 25 | 20 | 18 | 99 | 55 | 31 | 26 | 42 | 213 | 63 | 64(4) | 117(20) | 30 | 138(9) | 28 | 55(4) | 28 | 30 | 106(5) | 96(2) | 125 | 57 |
| Electric Sites | 43 | 35 | 68 | 11 | 67 | | | 6 | | | | | 32 | 28 | | 10 | 16 | 42 | 14 | 18 | 20 | | 52 | 19 | 18 | | | 17 | 62 | | |
| RV Length Limit | 50' | 50' | 60' | 60' | 50' | 35' | 60' | 60' | 50' | 60' | 60' | 60' | 60' | 60' | 60' | 67' | 67' | 60' | 60' | 45' | 50' | 35' | 55' | 50' | 60' | 60' | 60' | 60' | 60' | 30' | |
| Backpack Sites | | | | 16 | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Other Site Types | | | 2WI | | 10WI | 3WI | | | | 8WI | | | | | | | | | | | | | | | | | | | | | |
| Handicapped Accessible Sites | 3 | 1 | | | 2 | 1 | | | | | | 1 | 2 | 13WI | 5BK1 | | | | | | | | | | | | | | | | |
| Horse Camp Sites (Max. Cap.) | | | 6(30) | 6(50) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Showers | H | H | H | . | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| Flush Toilets | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H |
| Dump Station | S | S | S | S | S | S | S | Y | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S |
| Group Camp (# of camps) | 2 | 1 | 2 | 1 | 2 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 2 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| Group Center (# of centers) | 1 | | 2 | | 1 | | | | | | | | 1 | | | | | | | | | | | | | | | | | | |
| Camping Cabins | | | | . | . | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lodging | | | | | | | GH | | | | | | | | | | | GH | | | | | | | | | | | | | |

Trails

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------------|----|----|-----|-----|----|---|-----|-----|-----|-----|----|---|-----|----|-----|-----|-----|-----|---|-----|-----|-----|-----|---|-----|----|---|----|-----|-----|----|----|---|
| Self-Guided Trail Miles | 1 | 1 | 2.8 | 1 | 1 | 1 | 1.2 | 0.8 | 4.5 | 4.7 | 1 | 4 | 8.3 | 2 | 3 | 0.7 | 1.5 | 1.4 | 1 | 0.5 | 1.8 | 0.3 | 4.5 | 6 | 1 | 2 | 1 | 2 | 2.7 | 1.5 | | | |
| Hiking Trail Miles | 14 | 14 | 13 | 12 | 14 | 8 | 18 | 25 | 35 | 4.5 | 47 | 1 | 16 | 14 | 6.5 | 7 | 4.3 | 127 | 5 | 17 | 14 | 1.5 | 18 | 5 | 4.5 | 12 | 8 | 23 | 19 | 10 | 35 | 12 | 6 |
| Surfaced Bike Trail Miles | 1 | | | | | | | | | 6.5 | | | | | | | | 5.5 | 3 | | 2 | | 5 | | | | | | | | 2 | | |
| Mt. Bike Trail Miles | 5 | 5 | | | | | 17 | | | 35 | | | 7 | | | | | 24 | | 10 | | | | | | | | | | | | | |
| Horse Trail Miles | | | 8 | 9.7 | 6 | | 8 | 20 | 25 | 35 | | | | | | | | 75 | | | | | 9.2 | | | | | | | 20 | | 6 | |
| Handicapped Accessible Miles | | | | | | | | | | | | | | | | | 0.5 | 1.5 | | | | | 2 | | 0.5 | | | | | | | | |

Summer Recreation

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------------------|------|-----|---|-----|------|------|---|------|-----|------|------|---|-----|---|---|---|----|---|------|---|------|------|---|---|--------|---|---|------|-----|---|------|-----|-----|------|
| Picnic Area | E | O | O | O | E | O/E | E | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | | |
| Picnic Shelter | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | |
| Swimming Beach | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | |
| Fishing | L/ST | L/R | L | L/R | L | L | L | L | L/R | R/ST | R | L | L/R | L | | | | R | L | R | L/R | L/R | L | L | L/R/ST | L | L | R/ST | L/R | R | R | L/R | L/R | |
| Fishing Pier | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | H | | |
| Boat Access | D | D | D | CA | D/CA | D/CA | D | D/CA | D | CA | D/CA | D | D | D | | | CA | D | D/CA | D | D/CA | D/CA | D | D | D | D | D | D | D | D | D/CA | D | D | D/CA |
| Boating Restrictions | SP/I | | | EMW | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I | I |
| Volleyball | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . |
| Horseshoes | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . |
| Playground | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . |

Winter Recreation

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-------------------------------|---|---|---|-----|----|-----|----|----|----|---|----|---|---|---|---|-----|-----|-----|----|---|----|----|----|----|-----|---|----|----|---|---|----|----|-----|---|
| Cross Country Ski Trail Miles | 9 | 7 | 5 | 2.2 | 14 | 2.8 | 5 | 13 | 20 | 4 | 5 | | 7 | 8 | 8 | 9.2 | 6.5 | 4 | 21 | 5 | 16 | 10 | 10 | 10 | 2 | 8 | 15 | 16 | | 5 | 35 | 12 | 3.5 | |
| Skate-Ski Trail Miles | 1 | | | 2 | | | | | | | | | | | | 3 | | | | | 2 | | | | | | 8 | 4 | | | | 10 | | |
| Snowmobile Trail Miles | 3 | 3 | 9 | 9.3 | | 5 | 12 | 15 | 19 | | 35 | | 2 | 7 | 5 | | 0.5 | 2.5 | 80 | 3 | 60 | 12 | 6 | 3 | 1.5 | 5 | 12 | 17 | | 2 | 5 | | | |
| Sliding Hill/Skating Rink | . | . | . | /. | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . |
| Warming House | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . |

Visitor Services

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------|------|--------|----|----|-----|-----|-------|-----|-----------|----|----|----|-----|----|----|----|-------|----|------|-----|-------|--------|-----|--------|----|----|----|----|----|----|----|----|----|---|
| Visitor Center | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . |
| Naturalist Programs | Y | S | S | . | S | S | . | Y | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . |
| Interpretive Exhibits | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . |
| Historic Site | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . |
| Tours (Additional Fee) | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . | . |
| Rentals | B/SS | B/C/SS | SS | | B/C | B/C | B/C/M | B/C | B/C/SS/SK | | | | B/C | C | | | SS/SK | C | C/BK | B/C | B/C/M | B/C/SS | B/C | B/C/BK | | | | | | | | | | |
| Firewood/Ice Sales | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | /. | |

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|-------|--------|---|---|---|--|-----|-----|---|---|---|--|--|---|-----|---|----|---|-------|---|------|--------|---|-----|----|---|-----|-----|-----|---|------|---|----|
| Other | 1 | 5 | 4 | 6 | | 4,6 | 3-7 | | 4 | 7 | | | | | | 2- | | 2,4 | 6 | 2-4 | 4,6 | | 6 | 2- | | 6 | 2- | | 6 | 2,6 | 2 | 2- |
| | 3,7,10 | 7 | 7 | 7 | | 7 | 8- | 7 | 7 | 9 | | | 7 | 7,9 | 7 | 7 | 7 | 6,7,8 | 7 | 7,10 | 6,7,10 | 7 | 7,8 | 6 | 7 | 7,9 | 7,9 | 7,9 | 7 | 7,8- | 7 | 7 |

This symbol indicates the facility is accessible to persons of all abilities including those with disabilities.

- OVERNIGHT FACILITIES**
 BI - Boat In
 BKI - Bike In
 CI - Canoe In
 CB - Cabin
 CT - Cart In
 GH - Guest House
 K - Kayak
 LO - Lodge
 ML - Motel
 S - Seasonal
 WI - Walk In
 Y - Year Around

- TRAILS/SUMMER RECREATION/ WINTER RECREATION/ VISITOR SERVICES**
 B - Boat
 BK - Bike
 C - Canoe
 CA - Carry In
 D - Drive In
 E - Enclosed
 L - Lake
 M - Motor Rental
 O - Open
 R - River
 S - Seasonal
 SK - Skis
 SS - Snowshoe
 ST - Stream
 Y - Year Around
 ■ - Near Park (within 10 miles)

- BOATING RESTRICTIONS**
 EM - Electric Motors Only
 I - Inquire at Park
 N - No Motors
 SP - Speed Limit Restrictions
 W - No Water Skiing

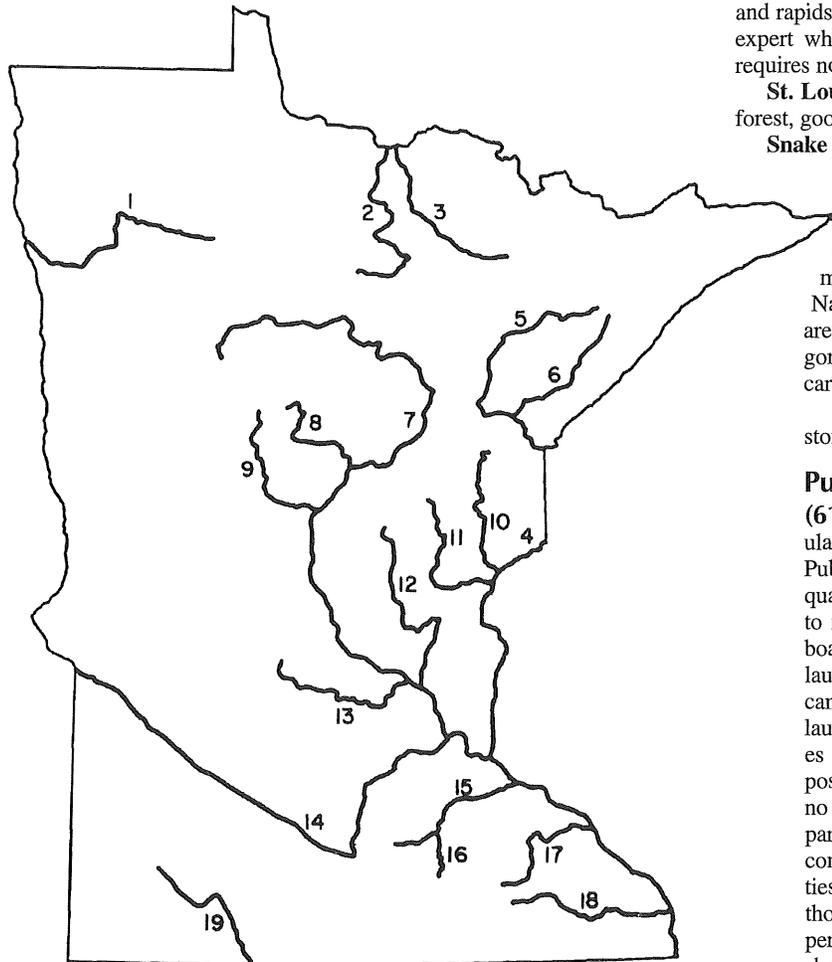
- OTHER**
 1. - Golf Course
 2. - Canoe Shuttle
 3. - Restaurant
 4. - Observation Tower
 5. - Excursion Boat
 6. - Gift Shop
 7. - Public Phones
 8. - Grocery Store
 9. - Waterfall
 10. - Boardwalk
 ■ - Near Park (within 10 miles)

Kettle River - (55 miles) From Hwy 27 near Moose Lake to the St. Croix River, wild and scenic river with densely forested banks. Intermittent Class I rapids above Banning State Park suitable for novices, expert whitewater skills needed southward to Sandstone, then Class I-II rapids below suitable for intermediate paddlers.

Little Fork River - (140 miles) - From northwestern St. Louis County into Koochiching County and the Rainy River, farmland to remote pine forest, good fishing.

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 Dettle Ri ver | |



Minnesota River - (368 miles) - Ortonville to Granite Falls (81 miles) broad, bottomland forest, bluffs, farmland; Granite Falls to Hwy 4 (91 miles) bottomland forests, ancient rock outcroppings; Hwy 4 to LeSueur (109 miles) broad bottomland forest; LeSueur to Fort Snelling/St. Paul (87 miles) broad, sandy banks, bottomland forest, power boats.

Mississippi River - (752 miles) - From Lake Itasca to Iowa border pine and hardwoods forests, marshlands, lakes, eagle nests, bluffs, islands, sandbars and farmland. From Itasca to Bemidji, wilderness river ideal for novice to intermediate canoeists; a few small rapids. South of Bemidji, good river for novice canoeing, although canoeists should be cautious on the large lakes. Those running the Sauk Rapids above St. Cloud should exercise caution as well.

Pine River - (52 miles) - Clear water, hardwood and pine forest.

Red Lake River - (195 miles) - Farmland to forest and bluffs.

Root River - (111 miles) - From Chatfield to the Mississippi River south of La Crescent, hardwood forests, high limestone bluffs, and wooded pastures. Class I rapids can be negotiated by novices, although high water levels may require greater skill.

Rum River - (145 miles) - From Mille Lacs Lake (Mille Lacs Kathio State Park) to the Mississippi River at Anoka, excellent novice route lined with pine and hardwood forests, except for periodic Class I and II rapids from Mille Lacs to Princeton. Several dam portages.

St. Croix River - (189 miles) - Above William O'Brien State Park (140 miles) National Scenic Riverway offers wilderness-like canoeing close to Twin Cities. North of Taylors Falls, clear, shallow waters swiftly flow past heavily wooded banks, many campsites, requires novice to intermediate skills; rapids near St. Croix State Park require intermediate skill. One-mile portage around dam and rapids at Taylors Falls. Class II-IV rapids below dam requires expert whitewater skills. Broad waters in bluffs region beyond requires novice skills, some motorboats.

St. Louis River - (94 miles) - Remote upper stretch, lowland forest, good fishing.

Snake River - (85 miles) - Many rapids, dense forest.

Straight River - (34 miles) - Narrow and quiet through wooded farmland, good day trip.

Vermilion River - (39 miles) - Long quiet stretches interrupted by rapids ranging from Class I-VI, many of which may be portaged. Flows between Superior National Forest and Kabetogama State Forest, wilderness areas with pine forests and marshy shores, scenic falls and gorge. Good route for both expert canoeists and novices careful to portage around rapids.

Zumbro River - (115 miles) - Deep valley, high limestone bluffs, dense forest.

Public Water Access Program

(612) 297-1151 This program has become very popular with anglers and recreational boaters. 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-foot long can be launched at most accesses with launch ramps. DNR accesses usually remain open 24 hours a day unless otherwise posted and are patrolled by conservation officers. There is no fee for their use. However, accesses located within a state park require a daily or annual state park sticker. Another component of the program is to provide angling opportunities through fishing piers and shoreline improvements for those without a boat, including special populations such as persons with disabilities, the elderly, and children. Potential shore fishing sites are evaluated for the type of improvement needed: floating fishing pier, permanent pier, shore platform, or shoreline modifications. Fishing piers and shoreline enhancements are barrier-free and, generally, operated and maintained by local units of government.

Water access maps that identify public boat launches in 55 counties, a Metro Shore Fishing Map, and a Statewide Fishing Pier Map are available through this unit or the DNR Information Center listed at

beginning of the DNR 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; FAX: (612) 297-3618 **Renee Vail, director.** The contributions of more than 21,000 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. The Volunteer Programs office also works with the DNR Alumni Volunteer Association, a program that utilizes retired DNR employees in a partnership with an environmental magnet elementary school in St. Paul and in special DNR projects throughout the state.

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 division's mission 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 Dave Leuthe, 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), Dave Homuth, 1200 Warner Road, St. Paul, 55106; (612) 772-7910

Groundwater, Climatology and Water Information Systems 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.

Water Information Systems Unit

(612) 296-9231 **Laurel Reeves, acting 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 addresses questions involving the climate of Minnesota. Archives, retrieves, and analyzes historical temperature and precipitation data. It also produces weekly, seasonal, and special condition maps to assess current conditions.

Surface Water and Hydrographics Section

(612) 296-4806 **Mel Sinn, administrator**

Surface Water Unit

(612) 296-0437 **David Ford, supervisor.** Provides lake and stream gauging 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.** Provides hydrographic surveys, state-owned lake outlet control structure 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.

Dam Safety Unit

(612) 296-0525 **Craig Regalia, supervisor.** Inspects and analyzes public and private dams to ensure their structural integrity and safety. Administers state bonding funds for the repair or removal of public dams.

Permits and Land Use Section

(612) 296-0440 **John Linc Stine, administrator**

Protected Waters Permits Unit

(612) 296-0515 **Bruce Gerbig, supervisor.** The protected waters permit unit oversees the administration of the Division of Waters public waters and wetlands permitting program.

Water Appropriations Permits Unit

(612) 297-2835 **James Japs, coordinator.** The water appropriations permit unit oversees the administration of the Division of Waters water appropriation permitting program and water use, allocation and conservation activities.

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.

Grants and Environmental Review

(612) 296-2773 **Joe Gibson, coordinator.** This unit administers the flood damage reduction and stream maintenance grant programs. It is also responsible for the Division of Waters contributions to the environmental review.

Project WET

(612) 297-2405 **Pete Otterson, coordinator.** Project WET (Water Education for Teachers) is a nationally-sponsored water and environmental education/curriculum program for K-12 teachers.

Rivers Resource Management

(612) 296-4802 **Steve Johnson, coordinator.** This unit is responsible for managing the DNR's river management programs for the Mississippi River, St. Croix River, as well as other river management efforts.

Local Water Planning

(612) 297-2404 **John Fax, coordinator.** This unit coordinates the DNR's assistance to county-based local water planning efforts, which includes hydrological and natural resource data and technical assistance.

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 of Nursing is a regulatory agency of the State of Minnesota whose mission is to protect the public's health and safety by providing reasonable assurance that the persons who practice nursing are competent, ethical practitioners with the necessary knowledge and skills appropriate to their title and role.

The board strives to achieve its mission by carrying out activities authorized by Minnesota statutes and rules (licensing, discipline and program approval), maintaining current knowledge relevant to the education and practice of nurses, disseminating information to nurses and the public, and operating an agency which utilizes human and fiscal resources efficiently and effectively.

When the board was created by the legislature in 1907, 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 and registered by the board. In 1995, approximately 53,000 registered nurses held current Minnesota registration.

Practical nurses were first licensed and registered by the board in 1947. Approximately 23,000 licensed practical nurses (LPN) held current Minnesota registration in 1995.

The board meets every two months at the board office. All meetings are open to the public.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Board of Nursing** licenses and registers registered and practical nurses, registers public health nurses, disciplines licensees, renews registration, approves nursing programs, registers nursing corporations, lists professional nursing organizations which certify certain advanced nurse specialists for the purpose of third party reimbursement, and authorizes nurse practitioners to prescribe drugs and therapeutic devices and clinical specialists in psychiatric and mental health nursing to prescribe drugs. The board consists of 16 members, including four public members, four LPNs and eight RNs (one educator in a professional nursing program, one educator in an associate degree nursing program, one educator in a practical nursing program, one practicing professional nursing in a nursing home, one nationally certified as a nurse anesthetist, nurse midwife, nurse practitioner or clinical nurse specialist, and three others). Meetings occur at least six times a year. Members must file with the Ethical Practices Board. **Appointing authority:** Governor. **Compensation:** \$55 per diem plus expenses.

The board issues licenses to practice as a registered nurse or licensed practical nurse in the state of Minnesota to persons either by examination or endorsement. Licensure by examination requires applicants to complete an approved nursing program and pass a licensing examination. The examination is administered by the National Council of State Boards of Nursing. The examination fee is \$88 each time the examination is taken.

An applicant should write the board regarding specific licensure requirements. Licensure by examination fees are \$80 for registered nurses and licensed practical nurses. The fee required with each request to retake the examination is \$40. A permit to practice nursing under direct supervision is available upon request for applicants awaiting license processing. The permit fee is \$50. Licenses are issued after applicants have met all requirements.

The board issues licenses by endorsement after the applicant has shown proof of licensing by the nursing board of another state or country. Licensure by 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. The fee for licensure by endorsement for registered nurses and licensed practical nurses is \$55. A permit to practice registered or practical nursing is available upon request for applicants awaiting license processing. There is no fee for this permit.

The board renews registration to practice nursing for 24-month periods based on a nurse's birth month and year (even or odd). The renewal fee is \$50. 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 not to practice nursing, he/she need not renew registration. The nurse may not practice during this period of inactivity. The board will change the registration status back to active status upon request and evidence that the nurse meets continuing education or competency requirements.

On line verification of a nurse's license was made available July 10, 1995, through the State of Minnesota Mailing List Service. A personal computer and modem are needed. The number is 1-900-388-7888. The cost is \$2.50 per minute. As use increases, the cost will decrease.

The board registers public health nurses who meet qualifications established by the board by rule. 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. In July, 1995, the board began authorizing clinical specialists in psychiatric and mental health nursing to prescribe drugs if they meet similar criteria. The fees are the same.

The board processes complaints about applicants for licensure, licensed nurses and individuals posing as nurses. There is no fee for handling complaints.

The board approves nursing education programs by conducting periodic surveys. In 1995 there are 21 approved programs preparing persons for licensure as registered nurses and 24 board-approved programs preparing for practical nurse licensure. Periodically, the board investigates all programs to ensure that they are maintaining the requirements 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. There are no fees for program approval, and the board provides the necessary forms. For information about education programs contact the board.

The board registers nursing businesses incorporated under *Minnesota Statutes*, 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 for the first year and \$25 each year thereafter.

A newsletter, "For Your Information," is published three times a year and sent to all nurses holding current registration. There is no charge.

Contact the following people for details about the board activities: Joyce M. Schowalter - administrative, general information; Sandra J. MacKenzie - licensure by examination or endorsement, registration renewal, verification, continuing education, prescribing authority, nursing corporations; Rene Panelli - nursing practice, complaint processing, discipline; Barbara E.D. Johnson - nursing program approval, newsletter.

Board of Examiners for Nursing Home Administrators

2700 University Avenue West, Room 104, St. Paul, MN 55114-1082
 Julie Vikmanis, executive director (612) 642-0595

Minnesota Statutes, Chapter 144A.18 - 144A.28; Minnesota Rules 6400-6499

The board exists to protect public interests in promoting quality care and effective services for the residents of long term care facilities and their families by ensuring that nursing home administrators are suitably qualified to fulfill their professional and administrative responsibilities.

The board develops licensing standards, conducts license examinations, issues and revokes licenses and investigates complaints filed with the board. It also conducts studies of nursing home administrators, and authorizes 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.

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 covering the domains of practice for nursing home administration);
- 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 required college level coursework 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 or two years of experience as a director of nursing.
- Have a baccalaureate degree from an accredited institution.

Applications are accepted anytime. Examinations are scheduled approximately every 90 days. To receive the application form or information about licensing contact the board office. As of July, 1995, 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 \$150.00. An acting license issued for no longer than six months, costs \$150.00. Fees are subject to change following revision to board rules.

The board requires licensees to complete continuing education to qualify for license renewal. The number of credits required is under review and expected to change. Contact the board office for accurate current information about continuing education requirements.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Examiners for Nursing Home Administrators** licenses administrators of nursing homes, conducts studies of nursing home administration; approves continuing education programs for administrators; investigates complaints and allegations of rule violations. The board consists of 11 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. **Appointing Authority:** Governor. **Compensation:** \$55 per diem.

Board of Optometry

2700 University Avenue West, Suite 103, St. Paul, MN 55114
 Laurie Mickelson, executive director (612) 642-0594

Minnesota Statutes, Sections 148.52-148.62; Minnesota Rules 6500-6599

The board develops licensing standards for optometrists, and issues a license to applicants meeting all the requirements for licensure. The board also approves continuing education programs for optometrists, registers professional corporations, certifies optometrists for the use of topical ocular drugs and topical legend drugs, and investigates complaints received from the public.

Minnesota has approximately 800 licensed optometrists, of which about 600 actively practice in this state. There are currently 67 professional corporations registered with the board.

The continuing education requirements for licensed optometrists are 45 clock hours of education in a three-year cycle. For information on continuing education course approval, contact the board office.

The board issues new licenses to applicants meeting 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; successful completion of Parts I, II, and three of the national examinations administered by the National Board of Examiners in Optometry; and successful completion of an examination on the laws and rules governing the Minnesota Board of Optometry.

Any person licensed by this board may apply for certification in the use of topical ocular drugs and topical legend drugs. Additional applications, with specific requirements, are necessary for each of these certifications.

To receive applications or specific information regarding licensure and certifications, contact the board office. Following is a list of fees associated with the different applications.

| | | | |
|---------------------------|----------|---------------------------|---------|
| Application for Licensure | \$75.00 | Drug Certification | |
| License Registration | \$12.00 | Topical Ocular | \$10.00 |
| Replacement License | \$12.00 | Replacement Cert. | \$10.00 |
| License Renewal | \$105.00 | Topical Legend | \$50.00 |
| Late Renewal Penalty Fee | \$35.00 | Replacement Cert. | \$20.00 |

Information on filing a complaint, regarding possible violation of the optometry statutes, may be obtained by contacting the board office. The board has the authority to suspend or revoke an optometry license as a result of determinations made after investigation of a complaint.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Optometry** licenses optometrists, adopts rules, and investigates complaints. The board consists of seven members, including five licensed optometrists and two public members. A minimum of four meetings are held each year, scheduled as needed. All meetings are held at the board office building. Members must file with the Ethical Practices Board. **Appointing authority:** Governor. **Compensation:** \$55 per diem plus expenses.

Board of Pardons

1450 Energy Park Drive, Suite 200, St. Paul, MN 55108
Jean M. Whitney, secretary (612) 642-0284

Minnesota Statutes, Chapter 638; Minnesota Rules Chapter 6600

The board, created in 1896 by amending the state constitution, 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 specified period of time after the discharge. The commissioner of the Department of Corrections or his designee is secretary to the board. The board meets twice each year and meetings are open to the public.

A pardon extraordinary has the effect of setting aside and nullifying the conviction. After a pardon extraordinary has been granted, a

copy of the certificate is filed in the court where the conviction occurred and a person who is granted a pardon extraordinary is no longer required to disclose the conviction. Each application for pardon extraordinary must be accompanied by at least three letters of recommendation attesting to the good character and law-abiding conduct of the applicant. Except for compelling reasons as determined by the board, applicants for pardon extraordinary are required to attend the meeting at which their application is to be heard and considered.

To request information regarding eligibility requirements 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
John T. Laux, executive director (612) 643-3060

Minnesota Statutes, Chapters 214,367; Section 382.28, 626.84- 626.89; Minnesota Rules, Ch. 6700



The Board of Peace Officer Standards and Training (POST) licenses approximately 8,900 officers, of whom about 8,200 are active; and 1,000 part-time peace officers, 700 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 throughout. 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. The staff consists of an executive director and nine professional and clerical support persons.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Peace Officer Standards and Training** licenses peace officers and part-time peace officers, establishes minimum qualifications and standards of conduct, and regulates professional peace officer education and continuing education for peace officers. The board consists of 15 members, including two sheriffs, four municipal police officers (at least two chiefs of police), two peace officers, one who is a member of the Minnesota Trooper's Assn.; the superintendent of the Bureau of Criminal Apprehension is an exofficio member; two members from peace officers or former peace officers currently employed in a professional peace officer education program; one member from among administrators of Minnesota colleges or universities that offer professional peace officer education; one member from among elected city officials from cities of under 5,000; two members from among the general public. Monthly meetings. Members must file with the Ethical Practices Board. Appointing **Authority:** Governor. **Compensation:** \$55 per diem.

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.

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

To become licensed as a peace officer in Minnesota, it is necessary for an individual to complete a two- or four-year post-secondary degree program at one of 15 Professional Peace Officer Education programs in the state. (Individuals who have completed basic law enforcement training in another state may become licensed in Minnesota through a system of reciprocity, without necessarily having to earn a post-secondary degree.) For a listing of these programs, interested individuals should contact the POST board. The curriculum of these programs is based on learning objectives developed and published by the POST board.

Upon successful completion of one of these post-secondary degree programs, an individual becomes eligible to take the Minnesota Peace Officer Licensing Examination. Passing this examination makes a candidate eligible to be licensed.

Reciprocity licensing test

Law enforcement officers who have been trained, certified, and have certain defined levels of experience in other states, or certain federal agencies, may become licensed in Minnesota through reciprocity. The POST board staff will evaluate the training and experience of an officer who has been trained in another state or federal law enforcement agency to determine eligibility to take the licensing examination.

Appointment and licensing

An applicant who has completed all of the education and 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 any of the following: a licensee has: (1) been convicted of a specific felony, gross misdemeanor or certain misdemeanor offenses; or (2) has used deadly force in a manner not authorized by law; or (3) has made a false material statement while under oath; or (4) has made a false material statement while obtaining or renewing his or her license; or (5) has failed to complete the continuing education requirements for renewal; or (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

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

The board enforces rules dealing with drug distribution by drug manufacturers, 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.

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 the following documents which are on sale at Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000 or toll free 1-800-657-3757. If ordering by mail or phone, be sure to add \$3.00 for shipping and handling. Minnesota residents add 6 1/2% for Minnesota sales tax.

- *Criminal Code and Selected Statutes for Peace Officers*
- *Learning Objectives for Post-Secondary Courses in Law Enforcement*
- *Manual for Part-Time Peace Officers*
- *Peace Officer's Guide to the Minnesota Rules of Criminal Procedure*
- *A Study of Deadly Force by Peace Officers (1991)*

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.

Peace Officer Opportunity Line (POOL)

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

The POST board'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. The POST staff will 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Pharmacy** 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. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem.

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: \$75.00; must be renewed by March 1 of each year.

Pharmacy licenses: \$100.00; must be renewed by June 30 of each year.

Drug wholesalers and manufacturers licenses: \$150.00; must be renewed by June 1 of each year.

Pharmacists examinations: \$250.00; given winter and summer.

Reciprocity examinations: \$175.00; given quarterly. The dates of examinations vary from year to year.

Minnesota Planning

658 Cedar Street, St. Paul, MN 55155

Linda Kohl, acting director, (612) 296-3985, FAX (612) 296-3698

John Hustad, deputy director, (612) 296-9007

Minnesota Statutes, 4A.01

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 products are information and ideas that focus on the future. Since its creation in 1991, Minnesota Planning has provided state policy-makers with high-quality, timely information, analysis and advice on emerging issues. The agency is organized into self-directed work-teams, all of which are engaged in long-range and strategic planning.

Critical Issues

(612) 296-3985 Susan Heegaard, program director.

Strategic and long-range planning is conducted by this team on critical and emerging issues that affect the people of Minnesota. Activities 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. Examples of the kind of information provided by this team are:

- *Within Our Means: Tough Choices for Government Spending*, an examination of the cumulative budget gap Minnesota governments will face over the next 10 years and options for coping with budget shortfalls.
- *Line Item* report series describing government spending for the justice system, health, payroll, education and welfare migration.
- *State of Diversity*, an action plan to combat racism in Minnesota.
- *Fresh Facts: Emerging Issues and Vital Trends*, a current issues newsletter.
- *Minnesota Milestones: 1993 Progress Report* measures Minnesota's progress on 79 milestones or indicators of a better future generated by citizens of Minnesota in 15 public meetings.

Environmental Quality Board (EQB)

(612) 296-2096 Cynthia Jepsen, chair; Michael Sullivan, director. Minnesota Planning provides staff to the EQB to administer and implement environmental review, power plant siting and transmission line routing, pipeline routing, genetic engineering regulation, water planning, nuclear waste disposal programs, sustainable development planning, and strategic planning. The following are examples of this group's activities:

- *Redefining Progress*, the beginning of a comprehensive sustainable development plan to achieve economic growth that is compatible with Minnesota's environment.

The board licenses approximately 5,000 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.



- *Communities by Design*, a process for managing urban development.
- *A Question of Balance: Managing Growth and the Environment*, a study of the growth-related challenges facing Minnesota and its local governments.
- *Conversations About the Future: The 1994 Minnesota Congress on Sustainable Development*, conference proceedings with summaries of presentations and public discussions.
- *Challenges for a Sustainable Minnesota: A Strategic Plan for Sustainable Development* outlines a vision, new decision-making principles and strategies for sustainable development.
- *Common Ground: Achieving Sustainable Communities in Minnesota*, the final report of the Sustainable Economic Development and Environmental Task Force.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Environmental Quality Board (EQB)** (*Minnesota Statutes* 116C.03) ensures coordination and cooperation among state agencies on environmental issues and advises the governor and legislature on environmental legislation and issues. The board consists of 15 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 Minnesota Office of Environmental Assistance. EQB programs: environmental review, water resources management and planning, power plant siting, power transmission line routing, critical areas, radioactive waste management, pipeline routing, and Sustainable Development Initiative. Monthly Meetings. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem. (612) 296-2723.

Land Management Information Center

(612) 296-1209 David Arbeit, director. Designed to effectively use geographic information, LMIC's products and services are offered to state agencies, local governments and the private sector. LMIC focuses on coordinating geographic information technology, database development, client support services and research and technology transfer services. Recent efforts include:

- Developing on-line information systems, including *Children's Services Report Card*, which is used by counties to measure how their children are faring on 21 important children's indicators.
- Integrating information and mapping systems development, such as *Mapping a Course of Action*, an annual report of the Governor's Council on Geographic Information that identifies strategically important issues regarding the coordination of geographic information technology within Minnesota.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Governor's Council on Geographic Information** (Executive Order 93-17) provides leadership and direction in the efficient and effective development, management, and use of geographic information resources by all levels of government in Minnesota. The council recommends and promotes standards, policies, and guidelines for developing and sharing geographic information, and provides a formal forum for exploring issues and initiatives related to the successful use of Minnesota's geographic information. The council consists of 18 members with knowledge and interest in the geographic information systems (GIS) field, and represents state government, local government, the federal government, higher education, and GIS users in the private sector. Council meetings are held in St. Paul at least four times annually. Members are expected to serve on at least one committee. **Appointing Authority:** Director of the Office of Strategic and Long Range Planning. **Compensation:** Travel expenses. 330 Centennial Bldg., 658 Cedar St., St. Paul, MN 55155 (612) 296-1211

Office of the State Demographer

(612) 296-2557 R. Thomas Gillaspay, state demographer. The State Demographer's Office estimates, analyzes and projects population trends and characteristics, and provides information and

Board of Podiatric Medicine

2700 University Avenue W., #40, St. Paul, MN 55114
Lois E. Mizuno, executive director (612) 642-0401

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. Podiatrists are licensed to diagnose and treat medically, mechanically, and surgically the ailments of the human hand, foot, ankle, and lower leg.

The seven-member board has five podiatrists and two public members. Meetings are held quarterly in March, June, September, and December at the location of the board office and are open to the public.

The board establishes standards for the practice of podiatry, now more properly called podiatric medicine. Functions of the board include licensing doctors of podiatric medicine (DPM), issuing temporary permits to practice under supervision, processing complaints against licensees, and registering podiatric professional corporations.

Requirements for licensure include graduation from an approved school of podiatric medicine, passing the national boards and a national licensing examination, completing at least one year of post-graduate training under supervision, and passing a quiz on the board's laws and rules. Applicants licensed in another state must show evidence of licensure status in that state and malpractice insurance coverage. The licensure fee is \$500, effective for two years.

In 1995 approximately 135 doctors of podiatric medicine held active Minnesota licenses, and 19 held temporary permits.

Licenses are renewed biennially on July 1; the fee is \$500. Late renewals incur a \$100 penalty fee.

technical assistance to state agencies, other levels of government, businesses and the general population. The Census HelpLine provides information and referrals to callers requesting demographic data. Recently developed information includes:

- 1994 population estimates for counties cities and townships.
- *The Next 30 Years*, a series of four reports projecting Minnesota's population, county population, households and labor force through 2020.
- *Population Notes* and *PopBites*, periodicals about population trends in Minnesota covering such topics as labor force trends, personal income and the senior population.
- *District Data Book*, a snapshot of each of the 201 legislative districts, including data about age, race, gender and income.

Criminal Justice Center

(612) 297-7518 Dan Storkamp, director. The criminal justice team collects and analyzes data relating to crime and the justice system. The team has worked with the Chemical Abuse and Violence Prevention Resource Council, the Criminal Justice Information Policy Task Force and the Juvenile Justice Advisory Committee to recommend strategies for improving the justice system. Information prepared by this team includes:

- *Troubling Perceptions: 1993 Minnesota Crime Survey*, the first-of-its-kind report on citizen perception of crime and safety in Minnesota. The survey will be conducted again in Spring 1996.
- *1994 Narcotic Task Force Report*, which describes the efforts of 28 Minnesota narcotic task forces.
- *1994 Firearm Forfeiture*, which analyzes firearms forfeited between August 1 and December 31, 1994
- *Protective Parenting*, a brochure to help parents protect their children from sexual abuse.

The board processes complaints against podiatrists. There is no fee for submitting complaints. Complainants may request a complaint packet by calling the number above or may submit their complaints in writing (without an official form) to the address above. The complaint process commences when the complaint is received, but may take some time, depending upon the nature of the complaint.

Disciplinary actions by the board are public information and are available for the cost of copying, as are copies of other public data. All other information related to the complaint process is not public.

License verification is provided free of charge, either over the phone or in writing.

Podiatric professional corporations are registered by the board. The fee is \$100 for initial registration and \$25 each year thereafter.

Applications for licensure and temporary permits and other information are available from the board office.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Podiatric Medicine** 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. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

Minnesota Pollution Control Agency

520 Lafayette Road, St. Paul, MN 55155-4194

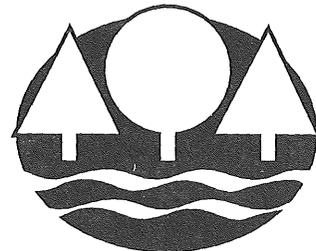
Charles W. Williams, commissioner (612) 296-6300,

TTY (612) 282-5332, toll free 1-800-657-3864.

24-hour emergency number (state duty officer)

(612) 649-5451, toll free 1-800-422-0798

TTY 24-hour emergency number - (612) 297-5353, 1-800-627-3529



Minnesota Statutes, Chapters 115-116H; Minnesota Rules 4760, 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 hazardous-waste regulation and cleanup.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Pollution Control Agency** (*Minnesota Statutes* 116.02), (also referred to as the MPCA Citizens' Board) considers and makes decisions on varied and complex pollution problems that affect areas of the state. These decisions are intended to achieve a reasonable degree of purity of the water, air and land resources of the state in order to provide for the maximum enjoyment and use of these resources for the welfare of the people. The agency consists of the commissioner and eight members who are appointed by the governor and confirmed by the senate to four-year staggered terms. One member must be knowledgeable in the field of agriculture. The commissioner serves as chair of the agency. Monthly meetings. Members must file with the Ethical Practices Board.
Appointing Authority: Governor. Senate confirmation.
Compensation: \$55 per diem.

The MPCA Citizens' Board sets agency policy and direction and takes action on certain other significant or controversial issues. Under the authority of delegations from the MPCA Citizens' Board, the commissioner directs the day-to-day work of the agency's staff of approximately 800 people located in six offices throughout Minnesota.

The agency's staff is organized into one support division and four environmental divisions: administrative services, air quality, ground water and solid waste, hazardous waste and water quality. These divisions 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 groundwater aquifers are monitored at hundreds of sites. Additional water and soil samples are collected at solid-waste facilities, hazardous-waste sites, spill sites, and other locations. The information gathered is critical to detecting problems, devising solutions and setting standards.

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. Regular monitoring reports, routine sampling and inspections are used to ensure that facilities are following their permit requirements. 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. The range of enforcement actions that can be taken includes informal phone calls to the permit holder, formal notices of violation, administrative penalty orders, out-of-court settlements (stipulation agreements), lawsuits to seek court-ordered actions and, in some instances, criminal prosecution.

Enforcement actions may also be triggered by tips from concerned citizens who report suspected violations and provide valuable assistance to agency investigators. Citizens can contact the MPCA by calling (612) 296-6300, 1-800-657-3864, or (TTY) (612) 282-5332.

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 through the Minnesota Duty Officer at (612) 649-5451 or toll-free (800) 422-0798, at any time. The TTY 24-hour emergency number is (612) 297-5353 or 1-800-627-3529.

Technical Assistance and Planning

To help individuals and organizations follow Minnesota's environmental laws, MPCA staff frequently provides technical assistance and guidance to communities, companies and individuals with pollution problems and provides assistance in planning to prevent the occurrence of pollution. The agency offers workshops, conferences, manuals, fact sheets and videos that explain state environmental rules.

The agency's Environmental Planning and Review 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 **Gordon Wegwart, assistant commissioner.** The MPCA's five regional offices provide local response to pollution problems throughout Minnesota and help local officials and citizens get access to the programs and services of the MPCA.

MPCA Northeast Regional Office

(218) 723-4660
Duluth Government Service Center
Room 704, 320 W. Second St.
Duluth, MN 55802

MPCA North Central Regional Office

(218) 828-2492
1601 Minnesota Dr.
Brainerd, MN 56401

MPCA Northwest Regional Office

(218) 847-1519
714 Lake Ave.
Lake Ave. Plaza, Suite 220
Detroit Lakes, MN 56501

MPCA Southwest Regional Office
 (507) 537-7146
 700 N. Seventh St.
 Marshall, MN 56258

MPCA Southeast Regional Office
 (507) 285-7343
 2116 Campus Dr. S.E.
 Rochester, MN 55904

concern, such as pollution prevention, emergency-response planning, low-level radioactive waste, health- and ecological-risk assessment, and environmental indicators. For information about the environmental-impact statement process, contact the office or the Environmental Quality Board at (612) 296-9027.

Fiscal Services Office

(612) 296-7224 **Elaine Johnson, director.** The Fiscal Services Office provides budget, contract, lease and purchasing management and accounting services to all divisions of the MPCA.

Information Services Office

(612) 296-7339 **Janet Cain, manager.** The Information Services Office provides information-systems development, management and support to the MPCA's administrative and technical staff. The office also maintains a technical library containing periodicals, slide shows, videos and other materials on pollution-control issues. The slide shows and videos are loaned free to the public. All other materials must be used in the library during daytime working hours.

Personnel Services Office

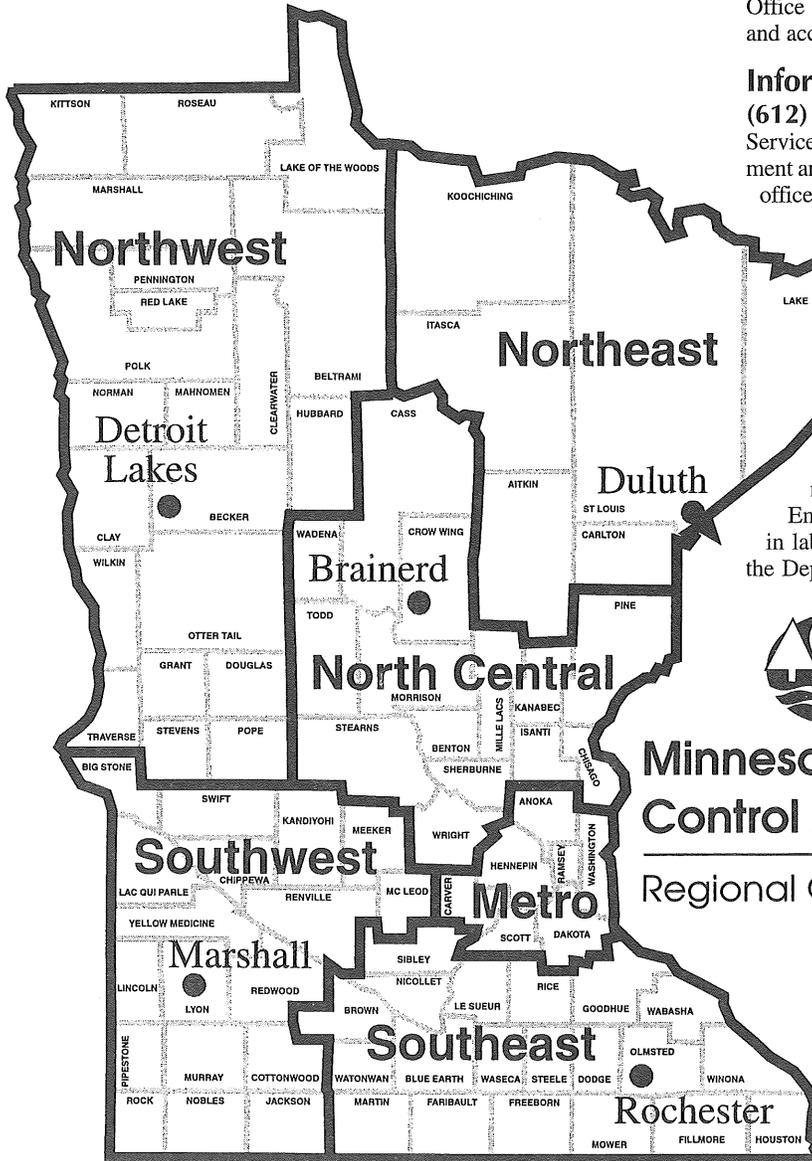
(612) 296-7348 **Jeff Bradt, director.** The Personnel Services Office recruits, places and trains personnel for the MPCA, directs the Affirmative Action Program and Employee Performance Appraisal System, represents the agency in labor relations, and coordinates actions between the agency and the Department of Employee Relations. The office provides management-analysis services to the agency and directs the agency's organizational-development activities.

Public Information Office



(612) 296-7283 **Judy Melander, 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.

Minnesota Pollution Control Agency
 Regional Offices



News-media relations for the MPCA are coordinated by the office, which notifies the news media and the public about significant agency actions and gives or arranges interviews. The office also works to keep citizens informed about and involved in decisions about environmental issues that may affect their communities. A speakers bureau matches agency staff to requests received from schools, clubs, and community groups. The office produces newsletters, brochures, fact sheets and videos on many environmental issues.

Materials for teachers and children are available on some topics. Contact the office for a current list. There are no fees for general-audience publications, newsletter subscriptions, or speakers.

Harmful Substance Compensation

(612) 296-6300 The Harmful Substance Compensation Board was abolished in 1994, and its authorities under *Minnesota Statutes* 115B.25-.37 were transferred to the MPCA. The Harmful Substance Compensation Act was created by the 1985 Legislature to compensate people who suffer certain kinds of injury or property damage due to exposure to harmful substances in Minnesota.

Personal Injuries

Injuries eligible for compensation include: a chronic or progressive disease, illness, or disability, such as cancer, organic nervous-system disorders, reproductive disorders or physical deformities; an acute

Administrative Services Division

(612) 296-7224 **Elaine Johnson, division manager.** The division includes the offices of Environmental Planning and Review, Fiscal Services, Information Services, Personnel Services and Public Information.

Environmental Planning and Review Office

(612) 296-7799 **Paul Hoff, director.** The office reviews and prepares environmental-assessment worksheets and environmental-impact statements for major projects, such as solid-waste landfills, paper mills, feed lots and wastewater-treatment plants. 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

disease or condition that is 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; and death, including medical expenses and benefits to the surviving dependents.

Compensation may be given 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.

Property Damage

Compensation may be given 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 percent 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 the 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 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 by the person responsible for the release of the harmful substance. No court action may be started to recover damages while seeking an award under the Harmful Substance Compensation Act.

Injuries that result from work-place exposures and for which an award is made under workers' compensation are not eligible for an award, nor are injuries caused by the use of consumer products.

Time Frame for Filing a Claim

A personal-injury claim must be filed within two years after the injury and its connection to exposure to a harmful substance was discovered 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.

How to File a Claim

For more information on filing a claim, contact the MPCA Commissioner's Office, (612) 296-6300, toll free 1-800-657-3864, TTY (612) 282-5332.

Legal Services

(612) 296-7341 Eldon G. Kaul, assistant attorney general. Agency legal services are provided by the state Attorney General's Office (AGO). AGO attorneys assist the agency board and staff with enforcement agreements, litigation, rulemaking and contracts. AGO attorneys also provide legal advice to ensure that agency activities comply with lawful procedures and requirements.

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 working toward 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Small Business Air Quality Compliance Advisory Council** (*Minnesota Statutes* 116.99) renders advisory opinions on the effectiveness of the Small Business Assistance Program; prepares reports as requested by state and federal agencies; reviews information for small businesses. The council consists of nine members, including two members appointed by the governor to represent the general public who are not owners or representatives of owners of a small business stationary source as defined in *Minnesota Laws of 1992*, Chapter 546, section 6. Meetings held in St. Paul, meetings scheduled quarterly. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. 520 Lafayette Rd. N., St. Paul, MN 55155 (612) 297-8615.

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, 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. As required by the federal Clean Air Act, the unit prepares the State Implementation Plan, 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, 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. Local officials also can be trained in noise enforcement, and MPCA staff will offer advice in purchasing instruments to measure noise. 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, and the complainant will be notified of the scheduled date and time for the survey. The complainant may be present, but this is not required. In some situations, the section can lend automatic noise monitors to the public 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-quality 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 newer gas-powered passenger vehicles to complete an annual inspection of pollution-control equipment and measurement of exhaust emissions before license tabs can be renewed.

Recent changes to this program exempt the five newest model-year vehicles from the annual test. Motorists who have questions

about this exemption should call the Vehicle Inspection Hotline at (612) 884-8000.

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. An 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 Rodney E. Massey, section manager. This section includes three 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. If you have questions, please call 1-800-MINNAIR.

Compliance and Enforcement Section

(612) 296-7371 Michael J. Sandusky, section chief. This section enforces 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** determines 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. General complaints usually are processed within two weeks.
- **The Enforcement Unit** ensures that industries comply with state and federal environmental rules and regulations, including emission limits.

The unit conducts inspections of emission sources and develops compliance schedules for polluters violating state rules or federal regulations. This unit also ensures that persons remove and dispose of asbestos-containing materials properly to prevent the release of the fibers into the environment. Any building demolition, with a few residential exceptions, must be reported to the MPCA at least 10 working days prior to the start of asbestos removal. Asbestos removed during building renovation must also be reported, under certain conditions.

Ground Water and Solid Waste Division

(612) 296-7777 James Warner, division manager. The division administers solid-waste warnings and the Superfund programs, including issuing permits for solid-waste facilities, cleaning up Superfund sites, and developing groundwater-protection programs. The division is divided into three sections:

Solid Waste Section

(612) 296-7340 Gary Pulford, 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 or the nearest MPCA regional office. The form needed for solid-waste or industrial-waste facilities is a Permit Application for Construction and Operation of a Solid Waste Disposal System. Forms may be obtained by mail or in person.

The section ensures that individuals and organizations comply 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 or the nearest MPCA regional office. 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's landfill-cleanup program at closed, formerly-permitted municipal landfills. This program is in the process of assuming responsibility for the cleanup and long-term monitoring activities at the 106 closed landfills statewide. The section also registers transporters of infectious waste. Compliance monitoring and responding to complaints about infectious-waste management are the responsibility of this section.

This section is also responsible for the state tire program, which issues permits for storage, transfer and processing facilities; issues waste-tire transporter I.D. numbers and enforces the state's waste-tire regulations.

Program Development Section

(612) 296-9631 Cathy Berg Moeger, section manager. This section provides research, development and technical support for solid-waste management and groundwater protection, including development of the state's comprehensive groundwater-protection plan. The section manages the state's ambient groundwater-monitoring program, which collects data to establish a baseline for the quality of state's principal aquifers.

The section develops and provides technical assistance on solid waste, trains operators of solid-waste facilities and provides technical assistance on the use of construction and demolition wastes, salvaged vehicles and vehicle-shredder residue. The section also operates the state's permit-by-rule program for recycling facilities.

This section provides division-wide information-management services, including data administration and Geographic Information System services. The section also operates the Property Transfer File Evaluation Service, which assists the public in identifying contamination at or around a specified site through use of MPCA databases.

Site Response Section

(612) 296-7290 Richard Sandberg, section manager. This section manages the majority of state and federal Superfund investigations and cleanups of past hazardous waste disposals, as well as all emergency cleanup responses not covered by the Hazardous Waste Division.

The section is divided into three Superfund Response Units and a Site Assessment Unit, which assists with the discovery and investigation of contaminated sites, searches for parties responsible for the pollution, and evaluates health and ecological risks of sites. This section also houses the nationally-recognized Voluntary Investigation and Cleanup Program, which oversees voluntary investigations and cleanups of sites undergoing property transfer or development.

Hazardous Waste Division

(612) 297-8502 Tim K. Scherkenbach, division manager. The 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 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 of hazardous waste.

- **The Generator Technical Assistance/Rules 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' annual reports; maintains an extensive computer tracking system that collates information on generators, wastes and manifests (shipping papers); and has primary responsibility for assessing and collecting hazardous-waste generator fees.
- **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 heavy metals and other persistent toxics entering Minnesota's waste stream.

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. The section does this by conducting inspections, issuing permits to facilities and enforcing Minnesota's hazardous-waste rules. The section also provides on-site technical assistance, training workshops and conferences for Minnesota's hazardous-waste generators.

- **The Permit and Review Unit** reviews and issues permits for hazardous-waste treatment, storage and disposal; provides engineering and hydrologic assistance to clientele working to clean up hazardous-waste disposal sites; and is working toward a new "beyond compliance" effort to provide new flexibility in meeting hazardous-waste regulatory standards.
- **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 citizens' 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 storage tanks and certain storage tanks for chemicals as well as to address the results of tank failures. The section includes the emergency response and aboveground-tank permit programs.

- **Storage Tank Program.** There are more than an estimated 50,000 aboveground and underground storage tanks in Minnesota. More than 8,200 tank leaks have been reported since the program began. Cleanup, including soil excavation, removal of free product, and ground-water treatment, has been completed at 4,877 of those leak sites.

The section also oversees the reimbursement process of the state Petrofund. Tank owners or operators who clean up their sites in cooperation with the MPCA are eligible to receive reimbursement for 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.

The section also conducts an active outreach program to provide information and education to tank owners and operators and to consultants and contractors who are involved with installing, repairing and removing tanks. Outreach activities include compliance workshops; annual seminars; a quarterly newsletter; fact sheets; presentations; certification classes for those who install, repair and remove underground tanks; and technical assistance by telephone. The section also develops rules regarding aboveground and underground storage tanks.

- **The Emergency Response and Aboveground Tanks Unit** works with the MPCA regional offices to respond around the clock to emergencies. The unit investigates environmental emergencies, takes enforcement actions, oversees cleanups, and advises those responsible for doing cleanup work. The primary goal of the emergency response team is to protect public health and the environment.

Water Quality Division

(612) 296-7202 Patricia M. Burke, 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 discharge and operating permits for wastewater-treatment facilities, 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 ensure proper construction, operation and maintenance of wastewater-treatment facilities.

Assessment and Monitoring Section

(612) 297-1831 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 also 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) 296-1831. 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 processing 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 and 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 Compliance Section

(612) 297-7568 John Holck, 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.

Point-Source Compliance Section

(612) 296-7201 **Marvin Hora, section manager.** This section incorporates all division activities that relate to industrial and municipal wastewater discharges from discrete point sources.

Industrial

The section issues National Pollutant Discharge Elimination System (NPDES) permits for any industrial discharge of wastewater into surface waters, including industrial storm water, non-contact 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, wash-down water, or other non-domestic-type wastewater generated from a commercial/industrial facility cannot be sewered to a septic tank, drainfield or other subsurface systems.

Any industry or business that operates a disposal system needs an 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 an NPDES permit even if they discharge their waste-water 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 before the start 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

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 MPCA 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. Federal grants are no longer 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. The section also 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.

Contact the section for information or for municipal permit applications. Processing usually takes about 15 weeks, allowing for a 30-day public-notice and 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.

Operations/Training Unit

This unit 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 also 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 the municipality. No fees are charged for this service. Requests are received and evaluated as quickly as possible.

Watershed Assistance Section

(612) 296-8856 **Gaylen Reetz, section manager.** The Watershed Assistance Section provides planning and management for Minnesota's major watershed basins, including the Red River, Upper Mississippi River, Lower Mississippi River, Minnesota River, Rainy River, St. Croix River, Lake Superior, and the Twin Cities area. The section provides technical support for monitoring surface-water and groundwater quality, assessing watersheds and choosing best management practices within a watershed. The section also administers grants and loans for a variety of locally-operated projects to improve water quality, coordinates planning and activities to control nonpoint-source pollution, and offers technical assistance and review of local water plans.

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, subsequently render a decision to grant or deny licensing. The board also reissues licenses and deals with complaints and irregularities affecting the public and license holder community.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Private Detective and Protective Agent Services** licenses private detectives and protective agents. The board consists of five members including the superintendent of the Bureau of Criminal Apprehension or assistant, a licensed protective agent, a licensed private detective and two public members. Monthly meetings. Members must file with the Ethical Practices Board. **Appointing Authority:** Commissioner of public safety. **Compensation:** \$55 per diem plus expenses.

During the first months of 1995, the board had 325 licensees: 260 private detectives and 65 protective agents. The licenses granted by the board are at various levels; individual, partnership, and corporation.

Board of Psychology

2700 University Avenue West, #101, St. Paul, MN 55114-1095
Pauline Walker-Singleton, executive director, (612) 642-0587

Minnesota Statutes, Sections 148.88-149.98; Minnesota Rules 7200.000-7200.3840 and 7200.4500-7200.6160

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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Psychology** examines and licenses licensed psychologists and psychological practitioners, and investigates complaints. The board consists of 11 members, including eight psychologists (three licensed psychologists who have a doctoral degree in psychology; two licensed psychologists who have a master's degree in psychology; two psychologists, not necessarily licensed, including one with a doctoral degree in psychology who represents a master's degree training program in psychology; one person licensed or qualified to be licensed as a psychological practitioner) and three public members. Monthly meetings. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

The board grants and renews licenses for the independent and supervised practices of psychology; receives complaints against applicants and licensees and disciplines licensees upon proof or admission that the law or board rule has been violated; and registers professional psychology corporations organized under *Minnesota Statutes*, chapter 319A.

Licensure is granted to individuals who meet the statutory educational, employment, and ethical requirements and who pass both the objective examination and an examination on the laws and rules of Minnesota having to do with the practice of psychology. Educational requirements for licensure as a licensed psychologist (LP): at least a doctoral degree with a major in psychology as defined in the rules; for licensure as a psychological practitioner (PP): a master's degree or

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: \$515 for individual, \$865 for partnership and \$965 for corporation. The license fees for protective agent are: \$415 for individual, \$815 for partnership and \$915 for corporation.

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. Currently the fees for private detective reissuance range from \$400 to \$900. Protective agent reissuance fees range from \$350 to \$850.

There is an application process required for each applicant, which includes the documentation of necessary experience, a \$10,000 surety bond and proof of financial responsibility documentation. The latter 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 is currently developing rules regarding training of license holders and their employees. The training will include both preassignment and continuing training.

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 apply to sit for the objective examination at any time after receiving the degree upon which licensure is based, by filing an examination application with the current examination fee. The examination covering the state's psychology laws and rules follows application for licensure and payment of licensure fee.

Waiver of the objective examination is granted to applicants who are Diplomats of the American Board of Professional Psychology or who have passed the examination 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 examination must be submitted at least 90 days prior to date of examination. The cut score for examinations is currently 70% correct answers. 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, place conditions or restrictions on or refuse to grant or renew the license of any licensee who violates a law or rule enforced by the board. Complaints must be in writing and may be submitted on forms obtained from the board office.

After licensure, information in licensee's 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 of each year.

FEES: examination; LP licensure, \$250; LP license renewal, \$250 biennially; LP late renewal fee, \$160; PP licensure, \$180; PP license renewal, \$180 biennially; PP late renewal fee, \$120; corporation registration, \$100; corporation re-registration, \$25 annually.

Minnesota Racing Commission

7825 Washington Avenue South, Olympic Financial Center, Suite 800, Bloomington, MN 55439
 Richard Pemberton, chairman; Richard G. Krueger, executive director
 (612)-341-7555; FAX: (612)-341-7563

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 remain the right to revoke any licenses should such an action become necessary in the opinion of the commission.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Racing Commission** licenses persons and organizations 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. The commission consists of nine members. Prescribed qualifications for membership include being a 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 and are for six years. Members must file with the Ethical Practices Board. Meetings are the third Wednesday of every month. 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 1:00 PM in the Commissioners' Board Room of the Hennepin County Government Center during the winter, and at 3:00 PM in the Executive Board Room of Canterbury Park during the live racing meet. Subcommittee meetings are held at the call of the chair of each respective committee or subcommittee. **Appointing Authority:** Governor, Senate confirmation. **Compensation:** \$55 per diem.

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 release.

Class B (Racetrack Operator's)

Applications for a license are the same as for a Class A license, except that a 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 live racing is actually conducted, and \$50 for each day on which full card simulcasting takes place.

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:

| | | | |
|-----------------------------------|----------|----------------------|----------|
| Association Employee, Seasonal | \$15.00 | Jockey | \$35.00 |
| Association Staff, Permanent | \$35.00 | Apprentice Jockey | \$35.00 |
| Bloodstock Agent | \$100.00 | Jockey Agent | \$35.00 |
| Horsperson's Bookkeeper | \$25.00 | Multiple Ownership | \$35.00 |
| Concessionaire | \$100.00 | Owner | \$35.00 |
| Concession/Vendor Employee | \$15.00 | Pari-Mutuel Clerk | \$15.00 |
| Equine Dentist | \$30.00 | Pony Rider | \$15.00 |
| Exercise Rider | \$20.00 | Racing Official | \$35.00 |
| Farrier | \$35.00 | Security Officer | \$15.00 |
| Farrier's Assistant | \$15.00 | Stable Foreman | \$10.00 |
| Groom/Hotwalker | \$10.00 | Stable Name | \$50.00 |
| Gate Crew | \$15.00 | Trainer | \$35.00 |
| Harness Driver | \$35.00 | Assistant Trainer | \$20.00 |
| | | Valet | \$10.00 |
| | | Veterinarian | \$100.00 |
| | | Veterinary Assistant | \$35.00 |

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 612-496-6441. 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 non-profit 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 may be required by the director to pay the costs of a background investigation conducted by the Division of Gambling Enforcement, Department of Public Safety.

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 & D Licenses: Instructions for Filing Applications, Identification of Applicant, Affidavit of License Applicant, Applicant's Consent to Inspection and Applicant's Personal Information and Releases, available from Richard Krueger, executive director or Pamela Webber, 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 Colleen Hurlbert, licensing supervisor.

Pertinent to Minnesota Breeders' Fund: Registration of Foal, Registration of Minnesota-bred Horse (Quarter Horse, Standardbred, Thoroughbred and Arabian), Broodmare Registration Application, Stallion Registration Application, available from Pamela Webber, 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.

Minnesota Breeders' Fund

The 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 live racing day, and according to *Minnesota Statute* 240.13, Subd.5(a) the fund earns 5.5% of the take out on each day of full card simulcasting.

Four separate funds have been established; one each for thoroughbred, quarter horse, Arabian, and standardbred. Each fund provides incentives to breeders, owners, and/or stallion owners.

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 Pamela Webber at 612-341-7555.

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 Richard Krueger, executive director at (612) 341-7555.

Racing Analytical Laboratory

The Minnesota Racing Commission maintains its Racing Analytical Laboratory at Industrial Laboratories in Denver, Colorado. 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. Requests should be submitted to the administrative offices in Bloomington.

The commission maintains mailing lists for meeting agendas, meeting minutes, rule making processes, and media/press information. If you wish to be added to any of these mailing lists please contact Pamela Webber at (612) 341-7555.

Public Employees Retirement Association

514 St. Peter Street, Suite 200, St. Paul MN 55102-1090

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

Established by the Minnesota Legislature in 1931, the Public Employees Retirement Association (PERA) was created to provide retirement benefits for public employees of county and local governments. PERA currently serves the employees of over 2,100 governmental units across the state, including counties, cities, and school districts. As such, PERA provides no services directly to the public.

PERA is the state's largest provider of retirement, survivor and disability benefits, serving over 170,000 active and retired public employees and their beneficiaries. A state agency since July 1, 1985, PERA's assets as of fiscal year-end 1995 totaled \$7.1 billion.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Public Employees Retirement Association (PERA)** provides retirement, survivor, and disability benefits for public employees of county and local government. Management of the public employees retirement fund is vested in a board of trustees. The board of trustees consists of the state auditor and 10 trustees. Five trustees are appointed by the governor, one representing school boards, one representing cities, one representing counties, one who is a retired annuitant, and one who is a public member knowledgeable in pension matters. The membership of the association elects five trustees. Meetings at the association office every second Thursday each month. Members must file with the Ethical Practices Board.

Appointing Authority: Governor. **Compensation:** expenses.

Management of the agency is vested in the executive director, who, by statutory definition, is the chief executive officer. Investment of all PERA assets is the responsibility of the State Board of Investment.

Membership in PERA is defined by statute to include any person meeting minimum salary requirements who performs services for a governmental subdivision and whose salary is paid in whole, or in part, from revenues derived from taxation, fees, assessments, or other public sources. The agency administers three defined benefit plans

(Coordinated, Basic, and Police and Fire) whose members contribute a percentage of their salaries for their future pensions. These contributions are matched by their employers, who also make an employer additional contribution to the association. Pensions are based on formulas incorporating the member's years of service and average salary over the employee's five highest consecutive years of public service. PERA also administers retirement funds for local police and fire relief associations which have chosen to consolidate with PERA, and a Defined Contribution Plan (DCP) for local elected public officials and volunteer ambulance personnel. Unlike PERA's other pension plans, the DCP provides retirement and disability benefits based on member and employer contributions and the earnings of the investments chosen by the participant.

Members may obtain information on their individual benefits from the association in writing or through individual conferences with a benefit counselor. Pre-retirement conferences are available at PERA's office during normal business hours or at locations throughout the state by appointment. Members may also apply for benefits and obtain the necessary forms by contacting the association's office or meeting with a counselor. When applications are properly filed, benefits are payable as of the date of eligibility.

PERA's staff provides comprehensive programs on retirement planning and general association benefits throughout the state each year. Each active member of the association also receives an annual Personal Benefit Statement. This statement provides an itemized history of the member's deductions during the past fiscal year and total contributions; service history; retirement and disability benefit estimates; and personal data on file with PERA. In addition, members receive the *PERAgraph*, the association newsletter, four times a year. Publications on member benefits, reporting requirements, and governing statutes are available to members and governmental agencies. For comprehensive financial information, PERA also publishes an annual financial report.



Minnesota Teachers Retirement Association

17 W. Exchange St., Gallery Bldg., Suite 500, St. Paul, MN 55102
Gary Austin, 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 or disability or survivor benefits. Teachers and the covered public school employer units both make contributions into the fund. Employer units also make an additional payment to amortize the deficit in the fund. Membership is mandatory for all public K-12 teachers in Minnesota except those in the cities of Duluth, Minneapolis and St. Paul. TRA membership is optional for higher education faculty (state universities, community colleges and technical colleges) and must be elected at the time of first hire. University of Minnesota faculty are not eligible for TRA membership. The association provides information on benefits and how to apply for benefits. Total assets as of June 1995 are \$8.2 billion.

Newsletters are published four 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.

Minnesota State Retirement System

175 W. Lafayette Frontage Road, MidAmerica Bank Building, Suite 300,
St. Paul, MN 55107-1425
David Bergstrom, executive director (612) 296-2761

Minnesota Statutes: Chapters 3A, 11A, 352, 352B-352D, 356 and 490; Minnesota Rules 7900-7999

The Minnesota State Retirement System administers separate retirement programs for state employees, correctional employees, unclassified employees, legislators, elective officers, judges and state patrol employees. The system directs a deferred compensation plan available to all Minnesota public employees and officials.

The administration of the system is vested in the executive director, while policy and appeal procedures are vested in its 11-member board of directors. The attorney general is the system's legal advisor. An actuarial firm, William M. Mercer Inc., acts as consultant to the system.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota State Retirement System (MSRS)** (*Minnesota Statutes* 352.03) 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 11 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 Council Transit Operations (MCTO) union; and six elected members: four elected from the general plan, one elected from state trooper plan, one elected from the correctional employee 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) **Appointing Authority:** Governor. **Compensation:** \$55 per diem for public members.

The system is structured hierarchically with the board of directors at the top and in descending order the executive director, two assistant directors, who oversee five divisions. The divisions are: accounting, deferred compensation, employee services, records and systems.

Accounting prepares agency budgets, financial statements and tax reports. **Deferred Compensation** manages administrative and counseling processes for the deferred compensation plan and the unclassified plan. This division monitors the deferred compensation plan service organizations and insurance companies. **Employee**

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 plus interest thirty days after teaching service has terminated. Members must also not be on an approved leave of absence or continue a teaching contract to be eligible for a refund.

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.



Services provides information to state employees and former employees about their rights and benefits, and computes and counsels employees about individual accounts. **Records** processes all incoming records including employee and annuitant deaths, maintains addresses including direct deposit and records retention and disposal. **Systems** develops and maintains all data processing and associated procedures for the retirement system.

Complaints and appeals may be addressed to the board. They will be handled at the next regular board meeting. Board meetings are usually held the second Thursday of January, March, May, July, September and November. The dates may be changed by the board. Information regarding the date and time of meetings is available by calling or writing the retirement office.

Historical: The retirement system was established in 1929 as the State Employees Retirement Association. Its purpose was and is to help state employees plan for their retirement by automatically withdrawing a portion of their salary, each pay period, and place that money in a fund designed to accumulate dollars they can use during their retirement.

Interesting facts from the past about the system's growth:

- in 1932 the first benefits were paid to 102 annuitants who received an average benefit of \$77
- membership was voluntary for state employees until 1941
- 1950 was the first year that interest was paid on refunds. Then, interest was computed at 2 percent, compounded annually. During this decade, significant employer contributions began to be paid into the various plans and Social Security coverage began
- the State Employees Retirement Association was re-named the Minnesota State Retirement System in 1966
- in the 1970s the unclassified, correctional, state patrol, judges, legislators, elective officers and the deferred compensation plans were designed and added to the Minnesota State Retirement System
- the five high-year average salary designation and new formula were established in that decade
- in the 1980s, the military affairs and pilot plans were added. The Rule of 90 began, and the deferred compensation plan added service representatives. Substantial cost-of-living increases began.

- during the 1990s, survivor coverage was improved and the post-retirement, cost-of-living adjustment was modified

Plan Funding: 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
- investment earnings

Assets: As of June 30, 1995, total assets amounted to more than \$5.2 billion. Individual funds contain assets of:

- \$3.408 billion — State Employees Retirement fund
- \$282 million — State Patrol Retirement fund
- \$163 million — Correctional Employees Retirement fund
- \$130 million — Unclassified Retirement fund
- \$6.2 million — Judges Retirement fund
- 21.3 million — Legislators' Retirement fund
- \$1.135 billion — deferred-compensation-plan fund

With the exception of the deferred compensation plan, the post-retirement fund's assets amount to a portion of each of these funds. Monies are paid from the post-retirement fund to the employees of each fund upon retirement.

Investment: 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, usually after retirement, and then it is taxed as regular income. The plan is voluntary and self-supporting through a small administrative charge.

15-Year Growth Graph: The chart below shows the growth of total benefit payments of \$27 million in 1981 to \$153 million in 1995. The number of recipients grew from 10,949 to 17,650 during the same period. The increase in benefit payments came from three sources: larger numbers of retirees, higher pension payments caused by salary growth and the Minnesota State Retirement System's cost-of-living provision, which has raised the benefit level for all Minnesota State Retirement System retirees.

Fees for Service: You may apply for retirement benefits without fee, if you are a state employee covered by the Minnesota State Retirement System. Retirement, disability and deferred compensation benefits are paid monthly.

For employees who wish to be reimbursed for their employee contributions before retirement and upon termination of state employment, refunds are paid from between three to five weeks after the retirement office receives your refund application.

Employee Education: The system provides publications and retirement presentations that explain its program and various plans. Also the system's covered employees receive an annual statement updating their accounts. The statements are free. Plan representatives participate in pre-retirement planning classes. Covered employees must apply for all benefits. To receive the appropriate application for particular services and benefits, call or write to the retirement system.

Awards: In 1994, the Minnesota State Retirement System received the national Public Pension Coordinating Council's Public Pension Principles Achievement Award. The Minnesota State Retirement System was one of 31 pension organizations to receive the award from among more than 1,000 pension funds nationwide.

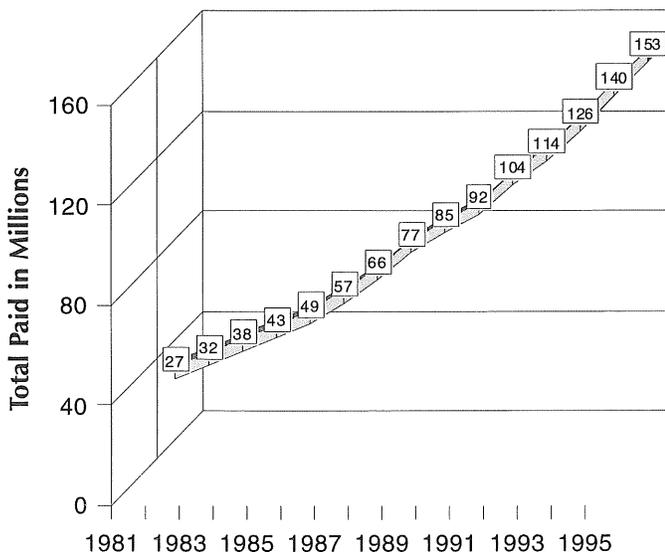
The award recognizes public pension systems that adhere to high professional standards in the areas of comprehensive benefit protection, financial security, disclosure of information to members and sound investment policy.

The council's membership includes the National Association of State Retirement Administrators, the National Council on Public Employee Retirement Systems, the National Council on Teacher Retirement and the Government Finance Officers Association.

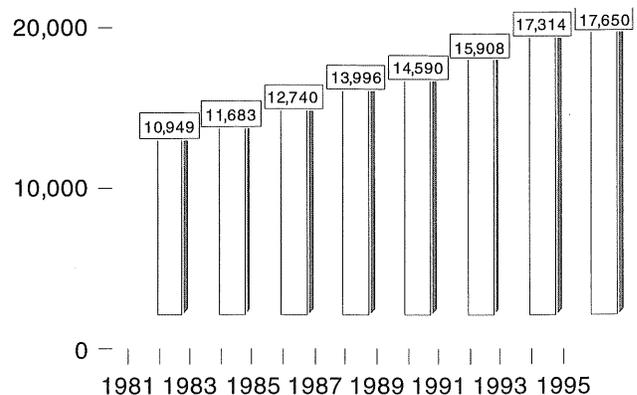
In 1995, Minnesota State Retirement System earned the *Certificate of Achievement for Excellence in Financial Reporting*. The certificate is the highest form of recognition in public employee retirement system accounting and financial reporting. It was given to MSRS for its 1994 comprehensive annual financial report. The Government Finance Officers Association presents the certificate annually.

Estimates: MSRS provides account estimates for its participants upon request. As of a particular date, an estimate informs the employee of his or her approximate five high-year monthly salary, the amount that has been earned in regard to a single-life annuity and a service-credit percentage. No fee is charged for an estimate.

**Total Annual Benefits Paid: 1981 to 1995
All MSRS Retirement Plans**



Number of recipients paid annually



Department of Revenue

10 River Park Plaza, St. Paul, MN 55146

Mailing Address: Mail Station 5555, St. Paul, MN 55146-5555

Public Information Phone Numbers:

Tax Assistance Help Line: (612) 296-8095; 1-800-657-3720
Individual Income Tax: (612) 296-3781; 1-800-652-9094
Business Tax Questions: (612) 296-6181; 1-800-657-3777
Forms Ordering: (612) 296-4444; 1-800-657-FORM
Business Education: (612) 297-4213; 1-800-888-6231
Electronic Filing: (612) 296-8095; 1-800-657-3720
MinnesotaCare Tax: (612) 282-5533; 1-800-657-3886
TDD for the Hearing-Impaired: (612) 297-2196; 1-800-627-3529 ask for (612) 296-3781

Minnesota Statutes, chapters 270-299; Minnesota Rules 8000-8199

The Minnesota Department of Revenue manages the state's tax system. The department administers 154 different taxes, collecting over \$9 billion annually. Using 250 different tax forms, the department receives nearly 3 million returns and processes more than 5 million documents annually. It costs the department, on average, 98 cents to collect \$100 in taxes.

The department collects taxes on income from Minnesota citizens and corporations, sales taxes on the value of goods and services sold in the state, taxes on medical transactions, and a variety of taxes on certain types of corporate activity and the sale or use of specific products. Revenue raised through these taxes provides funds for school aid, local government aid, property tax relief, social service programs, the maintenance of the state-owned infrastructure including highways, and other state programs and operations.

The mission of the Department of Revenue is to achieve compliance with all Minnesota's tax laws.

Compliance Cycle

In administering the tax system, the department implements a five-stage "achieve compliance cycle." The compliance cycle is designed to lead the department to the fulfillment of its mission. The elements of the compliance cycle include:

1. Develop sound revenue policy and operations.
2. Educate all citizens about their rights and responsibilities.
3. Deliver quality service.
4. Provide feedback to Department of Revenue customers.
5. Use appropriate enforcement for those who choose not to comply.

Background

The tax system in the state of Minnesota predates statehood. In 1849, the first territorial assembly made provisions for a levy on property held in the territory. Funds raised by this tax were used to support schools in the territory. The establishment of this tax came nine years before Minnesota became a state.

Property taxes were the main source of revenue for the state until the 1920s when the growing number of automobiles in the state forced the legislature find a way to pay for a state highway system. The need for such a system led to the passage in 1920 of an amendment to the state constitution authorizing the state to establish a trunk highway system. The amendment included provision for a 2 percent registration tax on the purchase of motor vehicles to pay for the system, upping the tax from a flat \$1.50 per vehicle. Five years later, a two-cent per gallon gas tax was established to meet the growing need for additional highway funds.

The next major change in the state's tax system came as the hardships of the Great Depression made property taxes harder to collect. Citizens

had a difficult time finding jobs that provided steady income and, as a result, many had difficulty keeping up with their property tax payments. Between 1929 and 1933, the number of property tax delinquencies in the state doubled. At the same time, citizens began looking to the state for services that local governments, charities and other private resources were unable to provide. The need for more revenue to meet citizen demands combined with the need for tax relief for property owners to lead the legislature to institute an income tax system. Minnesota adopted individual and corporate income tax systems in 1933.

The shift toward income tax and away from property tax as the major source of state revenue continued in the 1950s and 1960s. In 1967, the state turned over the collection of property taxes to the counties. The department continued to assist local government officials in administering the property tax system, but the primary responsibility for the assessment of property, verifying homesteads and collecting taxes was delegated to the counties. The department established a system for the uniform valuation and taxation of property and continued to provide property tax relief in the form of state aid to local governments. In that same year, the state instituted a sales tax system, in part to offset the loss in revenue it experienced by turning property taxes over to local governments.

The newest major tax system administered by the department was instituted to support the MinnesotaCare medical insurance program. This system, set up in 1993, adds a 2 percent tax to doctor and hospital bills, charges from health maintenance organizations, the wholesale distribution of prescription drugs and the retail sale of medical supplies at pharmacies.

In fiscal year 1995, the Department of Revenue collected a total of \$9.2 billion, over \$5 billion of which was sent to the state by means of electronic funds transfers. Of total revenue, individual income tax payments accounted for \$3.6 billion, sales and use taxes raised \$2.7 billion, corporate income tax yielded \$665 million and petroleum taxes raised \$504 million. Other business income, MinnesotaCare and special taxes accounted for the remainder.

Commissioner's Office

(612) 296-3403 **Matt Smith, commissioner,**

(612) 296-1507 **John Lally, deputy commissioner.** 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 leads the department's strategic planning process. The commissioner is assisted in the strategic planning process by the executive team, which includes the deputy commissioner and the leaders of the department's business operations clusters.

Diversity and Equal Opportunity Programs

(612) 296-5339 **Heather Wisniewski**, The Diversity and Equal Opportunity Programs office strives to create a diverse work place in which the unique characteristics and contributions of the department's staff and customers are respected.

Taxpayer Rights Advocate

(612) 296-0989 The taxpayer rights advocate provides individual assistance to taxpayers unable to resolve their problems through normal channels. The advocate recommends changes in department processes and serves as spokesperson for taxpayers in the community.

Administrative Services

(612) 296-3454 **Paul Krenik**, director. The Administrative Services Division provides logistical support to the operations of the department. Activities like the procurement supplies, the registration and tracking of computer equipment and other fixed assets, and the receipt and distribution of mail, fall under this division's jurisdiction. The division maintains the physical infrastructure (building and grounds, telecommunications system, etc.) of the department. Administrative Services also provides copying and mail distribution services to the department.

Administrative Services activities impact the general public through their role as the chief distributor of tax forms. The division fills requests from banks, libraries and other organizations that make tax forms available to their customers. It is responsible for responding to direct requests from the general public for tax forms and instructions. And, with the help of the Minnesota Bookstore, (117 University Avenue, St. Paul, MN 55155, (612) 297-3000, or 1-800-657-3757), the Administrative Services Divisions oversees the distribution of tax forms to tax preparers, CPAs and accounting firms.

Human Resources Management

(612) 296-3414 **Sherri McMurray**, director. The Human Resources Management Division manages the personnel logistics involved in staffing the department. Working in concert with the Department of Employee Relations, Human Resources Management oversees all aspects of the formal relationship between individual staff members and the organization. In addition, it oversees the department's human resources relationship with bargaining unit representatives, other state agencies, business associations and the public.

There are more than 1,200 full-time employees of the department. During peak document processing season, 200-300 people are added to the workforce. Approximately 75 percent of the full-time employees are housed in the department's headquarters in St. Paul, with the remainder working out of the 16 regional offices in Greater Minnesota and the 10 out-of-state offices. Most of the full-time employees are covered by three bargaining units: the American Federation of State, County and Municipal Employees (AFSCME) represents 422 clerical and technical workers, the Minnesota Association of Professional Employees (MAPE) represents 663 professional employees, and the Middle Management Association represent 85 supervisory personnel. The remaining department staff work under one of four negotiated plans.

The Department of Revenue is governed by Affirmative Action/Equal Employment Opportunity guidelines. It also has a very active Valuing Diversity Steering Committee that has made great strides in assisting the department achieve a diverse workforce.

Information Systems

(612) 296-7060 **Steve Stedman**, acting director. With the growth of information handling technology, the Information Systems Division has become an important player in support of the activities of the department. Information Systems manages the department's information infrastructure and is dedicated to providing appropriate and reliable revenue information to departmental staff. The division works with the Department of Administration's Intertech Division and tax system service organizations to design and implement information management systems that meet specific departmental needs.

All activities that involve the department's extensive computer network fall under the jurisdiction of the Information Systems Division.

Finance and Performance Measurement/Fiscal Services

(612) 296-1709 **Mary Kim**, chief financial officer. As the division with primary fiscal responsibility, Finance and Performance Measurement/Fiscal Services plays a key coordinating role at the Department of Revenue. The division's primary function is to manage the department's accounting and financial management infrastructure. The division is responsible for installing and maintaining accounting systems, providing payroll and accounting services, maintaining internal controls, and setting financial policies. A fundamental goal of Finance and Performance Measurement/Fiscal Services is to produce consistent, meaningful, and accurate department-wide accounting information to be made available to decision makers and other stakeholders in the department.

In addition to handling Revenue's finances, Fiscal Services is also responsible for evaluating the performance of the department. The division develops and implements objective methods to test the impact of specific activities on the effectiveness of specific divisions and the department in general.

Planning and Organizational Development

(612) 296-1954 **Dale Weeks**, director. The Planning and Organizational Development Division provides management services to support employee and organizational development. Its objectives are to enable employees to work more effectively and efficiently in the department, ensure the successful implementation of the department's plans and objectives, and support the department's operating principles and values. As part of its duties, Planning and Organizational Development leads the Department of Revenue's quality management effort.

The division uses information developed through the strategic planning and quality assessment efforts to facilitate measurable improvements in the work environment and the results it produces. The division is working with the Finance and Performance Measurement/Fiscal Services Division to institute a strategic performance measurement system which includes compliance-level and customer satisfaction measures designed to support department wide improvement efforts.

Business Processes

(612) 296-1913 **Bev Driscoll**, assistant commissioner

Collections

(612) 296-0683 **Jerry McClure**, director. The Collection Division collects all unpaid taxes, such as sales, withholding and income taxes. It finds delinquent taxpayers, collects their money, and maintains collection accounts. To achieve this, staff contact taxpayers by mail, telephone or in person, and may take progressively stronger measures like seizing real or personal property. Unless individual income taxes are in accounts receivable, they are collected by the Individual Income Tax Division.

The division also enforces filing requirements for sales and withholding taxes.

Communications

(612) 296-1942 **Barbara Young**, director. The Communications Division develops and implements strategies that inform, educate and influence the Department of Revenue's key audiences. Key audiences of the department include taxpayers, tax preparers, local governments, state policy makers and department staff. The division emphasizes cross tax system communication, coordinated department communication strategies and improved staff communication skills.

The Communications Division oversees the design and production of all public tax forms. Communications works with all tax divisions to

develop approaches to their specific audiences as well as leading efforts to improve internal communications. With the department's commitment to customer service, the Communications Division has become involved in providing training and advice to help the department improve the clarity of their written correspondence with taxpayers.

The division also serves as the primary point of contact for media inquiries.

Document Processing

(612) 296-3464 Denny Louis, director. During the tax year, the Document Processing Division manages the flow of 12 million tax documents into and out of the department. The division processes documents for all the major tax divisions, entering data from tax documents into the department's computer system and making initial checks for accuracy. Maintaining data files on taxpayers, identifying trends in those submissions, and providing relevant information to the appropriate divisions are key continuing functions of the division.

The quality and timeliness of tax information are the principal measures used by the division to evaluate its effectiveness. The division has recently developed methods that allow individuals and corporations to comply with their filing obligations using the latest electronic information transfer techniques. These techniques will speed the processing of tax documents.

Profile, Access and Security

(612) 296-1976 Edward Eccleston, director. The maintenance of taxpayer records is crucial to the work performed by the Department of Revenue. The Profile, Access and Security Division is responsible for these functions. The division manages all the state's tax records, including their physical and electronic storage, and provides access to them to authorized personnel and taxpayers. Although much of the current information is handled electronically, the department's historical information remains in hard-copy (paper) and microfiche format.

The division has very specific rules determining the type of access they are allowed to grant to department staff and to the public. In general, department staff are allowed access on a 'need to know' basis, and citizens are allowed access only to their own records and those where they have been granted power of attorney. The same rules apply to information the division stores in its electronic storage systems.

Profile, Access and Security coordinates the linking of IRS data with Department of Revenue data. The division also assigns identification numbers to business taxpayers and resolves identification problems with individual income taxpayers.

Revenue Accounting

(612) 296-6657 Steve Kraatz, director. The Department of Revenue collects vast amounts of financial data as it administers the state's tax system. The Revenue Accounting Division is responsible for verifying the accuracy of the financial information received by the department and managing its use.

The Revenue Accounting Division maintains a series of data management systems used to track and verify the financial information collected by the department. The division trains tax division staff on the use of these databases to help them do their work more effectively and efficiently. Revenue Accounting also performs a variety of accounting services for the department, including identifying and resolving taxpayer credit account balances, issuing taxpayer refunds, and providing financial information and performance measures in support of tax management and statewide reporting.

Revenue Accounting also manages the state's Revenue Recapture Program, a program that offsets individual income and property tax refunds due taxpayers against debts owed by those taxpayers to state and county agencies.

Legal and Legislative Affairs

(612) 297-4160 Pat Lien, assistant commissioner.

Appeals, Legal Services, and Criminal Investigations

(612) 296-1902 Terese Koenig, director. The Appeals, Legal Services and Criminal Investigations Division provides legal and appeals services to the department. This division also leads criminal investigations into tax law violations. While much of the division's activity involves serving the internal needs of the department, it also works with the legislature, the governor and local governments to develop state policy and clarify tax issues.

Legal services provided by the division include opinions and research on tax policy, testimony before legislative audiences and the drafting of legislative language. It also handles administrative appeals to department findings, provides input into agency policy decisions, contributes resources to the attorney general's office for litigated cases and offers alternative dispute resolution services.

The division also takes the lead in investigating criminal violations of state tax law.

Tax Research

(612) 296-3425 Bob Cline, director. The Tax Research Division promotes the development of sound tax policy through high-quality research; the objective, accurate and timely analysis and measurement of tax law impact; and the effective communication of results to the legislature, the Department of Revenue and other stakeholders. The division provides taxpayers and policy makers with information on the operation of the Minnesota state and local revenue system as well as contributing to the Department of Revenue's internal measurement and compliance activities.

Changes in state law proposed by the legislature usually have some sort of fiscal impact. In order the gauge this impact before the law is enacted, the Tax Research Division studies the anticipated changes and analyzes them regarding their impact on the state's revenue system. This information, along with research on the impact of federal law changes, is provided to state policy makers.

The division publishes information useful to legislators and the general public through a variety of publications, including *The Tax Incidence Study*, *The Tax Expenditure Study*, *The Tax Handbook* and the monthly *Minnesota Tax Revenue and Policy Review*. These publications are available at the Minnesota Bookstore, 117 University Avenue, St. Paul, MN 55155. (612) 297-3000, or 1-800-657-3757.

The division also supports the information needs of the department by maintaining the department's library.

Income Taxes

(612) 297-2656 Dwight Lahti, assistant commissioner

Corporate Franchise Tax

(612) 297-2168 Kathleen Stewart, director. The corporate franchise tax system collects revenue from corporate entities doing business in Minnesota.

There are primarily two types of businesses subject to this tax—those that derive all their income from transactions in Minnesota and those that derive only a portion of their income from activities in the state. Out of the approximately 60,000 companies subject to corporate franchise taxes, about 40,000 of them are companies based in the state with the remaining 20,000 being companies headquartered in other states. Tax payments are made by the companies on a quarterly basis, with nearly 60 percent of those tax payments made by means of the department's electronic funds transfer system.

The Corporate Franchise Tax Division, while headquartered in St. Paul, maintains regional service centers in Bloomington, Bemidji, Brainerd, Brooklyn Center, Duluth, Eveleth, Mankato, Marshall, Moorhead, Rochester, St. Cloud and Worthington in order to better serve its corporate clientele. The division, in cooperation with the Sales

and Use Tax Division, also operates out of offices in Atlanta, GA; Dallas, TX; Rutherford, NJ; Pittsburgh, PA; Washington D.C.; Chicago, IL; Cleveland, OH; Los Angeles, CA; St. Louis, MO; and San Francisco, CA. These out-of-state offices give division staff greater access to corporate taxpayers whose headquarters are outside the state.

Individual Income Tax

(612) 297-3549 Don Sahlin, director. The goal of the Individual Income Tax Division is to provide timely and accurate service to the more than 2.1 million annual filers of individual income taxes. The division focuses on providing timely feedback and service to taxpayers through prompt refunds, written and oral responses to requests for information, and audits. It also seeks to educate taxpayers about their rights and responsibilities, work with elected representatives to develop sound tax policy, and provide feedback to the department and other interested parties on the level of taxpayer compliance.

The division has developed a variety of programs intended to promote voluntary compliance with tax law. The division continues to emphasize the principles of good customer service to its staff and has instituted a multifaceted effort to make sure taxpayers calling with income tax questions get them answered accurately on the first call. The division has also attempted to increase the visibility of its tax assistance efforts by making staff available to assist taxpayers in a variety of non-traditional venues (libraries, trade shows, shopping malls, etc.). Division staff make presentations to any group or organization interested in tax issues. These initiatives are designed to make compliance with income tax requirements easier and reduce the need for expensive enforcement efforts to bring the taxpaying public into compliance with income tax law.

At the same time, the Individual Income Tax Division monitors incoming returns, analyzes audit reports and collects taxpayer input to identify aspects of the income tax process that appear to be the most troublesome. The division uses this information, along with taxpayer feedback, to suggest law and policy changes.

Other Business Income Taxes

(612) 296-0999 Keith Getschel, acting director. The Other Business Income Taxes (OBIT) Division deals with income taxes that do not fit neatly in the Individual Income Tax, Corporate Franchise Tax, or Withholding Tax Divisions. Working with a variety of business entities, the division administers tax regulations that apply to estates, S corporations, fiduciaries and partnerships. Included here are gift taxes, taxes that apply directly to estates, inheritance taxes, taxes that apply to partnerships and S corporations, non-resident partner or shareholder withholding taxes, and filers of composite income tax returns.

The division emphasizes taxpayer education and service as a means to encourage voluntary compliance with the tax law. Division staff collect taxpayer input, perform internal reviews and participate in formal analytical teams to help them develop and recommend changes in the law to eliminate taxpayer confusion.

The division also administers the property tax and political contributions refund program for the department. Administration of these programs involves providing customer education through outreach and telephone assistance, working with the Individual Income Tax Division to conduct audits, examine landlord and/or renter forms to assure compliance with the law, and working with criminal investigators to identify individuals who knowingly try to get illegitimate refunds.

Property Tax System

Property Tax

(612) 296-0185 Michael Wandmacher, director. In Minnesota, the property tax system is implemented at the county level. Property taxes bring in approximately 96 percent of total local government revenue in the state, making it vital to the continued operation of locally administered government services. All the key aspects of the system are under the direct management of county officials. The Department of Revenue is responsible for overseeing the administration of the property tax system, ensuring fairness in assessment and the

distribution of funds and educating local officials and the public on the functioning of the property tax system. The Property Tax Division manages these functions. The Property Tax Division divides its activities into three units: Property Tax Administration, Local Government Levies and Aids Administration and Mineral Taxes.

Property Tax Administration monitors the identification, classification and valuation of property; licenses assessors; conducts the annual assessment-sales ratio to measure assessment levels; determines the basis for state aid payments to school districts; and tests assessment levels for accuracy and uniformity. This unit also directly assesses railroads, public utilities and airflight property on a statewide basis as required by law.

The **Local Government Levies and Aids Administration Unit** manages the assessment and levy information collected by local governments, determines state aid payments to local governments under a variety of statutory formulas, verifies and issues state deeds for tax-forfeited property, determines annual levy limits and educates county officials on procedures for tax computation and collection. This unit also makes the state aid payments to local governmental organizations.

The **Minerals Tax Unit**, operated out of the department's Eveleth office, administers state taxes on mineral extraction and related activities. The funds raised by these taxes flow to local governments in lieu of property taxes.

Withholding

(612) 297-4004 JoAnne Furey, director. The Withholding Division is the part of the income tax apparatus that oversees the withholding of state income taxes from company payrolls. The division provides employers with instructions, forms, payment schedules and other information designed to help them comply with withholding rules. Withholding payments by employers can be made to the department on a monthly, quarterly, or annual basis depending upon the size of the business involved and the number of employees on its payroll. The Withholding Division, like many other tax divisions, has been phasing in advanced fund transfer techniques in order to make compliance with withholding payment schedules easier for employers.

The Withholding Division operates a customer service telephone bank to answer questions about the system. The division also publishes a number of industry-specific factsheets designed to help businesses comply with withholding requirements.

Sales and Special Taxes

(612) 297-2165 Don Trimble, assistant commissioner

MinnesotaCare

(612) 296-0432 Dennis Erno, director. Beginning in January 1993, the State of Minnesota began taxing the income of a variety of medical facilities to provide funding for the MinnesotaCare, a program devised by the legislature to provide health insurance for citizens of the state who are unable to afford it. The funds raised through the program are expected to make health insurance available to 80,000 Minnesotans who otherwise would not have it.

The MinnesotaCare Division administers the revenue collection portion of this program. The division helps approximately 160 hospitals, 7,000 health care providers, 500 retailers of medical supplies and equipment and 300 wholesalers of prescription drugs fulfill their obligations under MinnesotaCare tax laws.

Because this is a relatively new program and tax, much of the division's activity involves assisting health care organizations determine their obligations under the law. The division has used survey feedback, outcomes of focus groups and individual interviews to design outreach materials and delivery mechanisms to facilitate compliance with the law. Compliance with the law is measured through the use of tax returns and payment records as well as on-site audits of health care providers.

The MinnesotaCare Division also uses various methods to identify those subject to the tax who are purposely avoiding their obligations. Once discovered, these taxpayers are subject to the same type of progressively strict enforcement efforts that are used by other tax divisions.

Petroleum

(612) 296-0889 Larry Trimble, director. The Petroleum Division collects taxes on gasoline, special fuel for motor vehicle use, and aviation fuel. It also audits petroleum terminal reports, maintains files on licensed accounts, processes claims for refunds on fuel used off the highway, audits for tax law compliance, and participates in cooperative programs with other state agencies and the federal government, such as the "No Dyed Fuel on the Highway" campaign.

Revenue generated from this division is dedicated, in large part, to the highway trust fund. Remaining funds apply to airport maintenance projects, clean-up of leaking underground storage tanks, petroleum product inspection, and low-income household heating equipment upgrades.

Sales and Use Tax

(612) 297-1708 Larry Wilkie, director. In the state of Minnesota, there are approximately 160,000 registered businesses that collect and/or self-assess sales and use taxes. Sales and use taxes apply at the point of sale where goods or services are exchanged for payment. Sales and use taxes are second only to the individual income tax in the amount of revenue they generate for the state. The Sales and Use Tax Division oversees the collection of these taxes for the Department of Revenue.

In addition to working out of the department's headquarters in St. Paul, the Sales and Use Tax Division also has staff at three offices in the Twin Cities metro area and 10 offices in Greater Minnesota. And, since a significant amount of sales and use taxes is owed by companies located outside the state, the department has established offices in nine major metropolitan areas around the country to expedite the payment of those taxes. These additional offices make it easier to get information to and collect information from taxpayers, to meet with them regarding issues of disagreement, and to generally establish a relationship that promotes voluntary compliance. The department's Sales and Use Tax Division also collects local taxes for a number of Minnesota cities and counties.

The division develops educational and informational material and provides telephone assistance for taxpayers. The division performs audit, feedback and progressive enforcement functions in varying degrees at all locations.

Special Taxes

(612) 297-2151 George Hoyum, director. The Special Taxes Division administers a group of taxes and fees that are generally imposed on a specific industry or activity. Included in the taxes administered by this division are taxes on the sale of cigarettes, tobacco, beer, wine, liquor and gambling products. The division also collects taxes and fees on the transportation and disposal of hazardous and solid waste. In addition, the division administers three taxes and a surcharge on the premiums of insurance companies.

As part of its responsibilities, the Special Taxes Division also administers a set of regulatory provisions. Included in this set of regulatory provisions are the Unfair Cigarette Sales Act, the lawful gambling profit carryover/bank balance reconciliation, lawful gambling annual audit requirement and the certification of amounts available for state aids to firefighter and police aid funds.

Many of the taxes and fees administered by this division have legislative intent beyond the simple raising of revenue. A number of these fees are imposed upon people who engage in certain activities as a means of discouraging that behavior. Laws that act this way include the increased cigarette tax, solid and hazardous waste disposal taxes and taxes on the sale of beer, wine and liquor. The added purpose of these laws leads the division to collect information used not only to determine tax payments but also to monitor and report on this activity. The Special Taxes Division works closely with a number of state agencies because of the ways in which the taxes and fees it collects directly affect the actions of those agencies. Division staff also work legislators and their staffs to make the structure of these tax types more understandable to the taxpayers obligated to comply with them.

Department of Revenue Addresses and Phone Numbers**Regional Service Centers****Bloomington**

5270 West 84th St., Suite 400
Bloomington, MN 55437-1378
(612) 832-6038

Brainerd

Westport Shopping Mall
1300 Hwy 210 West, Suite 117
Box 526
Brainerd, MN 56401
(507) 828-2495

Minerals Taxes only
405 West Washington St.
Brainerd, MN 56401
(507) 828-2353

Brooklyn Center

3300 County Road 10, Suite 406
Brooklyn Center, MN 55429
(612) 569-1838

Duluth

Government Services Center
320 West 2nd Street, Room 207
Duluth, MN 55802-1496
(218) 723-4617

Mankato

1600 Madison Ave., Suite 102
Box 1058
Mankato, MN 56002-1058
(507) 389-6301

Maplewood

1727 Beam Avenue, Suite G
Maplewood, MN 55109-1128
(612) 779-5461

Rochester

300 11th Avenue NW
Rochester, MN 55901
(507) 285-7416

St. Cloud

3400 First Street North,
Suite 203
Midtown Square
St. Cloud, MN 56303
(320) 255-3201

Sub-Regional Service Centers**Bemidji**

1819 Bemidji Avenue
Bemidji, MN 56601
(218) 755-2970

Ely

P.O. Box 118
Ely, MN 55731
(218) 365-7316

Eveleth

Eveleth Public Library
612 Pierce Street
Eveleth, MN 55734-0481
(218) 749-7702

Marshall

1210 East College Drive
P.O. Box 1106
Marshall, MN 56258-0906
(507) 537-7188

Moorhead

Townsite Center, Room 200
810 Fourth Avenue South
Moorhead, MN 56560-2887
(218) 236-2482

Worthington

1027 Fifth Avenue
Box 305
Worthington, MN 56187-0305
(507) 376-5807

Corporate and Regional Out-of-State Offices**Atlanta Area**

P.O. Box 160163
Marietta, GA 30066-1020
(770) 924-1777

Chicago Area

216 South Jefferson, Suite 504
Chicago, IL 60661
(312) 454-0680

P.O. Box 2145

Des Plaines, IL 60017
(847) 297-5425

11837 S. Magoun Drive

St. John, IN 46373
(219) 365-3478

Cleveland Area

5755 Granger Road, Suite 500
Independence, OH 44131
(216) 398-4422

Dallas Area

12300 Ford Road, Suite 285
Dallas, TX 75234-7246
(214) 247-1280

Los Angeles Area

45398 Camino Monzon
Temecula, CA 92592
(909) 699-8752

24464 Ridgewood Road

Murrieta, CA 92562
(909) 696-1910

New York Area

71 Union Avenue, Suite 106
Rutherford, NJ 07070-1274
(201) 507-1126

Pittsburgh Area

6121 St. Marie Street
Pittsburgh, PA 15206
(412) 661-6816

San Francisco Area

18 Southview Terrace
San Anselmo, CA 94960-2338
(415) 457-3486

4946 Ridgeview Drive

Antioch, CA 94509
(510) 778-8159

St. Louis Area

3817 LeMay Ferry Road, #195
St. Louis, MO 63125

Washington D.C. Area

18 West 3rd Street
Fredrick, MD 21701
(301) 696-1663

6405 Prospect Street
Fredricksburg, VA 22407
(540) 898-7808

Minnesota Safety Council, Inc.

474 Concordia Avenue, St. Paul Minnesota 55103

Carol A. Bufton, president (612) 291-9150, (800) 444-9150, FAX (612) 291-7584



Making Minnesota A Safer Place To Live

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 unintentional 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, school districts, state and federal government units and other employers) and organized labor in complying with Occupational Safety and 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, 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. 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 also offers the **Basic Workplace Safety Certificate** in conjunction with Minnesota OSHA, and the **Advanced Safety Certificate**. The Basic Workplace Safety Certificate is awarded to persons seeking the basics of administering an effective workplace safety and health program, who complete three one day courses in occupational safety, occupational health, and loss control. The Advanced Workplace Safety Certificate is earned by participants who complete three week-long training courses in basic occupational safety and health, safety training methods and safety management techniques.

MSC's **Northern Occupational Safety Division** meets monthly in Duluth. The **West Central Safety and Health Network** meets monthly in Fergus Falls. Both groups host 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 are 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 in qualifying 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 in passing 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 Safe Kids Buckle Up!** program provides education, technical assistance and materials to promote proper use of car seats. **Buckle Up Minnesota** (Minnesota Passenger Protection Program) also provides education, materials and technical assistance to promote the use of passenger protection devices (safety belts and air bags). Through the **Youth in the Workplace Traffic Safety Program**, MSC provides free educational materials to youth ages 16-24 through the workplace. MSC also 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 unintentional injury to children under 15 years of age. Unintentional injury is the number one health risk to children, causing more deaths and injuries than any other single cause. A coalition of more than 140 private and public organizations assists in planning and implementing SAFE KIDS activities. As part of the Minnesota SAFE KIDS program, MSC has authored and distributed "how-to" manuals in the areas of bike safety, community safety camps, and traffic/pedestrian safety. The Minnesota Safety Council also 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 600 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 and 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 by 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 on childhood injury prevention issues. 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-visuals, 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

444 Cedar Street, Suite 100, St. Paul, MN 55101
Don Davis, acting commissioner (612) 282-6565
Fred Petersen, deputy commissioner



Minnesota Statutes, Chapters 12, 168-71, 299A-299I, 340; Minnesota Rules 7400-7599

The mission of the Department of Public Safety is to protect people and property in Minnesota through prevention, regulation, enforcement, information and service. The agency is one of the most diverse in state government with 11 operational divisions and several staff offices offering support services.

In 1987, The Emergency Response Office was created in June, 1986, and an Emergency Response Commission (ERC) was created on July 1, 1989. The ERC became affiliated with the Division of Emergency Management in 1992.

Background

The Department of Public Safety was established on July 1, 1970 as part of a larger state government reorganization plan. That plan sought to reduce the number of departments, consolidate similar functions, and provide greater efficiency and service to the people of Minnesota.

Legislation authorizing the governor to appoint a State Fire Marshal was signed into law April 19, 1905. Funding for the position came from a tax on insurance companies. In 1913, a new Fire Marshal's Department was created and in 1919, the appointing authority was given to the Commissioner of Insurance. In 1970, the State Fire Marshal Division was created as part of the newly-formed Department of Public Safety. In 1975, the legislature authorized the adoption of the Minnesota Uniform Fire Code. In 1978, the hotel/motel/resort inspection program began. In 1990, the school inspection program began.

The Bureau of Criminal Apprehension (BCA) was created by the legislature in 1927 and placed under the Office of Attorney General. The Division of Statistics, the forerunner of the Criminal History and Identification Services section, was added in 1935 as were personnel and full police power for the bureau's agents. In 1947, the BCA Laboratory became operational, making chemical analysis and microscopic study of evidence possible. In 1962 the bureau moved to its present location at 1246 University Avenue in St. Paul's Midway area. The Gambling Enforcement Division was created by the legislature and began functioning August 1, 1989, and in 1993 it became affiliated with the BCA. Today the bureau has approximately 200 employees in 11 field offices, and its laboratory is recognized as one of the most advanced in the world.

The Office of Pipeline Safety (OPS) was created by the legislature in 1987 following a tragic pipeline explosion in Mounds View, which killed two people and injured several others. In 1991, the Federal Office of Pipeline Safety granted the Office of Pipeline Safety interstate agent status, giving OPS the responsibility of inspecting all pipelines crossing the Minnesota border. Minnesota is one of only a few states nationwide with this level of inspection authority. In addition to its pipeline activities, OPS is affiliated with Gopher State One-Call as the enforcement authority for the Call Before You Dig law. In 1994, the Office of Pipeline Safety became affiliated with the State Fire Marshal Division.

Crime Victim Services is made up of the Minnesota Crime Victim and Witness Advisory Council, the Office of Crime Victims Ombudsman and Minnesota's Crime Victims Reparations Program. The advisory council was created by the legislature in 1985 to serve as the statewide advocate for victims. The ombudsman's office was also created in 1985 to ensure compliance with statutory protections for crime victims and to provide a centralized source of information and referral for crime victims. It was the first office of its kind in the nation. The reparations program was established to assist crime victims in Minnesota with their financial losses. In 1996, the legislature considered ways to consolidate victims services and ombudsman functions to provide better service to citizens.

In December, 1934, the 21st amendment was ratified ending prohibition. That same month the Minnesota Legislature was called into special session to pass the Minnesota Liquor Control Act, which, among other things, established the Minnesota Liquor Control Commission. The commission began with nine employees and was located in the house chambers of the State Capitol. The commission's first arrest came on February 9, 1935 for a violation of the Liquor Control Act. The commission was abolished in 1970 when the Liquor Control Division was established in the newly-formed Department of Public Safety.

The first motor vehicle license plates were issued in Minnesota in 1902, thus marking the unofficial beginning of Driver and Vehicle Services. In 1917, the Office of Commissioner of Highways was established. Legislation regarding driver's licenses took effect March 1, 1934. The first driver exam school was held in 1947 and driver examining began a year later in 1948. The Motor Vehicle Division was administered by the Secretary of State's Office until 1970, when it became part of the newly-formed Department of Public Safety. On February 15, 1972, what was then the Driver License Division was consolidated with the Motor Vehicle Services Division. On December 16, 1974, the two were again split, and in January, 1977, they were rejoined as the Driver and Vehicle Services Division.

On July 1, 1929, the Minnesota Highway Patrol was formed as part of the Minnesota Highway Department. A total of nine officers were appointed. In 1930, the first training school was held at Chief Earle Brown's farm. In 1934, the color of the patrol's uniform was changed to maroon and gold. In 1943, the first radios were purchased and used. Motorcycles were retired from patrol service in 1949. In 1959, the patrol purchased its first airplanes for traffic law enforcement. The patrol became a division of the newly-formed Department of Public Safety in 1970. In 1974, the Highway Patrol was reorganized and its name changed to the Minnesota State Patrol.

The Division of Emergency Management had its beginnings as the Department of Civil Defense, which was formed in 1951. It became the Division of Civil Defense in 1970 as part of the newly-formed Department of Public Safety. In 1974, the division was renamed Emergency Services in recognition of its expanding role in dealing with natural disasters and issues surrounding Minnesota's nuclear power plants. It was renamed the Division of Emergency Management

The Capitol Security Division began in 1964 as a section within the Department of Administration's Public Property Division. Initially the unit's main duties consisted of fire watches, locking or unlocking buildings, and parking enforcement. It became the Capitol Security Division when it joined the Department of Public Safety in 1970.

The Office of Traffic Safety actually began as the Office of Highway Safety Planning and Research in the Minnesota Highway Department in 1968. It moved over to the newly-formed Department of Public Safety in 1970 and was located as part of the Commissioner's Office. Its name was changed to the Office of Traffic Safety in 1974, and it was still considered an ancillary service. In 1978, the Office of Traffic Safety became a fully operational division within the Department of Public Safety.

Office of Public Education and Media Relations

(612) 296-6652 **Cathy Clark, director.** The office provides information and educational services and programs on behalf of the department to the citizens of Minnesota. The office has a wide variety of printed material, including the *Minnesota Driver's Manual*, all available without cost upon request. The office also operates a 24-hour toll free media information hotline which provides up to the minute information about public safety issues and concerns. The media information hotline can be reached at (612) 282-2555 or 1-800-PS-SAFE-1. The fax number is (612) 215-1111.

Office of Fiscal and Administrative Services

(612) 296-6994 **Frank Ahrens, director.** The office of Fiscal and Administrative Services provides budgeting, 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 provides storage for department records and it manages the department record retention schedules and the consumable and fixed asset inventory records. The section also maintains the Annual Performance Report.

Bureau of Criminal Apprehension

(612) 642-0610 **Nicholas V. O'Hara, 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 investigations, forensic laboratory analyses, criminal history record information and police training and development.

The **Criminal Justice Information Systems (CJIS) Section** manages a series of computerized information systems which index criminal justice information concerning crimes and criminals of state and national interest. The systems include the Computerized Criminal History (CCH) which is the central repository for records on individuals arrested in the state. This unit also manages the Midwest Automated Fingerprint Identification Network (MAFIN) which facilitates the searching, matching and identification of fingerprints of arrested individuals as well as crime scene latent prints. CJIS includes the statewide hot files which contain statewide information on wanted and missing persons and stolen property such as vehicles and guns. CJIS also collects statistical information concerning the occurrence of crime in Minnesota through the Criminal Justice Reporting System (CJRS) and compiles that data into management reports for local law enforcement and publication in the Minnesota Crime Information book. This data is also reported to the FBI Uniform Crime Reporting System for national compilations of crime statistics.

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 recently received national accreditation by the American Society of Crime Laboratory Directors (ASCLD) and is a national leader in forensic DNA data banking and analysis. The laboratory has the enviable distinction of securing the first two cold hits on violent crimes in the entire nation.

The **Investigative Section** provides investigative services to other law enforcement agencies. Priority investigative assistance includes crime scene processing, homicides, crimes against children, narcotics



investigations and the state's marijuana eradication program. Financial crimes, criminal internal affairs and law enforcement technical assistance are also offered statewide. Eleven investigative field offices are located throughout the state and are staffed with special agents with statewide jurisdiction.

The **Training and Development Section** conducts specialized training for law enforcement officers 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 and improving students self esteem by law enforcement, schools, students and parents.

Citizen participation and appointment: (For more information see pages 1 and 272). The **D.A.R.E. Advisory Council** (*Minnesota Statutes* 299A.331) works to expand the DARE program throughout the state. It develops advisory policies and procedures to guide local communities in the operation of DARE and works with the Bureau of Criminal Apprehension in maintaining appropriate training and teaching standards. The council consists of 17 members including the attorney general serving as chair; the commissioner of public safety; the commissioner of children, families and learning; three representatives of law enforcement appointed by the commissioner of public safety; three representatives of education appointed by the commissioner of children, families and learning; 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. **Appointing Authority:** Governor, public safety; children, families and learning; POST Board. **Compensation:** None. (612) 296-6196.

The **Gambling Enforcement Division** is responsible for criminal investigations relating to the Minnesota Lottery, parimutuel horse racing, lawful gambling and illegal gambling and provides training to local law enforcement agencies on how to conduct those investigations as well. 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.

Minnesota Crime Watch provides information, assistance and a 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**
(612) 296-2000. 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 requests made by phone are made to an information service center. Contact the Driver and Vehicle Services Division, 120 Transportation Building, 395 John Ireland Blvd., St. Paul, MN 55155.



Internal Agency Administrator

(612) 296-2000 **Alice Gonzalo.** This area is responsible for processing applications filed with other offices for motor vehicle registrations and titles and filed at all offices for driver licenses. This area maintains driver and vehicle records, oversees records management, data practices and data processing requests. Division internal audit, payroll, personnel expeditors, and processing purchasing are included in this area.

Vehicle Title and Registration

(612) 296-2902 Michael Ryan, program manager. 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 monies or 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 Customer Services Section below.

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.

Another function of this section is the licensing of motor vehicle dealers. Cost of the license - \$153.50. If applying after June 30th - \$103.50. Annual renewal fee - \$103.50. Boat/snowmobile trailer dealer - \$13.50. All licenses expire December 31st and must be renewed annually.

This section is also responsible for the appointment of Deputy Registrars. In addition, it also provides procedural information to the Deputy Registrars.

Record and Information Management

(612) 297-3049 or 297-1714 Carl E. Peaslee, program manager. The section is responsible for the printing of certificates of title, mailing of motor vehicle registration renewal documents, processing of mail for the division, driver license file activities and microfilming of motor vehicle and driver license documents. The section is also responsible for providing information, for a fee, to the public from both the driver license and motor vehicle databases. Information is available in bulk lists, computer tapes and/or mailing labels, and dial-up connections using a PC and a telephone modem. Fees are variable depending on the type of information requested and the output methods.

Licensing, Records and Control Section

(612) 297-2442 Pierre Carpenter, program manager. 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.

ID Cards

Persons may apply for state picture ID cards wherever driver's licenses can be renewed. ID cards cost \$12.50, require a birth or baptismal certificate, or passport, and are mailed to applicants.

Organ Donors for Transplants

While applying for, renewing, or obtaining a duplicate driver's license or ID card, a person may elect to donate his/her organs for transplants. When a person has made the decision to become a donor, they indicate so on the driver's license application. Their driver's license or ID card will reflect their decision. To change that classification at a later date, the individual must complete another driver's license application and indicate his wish to remove the donor designation.

While applying for, renewing, or obtaining a duplicate driver's license, or ID card, and the person has a contract on file with their attorney or doctor, they may indicate that they have a living will. To change that classification at a later date, the individual must complete another driver 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's 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 \$4.50 (\$4.00 if requested by the subject of the data) an additional \$1.00 is charged to certify the copy.

Under 21 licenses expire on the 21st birthday. Regular class A,B, and C licenses expire on the birthday four years after issuance. 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 | \$37.50 |
| Class B, valid for all single-unit vehicles | \$29.50 |
| Class CC | \$22.50 |
| Class C, valid for all single-unit and two-axle vehicles under 26,000 pounds gross weight | \$18.50 |
| Under 21 class A | \$17.50 |
| Under 21 class B | \$29.50 |
| Under 21 class CC | \$22.50 |
| Under 21 class C | \$18.50 |
| Moped (motorized bicycle) permit | \$15.00 |
| Motorcycle original | \$16.00 |
| Motorcycle renewal | \$13.00 |
| I.D. senior | \$ 9.25 |
| I.D. | \$12.50 |
| I.D. - mentally retarded, physically disabled | \$ 0.50 |
| Duplicate, all licenses and I.D. | \$ 8.00 |
| Duplicate, moped | \$ 4.50 |
| Instruction permit | \$ 9.50 |

Accident Records & No Fault

(612) 296-3279 & (612) 296-2015 Pierre Carpenter, program manager. 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 107 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 verifies 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.

Direct Services Administrator

(612) 296-2000 Jack Wildes. These sections of the division interact directly with the citizens of Minnesota by providing written and road tests for drivers, offering driver education and improvement programs, licensing instructors and monitoring commercial driver training schools and facilitating the registration of interstate trucking companies. In addition, a variety of services related to driver licensing and the registration and titling of vehicles are accessible by the public at the main office building in St. Paul.

Customer Services Section

(612) 296-6911 David Davies, program manager. This section maintains the public counter in the Transportation Building, provides information to the public concerning motor vehicle records or license plate applications, investigates errors, and refunds motor

vehicle registration tax. Its staff answers inquires concerning driver license, motor vehicle registration, division records and motor vehicle registration and sales tax. Disability parking permit applications are processed and mailed out by this section. Motor vehicle, driver license, and accident record information which is classified as public data 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 for a copy of a record is \$4.50 (\$4 if requested by the subject of the data.) For certified copies add \$1.00. Most questions are answered immediately. Record information requested by mail requires at least 10 days.

The section accepts title applications, and issues plates/stickers at the public counter, and by mail. The section also handles duplicate title and plate applications, and applications for personalized license plates. This section also assists callers whose license plates have been impounded. The section is responsible for its own record processing.

Vehicle Taxes and Fees

Add \$3.50 filing fee to charges listed below for each vehicle transaction whether conducted by mail or in person. No transactions are conducted by telephone. Sales tax is 6 1/2% of vehicle sale price in most cases. Passenger vehicles and pickup trucks are taxed on their base value with declining tax over a ten year period. Minimum tax is \$35.00. All other trucks, trailers, recreational vehicles and buses are taxed on the basis of gross weight. Taxes and fees are:

| | |
|----------------------------------|---------------------------------|
| Citizen Band Plates | \$10.00 plus annual tax |
| Amateur Radio Operators | \$10.00 plus annual tax |
| Classic Car Tax | \$25.00 |
| Collector-Type Vehicle Tax | \$25.00 |
| Street Rod Vehicle Tax | \$25.00 |
| Pioneer (antique) Car Tax | \$25.00 |
| Personalized Plates | \$100.00 plus annual tax |
| Veteran License Plates (various) | \$10.00, plus annual tax |
| Motorcycle Tax | \$10.00 per year |
| Motorized Bicycle Tax | \$6.00 per year |
| Semi-Trailer | not taxed |
| Disability Plates - no charge | \$12.00 reduction of annual tax |

Contact the Division for information about additional special license plates that are available. Fees are:

| | |
|---|--------------------------------------|
| Title Fee - \$2.00 | Duplicate Title - \$4.00 |
| File Lien on Title - \$2.00 | Duplicate Registration Card - \$1.00 |
| New or Replacement License Plate Fee - \$2.50 | |
| Reassignment of Security Interest - \$1.00 | |
| Amend a Registration - \$3.00 | |

Contact the Division for complete fee information.

Partial Pay Section Y Class Vehicles

(612) 296-6911

Prorate and Reciprocity Section

(612) 296-2138 **Marilyn Gaiovnik, program manager.** The section issues plates/stickers and fuel licenses and decals for the International Fuel Tax Agreement (IFTA) 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 \$3.50 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.).

Prorate Vehicles Only

(612) 296-2138

Sue Alvarez, supervisor. The section registers Minnesota intrastate trucks and truck-tractors with an annual tax greater than \$400.00 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 \$400.00 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 Evaluation Section

(612) 296-2025 **Rollie Hunter, chief evaluator.** The section interviews individuals whose record warrants possible license suspension, cancellation, 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 several locations outside the Twin Cities area 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 necessary 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 during normal office hours; 8:00 a.m. to 4:30 p.m.

Driver Examining/Dealer & Vehicle Inspections Section

(612) 296-2005 **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 the *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 of \$2.50 for motorcycle, school bus, hazardous materials, double/triple trailer combination, passenger, and tank vehicle endorsement tests. A reinstatement fee of \$30.00 is required on all non-alcohol related revocations. A reinstatement fee of \$260.00 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.

This section conducts field inspections of all motor vehicle dealers, checks books, files and records pertaining to the purchase, held for resale and sale of all new and used vehicles. The staff also inspects salvage and reconstructed vehicles for identification numbers prior to titling.

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, 1995. 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

St. Paul, 1600 University Ave.
Monday through Friday, 8:00 a.m. to 6:30 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, Chaska, Owatonna, Willmar, Mankato, Rochester, St. Paul, St. Cloud and Virginia, all stations are closed 12 noon until 1:00 p.m. Fergus Falls, Marshall, Stillwater, and Windom are closed 12 noon 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.

| | | |
|--|------------------------|-------------------------|
| Ada - Law Enforcement Center | 2nd & 4th Friday | 9:30 a.m. to 3:30 p.m. |
| Aitkin - Village Hall | Friday | 9:00 a.m. to 4:00 p.m. |
| * Albert Lea - Courthouse | Thursday, Friday | 8:00 a.m. to 4:30 p.m. |
| * Alexandria - 700 Cedar | Monday, Tuesday | 8:00 a.m. to 5:00 p.m. |
| +* Anoka - 530 W. Main St. | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| +* Austin - 304 1st Ave. NE | Mon., Tues., Wed. | 8:30 a.m. to 4:30 p.m. |
| Bagley - Courthouse | Wednesday | 9:00 a.m. to 4:30 p.m. |
| ** Baudette - V.F.W. Club | 1st, 3rd, 5th Thursday | 10:00 a.m. to 2:30 p.m. |
| +* Bemidji - Union Square, 111 2nd St. | Tues., Thurs., Fri. | 8:00 a.m. to 4:30 p.m. |
| Benson - Courthouse | Thursday | 8:30 a.m. to 4:00 p.m. |
| Blue Earth - City Library | Thursday | 8:30 a.m. to 4:30 p.m. |
| * Brainerd - City Hall | Monday, Tuesday | 8:00 a.m. to 5:00 p.m. |
| Breckenridge - Courthouse | 2nd & 4th Tuesday | 9:00 a.m. to 4:00 p.m. |
| * Buffalo - Courthouse | Tues., Wed. | 8:30 a.m. to 4:30 p.m. |
| * Caledonia - Courthouse | Thursday | 9:00 a.m. to 4:00 p.m. |
| * Cambridge - Fire Hall | Tuesday | 8:30 a.m. to 4:30 p.m. |
| * Chaska - 418 Pine St. S. | Mon. through Fri. | 8:30 a.m. to 5:00 p.m. |
| Crookston - Courthouse | Thursday | 9:00 a.m. to 4:00 p.m. |
| * Detroit Lakes - Courthouse Annex | Monday | 8:00 a.m. to 5:00 p.m. |
| +* Duluth - 4212 Grand Ave. | Monday | 8:00 a.m. to 6:30 p.m. |
| Duluth | Tues. through Fri. | 8:00 a.m. to 4:30 p.m. |
| * East Grand Forks - City Hall | Wednesday | 9:30 a.m. to 3:30 p.m. |
| Elbow Lake - Courthouse | 2nd & 4th Wed. | 8:30 a.m. to 4:30 p.m. |
| Elk River - County Gov t. Center | Thursday | 8:30 a.m. to 4:30 p.m. |
| Ely - Gov t. Service Bldg. | Monday | 9:30 a.m. to 4:00 p.m. |
| * Fairmont - 310 Downtown Plaza | Monday, Tuesday | 8:00 a.m. to 4:30 p.m. |
| * Faribault - Town Square | Monday, Tuesday | 8:00 a.m. to 4:30 p.m. |
| +* Fergus Falls - Armory | Monday, Tuesday | 8:00 a.m. to 4:30 p.m. |
| ** Foley - City Hall | 1st Tuesday | 8:30 a.m. to 4:30 p.m. |
| Gaylord - Courthouse Annex | 1st, 3rd & 5th Fri. | 9:00 a.m. to 4:00 p.m. |
| Glencoe - Courthouse | Wednesday | 9:00 a.m. to 4:30 p.m. |
| Glenwood - 11 E. Minnesota Ave. | 2nd, 4th Thursday | 8:30 a.m. to 4:30 p.m. |
| ** Grand Marais - Courthouse | 2nd, 4th Tuesday | 8:00 a.m. to 2:30 p.m. |
| Grand Rapids - 1121 4th Ave. SE | Mon., Tues., Wed. | 8:00 a.m. to 4:30 p.m. |
| Granite Falls - Fire Station | 2nd, 4th Friday | 9:00 a.m. to 4:00 p.m. |
| ** Hallock - Courthouse | 2nd, 4th Tuesday | 9:30 a.m. to 3:30 p.m. |
| +* Hastings - 427 Vermillion | Mon., Tues., Thurs. | 8:00 a.m. to 5:00 p.m. |
| Hibbing - O.D.C., 1200 E. 25th St. | Thurs., Fri. | 9:00 a.m. to 4:30 p.m. |
| * Hutchinson - 111 Hassan St. S. | Thursday | 9:00 a.m. to 4:00 p.m. |
| * International Falls - Civic Ctr. | Tuesday | 8:00 a.m. to 5:00 p.m. |
| Ivanhoe - Courthouse | Tuesday | 9:00 a.m. to 4:00 p.m. |
| Jackson - Courthouse | Friday | 9:00 a.m. to 4:00 p.m. |
| LeCenter - Courthouse | Wednesday | 8:30 a.m. to 4:30 p.m. |
| * Lindstrom - Community Ctr. | Tuesday | 8:30 a.m. to 4:00 p.m. |

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| * Litchfield - Armory | Tuesday | 9:00 a.m. to 4:30 p.m. |
| * Little Falls - Courthouse | Wed., Thurs. | 8:30 a.m. to 4:00 p.m. |
| Long Prairie - V.F.W. Club | Friday | 9:00 a.m. to 4:00 p.m. |
| Luverne - Cty. Hwy. Bldg. | Wednesday | 8:30 a.m. to 4:00 p.m. |
| Madison - Old High School | 1st, 3rd, 5th Wed. | 9:00 a.m. to 4:00 p.m. |
| Mahnomen - Courthouse | 1st, 3rd, 5th Fri. | 9:00 a.m. to 4:00 p.m. |
| +* Mankato - 1002 Belle Ave. | Mon., Tues., Wed. | 8:00 a.m. to 5:00 p.m. |
| Marshall - Armory, So 2nd & 4th St. | Monday | 8:00 a.m. to 4:30 p.m. |
| Milaca - Gov t. Bldg. | Wednesday | 8:30 a.m. to 4:30 p.m. |
| +* Minneapolis - South Metropolitan Station - 2070 Cliff Rd., Eagan 55122 | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| Montevideo - Courthouse | 1st, 3rd, 5th Fri. | 9:00 a.m. to 4:00 p.m. |
| * Moorhead - Courthouse | Wed., Thurs., Fri. | 9:00 a.m. to 4:00 p.m. |
| * Mora - Municipal Bldg. | Friday | 8:00 a.m. to 5:00 p.m. |
| Morris - Eagles Bldg. | 1st, 3rd, 5th Thurs. | 9:00 a.m. to 4:00 p.m. |
| New Ulm - 1117 Center St. | Thursday | 8:30 a.m. to 4:30 p.m. |
| +* North Metropolitan Station - (St. Paul), 35W & Co. Rd. I Arden Hills | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| * Olivia - Courthouse | Wednesday | 9:00 a.m. to 4:30 p.m. |
| Ortonville - Armory | 2nd, 4th Wed. | 9:30 a.m. to 3:30 p.m. |
| * Owatonna - Four Seasons Bldg. Fair Grounds | Thursday | 8:30 a.m. to 4:30 p.m. |
| Park Rapids - 900 E. 1st St. | Tuesday | 9:00 a.m. to 4:00 p.m. |
| * Paynesville - City Hall | Thursday | 9:00 a.m. to 4:30 p.m. |
| Pine City - Village Hall | Monday | 8:30 a.m. to 4:30 p.m. |
| Pipestone - Courthouse | Thursday | 9:00 a.m. to 3:30 p.m. |
| +* Plymouth (West Metropolitan Station), 2455 Fernbrook Lane | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| Preston - Fire Hall | Friday | 9:00 a.m. to 4:00 p.m. |
| Red Wing - Courthouse | Wednesday | 8:30 a.m. to 4:30 p.m. |
| Redwood Falls - Courthouse | Thursday | 9:00 a.m. to 4:00 p.m. |
| +* Rochester - 506 1st Ave. NE | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| ** Roseau - Library | Friday | 9:30 a.m. to 3:30 p.m. |
| * Sandstone - Village Hall | Thursday | 8:30 a.m. to 4:00 p.m. |
| * Sauk Centre - Armory | Wednesday | 9:00 a.m. to 4:00 p.m. |
| +* South Metropolitan Station - 2070 Cliff Rd., Eagan 55122 | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| Slayton - Courthouse | Friday | 8:30 a.m. to 4:15 p.m. |
| +* St. Cloud - 2104 8th St. N. | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| * St. James - Courthouse | Wednesday | 8:30 a.m. to 4:30 p.m. |
| +* St. Paul - (North Metropolitan Station), 35W & Co. Rd. I, Arden Hills | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| * Stillwater - River Heights Plaza | Wednesday | 8:00 a.m. to 4:30 p.m. |
| Thief River Falls - Courthouse | Monday | 8:00 a.m. to 5:00 p.m. |
| Two Harbors - Community Center | Friday | 9:00 a.m. to 4:00 p.m. |
| +* Virginia - State Trans. Bldg. | Wed., Thurs., Fri. | 8:00 a.m. to 4:30 p.m. |
| Wabasha - Courthouse | Monday | 9:00 a.m. to 4:00 p.m. |
| * Wadena - Armory | Wed., Thurs. | 9:00 a.m. to 4:00 p.m. |
| Walker - Library | Monday | 9:00 a.m. to 4:00 p.m. |
| Warren - Courthouse | 1st, 3rd, 5th, Tues. | 9:00 a.m. to 4:30 p.m. |
| Waseca - County Security Bldg. | Friday | 8:30 a.m. to 4:30 p.m. |
| +* West Metropolitan Station - 2455 Fernbrook Lane, Plymouth | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| Wheaton - Courthouse | 1st, 3rd, 5th Wed. | 9:00 a.m. to 4:00 p.m. |
| * Willmar - 620 W. Litchfield, Suite 102 | Mon., Fri. | 8:00 a.m. to 4:30 p.m. |
| Windom - Law Enforcement Ctr. | Monday | 8:30 a.m. to 4:00 p.m. |
| * Winona - 157 W. Third | Tues., Wed. | 8:00 a.m. to 5:00 p.m. |
| * Worthington - 916 Diagonal Rd. | Tuesday | 8:00 a.m. to 5:00 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.

| | | |
|---|---------------------------|-------------------------|
| Apple Valley - 15026 Glazier | Mon. through Fri. | 8:30 a.m. to 6:00 p.m. |
| | Saturday | 9:00 a.m. to 12:30 p.m. |
| Blaine - 11000 Hwy. 65 | Mon through Fri. | 8:00 a.m. to 2:00 p.m. |
| Bloomington - 1700 W. 98th St. | Monday | 8:00 a.m. to 7:00 p.m. |
| | Tues.-Fri. | 8:00 a.m. to 5:30 p.m. |
| Brooklyn Center | Tuesday | 9:00 a.m. to 8:00 p.m. |
| Brookdale | Wed., Thurs., Fri. | 9:00 a.m. to 6:00 p.m. |
| 6125 Shingle Creek Pkwy. | Saturday | 8:00 a.m. to 2:00 p.m. |
| Burnsville - AAA Office | Mon., Tues., Wed., Fri. | 8:00 a.m. to 6:00 p.m. |
| 7 Traveler's Trail | Thursday | 8:00 a.m. to 8:00 p.m. |
| Highway 13 | Saturday | 9:00 a.m. to 3:00 p.m. |
| Chaska | Mon. through Fri. | 9:00 a.m. to 5:00 p.m. |
| 418 Pine St. S. | Saturday | 9:00 a.m. to 12 noon |
| Columbia Heights | Mon. through Fri. | 8:00 a.m. to 5:30 p.m. |
| 3982 Central Ave. NE | Saturday | 8:00 a.m. to 2:00 p.m. |
| Cottage Grove | Monday | 8:30 a.m. to 8:00 p.m. |
| 7163 E. Pt. Douglas Rd. | Tues. Through Fri. | 8:30 a.m. to 5:00 p.m. |
| | Saturday | 9:00 a.m. to 12 noon |
| Edina | Tuesday | 9:00 a.m. to 8:00 p.m. |
| Southdale Regional Library | Wed., Thurs., Fri. | 9:00 a.m. to 6:00 p.m. |
| 7009 York Ave. S. | Saturday | 8:00 a.m. to 2:00 p.m. |
| Forest Lake | Mon, Wed., Fri. | 8:00 a.m. to 4:30 p.m. |
| 368 S. Lake St. | Tues., Thurs | 8:00 a.m. to 6:00 p.m. |
| Hastings - County Gov't. Center | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| Lakeville | Mon. through Fri. | 8:00 a.m. to 6:00 p.m. |
| 207080 Holyoke | Saturday | 9:00 a.m. to 1:00 p.m. |
| Maple Grove | Tuesday | 10:00 a.m. to 8:00 p.m. |
| 13720 Grove Drive | Wed., Thurs., Fri. | 10:00 a.m. to 6:00 p.m. |
| | Saturday | 9:00 a.m. to 3:00 p.m. |
| Maplewood - 1830 E. Cty. Rd. B | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| Minneapolis - County Gov't. Ctr. | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| Minnetonka | Tuesday | 9:00 a.m. to 8:00 p.m. |
| Ridgedale | Wed., Thurs., Fri. | 9:00 a.m. to 6:00 p.m. |
| 12601 Ridgedale Dr. | Saturday | 8:00 a.m. to 2:00 p.m. |
| Prior Lake - 14125 Commerce Ave. | Mon. through Fri. | 9:00 a.m. to 6:00 p.m. |
| Hwy. 13 & Co. Rd. 42 | Saturday | 8:00 a.m. to 12 noon |
| Roseville | Mon. through Fri. | 7:30 a.m. to 6:00 p.m. |
| 2701 N. Lexington Ave. | Saturday | 8:00 a.m. to 2:00 p.m. |
| St. Louis Park - AAA | Mon. through Fri. | 8:00 a.m. to 6:00 p.m. |
| 5400 Auto Club Way | Saturday | 9:00 a.m. to 1:00 p.m. |
| St. Paul - Courthouse, Rm. 110 | Mon. through Fri. | 8:00 a.m. to 4:30 p.m. |
| St. Paul - Sears Rice St. Store | Mon. through Fri. | 9:00 a.m. to 7:30 p.m. |
| 425 Rice St., 2nd Floor | Saturday | 9:00 a.m. to 4:30 p.m. |
| South St. Paul | Monday | 8:30 a.m. to 8:00 p.m. |
| Municipal Bldg. | Tues. through Fri. | 8:30 a.m. to 5:00 p.m. |
| 125 3rd Ave. N. | Saturday | 9:00 a.m. to 12 noon |
| Stillwater | Mon., Tues., Thurs., Fri. | 8:00 a.m. to 4:00 p.m. |
| River Heights Plaza | Wednesday | 8:00 a.m. to 7:30 p.m. |
| 1520 W. Frontage Rd. | Saturday | 8:00 a.m. to 11:30 a.m. |
| White Bear Lake | Mon. through Fri. | 8:00 a.m. to 5:00 p.m. |
| 4701 Highway 61 | Saturday | 8:30 a.m. to 12 noon |
| Woodbury | Mon., Wed. | 8:00 a.m. to 6:30 p.m. |
| City Hall | Tues., Thurs., Fri. | 8:00 a.m. to 4:30 p.m. |

Minnesota Crime Victim and Witness Advisory Council

(612) 282-6978 Statewide toll free: 1-800-247-0390

Sara Schlauderaff, director. 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. It is located at 444 Cedar St., Suite 100-C, St. Paul, MN 55101.



The 16-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 quarterly, and are open to the public.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Crime Victim and Witness Advisory Council** (*Minnesota Statutes* 611A.70) 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 16 members, including two members of the Minnesota Legislature who have demonstrated expertise and interest in crime victim issues, one appointed by the senate, one appointed by the house of representatives, one district court judge recommended by the chief justice of the supreme court; one county attorney recommended by the Minnesota County Attorney's Association; one public defender recommended by the state 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; and a member appointed by the Minnesota General Crime Victims Coalition. The appointments should take into account sex, race and geographic distribution. The council meets quarterly. **Appointing Authority:** Commissioner of public safety. **Compensation:** None. Department of Public Safety, 211 Transportation Building, St. Paul, MN 55155. (612) 296-6642.

Office of Crime Victim's Ombudsman

(Statewide toll-free: 1-800-247-0390)

(612) 282-6258 The Office of Crime Victims Ombudsman (OCVO) offers assistance to crime victims who believe their rights have been violated, or who believe the criminal justice system has treated them unfairly. The office conducts impartial investigations of elements of the criminal justice system excluding the judiciary. The goal of the office is to ensure compliance with the statutory rights of crime victims, and to promote fair and proper treatment of crime victims in Minnesota. It is located at 444 Cedar Street, Suite 100-C, Town Square, St. Paul, MN 55101

In addition to investigations, the OCVO serves as a comprehensive source of referrals and information for crime victims. Information about statewide services available to crime victims may be obtained by calling the OCVO's toll-free telephone number. The office reaches the public by offering crime victims rights training, attending public speaking engagements, and exhibiting a booth at community resource fairs, crime forums, health and safety fairs, and colleges throughout the state.

To file a complaint, or to request information regarding other services, a person may contact the office directly. The toll-free telephone number operates 24 hours a day. Speaking appearances, participation in community events, and training opportunities are available year round.

Office of Personnel

(612) 296-2905 DeLinda Hastie, director. The office is responsible for recruitment and screening of job applicants; development and administration of civil service tests; and employee compensation, classification, benefits, and professional development and training. Interested applicants can request information about current job openings within the department and the application process by calling or stopping at the Office of Personnel (444 Cedar St., Town Square, St. Paul, MN.) Information regarding upcoming tests for all state positions is available through the Department of Employee Relations, 2nd Floor Centennial Building, 658 Cedar St., St. Paul, MN, (612) 296-2616.

Office of Traffic Safety

(612) 297-4860 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, occupant protection (seat belt) programs, 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **School Bus Safety Advisory Committee** (*Laws of 1994*, Chapter 647) shall report to the governor and legislature on issues of school bus safety. The committee consists of 17 members including: the commissioner of the Department of Children, Families and Learning, the commissioner of the Department of Human Rights or designee, a county or city attorney, a representative of the state patrol, a school board member, a school superintendent, two school bus drivers, one representing the metropolitan area and one representing greater Minnesota, two school transportation contractors, one representing the metropolitan area and one representing greater Minnesota, two school transportation safety directors, one representing the metropolitan area and one representing greater Minnesota. The commissioner of public safety, in consultation with the commissioner of children, families and learning, shall appoint these members. The governor shall appoint five public members, including at least four parents of children who ride a school bus, among them a parent of a child with a disability. The public members shall be geographically representative. The commissioner of public safety or designee shall chair the committee. The committee shall meet quarterly or as required by the chair. Call for location and schedule. **Appointing Authority:** Governor, Commissioner of public safety. **Compensation:** \$55 per diem plus expenses.

The 24-hour numbers are 649-5451, or
if calling long-distance, 1-800-422-0798.

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, including Response for Nuclear Power Plants and 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 program 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 Mankato, St. Paul, 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.

Emergency Response Commission

(612) 297-7372 Paul Aasen, director. The commission directs the implementation of the Emergency Planning and Community Right-to-Know Act. The commission is a 22-member organization appointed by the governor, which includes representatives of fire, law enforcement, medical services, business and industry, labor, emergency managers, 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. 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, are reportable. 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 via modem. The public can view the information at designated county libraries and through the commission.



Citizen participation and appointment: (For more information see pages 1 and 272). The **Emergency Response Commission** (*Minnesota Statutes* 299K.03 as amended by *Laws of 1994*, Chapter 584) coordinates the implementation of the federal Emergency Planning 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 22 members, including the commissioners of the Departments of Public Safety, Health, Agriculture, and Pollution Control Agency; and 18 members (four from outside the metro area) to be appointed by the governor to include on 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, emergency managers, three representatives of community groups or the public, four representatives from business and industry, at least one of whom must represent small business. Members must file with the Ethical Practices Board. Commission meetings are held on the second Thursday of each month from 9:30 a.m. to 12:00 noon. The meetings are generally held in the State Office Building or in B-5 Capitol Building (during legislative session). **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. B-5 State Capitol Building, St. Paul, MN 55155. (612) 643-3000.

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 1993, 534 facilities reported releases of 72.4 million pounds. This information provides a basis for tracking pollution prevention initiatives in the state. Annual summary reports are available through the commission.

State Fire Marshal Division

(612) 215-0500 **Thomas R. Brace, state fire marshal.** The State Fire Marshal Division exists to reduce the tragic loss of lives and property from fire through investigation, inspection, plan review, information, education and hazardous materials response activities.

The **Fire Investigation Activity** provides local fire and police officials with technical assistance in probing a scene to determine cause of fires: collects samples for testing for accelerant; provides expertise in arson fires to prepare the case for prosecution; and provides training for police and fire officials on fire scene investigations. Arson is the second leading cause of fire in Minnesota and the leading cause of fire dollar loss and is a targeted priority in the division.

The division has responsibility for fire and life safety inspections, an activity that provides Minnesota citizens with a minimum degree of fire safety in buildings mandated for fire safety inspection including school (K-3), hotels/motels/resorts, health care facilities, and day care homes and centers. The **Enforcement Activity** identifies violations, both state and federal and assures that corrections are made in a prompt



and appropriate manner; provides consultation with building managers/owners regarding corrections alternatives; and provides training services for facilities personnel regarding fire prevention and evacuation procedures.

The **Code Specialties Activity** includes a team of individuals to answer phone requests from the public, business community, and architecture and construction communities regarding code interpretations. Hundreds of calls are fielded each week.

The division has regulation responsibility for the fire sprinkler protection community. The activity ensures that contractors, designers, and installers of automatic fire protections systems are competent, and trained, systems are installed to maximize the life safety aspects for the people who work or reside in the facility, and that plan reviews and field inspections are conducted.

The **Public Fire Safety Education and Data Collection Activity** is charged with providing leadership and focus for preventing identified fire problems from recurring by encouraging behaviors that reduce the risk from fire. Specific factors identified by the Minnesota Fire Incident Reporting system are used to develop educational programs for the public to reduce the loss of life and property from fire.

The **Hazardous Material Response Activity** in conjunction with the Division of Emergency Management is responsible for response and chemical assessment teams strategically located throughout the state. This activity assures that prompt and appropriate response measures are instituted to control and/or eliminate the danger of life, property, and the environment.

All division deputies offer local fire safety presentations to local groups and participate in various statewide fire schools and association meetings. For information or to request a speaker, contact the State Fire Marshal Division. There are no forms required or fees for this service.

Office of Pipeline Safety

(612) 296-9636 **Charles Kenow, administrator.** 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Pipeline Safety Advisory Council** (*Minnesota Statutes* 299J.06) 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. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses. (612) 296-6642.

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 444 Cedar St., Suite 100-N, Town Square, St. Paul, MN 55101.

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) 296-6430 **Marlene Kjelsberg, division coordinator.** 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, 444 Cedar Street, Suite 100L, 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.

| Type of License | Fee |
|---|------------|
| Manufacturers/wholesalers liquor license | \$7,500.00 |
| Wholesalers of wine license | 750.00 |
| Sacramental wine license | 25.00 |
| Brewers license | 1,250.00 |
| Import brewers license | 250.00 |
| Wholesale strong beer license | 300.00 |
| Wholesale 3.2 beer license | 10.00 |
| Common carriers of retail liquor license (duplicate) | 100.00 |
| Common carriers of retail Sunday liquor license (duplicate) | 50.00 |
| Import liquor license | 5.00 |
| Transfer of liquor, wine, wholesale and import license | 300.00 |
| | 10.00 |

Permits issued directly by this division

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|--|----------|
| 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 **Al Erickson, enforcement coordinator.** 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 444 Cedar Street, Suite 100L, 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 the office.

Price Filing and Affirmation Section

(612) 296-6979 **Al Erickson.** 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.

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 this section at 444 Cedar Street, Suite 100L, St. Paul, MN, 55101.

State Patrol Division

(612) 297-3935 **Colonel Mike Chabries, chief.** The mission of the Minnesota State Patrol is working together to ensure a safe environment on Minnesota's roadways.

The division is responsible for providing emergency first aid and traffic control in motor vehicle accident situations, enforcing all laws relating to the safe and proper use of state trunk highways and directing traffic, as necessary, on state trunk highways. The division serves warrants, legal documents and orders of the commissioner of public safety, conducts roadside inspections of all types of motor vehicles on a random basis, 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 provides assistance in accident reconstruction and safety education. Inquiries about the accident reconstruction program should be directed to the Training Academy. Anyone interested in safety talks by uniformed troopers should contact the nearest State Patrol office or the Training Academy.

In case of emergency, the State Patrol can be contacted any hour of the day or night by dialing 9-1-1.

Brainerd (218) 828-2400, 1991 Industrial Park Rd., S., Box 644, 56401

Detroit Lakes (218) 847-1550, 1000 Highway 10 W., Box 666, 56502

Duluth (218) 723-4885, 1123 Mesaba Ave., 55811

Eveleth (218) 749-9626, 1006 Highway 53, 55734

Golden Valley (612) 591-4680, 2005 N. Lilac Dr., 55422

Mankato (507) 389-1172, 501 S. Victory Dr., Box 4187, 56002-4187

Marshall (507) 537-6277, 1800 E. College Dr., Box 344B, 56258

Oakdale (612) 779-5900, 3489 Hadley Ave. N., 55128

Rochester (507) 285-7410, Highway 52 N., Box 6177, 55903

St. Cloud (320) 255-4224, 3725 - 12th St. N., Box 370, 56302

Thief River Falls (218) 681-0942, 423 Zeh St. W., Box J, 56701

Training Academy (612) 628-6970, 1900 W. County Rd. I, New Brighton, 55126



Capitol Security Division

Emergency (612) 296-2100

(612) 296-6741 Capt. Ken Urquhart, division manager.

The Capitol Security Division is responsible for providing emergency responses, crime prevention and educational programs to over 6,000 employees working in the 35 buildings and utilizing the 34 parking facilities comprising the State Capitol complex. The division accomplishes this assignment by focusing its efforts in three main categories which consist of well trained security personnel, good technology and maintaining a well informed work force.

Capitol Security consists of over 50 members who provide a wide variety of services to the Capitol complex population. Uniformed field officers provide on-site security and access control throughout the campus to minimize the risk of employees and visitors in addition to responding to all medical incidents, fire alarms and criminal situations. These uniform officers also provide over 1,500 escorts per year to individuals on the complex to minimize any risks of assault or robbery.

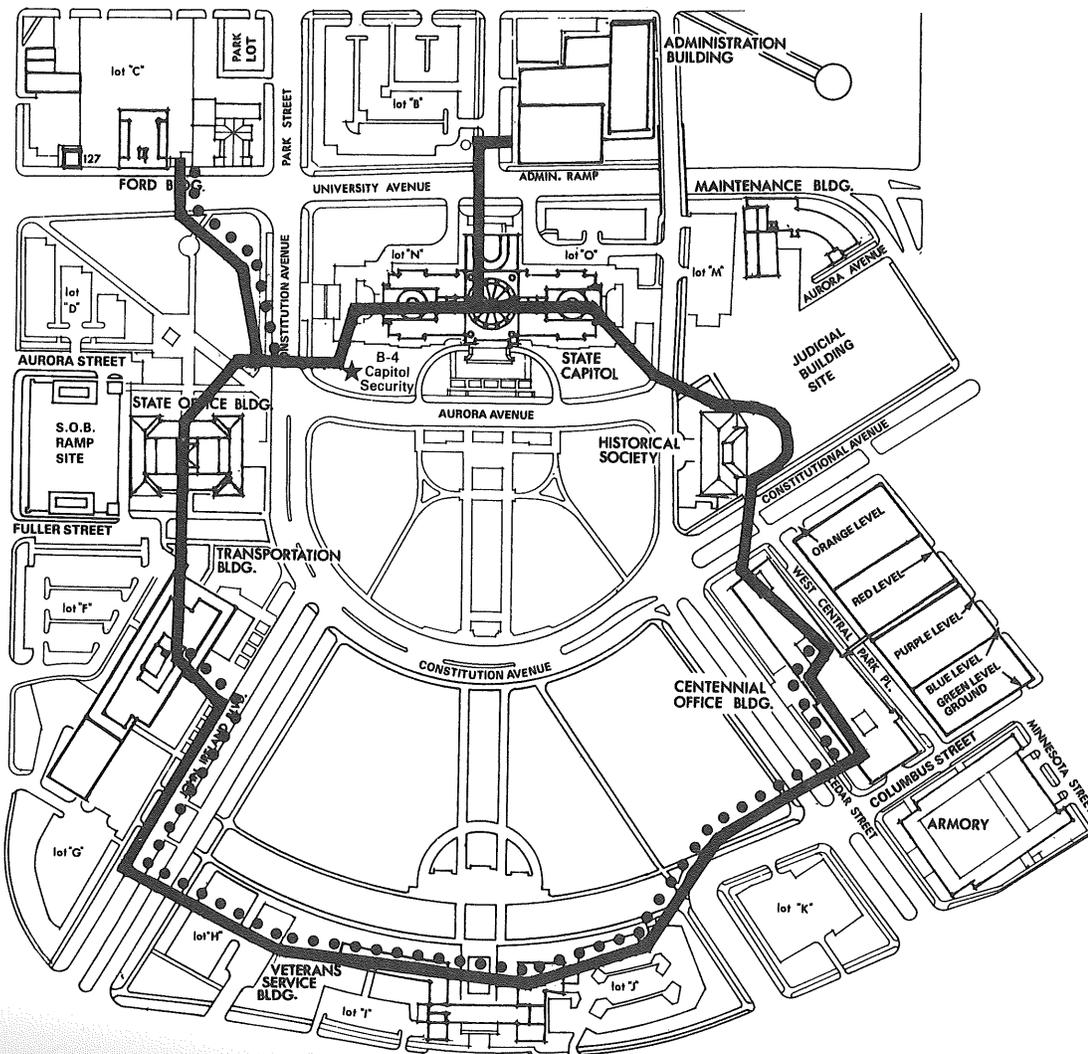


The division also furnishes security through the utilization of good technology. Over 120 closed circuit cameras and 100 emergency intercoms are in place throughout the campus and monitored in Capitol Security's operation center. Dispatchers in this unit through the video system assist uniformed officers in surveying for unusual or suspicious situations. Assistance is also provided to employees who are encouraged to activate an emergency intercom if they perceive a potentially disruptive situation or become uncomfortable with people loitering in parking lots or memorial areas. In addition, dispatchers track over 14,000 detection or control devices placed in complex facilities. This equipment consists of fire detection, environmental controls, lighting and security access control devices.

Finally, Capitol Security works toward keeping the population well informed so that individuals can make wise decisions on their own personal security. Monthly newsletters, faxes and E-mail are all used to notify employees of security services and possible security threats. Building emergency planning is also provided to facilities so that employees know what to do in the event of fire, severe weather, medical problems or other situations. The division also provides presentations and training in C.P.R., first aid, office security, and personal protection.

Through these three initiatives, Capitol Security has been successful in keeping the Capitol complex safe for all employees and the estimated 500,000 visitors who come to our state center of government each year.

For further information, contact Capitol Security's, division manager at 296-4770.



Intercoms available throughout the tunnel. Scream activated systems indicated by large dots.

Minnesota Academy of Science

408 St. Peter Street, Suite 410, St. Paul, MN 55102-1119

Susan Kafka, executive director, (612) 227-6361; FAX: (612) 227-8758

Minnesota Statutes, Section 43A.27

The Minnesota Academy of Science sponsors a variety of science programs for students and the general public.

The **Minnesota Academy of Science State Fair** and the Regional Science Fairs which support it provide recognition and encouragement for secondary school students who have completed independent scientific research. Over 400 students from all regions of the state compete for top honors which include entry in the International Science and Engineering Fair and over 100 awards from the Minnesota Academy of Science and other organizations.

Minnesota Junior Academy of Science Chapters reach students in over 30 schools and recreation centers. Students expand their interest in science through speakers, trips, inter-club events and scientific research.

The **Minnesota Academy of Science Junior Science and Humanities Symposium** draws the top high school research paper presenters from Minnesota and the Dakotas, with the top five presenters attending the National Junior Science and Humanities Symposium. Over 200 other students, teachers and judges hear the presentations and other science speakers and take part in field trips to research centers and other science facilities.

Each spring the **Annual Meeting** includes the Winchell Undergraduate Research Competition, open to any undergraduate

student in a Minnesota college, university or technical college. In addition to the juried presentations, students may also present a non-competitive poster presenting their research.

Teams from public and private school throughout Minnesota take part in the **Science Quiz Bowl** testing their knowledge in all fields of science. The winning team competes in the National Science Bowl.

The **Science Olympiad** encourages and recognizes student interest in science through classroom activities, training sessions, workshops and tournaments. These tournaments are a series of individual and team events in the various areas of science. The emphasis is on learning, participation, interaction, having fun and team spirit.

The **Journal of the Minnesota Academy of Science**, published two to three times a year, features research from Minnesota scientists, often of local scope. The abstracts of winners of the Winchell Undergraduate Research Competition are also published. It is distributed to members and libraries throughout the world.

Each fall members gather for the **Fall Field Weekend**, an out-door exploration of some part of Minnesota, such as the Pipestone quarries, Duluth waterfront, or the bluff area around Winona.

Membership is open to anyone interested in joining. Basic annual dues of \$30 includes the journal, newsletter, and reduced rates at various academy activities.

Science Museum of Minnesota

30 East 10th Street, St. Paul, MN 55101

Dr. James L. Peterson, president

General information (24 hours) (612) 221-9488

Reservations: (612) 221-9444; TDD: (612) 221-4585; FAX: (612) 221-4777

WWW address: <http://www.sci.mus.mn.us>

Minnesota Statutes, Section 138.035

History

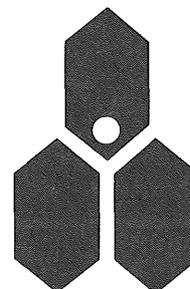
The Science Museum of Minnesota (SMM) is a provider of exhibits and education programs which involve over a million state and regional residents annually. It also acts as an archivist and science resource for a variety of state agencies. It is a private, nonprofit institution governed by a board of trustees, staffed by approximately 300 full-time-equivalent persons and almost 1,000 volunteers. It ranks first among museums in the state for overall attendance and participation, number of donors and members, and students on field trips.

Founded in 1907 as the St. Paul Academy of Arts and Letters in what is today part of the Civic Center, the Science Museum of Minnesota has grown from a small, scientific literary society to an institution of international reputation comprising interactive exhibits, dynamic programming, and significant scientific research. Some state residents still remember it as a Victorian mansion near the State Capitol, filled with curio cabinets, big game trophies, and static dioramas. Today SMM programs overflow the capacity of its buildings, with five exhibit and programming floors, overcrowded research labs and collection areas, an omnitheater, regional outreach programs, and the business center for science learning products and services used around the world. Highlights in the museum's history include:

1965: SMM moved from the Merriam Mansion near the State Capitol, its home since 1927, to the newly constructed Arts and Sciences Center in downtown St. Paul, where it occupied 10,000 square feet of exhibits in a building shared with a community theater, an art museum, and several other arts organizations. During this time, SMM developed and opened **Minnesota's first full-time operating nature center** and began innovative outdoor and environmental education programming.

1970-72: SMM began to pioneer new exhibit-floor interpretive approaches using **theatrical techniques**. SMM was the first science museum to employ a full-time professional theater company. Also, the museum was recognized in 1972 for its role as an archival resource for the state. Museum collections have a clear regional flavor, with natural history and anthropological materials of relevance to Minnesota and Upper Midwest audiences: Northern Plains Indians ethnographic specimens; study collections of Minnesota birds and mammals, large suites of Minnesota insects, comprehensive collections of Minnesota rocks and minerals. It has served as a repository for state agencies, e.g., mosquito control studies, and the non-game wildlife program of the state Department of Natural Resources.

1976: SMM began the process of designing a new museum to include an **omnitheater**, the third in the world. **Innovative participatory exhibit** approaches were developed for and incorporated into the new exhibits.



1978: The museum **broadened its focus** from natural history and cultural anthropology to include physical sciences and technology. SMM's new museum building opened, more than quadrupling the exhibit space previously available, to some 50,000 square feet. The new building featured the **William L. McKnight-3M Omnitheater**. Staff size grew from 30 to over 100, while membership grew from 300 to 12,000. All new museum exhibits were designed to be highly interactive and visitor-centered. The museum expanded its programming to better serve the lifelong science education interests and needs of adults and families.

1979-90: SMM became a major producer of **omnitheater science education** films, built one of the largest membership programs in the country for a single museum (now over 27,000 households), developed one of the most extensive and diverse museum-based continuing education programs in the country, initiated an innovative statewide outreach program to the schools, and became one of the most successful developers of traveling science exhibitions among the nation's major museums.

1990: SMM neared the end of a five-year, long-range plan which involved the **renovation of three out of four exhibit halls**, including the incorporation of more objects and the introduction of more participatory exhibit components. By 1993/94 exhibits had grown in paleontology, physical sciences and technology, anthropology, and Minnesota's biology and geography.

1991: Indicative of SMM's commitment to its collections, a new **computerized collections management system** was installed in 1990/91. The museum's capital campaign ("Campaign for the Science Museum of Minnesota"), undertaken in 1988, was completed two years ahead of schedule and topped its original \$14.8 million goal, realizing \$16.1 million in contributions from public and private sources. The museum embarked on a new long-range program planning process and has completed a physical facilities study. These efforts, combined with a board and staff self-assessment process, are preparatory to the institution initiating a strategic plan that will include an expanded facility and new vision for the future. Through this period of growth and change, the museum has improved its important core collections while developing innovative exhibit and educational techniques to interpret them. SMM's collegial network and reputation is now international. Rapidly outgrowing its current facilities, it provides the Upper Midwest with a broad-based resource for promoting and supporting increased public understanding of science.

1993: The Science Museum announced initiation of **planning for a new museum for the 21st century**, with programs to be centered in a new indoor/outdoor facility located on the Mississippi River in downtown St. Paul by the end of the century. The museum started a dialogue with all sectors of the community to seek response to its vision of a new museum that will be an educational, environmental, and economic asset far into the 21st century. The City of St. Paul pledged to work with the museum on integrating the museum's vision into a larger riverfront recovery program, and the Minnesota Legislature authorized a \$1 million planning grant.

1995: The museum **unveiled the design for a new Science Museum** to be located on the Upper Landing site on Kellogg Boulevard, on the downtown side of the Mississippi River in St. Paul. The City of St. Paul committed \$10.5 million for infrastructure improvements and will acquire the site; the museum sought leadership gifts from the private sector, and prepared to submit a request for inclusion in the state bonding bill in the 1996 session of the legislature.

On the threshold of the new millenium, a new Science Museum will open its doors to a whole new way of doing science learning. The museum will feature the latest omnitheater film and educational entertainment technology; outdoor activities at the Mississippi River; expanded and interconnected science halls indoors and out; discovery programs for students of all ages, including the Youth Science Center for teens; a multi-acre science park; and on-site dining and shopping.

Program Background

The Science Museum of Minnesota was one of the first institutions in the world to incorporate science learning in a truly big way. The William L. McKnight-3M Omnitheater features larger-than-life science adventure films on a 76-foot dome screen. Viewers travel anywhere and everywhere in the universe - from the ring of a volcano to the inside of a flower petal to the edge of the universe.

The museum has brought more people to more locations around the world for a longer time than almost any other science learning center. The science museum is the leading producer of omnitheater films among museums. Over 40 million viewers worldwide have seen museum-produced omnitheater films since 1978.

Museum exhibits explore everything under the sun. In **Paleontology Hall**, a two-story **diplococus** watches over your shoulder as you make rubbings of fossils or gaze up at the largest **camptosaurus** in the world. In **Our Minnesota** visitors play a game of "Pollution Solution," climb inside a tractor cab, or stroll through the hall's **Green Street** exhibit, where they can flush a toilet to learn about water conservation, rev up incandescent lamps and cool florescent bulbs, and engage in other interactive components about energy use and conservation. Visitors to **Anthropology Hall** pound corn, card wool, or enter a Hmong home in an exploration of the world's cultures. They tap their feet to the rhythms of Caribbean drummers or African dancers. And they laugh—or cry—at the stories of characters speaking to them from Vietnam, ancient Egypt, or the windswept heartlands of 19th-century America. In the **Experiment Gallery**, children and adults make lots of waves—on a wave machine or in many other ways: by creating vibrations, putting their hands through a simulated tornado, or measuring sound and light waves. This past year 840,000 visitors to the museum experienced their changing world through science.

The museum exports and imports a constant round of exhibits. The best traveling exhibits from North America—including the award-winning exhibit, **Wolves and Humans**, and others made at the science museum—are displayed in a changing exhibit gallery. More than 10 million-plus viewers nationwide have seen science museum-produced traveling exhibits since 1983.

Throughout the premises, visitors can watch ongoing performances by the first and oldest museum theater program in the country and can experience science close-up through demonstrations featuring lava, live birds, and much more.

Learn by doing

The science museum proves that axiom again and again through its classes and programs across the state—in schools, community centers, and in the museum itself, through classes and youth employment opportunities. The museum brings science right into classrooms around the region with hands-on learning tools like trunks filled with artifacts, assemblies, and residencies, and teacher in-services. Through the museum's regional "**Science-by-Mail**" program, students develop ongoing mentor relationships with practicing scientists.

Students at the **Museum Magnet School**, which the museum co-founded with the St. Paul School District, learn by creating actual exhibits themselves, incorporating a whole spectrum of topics—history, music, language, science. It has become a national model for similar efforts in other cities.

The **Youth Computer Center**, one of the first nationwide, gives kids computer skills that combine fun with education. And beyond that, it links youth to real things through computers and on-line communications. The museum is part of a nationwide Science Learning Network that links schools with science museums through the Internet's World Wide Web.

Museum classes, lectures, and trips explore the mating dance of the American Woodcock...carpentry...chess...Botswana...and hundreds more topics. Programs for adults, children, and families constitute one of the largest continuing education programs in any museum in the country, including a rapidly expanding computer education center.

At the 600-acre preserve at **Warner Nature Center**, museum naturalists teach by doing, with tours, classes, fireside chats, and

mini-exhibits exploring bogs, birds, bears, and much more. Working scientists at the Science Museum discover the very new and the very old in intensive research in Minnesota and around the world.

At the **St. Croix Watershed Research Station**, visiting scientists conduct studies on aquatic systems along the St. Croix River, one of eight rivers under the national Wild and Scenic Rivers Act. Identification of a new species of dragonfly was only one of myriad activities at the station.

What might be the oldest known culture—predating the Egyptians and the Mayans—was the topic of inquiry by museum archaeologists visiting Turkey in 1994 and 1995. The ancient civilization surrounding Catalhöyük will be the subject of a museum-planned traveling exhibit in the years to come. The scope of research at the museum covers a wide spectrum: Crocodiles in North Dakota and the southeastern U.S., voles in northern Minnesota, the sun's energy on the rooftop of the museum itself, and many more topics are unearthed by museum biologists, ecologists, geographers, anthropologists, and paleontologists. In the museum itself, conservators prepare and maintain artifacts and data about them with state-of-the-art tools, including on-line data bases that will make collections more accessible to visitors and on-line users anywhere.

Highlights Fiscal Year 1995

A must-do attraction: 1,084,309 participants—the most ever!

Minnesota's most popular indoor cultural center:

- 840,979 visitors to the museum
- 183,754 participants in off-site school sessions
- 31,769 registrants in continuing education programs
- 16,315 visitors to the Warner Nature Center
- 11,472 people at special events

The regional science education center: more than 600,000 young people!

- The state's most popular field trip destination among museums and zoos: 171,060 in school field trips from every county in the state.
- An estimated 250,000 young people on family visits to the museum.
- 183,754 students at their own schools in every region of the state.
- 12,508 in museum programs on weekends and during the summer.
- More than 15,000 at the Warner Nature Center.
- Teacher enrichment programs for 2,085 educators.
- Innovative projects for almost 200 city teen-age staff and volunteers, providing support, mentoring, and job opportunities.
- Regional provider of "Science-by-Mail" for 1,930 students in 480 teams, corresponding with 75 scientists in the Upper Midwest — the second-largest such program in the USA.

Community resource, community support

- The museum generates a regional economic impact of over \$55 million annually and supports 1,171 jobs throughout the region.
- A loyal membership of 27,399 households, one of the largest among science museums in the nation, with revenues of \$1.2 million.
- Over 61,000 hours of dedicated annual service by 950 volunteers.
- Reduced-rate or complimentary admissions for 13,072 low-income children and adults annually.
- Out of every dollar of operating income, 61 cents from earned revenue — well above the national average for science centers — with the balance from public funding (14 cents), private grants and gifts (16 cents), and endowment (9 cents); a national leader among museums in diversifying its funding base and developing partnerships with all levels of government — from federal to local — and a wide range of regional and national foundations.

- Annual fund drive support of more than \$2 million from a broad base of approximately 40,000 individuals, corporations, and foundations, exclusive of museum membership.
- Community advisory committees responding to initiatives as diverse as an exhibit on Mexican popular arts; youth, multiculturalism, and museums; alternative energy sources; the new museum on the river; and the American Indian community and the museum.

Special exhibits:

The Dinosaurs of Jurassic Park, produced by the Dinosaur Society, summer 1994: In just 14 weeks, 311,393 visitors eyeballed the Spielberg critters, comparing reel science to real science.

Hunters of the Sky: An Exhibit About Raptors, fall 1994/winter 1995: The museum's own national touring exhibit on birds of prey premiered in St. Paul with more than 80 mounts of raptors and their prey, a "hooting booth," the Spotted Owl Cafe, and live bird demonstrations courtesy of the Raptor Center at the University of Minnesota; major funding was provided by the National Endowment for the Humanities.

Scars of Childhood, fall 1994/winter 1995, jointly sponsored with St. Paul Ramsey Medical Center.

Backyard Monsters, spring/summer 1995: Giant robotic insects added zzzz-zest to this show about the world of insects.

Temas Means Friend, a cross-cultural mini-exhibit of children's toys, games, stories, and treasured objects, spring 1995, arranged by the Museum Siwalima on the island of Ambon in the Maluku province of Indonesia, and the Museum Magnet School.

X is for X-Ray: 100 Years of Medical Radiology, spring/summer 1995, in cooperation with the Minnesota Radiological Society and Radiology Centennial, Inc.

Omnitheater films

"Antarctica," summer 1994; "The Secret of Life on Earth," fall 1994; "Destiny in Space," winter/spring 1995; "Africa: The Serengeti," summer 1995; 80 percent of visitors see an Omnitheater film on their visit.

Computer education:

17,928 people attended classes in a new space for the popular program; 10,500 square feet leased in the American Bank Building in downtown St. Paul.

Explore Stores

Three permanent stores remain among the Twin Cities' most popular shopping experiences for the general public, youth, and science needs. Featured are globes, CD's, audio-and videotapes, books, maps, telescopes, science games, t-shirts, and a broad assortment of gifts from many cultures.

Hours of Operation, Location, and Ticket Prices

Recorded information can be obtained by calling (612) 221-9488. The museum's hours of operation are Monday through Saturday 9:30 a.m. to 9 p.m.; Sunday 10 a.m. to 9 p.m. The museum is closed Monday from after Labor Day to before Christmas. It is closed Thanksgiving Day and Christmas Day.

Museum ticket prices are subject to change: Omnitheater and exhibit halls for adults-\$7; ages 4-12 and 65+ -\$6; Omnitheater-only for adults-\$6; ages 4-12 and 65+ -\$5; Exhibits-only for adults-\$5; ages 4-12 and 65+ -\$4. Reservations and advance tickets can be obtained by calling (612) 221-9444. (Telecommunications Device for the Deaf 221-4585.) A 75¢/person convenience fee is charged for advance purchases. Group rates are available by calling (612) 221-4573. Rates are available to groups in qualifying low-income categories by calling (612) 221-9407. The Science Museum is located off I-94 and I-35E on the corners of Exchange and Wabasha in downtown St. Paul, just 15 minutes from the Mall of America and downtown Minneapolis. Convenient parking nearby.

Key Departments and Phone Numbers

Human Resources

(612) 221-9446 **Dorothea Gumbrill, director.** The Science Museum is committed to the policy that all persons shall have equal access to employment without regard to race, creed, religion, sex, color, national origin, ancestry, age, sexual orientation, disability, marital status, or status with regard to public assistance.

Science Division

(612) 221-9424 **Ron Lawrenz, head of science division.** Departments of anthropology (archaeology and ethnology), biology and environmental sciences, geography, geology, paleontology, conservation.

Lee and Rose Warner Nature Center

(612) 433-2427 **Tom Anderson, director.** Marine-On-St. Croix, Minnesota. Programs by reservation only.

St. Croix Watershed Research Station

(612) 433-5953 **Ron Lawrenz, director.** Host since 1990 to the work of many research projects on the flora and fauna of the St. Croix watershed, several with global ramifications, all funded by agencies and institutions from across the Midwest.

Continuing Education

(612) 221-4742 **David Chittenden, director.** Programs for youth and families, children, and adults, including classes, field trips, day camps, study tours, and youth computer education courses. Limited scholarships for youth are available by calling above number.

Seaway Port Authority of Duluth

1200 Port Terminal Drive, P.O. Box 16877, Duluth, MN 55816-0877
Davis Helberg, executive director, (218) 727-8525; Statewide Toll-free: 1-800-232-0703

Minnesota Statutes, 458.10 and 469

Serving the largest port on the Great Lakes and the 19th 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: (For more information see pages 1 and 272). The **Seaway Port Authority of Duluth** promotes international and domestic 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. **Appointing Authority:** Governor, city council; and county board. **Compensation:** \$35 per meeting.

Computer Education for Adults

(612) 221-4722 **Chuck Penson, director.** Programs for adults taking classes as individuals or corporations. Over 155,000 people a year take these classes. Classrooms are in the American Bank Building in downtown St. Paul.

Development Division

(612) 221-2515 **Wendy Holmes Nelson, director.** Support for the museum through annual fund drive, special projects fundraising, sponsorships, grant applications, capital campaigns. The division handles gifts of money, stock, and materials from individuals, corporations, and foundations. Departments coordinating relations with all branches of government can be accessed through this number.

School Reservations, Educational Resources, and Teacher Enrichment Programs

(612) 221-9444; or (800) 221-9444 **Lee Schmidt, coordinator.**

Membership Department

(612) 221-9409 **Tom Kroll, director.** Annual rates, subject to change, are: Household memberships \$52; Senior Household \$47; Individual \$37; Supporting memberships \$150+.

Marketing and Communications Division

(612) 221-9449 **Jane Eastwood, director.** Marketing, public relations, publications, print graphic production, and group sales. All comments, requests for annual reports and collateral materials, information and referral requests, and complaints may be referred to this division at the address listed below or by telephone above.



In 1994 total tonnage in the Port of Duluth-Superior was 38.6 million metric tons, of which 88 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, chief financial officer. 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

Ray Skelton, government projects 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 insure increased cargo flow through the port.

Office of the Secretary of State

100 Constitution Avenue, Room 180, State Office Building, St. Paul, MN 55155-1299

Joan Anderson Growe, secretary of state

Elaine V. Voss, deputy

Jayne B. Khalifa, operations director (612) 296-2803

Administration fax (612) 296-9073; Business Services/UCC fax (612) 297-5844

Information Services fax (612) 297-7067; E-mail: secretary.state@state.mn.us

Minnesota Statutes, Chapters 5, 5A, 15, 200-211B, 300, 302A, 303, 308A, 317A, 319A, 322A, 322B, 323, 333, 336;



The secretary of state, an elected official, is the keeper of the great seal of the State of Minnesota and 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 Minnesota Legislature, rules, and some municipal documents. The secretary also maintains a computerized version of the original land survey notes from the 1800s and township plat maps. The original notes are archived by the Minnesota Historical Society, while current land survey notes and township plat maps are held at their respective county seat offices.

The secretary registers a variety of business organizations including corporations, assumed business names, banks, insurance companies, cooperatives, limited liability companies, limited liability partnerships 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). The secretary also accepts service of process on businesses under certain specific circumstances.

A statewide computerized network with county recorders is 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.

The secretary of state is the chief election official in Minnesota and is responsible for administration of the Minnesota election law. In this capacity, the secretary of state operates the statewide voter registration system and prepares the official roster of voters for every election conducted in Minnesota. Other election activities include: certifying voting systems, conducting administrative recounts, accepting filings by candidates for multi-county offices, and training of local election officials. The secretary of state is also the chair of the state canvassing board and certifies the results of state elections.

Finally, the secretary of state publishes the *Minnesota Legislative Manual*, a compendium of state and county information and administrators the open appointments process.

Special Projects and Foreign Trade Zone

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 news 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.

Administration

Fiscal Services

(612) 296-7976 Kathy Hjelm, director. Fiscal Services receives and processes 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 Katie Engler, staff attorney. 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 was registered later and 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.

Business Services

(612) 297-1455 Bert Black, director. Business Services reviews and files applications for incorporation by all business, non-profit, foreign and professional corporations, cooperatives, banks, and insurance companies. Filings are also accepted from limited partnerships, limited liability companies, limited liability partnerships and holders of assumed business names and trade and service marks. The division reviews and files changes to any of these business records, including amendments, mergers and dissolutions. The division 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, for a total fee of \$135.00. An annual registration is required; no fee is charged unless the corporation is delinquent.

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, or 1-800-657-3757.

Nonprofit Corporations

Business Services 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 any lawful purpose, including 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, for a total fee of \$70.00. An annual registration is required; no fee is charged unless the corporation is delinquent.

Limited Partnerships

Limited partnerships formed after January 1981 are also filed by Business Services. (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 \$50.00, new limited partnerships must pay a total fee of \$100.00.

Limited Liability Companies (LLC's)

One or more persons or entities may form a limited liability company (LLC) by filing articles of incorporation with the secretary of state, along with a \$135.00 filing fee. The LLC does not commence existence until the secretary of state reviews, approves and files the articles of incorporation. Non-Minnesota LLC's may also register. A biennial registration is required; no fee is charged unless the LLC is delinquent. For more information, see *Minnesota Statutes* Chapter 322B, available from Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000, or 1-800-657-3757.

Limited Liability Partnerships (LLP's)

An existing general partnership may register with the secretary of state and become subject to special legal provisions. The registration is valid for one calendar year and may be renewed. There is an annual filing fee of \$135.00. Non-Minnesota LLP's also register with the secretary of state. For more information, see *Minnesota Statutes* Chapter 323, available from Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000, or 1-800-657-3757.

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 Services; 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.

Assumed names may duplicate each other but may not duplicate corporate or other entity names. To check the availability of a name, call (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 in the same manner as the original certificate. 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 one example of the mark in actual use along with the \$50.00 filing fee. If there are no conflicting names on file, your trademark will be accepted and filed for 10 years. After nine years, you will receive a renewal notice; the renewal fee is \$25.00. 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 recently issued by the state of incorporation and a \$200.00 filing fee (\$50.00 for nonprofit corporations). Name changes, mergers and dissolutions must also be filed and require a \$50.00 fee. An annual registration is required with a minimum fee of \$60.00.

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 filing fee (\$35.00 for domestic corporations, \$50.00 for foreign corporations), along with an address to be used for service. An affidavit of "not found," for unsuccessful attempted service, is also required in certain circumstances.

Uniform Commercial Code and Certification

(612) 297-9102 Cheri Smith, 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 contain 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.

You may call for information regarding filing any of these forms. Fees are \$15.00 for the first two debtor names and \$15 for each additional debtor name listed on a UCC-1 standard form, and \$20.00 for the first two debtor names and \$20.00 for each additional debtor name on a non-standard UCC-1 form. An acknowledgement copy will be sent within two days after receiving the proper fee and form.

UCC will conduct a statewide 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-II form at a cost of \$15.00 per debtor name. If a non-standard form or a

letter is used to make the request, the fee is \$20.00 per debtor name. An additional \$1.00 for each photocopy that is supplied in excess of a total of ten will be charged. Any additional amount due will be billed. Search requests are available by mail or in person at the secretary of state's office.

Central Notification for Farm Product Liens

Minnesota's Central Notification System for Farm Product Liens database became effective on July 1, 1993. A central notification system is a method for buyers of farm products to receive information about outstanding liens against farm products that they buy. Information from secured parties is presented to the Office of Secretary of State, where it is entered into a central computer database. The office prepares and distributes information on a monthly basis to buyers of farm products who have registered to receive the information. Buyers use the information to determine if a payment for a farm product should be made to the seller and the secured party jointly. This prevents buyers of farm products from having to pay twice for the same product, commonly known as double jeopardy.

Forms for registering to receive monthly lists may be received by calling UCC division. The annual fee for a registered buyer is \$25.00. Forms for filing in the central notification system (CNS- 1, CNS-3 and CNS-11) are available from suppliers of business forms. Fees for filing are \$15.00 for the first two debtor names and \$15.00 for each additional debtor name.

UCC will conduct a statewide search of the central notification system for a particular debtor name. A search may be requested by telephone or in writing. The fee is \$15.00 per debtor name for the search. A verbal (by telephone) or facsimile response to a request for information is available for an additional fee of \$5.00 per debtor name.

Certification Section

(612) 297-9102 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. Add \$5.00 to the fee if the copy is 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. For documents going to one of the countries which has signed the Hague Convention, an apostille may be obtained. All certificates obtained from the certification section are \$5.00.

Copies or certificates may be obtained by making a written request and including the appropriate fees. 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 180 State Office Building counter three (3) hours after the request is received.

Walk-in Service and Other Services

Filings for both the Business Services 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 4:30 p.m. Monday through Friday.

Expedited service (filing processed while the customer waits) is available at the public counter for business services filings and certification requests. The expedited service charge is \$20.00 per transaction.

UCC filings and search requests may be presented during regular business hours. Filings are processed while the customer waits, however, the number of filings for the name requested will determine when

the search will be ready for pick-up. UCC filings and searches are not subject to the expedited service charge.

Business Services 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.

Election Division

(612) 215-1440 **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, files official documents, and manages other administrative functions.

Eligibility to Vote and Registration

Minnesota Statutes, Chapter 201

Eligibility

Anyone who meets the following requirements at the time of an election is eligible to vote. An individual must:

- 1) be 18 years of age or older;
- 2) be a citizen of the United States; and
- 3) maintain residence in Minnesota for 20 days immediately preceding the election. An eligible voter may vote only in the precinct in which the voter maintains a residence. (Cities, towns and school boards may require eligible voters to maintain residence for a period of 30 days prior to voting in an election in their respective precinct, town or school district.)

The following individuals are not eligible to vote. Anyone:

- convicted of treason or any felony whose civil rights have not been restored;
- under a guardianship; or
- found by a court of law to be legally incompetent.

Anyone who votes who knowingly is not eligible to vote is guilty of a felony.

Registering

Anyone eligible to vote must be registered with the auditor in the county of residence in order to vote in any primary, special primary, general, school district, or special election held in their county. Anyone may register to vote:

- at any time before the 20th day preceding any election;
- on the day of an election as provided
- when submitting an absentee ballot, by enclosing a completed registration card as provided

No one shall intentionally:

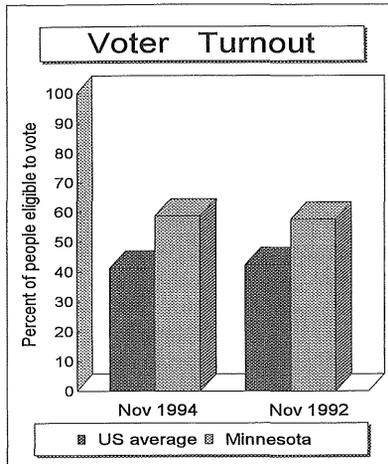
- cause or attempt to cause the individual's name to be registered in any precinct if the individual is not eligible to vote;
- cause or attempt to cause the individual's name to be registered for the purpose of voting in more than one precinct, or in any precinct in which the individual does not maintain residence;
- misrepresent the individual's identity when attempting to register to vote; or
- aid, abet, counsel, or procure any other individual to violate this law.

A violation of this law is a felony.

Candidate Filings

Candidates for election to state and federal offices who are voted on in more than one county must file with the Office of Secretary of State. Filing consists of submission of a notarized Affidavit of Candidacy; 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 and forms are available from the Election Division.

Public Information



available for a fee. The division publishes the *Minnesota Campaign Manual* for candidates and provides campaign financial report forms for local elections. *Minnesota Election Laws* and *Minnesota 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 the Minnesota election law. 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

(612) 297-5845 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 15.0597*. Application forms are available on request. Vacancies are published in the *State Register* every four weeks, and applications 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 Annual 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) 297-8260.

Minnesota Legislative Manual

The *Minnesota Legislative Manual* and an abridged edition for students are published each odd-numbered year. The manual describes and summarizes the major branches of the state government and the persons involved. The manual also contains information on local, county and federal governments. The manual is distributed to the legislature, libraries, schools, public institutions and the general public.

Session Laws

The Election Division 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 are available from the division.

Official Documents

The secretary of state is the custodian for all official public documents, including oaths of office and appointments of state officials, executive orders and proclamations of the governor, delegations of authority, and other state documents.

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's guides, *Minnesota Elected Officials* and *Minnesota Election Results* are available free of charge. Maps of congressional, legislative, county commissioner and school district boundaries are

Information Services Division

(612) 297-4814 **Phyllis Hames, assistant operations 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 computer systems which run applications for the Business Services and Uniform Commercial Code sections as well as statewide voter registration, election night reporting, public information telephone lines, direct access and records processing networks. The division performs all programming, systems analysis and computer operation functions.

Computer Services Section

(612) 297-8760 **Betsy Adcock, supervisor.** This section is responsible for the operation of the computer hardware, software and 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 and election night vote tallies are also done by this section. "Help Desk" services are available to assist county auditors and recorders with data entry and modification.

Public Information Section

(612) 296-2803 **Peggy Steineck, supervisor.** 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, labels and computer tapes created from the Business Services and voter registration databases. Use of voter registration information is limited to elections, political activities and law enforcement. The cost of any product ordered is limited to the actual cost of producing the product.

Direct public access to the Business Services and Uniform Commercial Code databases is available on a 24-hour view only basis via modem. 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.

General Information

(612) 296-2803 The Public Information Section is also responsible for staffing the general information line. They respond to public inquiries concerning functions of the office, including businesses registered in the state and also make a preliminary determination if a business name is available for use by a new business organization.

Records Processing

(612) 296-9247 **Ann Datko, supervisor.** The Records Processing section is primarily responsible for the data entry of all business and Uniform Commercial Code documents received by the Office of the Secretary of State.

Several types of business organizations are statutorily required to file an annual or biennial registration with the Office of the Secretary of State. The section is responsible for the reviewing and filing of annual and biennial registrations.

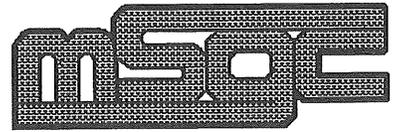
The section is responsible for printing, sending and processing assumed business name and trade and service mark renewals. This section sends applications to legal newspaper associations who are required to register annually with this office.

Finally, the section is responsible for receiving voter registration cards from various state agencies and organizations, and for forwarding them to the appropriate county for processing.

Minnesota Sentencing Guidelines Commission

200 University Avenue West, University National Bank Building, Suite 205
Saint Paul, MN 55103-2043

Debra L. Dailey, director (612) 296-0144; Fax: (612) 297-5757;
TDD: Minnesota Relay Service (612) 297-5353



Minnesota Statutes, Section 244.09; Minnesota Rules 3000-3099

The Minnesota Sentencing Guidelines Commission is an ongoing policy-making body created by the legislature in 1978. It developed and continues to maintain a model for rational and consistent sentencing standards to reduce disparity in sentencing practices throughout the state in terms of length of imprisonment as well as imprisonment versus probation and local incarceration; to increase proportionality in sanctions; and ensure more equitable and uniform sentencing for convicted felons.

Through its staff, the commission collects, prepares, analyzes and distributes information on local and state sentencing practices and conducts ongoing research and policy evaluation. It also provides support in the implementation of the guidelines through training, consultation, and referral services.

Background

The commission was established to develop, maintain and monitor guidelines for trial court judges to use in sentencing people convicted of felony offenses. The guidelines are effective for offenses occurring on or after May 1, 1980. Recommended sentences under the guidelines are based on the severity of the current offense or conviction and on a measure of the person's criminal record.

The judge may depart from the recommended guideline sentence if the circumstances of the case are substantial and compelling. However, the judge must state the reasons for departure and either the prosecution or the defense may appeal any sentence. Regardless of whether the judge follows the guidelines, the sentence is fixed. An offender who is sentenced to prison will serve a term of imprisonment equal to two-thirds of the total pronounced sentence. The remaining one-third will be served on supervised release. The actual period of incarceration may be increased (up to the total sentence) if the person violates disciplinary rules.

Goals

The guidelines promote the goals of uniformity, proportionality, truth and certainty in sentencing, the coordination of sentencing policy and correctional resources, and the overriding goal of ensuring public safety.

The guidelines promote uniformity in sentencing so that people convicted of similar types of crimes and have similar criminal records will receive similar sanctions. Proportionality is established by emphasizing a just deserts philosophy of sentencing whereby the most severe penalties are recommended for people convicted of serious violent offenses (even with no prior record), those who have repeat violent records, and those who have extensive nonviolent criminal records. Under Minnesota's guideline system there is truth and certainty in sentencing because sentences and terms of imprisonment are fixed and there is no parole board to grant early release from prison. The guidelines enable the legislature to coordinate sentencing policies with correctional resources so that the availability of prison space for violent offenders is better assured. The guidelines also promote the overriding goal of public safety. Under the guidelines, more violent offenders who

pose the greatest danger to public safety are imprisoned. In many instances they are imprisoned for a longer period of time than under the previous indeterminate system.

Commission Membership and Role

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 improvements in sentencing, the criminal code, or other criminal justice procedures.

The commission modifies the sentencing guidelines annually to incorporate new offenses created by the legislature, to account for other legislative changes, and to make any language revisions necessary for clarification.

Meetings

The commission usually meets the third Thursday of each month, or as often as necessary. In addition, periodic public hearings are held to solicit public comments on proposed changes to the sentencing guidelines. All commission meetings are open to the public. Anyone wanting to be placed on the mailing list to receive notices of meetings may contact the commission offices.

Publications

The guidelines are generally modified August 1 of each year. The commission also publishes annual reports summarizing sentencing practices throughout the state. Copies of the *Sentencing Guidelines and Commentary* are available from the Department of Administration's Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155 (612)297-3000, or 1-800-657-3757. Copies of other commission publications and reports are available by contacting the commission offices.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Sentencing Guidelines Commission** consists of 11 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. At least one of the public members must be a crime victim. The terms of all members are coterminous with the governor. Members, other than judges, must file with the Ethical Practices Board. **Appointing Authority:** Governor, chief justice of the supreme court. **Compensation:** \$50 per diem plus expenses.

Department of Public Service

Suite 200, 121 7th Place East, St. Paul, MN 55101-2145

Krista L. Sanda, commissioner (612) 296-6025

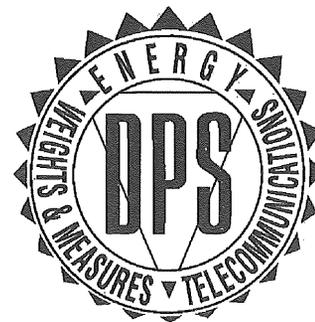
Ruth Grendahl, deputy commissioner (612) 296-7977

Susan Landwehr, assistant commissioner for energy (612) 297-3765

JoAnn Hanson, assistant commissioner for telecommunications (612) 297-7538

Michael Blacik, director, weights and measures (612) 639-4010

Jim Alan, administrator, TACIP (Telecommunications Access for Communication Impaired Persons) (612) 297-4565 (Voice); (612) 296-1642 (TTY/TDD)



Minnesota Statutes, Chapters 216A, 216B, 216C, 237, 239; Minnesota Rules 7600-7799, 7810-7835

The Department of Public Service (DPS) is the public's chief advocate and primary source of information in the areas of energy, telecommunications and weights and measures. The department's primary mission is to ensure fair prices and reliable service by the state's gas, electric, and telephone utilities, develop Minnesota's energy policy, and enforce accurate weights and measures standards in all commercial transactions.

The department's clients include the general public, both in a broad sense and at the community, institutional and individual level, as well as the regulated electric and gas utilities, telephone service providers, and commercial businesses relying on accurate weighing and measuring devices. DPS accepts information requests and public input regarding gas, electric or telephone utility issues, energy conservation, or commercial weights and measures standards. Letters, phone calls or fax transmissions to the commissioner or the appropriate manager are accepted during business hours (8:00 to 4:30 Monday through Friday). DPS is located on the second floor of the Metro Square building at 7th Place and Robert Street in downtown St. Paul. Metered on-street parking is available on Jackson Street or 7th Place. An outdoor lot is on the north side of the building. A municipal parking ramp, connected by skyway, is on 7th Street and Robert Street to the west of Metro Square.

DPS continues to represent all consumers before the Public Utilities Commission (PUC) to ensure fair prices and quality service for Minnesota's telephone customers. In 1974 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 department's Energy Division continues to provide those services as well as serving as the public advocate in the regulation of gas and electric utilities. In 1980 the legislature split the regulatory functions of the department, establishing the new PUC as an independent "quasi-judicial" body providing final judgments and orders. The legislature required that the advocacy, research, record keeping, and enforcement functions stay with DPS.

Energy Division

(612) 296-5120; FAX (612) 297-1959 Susan Landwehr, assistant commissioner. The Energy Division's purpose is to ensure reliable, affordable and environmentally sound energy supplies for Minnesota's residential, industrial, commercial and small business utility consumers now and into the future. The division enforces state statutes and policies regarding the regulation of public utilities, advocates for the public interest before the Public Utilities Commission, develops state energy policy, and promotes energy conservation and alternative energy development. This division is located at 121 7th Place East, Suite 200, St. Paul, MN 55101-2145.

The Energy Division's primary functions include:

Gas and electric utility regulation advocacy, which involves evaluation of utility company rate proposals, service proposals, depreciation rates, capital structures, affiliated interests, stray voltage issues, service area disputes, Integrated Resource Plans (IRP), certificate of need application for new facilities, nuclear waste disposal plans, forecasting future energy availability and consumption, environmental costs associated with electric generating facilities, and utility company acquisition and merger proposals. Major programs include:

- Administering **Conservation loans and grants** to schools, hospitals, public institutions and communities.
- Approving, monitoring and assessing utilities' **Conservation Improvement Programs (CIP)**.
- Developing and enforcing the state's **Energy Conservation Codes and Standards**.
- Research, development and implementation of **Renewable Energy Resources**.
- Operating an **Energy Information Center** for direct consumer education.
- Developing a statewide **Energy Policy**.
- **Petroleum supply monitoring** and **Emergency Allocation Authority**.

Further description of the Energy Division's functions are listed under the division's three units: Energy Planning and Advocacy, Energy Programs, and Energy Technologies.

Energy Planning and Advocacy

(612) 296-7531; FAX (612) 297-1959 Scott Brockett, manager. This unit serves as the public's chief advocate in gas and

Important DPS Numbers

Energy Information Center:

Metro area (612) 296-5175
Toll-free (800) 657-3710
FAX (612) 296-0201

General Information: (612) 296-5120
(612) 297-3067 (TTY/TDD)

TACIP:(Telecommunications access for communication impaired persons)

Metro area (612) 296-0412 (Voice);
(612) 296-9863 (TTY/TDD)
Toll-free (800) 657-3599 (Voice);
(800) 657-3603 (TTY/TDD)

Minnesota Relay Service (to place a relay call):

Metro area (612) 297-5353 (TTY/TDD or Voice)
Toll-free (800) 627-3529 (TTY/TDD or Voice)
FAX (612) 297-1959

Weights and Measures Division:

Complaints (612) 639-4010
FAX (612) 639-4014
TTY/TDD (612) 639-4017

Historical highlights

DPS can be traced back to Minnesota's very first state agency — the Railroad Commission, which was founded in 1871 to regulate railroads. As commercial transactions increased, so did the need for accurate measures to ensure a fair trade for both buyer and seller, which led the state to establish the Weights and Measures Division in 1911. Once DPS was established as the state's regulatory agency, the legislature assigned the regulation of telephones to the department in 1915. Today,

electric utility matters to ensure that all categories of Minnesota consumers 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. Issues include rate cases, stray voltage, service area disputes, nuclear waste disposal, environmental costs of power production, utility company mergers, and Integrated Resource Planning (IRP), where it is decided what resources the utilities will use to produce power in the next 15 years.
- **Works with the utility companies** to develop a cost effective Conservation Improvement Program (CIP), a legislatively mandated program designed to reduce customers' energy use. The commissioner has final approval authority over the utility sponsored conservation projects and monitors each project's success.
- **Collects data**, maintains historical databases, and conducts analyses of energy use in Minnesota, from production to distribution, providing an overview of Minnesota's energy supplies.

Reports available: *Energy Data Book*, *Utility Data Book*, *Energy Policy Report*

Energy Programs

(612) 297-2545; FAX (612) 297-1959 **Mike Roelofs, manager.** This unit administers energy conservation programs for communities, public institutions, and industry. Services provided by this unit include:

- **Grants and loans** for energy audits, efficiency improvements and conservation measures in public buildings, such as schools, hospitals and other institutional buildings. For information about funding availability or for application forms, call (612) 297-2103.
- **Community energy conservation and education programs** for residential and business communities. These programs range from alternative fuel vehicle demonstration projects, such as the Clean Fuels Minnesota project, to low income grant projects to specific industry energy efficiency projects.
- **Conservation Improvement Programs** for the state's non-regulated utilities, the municipal and cooperative power suppliers. Unit staff provide assistance to local utilities in developing and promoting energy conservation projects.
- **Up-to-date information** on the status of Minnesota's petroleum supplies, including gasoline, #2 fuel oil, and propane. Call the Energy Information Center at (612) 296-5175; or 800-657-3710.

Energy Technologies

(612) 297-2117; FAX (612) 297-1959 **Narv Somdahl, manager.** This unit provides unbiased energy information to all sectors of Minnesota's consumers, including homeowners, small businesses, and building contractors. Unit responsibilities include research, training, keeping the statewide energy code up-to-date, and developing and enforcing standards for residential insulation used in Minnesota.

This unit offers the following services to individual consumers and businesses:

- **Energy Information Center** features a toll-free telephone "hot-line" staffed by two full-time energy specialists who answer general energy-related questions and provide specific advice on improving the efficiency of homes and businesses. The center distributes over 150,000 publications annually, at no charge, including these four popular series:

Minnesota HouseWarming Guide, for residential energy saving ideas and strategies.

Small Business Energy Portfolio, for money-saving ideas through energy conservation, management and efficiency.

Alternative Energy, for practical information on residential wood stoves, wind energy systems, and short rotation intensive culture (energy crops).

Home Builders' Energy Update, for practical, proven energy-saving construction tips for Minnesota's builders.

Energy information is also provided to approximately 40,000 Minnesotans annually through the department's appearance at the Minnesota State Fair, and various trade shows throughout the state.

For copies of publications or for advice on energy use, contact the Energy Information Center, Suite 200, 121 7th Place East, St. Paul, MN 55101-2145. From the metro area call 296-5175; from outstate call toll-free 1-800-657-3710 or FAX (612) 296-0201.

• Alternative energy research and development.

Professional engineers conduct research and provide 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. This unit is in charge of the Wind Resource Assessment Program (WRAP) which measures and evaluates the state's wind energy potential. An annual WRAP report is available at no charge from DPS.

• Builder education and training.

The unit provides information and training to builders, building officials, architects and engineers on energy efficient construction practices.

• Energy auditor certification.

The unit administers a certification exam at the conclusion of department approved auditor training courses and provides continuing education and recertification for auditors in three categories: residential, small commercial, and multi-family buildings. Energy audits analyze a building's energy use and identify energy saving opportunities and are available to homeowners and businesses through many utility companies, local governments, or community organizations. Information on class scheduling is available by calling Rich Huelskamp at (612) 297-1771.

Weights and Measures Division

(612) 639-4010; FAX (612) 639-4014 **Michael Blacik, director.** The Weights and Measures Division is responsible for checking the accuracy of all commercial weighing and measuring equipment in Minnesota, from gas pumps to grain elevators to grocery scales. With full enforcement authority, 28 trained field staff inspect pumps and scales across the state daily. The division also offers precision measurement services, inspects packaged commodities, and monitors the quality and correct labeling of petroleum products. The division is located at 2277 Highway 36, St. Paul, MN 55113. Parking is available in the area surrounding the office park containing division offices. Division functions include:

- **Equipment inspection** includes regular inspection and testing of all commercial weighing and measuring equipment in Minnesota. The division conducts more than 70,000 inspections each year, including gas pumps, bulk fuel meters, LPG meters, grocery store scales, truck scales, railroad scales, and a wide range of other weighing and measuring equipment.
- **Package inspection** includes regular sampling and net content verification of packaged commodities. The division annually inspects approximately 65,000 samples of packaged foods and agricultural commodities.
- **Petroleum inspection** includes continuous sampling and testing of petroleum products sold in Minnesota, both in the division's state-of-the-art petroleum laboratory and at gas stations and terminals across the state. Weights and measures field inspectors daily perform unannounced, random inspections at point of sale locations across the state. Tests include octane, cetane, oxygenates, and sulfur content.
- **Recycling information** includes distribution of recycling information posters for used motor oil and automotive batteries.

Metrology Laboratory

(612) 639-4011; FAX (612) 639-4014 **David Dikken, manager.** The division's metrology laboratory, now with ISO 9000 accreditation, offers the highest levels of precision measurement and calibration available in the nation, providing clients a certificate of traceability to the National Institute of Standards and Technology for all calibrations performed. The laboratory is open during business

hours, 8:00 to 4:30 Monday through Friday and is located at 2277 Highway 36, St. Paul 55113. Ample parking is available next to the building. Measurement services available to Minnesota's businesses include

- Mass standards and test weights — calibrations and tests from 1 mg to 100,000 lbs.
- Volume standards — volumetric and gravimetric calibrations for laboratory and field standards, from small volumes up to 1,500 gallons.
- Length — traceable calibration of measuring tapes and rules.
- Temperature — electronic thermometers and liquid-in-glass thermometers up to 500°C.
- Density — solid and liquid density determination.

Complaint Filing

The division investigates and resolves consumer complaints relating to:

- **Weighing or measuring equipment accuracy.** The most common complaints involve gasoline pump accuracy.
- **Packaged commodities.** Most complaints involve the net weight or measure of packaged foods and other consumer commodities.
- **Petroleum product quality,** including octane levels and labeling, water in gasoline, and other problems.

The division accepts complaints by telephone, fax or in writing. The complainant must be able to provide complete information about the problem, including the identity of the product purchased and the name and address of the business where the product was purchased. For gasoline complaints, the identity of the specific gas pump is also required. Most complaint investigations are completed within one week.

Fees

The division charges direct user fees for all non-petroleum inspection services, and a "per-gallon" fee for petroleum equipment and product quality inspection. Consumers are not charged for complaint investigations. A copy of the fee schedule is available on request.

Registration and Permits

- **Placing-in-service registration.** The division registers and monitors 440 individuals who install and repair commercial weighing and measuring equipment in Minnesota. Registration is voluntary. Registrants must have complete test equipment and a thorough knowledge of department requirements governing the equipment they install or repair.
- **Vehicle and railroad scales.** The division reviews plans and issues permits to install railroad scales and above ground scales used for commercial truck weighing. These scales cannot be installed in Minnesota without a permit.

Publications available (at no charge)

- *Assuring Accuracy and Reliability in Minnesota's Marketplace*
- *Metrology Laboratory Services*
- *Gasoline Octane Facts*
- *Water in Gasoline-Ethanol Blends*
- *Preventing Petroleum Product Contamination in Storage Tanks*
- *110 Years Serving Minnesota Customers (a history of the division)*

Telecommunications Division

(612) 296-5120; FAX (612) 296-5819 **JoAnn S. Hanson, assistant commissioner.** The telecommunications division represents residential, industrial, commercial and small business consumers in all aspects of the regulatory process to ensure that reliable telecommunications services are provided to all at reasonable rates. The division directs statewide telecommunication policy and develops legislative initiatives to advance and protect Minnesota's interests throughout the regulatory and technological changes in the industry. This division is located at 121 7th Place East, Suite 200, St. Paul, MN 55101-2145.

Regulatory Advocacy

(612) 296-7603; FAX (612) 297-1959 **Nelson Updaw, manager.** Professional staff represents the broad public interest in all telecommunications matters before the Public Utilities Commission

(PUC) by analyzing telephone company filings (e.g. changes in rates, conditions of service, provision of services, service area), delivering expert testimony and providing written recommendations to the PUC. The unit investigates company policies and practices and enforces Minnesota's telecommunications statutes (Chapter 237) and PUC orders. Compliance with commission orders is monitored through companies' reporting requirements, by reviewing company records and practices and through follow-up investigations.

This unit can provide the following services.

- **Information and complaint resolution**

Division staff respond to inquiries regarding telephone company services, service areas, rates, practices, and service quality concerns. Inquiries and requests for information may be directed to the unit manager, Nelson Updaw. Complaints should be directed to the PUC's Consumer Complaint Office at (612) 296-0406 or 1-800-657-3782.

Company tariffs (a description of company services, rates and policies) are available for review or may be duplicated at a cost of 25 cents per page. Call (612) 296-6913 with requests. Information available in the department library includes: department reports and comments submitted to the PUC (non-proprietary versions) and other company specific information are also available to the public for 25 cents per page.

- **Company certification and fees**

The telecommunications division is responsible for analyzing requests for certificate of authority for telecommunications carriers, telephone companies, service resellers, and customer-owned coin operated telephones. Call DPS regarding the filing fee for coin operated telephone providers. Assessments of other applicants are based on the time required to review the application. Telecommunications providers pay an annual assessment, based on gross intrastate revenues, imposed on all regulated telephone companies.

TACIP (Telecommunications Access for Communication Impaired Persons)

(612) 297-4565; TTY/TDD: (612) 296-1642; FAX: (612) 297-1959 **Jim Alan, administrator.** The TACIP unit is responsible for improving accessibility to the Minnesota telephone network for communication impaired persons. Communications-impaired persons, as defined by the state legislature, are persons who are certified as deaf, severely hearing impaired, hard-of-hearing, speech impaired, deaf and blind, or mobility impaired, if the impairment significantly impedes the ability to use standard telephone equipment.

Minnesota Relay Service (MRS)

TACIP unit staff are responsible for ensuring the provision of the Minnesota Relay Service, which allows persons who use a teletypewriter/telecommunications device for the deaf to communicate with users of standard telephones. Operators called "Communication Assistants" relay, or translate, approximately 85,000 calls each month. The MRS currently operates under contract with the Deafness, Education and Advocacy Foundation, also located in St. Paul.

Equipment distribution

Individuals who have difficulty using the telephone due to a communication impairment may be eligible to receive specialized telecommunications equipment from the Equipment Distribution Program, which is also funded through TACIP. For information about the equipment distribution program, contact the Department of Human Services, Deaf and Hard of Hearing Services Division.

For more information on the department's programs for the communication impaired, call Sonya Guggemos at:

(612) 296-0412 (Voice); (612) 296-9863 (TTY/TDD)
1-800-657-3599 (Voice); 1-800-657-3603 (TTY/TDD)

Administrative Services

(612) 296-5120; FAX: (612) 296-5819 **Bill Janisch, manager.** This unit manages the personnel and internal business affairs of the department. It is located at 121 7th Place East, Suite 200, St. Paul, MN 55101-2145. It maintains two libraries of information for public use:

- **Utility Documents Library** consists of current and historical records pertaining to the regulation of telephone, gas and electric utilities in Minnesota. Records include PUC orders, petitions,

financial reports and tariff books (describing the rates and services of each company). 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, call (612) 296-6913 during business hours, or write to DPS, 121 7th Place East, Suite 200, St. Paul, MN 55101-2145.

- **DPS Resource Library** holds a collection of 10,000 books and documents, 70,000 microfiche, and over 250 periodicals containing technical information on all aspects of energy use and telecommunications. The library also participates in an inter-library loan system to locate and obtain additional information as needed from local libraries throughout the state. Although materials may not be checked out, individuals may use the library for research during business hours, 8:00 to 4:30, Monday through Friday. Contact DPS librarian, Galina Mogilyansky at (612) 296-7952 for more information, or write to: DPS Library, 121 7th Place East, Suite 500, St. Paul, MN 55101-2145.

The Administrative Services unit also performs the department's accounting functions and assesses the utilities for regulatory services provided by DPS. For more information on utility assessments, call Mim Stohl at (612) 296-2467 or FAX (612) 296-5819.

Sibley House Association

1357 Sibley Memorial Highway, Sibley Historic Site,
P.O. Box 50772, Mendota, MN 55150
Lisa A. Krahn, site manager (612) 452-1596
Dorothy Bennett, board president (thru 10/96)

Minnesota Statutes, Section 43A.27

History: Sibley House Association is a non-profit corporation of the Minnesota Society of the Daughters of the American Revolution. The association was organized in 1910 to purchase and restore the home of first state governor Henry Hastings Sibley. The Sibley House Museum opened to the public on June 14, 1910, thus making it the oldest historic house museum in Minnesota. The neighboring house of Jean Baptiste Faribault was acquired by the association in 1935, was restored in a joint effort with the State Highway Department, and was opened to the public May 5, 1937. Sibley Historic Site now consists of six structures original to Sibley's American Fur Company trading post. The site is owned and operated by the Sibley House Association with financial support from a state appropriation.

Sibley Historic Site offers guided tours to the public between May 1st and October 31st. Hours are 10 a.m. - 5 p.m. Tuesdays through Saturdays, 12 p.m. - 5 p.m. Sundays. Special events and programs occur throughout the season; call for a schedule update.

Fees: Non-reserved walk-on tours cost \$3 per person for adults, \$2.50 for senior citizens, \$1.50 for children ages 6 to 16 years. Reserved group tours (10 or more persons, reserved by phone at least a week in advance) cost \$2.50 per person for adults and senior citizens, \$1.00 for students under 18 years. [Prices reflect changes effective May 1, 1996.]

Advisory councils: The Sibley House Association board (ca. 1910) is a governing body of officers elected to serve two-year or three-year terms. Board officers are chosen from the members of the various local chapters, which comprise the Minnesota Society of the Daughters of the American Revolution.

The Friends of the Sibley Historic Site (ca. 1990) is a non-profit organization whose membership is open to any interested individual or family. The friends promote interest in the site and support the site's activities through financial and in-kind contributions.

Brochures/pamphlets: Site brochures are free upon request. "The Sibley Historic Site," a 1995 edition illustrated tour booklet is available for \$3 plus tax and postage.

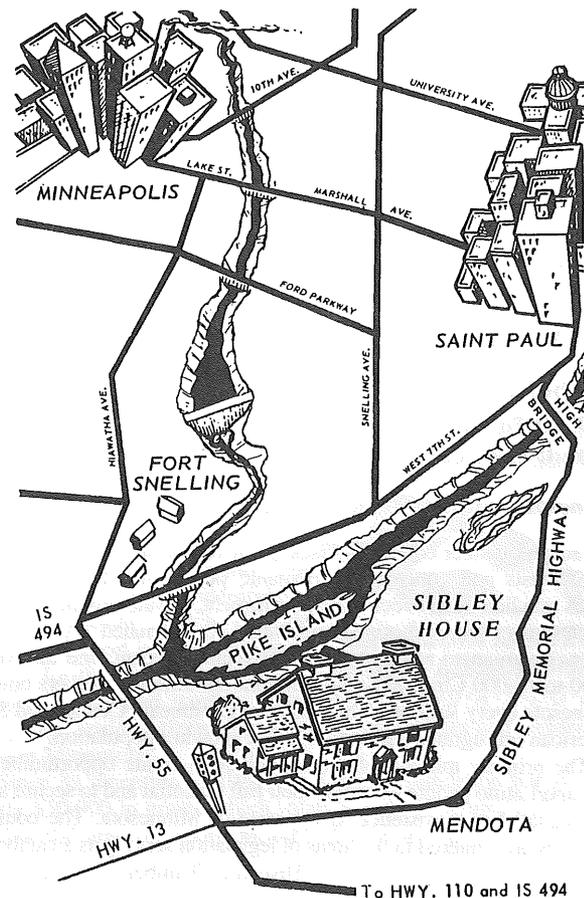
Parking/amenities: On-site parking for cars and bicycles is available on "D" Street in Mendota, next to our DuPuis House office. Tour

Communications, Federal Intervention and Legislative Relations

(612) 296-7128; FAX (612) 296-5819 **David Sampsel, director.** Located at 121 7th Place East, Suite 200, St. Paul, MN 55101-2145, this unit is the department's link to consumers, the news media, the state legislature and the U.S. Congress regarding the department policies and activities on the issues of energy, telecommunications and weights and measures. The staff edits and publishes a broad range of consumer information on energy conservation and efficiency, selecting long-distance telephone service and many other topics. Unit staff assists in the development of state legislative policy, monitors state and federal legislation, schedules testimony before legislative bodies and represents Minnesota's interests in cases and proceedings before the Federal Energy Regulatory Commission, the U.S. Nuclear Regulatory Commission, the Federal Communications Commission and the U.S. Department of Energy. David Sampsel, director of the unit, can be reached at (612) 296-7128 for media inquiries. Consumer questions regarding specific issue areas should be directed toward the relevant manager while general consumer questions on energy should be directed to the department's Energy Information Center at (612) 296-5175 or 1-800-657-3710.



bus and overflow parking is available on-street on "D" Street in front of the historic houses. Restrooms, a drinking fountain, a small gift shop, and meeting rooms are available in the DuPuis House.



Board of Social Work

2700 University Avenue West, #225, St. Paul, MN 55114

Thomas M. McSteen, executive director (612) 643-2580

TDD: Dial 297-5353 (in the Twin Cities); 1-800-627-3529, in Greater Minnesota

Minnesota Statutes, section 148B.01-148B.28; Minnesota Rules 8740

The Minnesota Board of Social Work licenses and regulates social work practice in Minnesota. The Board of Social Work has established that its vision is to **ensure to the citizens of Minnesota quality social work services by establishing and enforcing professional standards.** The board fulfills this vision by initial licensing, renewal of licenses, and processing of complaints against licensed social workers.

A license is required to practice social work in most settings. A license is not required to practice social work in a city, county, or state agency; in a federally recognized tribe; or in private nonprofit agencies whose primary service focus is to address ethnic minority populations and when the social worker is a member of the same ethnic minority population.

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 approximately 9,000 social workers licensed currently at these four levels combined.

Applicants for licensure must meet requirements for licensure established by the legislature. Applicants for licensure at the LSW level must have a baccalaureate degree from an accredited program of social work, as determined by the Council on Social Work Education. Applicants for licensure at the LGSW, LISW, or LICSW levels must have a master's degree from an accredited program of social work, also determined by the Council on Social Work Education. All applicants must pass a national licensing examination, provided currently by the American Association of State Social Work Boards. There are different supervision requirements for each licensure level. Please call the board office for an application for licensure and for further information about licensure requirements.

The licensure examination is now offered daily in the Twin Cities, and at least twice a month in Duluth, St. Cloud, Rochester, Marshall, and Moorhead. Examination availability and examination sites are subject to change. 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 required to obtain 30 hours of education every two years and meet any applicable supervision requirements.

The board may refuse to grant or to renew a license, or may suspend,

revoke, or restrict a license, upon a finding of incompetence to engage in social work practice, practicing social work in a manner harmful or dangerous to a client or to the public, unprofessional conduct, violation of the statutes or rules which the board is empowered to enforce, or violation of any other law related to the practice of social work.

Citizens with concerns about social work services received are encouraged to call the Board of Social Work to report their concerns. The board can send information about the disciplinary process, as well as complaint forms which are to be submitted to the board.

Most information in a licensee's file is public information and may be obtained by a written request. Disciplinary action taken by the board against licensees is also public information. Verification of licensure and current standing may be obtained by telephone request.

Current fees: application, \$30; examination, \$110; initial license and biennial renewal, \$80 (LSW), \$140 (LGSW), \$210 (LISW), and \$230 (LICSW).

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Social Work** adopts and enforces rules for licensure of social workers and for regulation of their professional conduct. The board consists of 11 members, including eight licensed social workers (two licensed independent clinical social workers, two licensed independent social workers, and four licensed social workers); and three public members as defined in *Minnesota Statutes* 214.02. The licensed social workers shall be engaged in the practice of social work in Minnesota in the following employment settings: one in a state agency, one in a county agency, two in private agencies, one in a private clinical practice, and one an educator engaged in regular teaching duties at an accredited program of social work, one engaged in the practice of social work in an elementary, middle, or secondary school and licensed by the board of teaching, and one shall practice social work in a hospital or nursing home licensed under *Minnesota Statutes* chapter 144 or 144A. In addition at least three 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. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

Spanish Speaking Affairs Council

50 Sherburne Avenue, St. Paul, MN 55155

Margarita Zalamea, executive director (612) 296-9587; FAX: (612) 297-1297

E mail: ssac.comm@state.mn.us ssac.desk@state.mn.us

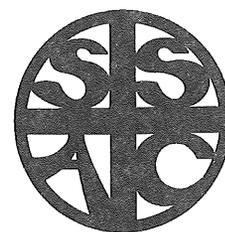
Minnesota Statutes, Section 3.9223

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 Chicano/Latino community. An estimated 70,000 (SSAC figures) permanent residents are of Hispanic descent, and an average 12,000 to 18,000 Chicano/Latino 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 Chicano/Latino people 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 serving as a catalyst for the creation of programs such as: Hispanic Chamber of Commerce (no

longer in existence); 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Spanish-Speaking Affairs Council** advises the governor and legislature on issues affecting the Chicano/Latino community. The council consists of seven members reflecting the demographic composition of Minnesota's Spanish-speaking community, including migrant workers, as determined by the state demographer. Monthly meetings. **Appointing Authority:** Governor. **Compensation:** \$55 per diem.



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 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 Chicanos/Latinos 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 Chicano/Latino people.

Minnesota Amateur Sports Commission

1700 105th Avenue NE, Blaine, MN 55449

Paul D. Erickson, executive director (612) 785-5630; FAX: (612) 785-5699

Minnesota Statutes, Chapter 240A

The goals of the Minnesota Amateur Sports Commission (MASC) are to generate economic development through amateur sport, create maximum opportunity for sport participation for all Minnesotans and establish Minnesota as a national model in the amateur and Olympic sports movement.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Amateur Sports Commission** works with and supports the amateur sports associations in the state and promotes amateur sports events. There are 12 voting members of whom four must be experienced in promoting amateur sports. Nine of the voting members shall be appointed by the governor to three year terms. The governor, speaker of the house, and senate majority leader shall each appoint one voting member to a two year term; the purpose of these three appointments is to ensure gender balance in commission membership. Four legislators, two from each house appointed according to its rules, shall be nonvoting members. One member from each house shall be from the minority caucus. Monthly meetings. Member must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

The MASC generates economic development by attracting major national and international events to Minnesota; developing Minnesota's own sports events, camps and educational programs; and networking with Minnesota communities which have established their own, local sport commissions. The MASC creates maximum opportunity for sport participation by sponsoring an Olympic-style summer and winter state games competition; supporting Minnesota's amateur sport associations and organizations; and target programs to increase involvement in sport for special gender, race, age and underprivileged groups. Finally, the MASC has established Minnesota as a national model in the sports movement by initiating programmatic relationships with national governing bodies for sport; and constructing world class training and competition centers for summer and winter Olympic sports.

Since 1987, the MASC has administered more than \$35 million in capital bonding for the development of amateur sports facilities throughout Minnesota and continues to recommend capital bonding to the Minnesota Legislature for the development of a statewide sport facilities. The MASC has also conducted research and authorized studies regarding amateur sports participation in Minnesota, girls' and women's sport participation in Minnesota, sports ethics and the economic impact of amateur sports in Minnesota.

The MASC has assisted with bidding for and securing major sports events, including the 1990 U.S. Olympic Festival, 1991 International Special Olympics Games, 1992 NCAA Division I

The council performs studies designed to suggest solutions to problems encountered by Minnesota's Chicano/Latino community and has a research unit which compiles data to address issues in the areas of education, employment, human rights, health, housing, social welfare, and others.

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 the second Saturday of each month. For exact meeting times, dates and places call the council. Copies of brochures, information manuals, and bilingual resource directory can be obtained by contacting the council.



Men's Basketball Final Four, 1995 NCAA Division I Women's Basketball Final Four and 1998 World Figure Skating Championships. In addition, the MASC has played a major role in the development and growth of other grassroots amateur sport participation events, including the USA Cup Soccer Tournament, All-American Women's Hockey Tournament, All-American Girls' Soccer Tournament, USA International Hockey Cup and Great American Shoot Out Basketball Tournament.

The MASC oversees two non-profit, 501(c)(3) corporations and several other task force committees and programs. The two non-profit corporations are the Minnesota Amateur Sports Commission Foundation and the Star of the North State Games. Among the other projects are the "Breaking Barriers" Girls' and Women's Sport Initiative, "Sports For The Right Reason" Sports Ethics Initiative, Minnesota Amateur Sports Congress and Minnesota Olympic Wall of Fame.

The MASC has developed a series of publications and audio-visual materials to complement its various programs, activities and research, as well as assist any individual, community and organization seeking information about amateur sports activities in Minnesota.

As a state agency, the MASC offers the following services: A calendar of statewide, regional, national and international events in Minnesota; contacts for Minnesota, national and international sport governing bodies; general sport information, event management and consulting services; state funding and facility development assistance; access to state of Minnesota resources and amateur sport group leaders.

Minnesota Amateur Sports Commission Foundation

(612) 785-5630 The Minnesota Amateur Sports Commission Foundation (MASC Foundation) is the charitable fund-raising arm of the MASC. Its mission is to support the development of maximum sport and physical fitness opportunities for all Minnesotans regardless of gender, age, race, ability, geography or economic status. The MASC Foundation specifically addresses issues which provide meaningful sport and fitness opportunities for the economically disadvantaged, girls and women, inner city youth, senior citizens, persons with disabilities and residents of Greater Minnesota.

Since its inception in 1989, the MASC Foundation has awarded nearly \$50,000 in grants which solely benefit programs and projects serving the amateur sport, physical fitness and health community.



The MASC Foundation takes in financial contributions through a number of sources, including an annual campaign, special events and other grants.

Star of the North State Games

(612) 785-5678/1-800-756-STAR The Star of the North State Games is Minnesota's premier amateur sports event, featuring both winter and summer multi-sport competitions open to all amateur athletes regardless of age or ability. The games promote health, physical fitness and good



sportsmanship in a friendly atmosphere of fun and open participation while fostering the development of Minnesota's grassroots amateur sport programs.

Star of the North State Games competitions have been hosted by ten different communities and have averaged more than 10,000 participants annually since 1988. The games are funded entirely by participant entry fees, corporate sponsorship and private donations and receive help from state amateur sport governing bodies, host community organizing committees and volunteers to provide the necessary support in making it successful.

Minnesota Tax Court

25 Constitutional Avenue, Judicial Center, 2nd Floor, St. Paul, MN 55155
Kathleen Doar, chief judge (612) 296-2806

Minnesota Statutes, Chapter 271; Minnesota Rules 8600-8699

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.

Citizen participation and appointment: (For more information see pages 1 and 272). 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 judges who must have knowledge of taxation and tax laws. Full time positions. **Appointing Authority:** Governor. Senate Confirmation. **Compensation:** \$83,400 per year.

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 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 \$122.00 and in the small claims division the fee is \$25.00. 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 court-houses throughout the state. Procedures are similar to those of the district courts. The judges travel extensively rather than have the taxpayer come to St. Paul so that the taxpayer may appear before the court with as little inconvenience and expense as is practicable. Due to limited personnel the court sets a schedule of hearings throughout the state, but attempts to hold the hearing within one year from the date of filing of the petitions or the appeal.

Decisions on orders of the commissioner of revenue made in the regular division are published via **WestLaw, Lexis, Commerce Clearing House, Maxwell MacMillan**, and the **Minnesota Legal Register**. Copies are available from the Department of Administration's Print Communications Division, Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155, (612) 297-3000, or 1-800-657-3757 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, copies may be obtained from the district court where property is located.

For free forms and instructions on how to file an appeal, contact the tax court administrator or the court administrator of your district court.

Board of Teaching

550 Cedar Street, 608 Capitol Square Building, St. Paul, MN 55101

Judith A. Wain, executive secretary (612) 296-2415, FAX (612) 282-2403, TDD (612) 297-2094

Minnesota Statutes, Chapter 125; Minnesota Rules 8700 and 8750

The Board of Teaching was established by the legislature in 1973 to develop and maintain standards of initial licensure and continuing occupational ability for licensed teachers. Its mission is to ensure that throughout their professional careers educators meet high standards which will enable them to provide the highest quality education for all learners in our diverse, multicultural society. The board has representation from the teaching profession, the public, and the institutions of higher education that have approved programs of teacher preparation. The board regularly meets the third Friday of every month.

The Board of Teaching establishes rules governing teacher education programs and approves teacher preparation institutions and programs. It provides leadership for improving teacher education and licensure. The board is presently involved in a redesign of the teacher preparation and licensure system.

The board promulgates rules for licensing and relicensing public school teachers and interns. All teachers employed by a public school district must hold a Minnesota teaching license. Minnesota licenses are based on the completion of an approved teacher education program at a college or university approved by the board to prepare teachers. The fee for the issuance or renewal of a license is \$40. It is anticipated that effective July 1, 1996, there will be an increase in this fee to cover the cost of doing business. Applicants must complete the Pre-Professional Skills Tests/Praxis I before an entrance license is issued. The cost is \$105. This exam is given five times a year at colleges and universities throughout the state. A computer version is available by appointment at five sites in Minnesota. Effective January 1, 1996, a criminal background check will be required on all applicants for initial licensure. A money order or cashier's check payable to the Bureau of Criminal Apprehension for the fee for obtaining this background check must be submitted at the time of application.

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 Personnel Licensing Team of the Department of Children, Families and Learning. To be granted a two-year entrance license, an applicant must complete an approved teacher education program and pass the Pre-Professional Skills Tests/Praxis I. To be granted a five-year teaching license, a teacher must earn 125 clock hours of continuing education 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. All licenses expire on July 1 of the year of expiration. Applicants are encouraged to renew after January 1 of the year of expiration. Processing time is approximately 2-4 weeks. The processing time in the summer/fall months varies between 8-10 weeks.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Teaching** establishes rules governing the education, licensing and relicensing of teachers. The board consists of 11 members including six classroom teachers and 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; one higher education representative who must be a faculty member preparing teachers; and three members of public, two of whom must be present or former members of school boards. No member may be reappointed for more than one additional term. One day monthly meetings held at the Capitol Square Building in St. Paul. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

The Board of Teaching also establishes a code of ethics to assure that teachers in the public schools maintain high standards of ethical conduct. A copy of the Code of Ethics for Minnesota teachers is available through the board office.

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 in processing complaints and in the investigation and hearings relating to them.

Information regarding teacher licensure in Minnesota, the code of ethics, and the complaint process is available through the board office. Licensure application and renewal forms and teacher testing information are available from the Personnel Licensing Team of the Department of Children, Families and Learning, 616 Capitol Square Building, 550 Cedar Street, St. Paul, MN 55101, phone: (612-296-2046).

Minnesota Technology, Inc.

111 Third Avenue South, 400 Mill Place, Minneapolis, MN 55401
 Jacques Koppel, president (612) 338-7722; (800) 803-6446
 Fax: (612) 339-5214; E-Mail: info@mpls.local.mntech.org



Minnesota Statutes, Chapter 1160

Minnesota Technology, Inc. is a nonprofit corporation established in 1991, as the Greater Minnesota Corporation, to assist Minnesota manufacturing companies in becoming more competitive. It is part of the state's strategy to strengthen its economy and preserve and increase jobs in Minnesota. The corporation has four divisions that provide services to Minnesota companies statewide through six regional offices.

Minnesota Technology also coordinates the state's technology development initiatives, with responsibility for identifying policies and priorities that will enhance scientific and technological progress in Minnesota.

Citizen participation and appointment: (For more information see pages 1 and 272). The duties of **Minnesota Technology, Inc.** include applied research, technology transfer and early stage funding to small manufacturers; establishing programs and policies to provide technology transfer and research and development assistance to individuals, businesses and non-profit organizations; and providing financial assistance for bringing new products to the marketplace. The corporation consists of 14 directors including: a person from the private sector appointed by the governor who shall act as chair and serve as chief science advisor to the governor and legislature; the dean of the Institute of Technology and the dean of the Graduate School of the University of Minnesota; the commissioner of the Department of Trade and Economic Development; and six members appointed by the governor, at least one of whom must be a person from a public post-secondary system other than the University of Minnesota; and one member who is not a member of the legislature appointed by each of the following: speaker of the house of representatives, the house of representatives minority leader, the senate majority leader, and the senate minority leader. At least fifty percent of the six members appointed by the governor and fifty percent of the four members appointed by the legislature must reside outside the seven-county metropolitan area and must have experience in manufacturing, the technology industry, or research and development. Monthly meetings on the third Thursday of each month at 3:00 p.m. at the Minneapolis office. Quarterly all-day meetings at a regional office location. Members must file with the Ethical Practices Board.
Appointing Authority: Governor. **Compensation:** \$55 per diem plus expenses.

Manufacturing Technology Assistance

We help Minnesota industry implement appropriate technology solutions to business problems. Through our Minnesota Manufacturing Technology Center (MnMTC), we work with small and medium-sized manufacturing companies to identify competitive barriers, secure needed expertise and objectively manage projects that streamline manufacturing and business processes, improve product quality and reduce manufacturing costs, rework, inventory and waste.

M INNESOTA
M ANUFACTURING
T ECHNOLOGY
C ENTER

An affiliate of the **NIST**
 Manufacturing Extension Partnership

The MnMTC was formed in 1992 in a cooperative agreement with the National Institute of Standards and Technology (NIST) of the U.S. Department of Commerce. It is an affiliate of the NIST Manufacturing Extension Partnership, a national network of manufacturing service providers.

The MnMTC targets several industries, including manufacturers of computers and electronics, scientific and medical instruments, industrial machinery, fabricated metals, and plastic and composite materials. Manufacturing companies receive assistance — both one-on-one and through consortia — in finding appropriate technology and technology information.

Specialty Areas

- Technology information and assistance
- Supplier/OEM specifications
- Product and process improvements
- Modernization and strategic planning
- Strategic partnerships and networks
- Workshops and seminars, including:
 - ISO 9000
 - Business Management
 - Set-Up Reduction
 - Workforce Issues

Technology Information Services

Minnesota Technology Project Outreach is a comprehensive, interactive computer database search service offering small businesses and entrepreneurs access to thousands of technical experts, technical and marketing literature databases and vendor sources, along with resources and licensable technologies available through the University of Minnesota. Information services are offered at no charge or for a nominal fee.

Defense Conversion Consortium

The Minnesota Consortium for Defense Conversion is a member-driven consortium of defense industry manufacturers and suppliers. Minnesota Technology and the U.S. Department of Defense's Technology Reinvestment Program established the consortium to assist small, defense-dependent companies in securing new commercial opportunities while maintaining their defense-related capabilities. Assistance ranges from new product development and marketing to electronic communications networking and joint bidding, teaming and partnering.

Technology Investments

Minnesota Technology's Equity Fund makes equity investments to stimulate the growth of new, start-up and existing technology-based companies. The fund primarily focuses on manufacturing companies operating outside the Twin Cities metropolitan area.

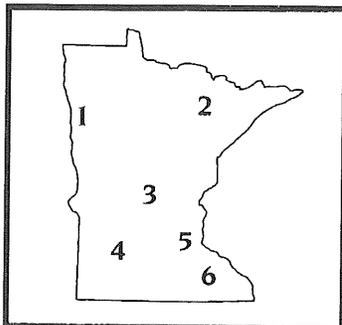
Publications

Minnesota Technology, Inc., publishes a quarterly magazine, *Minnesota Technology*, that serves manufacturing and technology companies throughout the state. The magazine covers emerging technology trends, leading Minnesota industries and current issues facing manufacturing firms. It profiles innovative Minnesota companies and products, and it includes hard-to-find statistics of interest to Minnesota manufacturers. Subscriptions are available by calling 612/338-7722 or (800) 803-6446.

Also published is the *Minnesota Technology Directory*, a guide to technology-based businesses in the state. The next edition is scheduled for release in the spring of 1996.

Regional Offices

1. **Moorhead** (218) 236-8584. Arlo Minden, regional director; 725 Center Avenue, Moorhead, MN 56560. FAX (218) 236-8241.
2. **Virginia** (218) 741-4241. Kjell Knudsen, acting regional director; 140 Olcott Plaza, 820 North Ninth Street, Virginia, MN



55792. FAX (218) 741-4249.
3. **St. Cloud** (320) 654-5201. Sandy Voigt, regional director; 300 East St. Germain Street, Suite 200, St. Cloud, MN 56301. FAX (320) 654-5207.
4. **Redwood Falls** (507) 637-2010. Jim Marshall regional director; 1030 East Bridge Street, Redwood Falls, MN 56283. FAX (507) 637-5929.
5. **Twin Cities** (612) 338-7722. John Connelly, regional director; 400 Mill Place, 111 Third Avenue South, Minneapolis, MN 55401. FAX (612) 339-5214.
6. **Rochester** (507) 285-7184. Kelly Rowe, regional director; 851 30th Avenue Southeast, Room CF-104, Rochester, MN 55904-4999. FAX (507) 285-7497.

Department of Trade and Economic Development

121 7th Place East, 500 Metro Square Building, St. Paul, MN 55101-2146
 Jay Novak, commissioner (612) 297-1291; (800) 657-3858; FAX: (612) 296-1290
 TTY/TDD: (612) 282-6142; (800) 366-2906 Greater Minnesota



Minnesota Statutes, Chapter 116J; Minnesota Rules 4100-4399

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 employ all available state government resources to facilitate an economic environment that produces net new job growth in excess of the national average and to increase non-resident and resident tourism revenues.

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 it was renamed the Department of Business Development, and in 1967 the Department of Economic Development. A 1981 legislative restructuring included the addition of many community development and energy development programs and it became the Department of Energy, Planning and Development. In 1983, yet another reorganization led to the creation of the Department of Energy and Economic Development.

The department became known as the Department of Trade and Economic Development in 1987 when the state's international trade activities were returned to the agency's purview. In addition, 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 the state's marketing arm and by moving technology policy matters to Minnesota Technology, Inc. (formerly the Greater Minnesota Corp.).

The 1993 legislature provided the department with the means to merge the Business Development and Analysis and the Community Development Divisions. This merger brought together financial, technical and information services available to local communities and the state's business sector.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Competitiveness Task Force** monitors implementation of the state's economic blueprint as it pertains to long-range competitiveness, makes long-range policy recommendations, holds periodic forums and symposiums, and provides ongoing counsel and advice to the legislature and commissioner of trade and economic development. The task force shall make annual reports to the governor and legislature on or before February 1. The task force consists of 15 members, including six representatives from private sector businesses appointed by the governor, two from companies with more than 1,000 employees, two from companies with 101 to 1,000 employees, and two from companies with less than 100 employees, and two environmental representatives. Terms of private sector members shall be for a minimum of three years and a maximum of five years. Meeting schedule and locations determined at call of the chair. **Appointing Authority:** Governor. **Compensation:** Not determined.

The department is organized into four operating divisions; three are: Business and Community Development; the Minnesota Trade Office; and, the Minnesota Office of Tourism. The primary clientele consist of communities, local units of government and the commercial, industrial and agricultural sectors of the state economy. A fourth operating division, Information and Analysis, provides advice and assistance to companies and economic data to government representatives, businesses and the public.

A fifth division, the Administration Division, encompasses the department's commissioner's office, administrative/fiscal services, human resources and information management services. This division provides administrative and management support to the department's operating divisions.

Business and Community Development Division

(612) 296-5005; (800) 657-3858; FAX: (612) 296-1290 or (612) 296-5287 **Jeffery Rageth, deputy commissioner.** The Business and Community Development Division provides a variety of financial and technical services to businesses, communities and economic development professionals. Many of these services can be accessed by using the Business and Community Development

Application. The division's objective is to help Minnesota companies prosper and expand.

The following programs offer business financing services:

Capital Access Program

Businesses, primarily small and medium-sized, can obtain loans for industrial, commercial or agricultural purposes through this program. A special reserve fund is established 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. Due to 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. Refinancing of enrolled loans, loans for housing or refinancing of possible real estate ownership are not eligible. The interest rate and loan terms are negotiated between the lender and the borrower.

Economic Recovery Fund Program

The Economic Recovery Fund Program awards state and federal grants to communities. Grants may be used to provide loans to community-based businesses for land acquisition, buildings or equipment. Loans may also be used for infrastructure 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. Communities may retain a portion of loan repayments to establish a locally administered economic development revolving loan fund.

Minnesota Job Skills Partnership

The Minnesota Job Skills Partnership is a commitment by the state of Minnesota to extend its education and training resources so that Minnesota employers will be provided with a well-trained and skilled work force. The partnership provides grants-in-aid to businesses, educational institutions, and labor organizations to assist in new business development and expansion. These partnerships develop training programs that result in businesses obtaining needed employees, and Minnesotans being trained and employed in skilled and technical jobs. A cash or in-kind contribution from the contributing business must match partnership funds on a one-to-one ratio.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Job Skills Partnership Board** (*Minnesota Statutes* 116L.02) 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 commissioners of the Department of Economic Security, and the Department of Trade and Economic Development, and the chancellor of the Minnesota State Colleges and Universities. The chair is appointed by the governor. Terms are staggered. **Appointing Authority:** Governor. **Compensation:** Reimbursement for travel expenses. 500 Metro Square Building, 121 7th Place E., St. Paul, MN 55101 (612) 296-0388.

Rural Initiative/Challenge Grant Program

The Rural Initiative/Challenge Grant Program in partnership with the six private Minnesota Initiative Funds manages six regional revolving loan funds. To stimulate job creation and private investment, low-interest loans are available to new and expanding businesses in rural Minnesota. Eligible projects consist of up to 50 percent of start-up or expansion costs, including property acquisition, site improvements, new construction, building renovation, purchase of machinery and equipment, and working capital. The six loan funds were capitalized by

\$12 million in grants from the Rural Development Board matched by \$12 million in private money administered by the McKnight Foundation. State funds were derived through the Rural Rehabilitation Revolving Fund.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Rural Development Board** is responsible for investigating, evaluating, and implementing new methods of rural development, including a Rural Initiative/Challenge Grant Program in partnership with the six private Minnesota Initiative Funds to assist rural businesses, and publishes a *Rural Investment Guide* to offer recommendations for the legislature and state agencies. The board consists of 14 members, including six public members, one from each region established by the board (two local elected officials, two member of farm organizations, one business representative, one labor representative), and eight ex-officio members. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** Reimbursed for expenses.

Small Business Development Loan Program

The Minnesota Agricultural and Economic Development Board (MAEDB) makes small business loans through the issuance of industrial development bonds backed by a state-funded reserve of 25 percent. Manufacturing and industrial businesses with 500 employees or fewer may be eligible for loans to cover the acquisition of land, buildings, machinery and equipment; building construction and renovations; development costs such as engineering, legal and financial fees.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Agricultural and Economic Development Board** (*Minnesota Statutes* 41A.02) issues revenue bonds backed by a state reserve for projects that provide for agricultural and economic development in the state. The board applies bond receipts to loans and loan guarantees to private firms for the purchase of real estate and capital equipment. The board approves resolutions in order to transact and conduct financial arrangements for specific projects including resolutions to approve a loan request, approve the sale of a building, commence legal action against borrowers to recover on loan deficiencies, waive certain loan covenants and provide for other similar transactions. The board consists of seven members including two public members with experience in finance, appointed by Minnesota Technology Inc; the commissioner of finance as chair; the commissioner of agriculture; the commissioner of trade and economic development; the commissioner of the Pollution Control Agency; and the president of Minnesota Technology Inc., or the president's designee. Meetings are held quarterly, for approximately two hours, at the Minnesota Dept. of Trade & Economic Development. **Appointing Authority:** Minnesota Technology Inc. **Compensation:** \$55 per diem.

The Tourism Loan Program

The Tourism Loan Program provides low-interest financing to existing tourism-related businesses that provide overnight lodging. In cooperation with local banks, participation loans are available. Loans can be used for building construction and renovation; site preparation; septic system replacement; equipment purchase; and, other construction. The purchase of existing businesses or new business start-ups are not eligible under this program. The program functions as a revolving loan fund whereby interest and principal payments by borrowers are made available for additional tourism loans.



Urban Initiative Program

The Urban Initiative Program, in partnership with local and neighborhood non-profit organizations, provides loans and technical assistance to start-up and expanding businesses in Minneapolis-St. Paul and eight inner-ring suburbs. Targeted toward minority and other persons in low-income areas, applicants must demonstrate potential to create jobs for low-income people; must be able to obtain sufficient capital from traditional private lenders; and, must be able to demonstrate the potential to succeed. Start-up and expansion costs, including normal business expenses such as machinery and equipment, inventory and receivables, working capital, new construction, renovation, and site acquisition are eligible activities.

In addition to these business financing services, the following technical assistance services are available to Minnesota businesses.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Urban Initiatives Board** (*Minnesota Statutes* 116M.15) is responsible for investigating, evaluating, and implementing methods to enhance urban development, especially through minority businesses and job creation for minority and other persons in low-income areas. The board manages the Urban Initiative Program in the Minneapolis-St. Paul area, and eight inner-ring suburbs, in partnership with local and neighborhood groups, to provide start-up and expansion business loans. The board consists of 11 members, including eight public members with six being from minority business enterprises. No more than four of the public members may be of one gender and all must be experienced in business or economic development; in addition three state agency ex-officio members serve: the commissioners of Trade and Economic Development, Economic Security and the chair of the Metropolitan Council. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

Advantage Minnesota

Advantage Minnesota, a private corporation supported by private companies and public development agencies, works in partnership with the Department of Trade and Economic Development to market the state of Minnesota and provide business expansion services to growing companies.

Business Development and Targeted Industry Specialists

Business and industry specialists assist clients with their business location and expansion decisions. They demonstrate Minnesota's comparative advantages and reinforce the positive image of a state that fosters economic growth. Business Development Specialists assist client businesses interested in expanding or locating in Minnesota. They help businesses access financial and technical resources and maintain a Statewide Property Tracking System that tracks data on available buildings and land in Minnesota. They also provide data on labor supply and cost, tax comparisons, training, regulatory review, capital resources and incentives and other business location issues and prepare formal proposals for business prospects.

Targeted Industry Specialists support business expansion and location by providing information on resources, markets, technologies, buildings and sites, transportation, and other related issues. They review projects, coordinate statistical analysis and preparation of prospect proposals and participate in development efforts on a local, regional and state level. They promote and support the targeted industries—Computers and Electrical Components, Healthcare, Printing and Publishing and Forest Products—and serve as liaisons for individuals and groups approaching or responding to each industry.

Minnesota Small Business Assistance Office

(612) 282-2103 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.

Callers can access a list of small business-related publications and order them by calling (612) 296-3871.

Minnesota Small Business Development Centers

The Minnesota Small Business Development Centers (SBDC) provide assistance to small businesses to promote growth, expansion and innovation, and to increase productivity and improve management. 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 22 centers, which form a statewide network, administered by the Department of Trade and Economic Development, offer specialized individual counseling and training programs.

Minnesota's cities, counties and townships may benefit from these community financing services.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Small Business Development Center Advisory Board** advises, counsels and confers 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 need assessments, program offerings, and program evaluations. The board also advises and assists in leveraging local financial and other resources to support the statewide Small Business Development Center Network and regional SBDC centers. The advisory board consists of 11 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 area and one at-large member. Meetings will occur in March and October, four hours per meeting; meeting location to be rotated among SBDC regional center locations. **Appointing Authority:** Commissioner of trade and economic development. **Compensation:** None.

Community Resources Program

Residents of distressed areas in Minneapolis, St. Paul, and Duluth benefit from grants received through the Community Resources Program. These 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 the 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.

Contamination Cleanup Grant Program

The growing need for developable, uncontaminated land in Minnesota is addressed by the Contamination Cleanup Grant Program. Grants are awarded to sites where there is serious, imminent private or public development potential. Cities, port authorities, housing or redevelopment authorities are eligible to apply. Among the eligibility requirements for the program are a 50 percent local match from the municipality where the site is located and a Minnesota Pollution Control Agency (MPCA)-approved Response Action Plan. Contaminates that qualify for cleanup include, but are not limited to, pesticides, PCBs and acid extractables. For a complete list of contaminants, contact the MPCA at 296-3600.

Mortgage Credit Certificate Aid Program

Aid to cities that issue mortgage credit certificates is provided by this state program. These grants must be transferred to a local housing authority to defray the administrative expenses of home ownership programs for families or individuals whose incomes are at or below 80 percent of the area median income.

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 rehabilitated public facilities such as wells, water treatment plants, distribution systems, wastewater treatment plants, collection systems, streets or sidewalks; and, expand economic opportunities by rehabilitating commercial structures. This program must benefit people of low- or moderate-income. Non-entitlement townships and cities with less than 50,000 population and counties with less than 200,000 population are eligible to apply for small cities grants.

Public Facilities Authority

The Public Facilities Authority (PFA) provides an umbrella of financial programs for communities and private entities for infrastructure and environmental systems. These programs primarily feature long-term, low-interest loans funded largely through the sale of tax-exempt bonds:

Water Pollution Control Revolving Fund

The Water Pollution Control Revolving Fund provides up to 100 percent of the financing needed for the construction, or the upgrading, of municipal wastewater treatment systems. The PFA loan is for up to 20 years, and is available to communities identified by the Minnesota Pollution Control Agency. Interest rates charged to loan recipients are determined according to indicators of a community's financial capacity.

Wastewater Infrastructure Fund

Communities with extremely high cost projects for the upgrading or construction of wastewater treatment systems may qualify for this program. The amount of a project grant is measured by the degree of financial burden placed on the residential users of the system.

Individual On-Site Treatment System Program

The Individual On-Site Program provides grants to communities and counties for improvements to individual systems within a geographic destination. The grants are for up to 50 percent of the total cost (within certain dollar limitations) for improvements to individual systems within the area designated by the community or county.

Once-Through Cooling Loan Program

This program provides loans to public or private entities identified by the Minnesota Department of Natural Resources for the replacement cost of once-through cooling systems with environmentally acceptable systems. From a financial institution selected by the borrower, the PFA purchases up to a 50 percent interest of the borrowers loan made for the project cost.

Drinking Water Revolving Fund

The Drinking Water Revolving Fund Program was enacted by Congress in 1994 and the Minnesota Legislature in 1995. It is anticipated that the program will provide low-interest loans to public and private borrowers for upgrading drinking water systems through three financing methods: use of tax-exempt bond proceeds to communities; and to private sources, bank participation loans or linked-deposit loans. The Minnesota Department of Health will review and approve technical requirements and compliances for these projects. As of this writing, neither the federal nor state government has provided funds for the operation of this program.

Technical Assistance

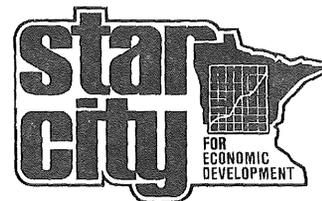
These programs are designed to provide services of interest to communities in the following areas:

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 importance of local business plans, location factors and adequacy of local services all receive program emphasis. Communities that participate in this program receive a customized report comparing local, regional and statewide information.

Star Program

As a job creation/retention program, the Star Program is designed to help Minnesota communities develop their organizational, marketing and problem-solving abilities through a rigorous course in economic development. Professional program staff work on a one-to-one basis 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. Along with assisting with the formal steps in becoming a "Star," department staff will also work with other cities, counties, or clusters in establishing improved economic development plans or implementing such structural changes as forming a local economic development authority.



Information, Analysis and Evaluation

The Office of Information, Analysis and Evaluation provides analysis, computer support, and administrative services to the department's operating divisions. Specific functions include: site-location information to promote and support business location/expansion in Minnesota; project-impact analysis, program 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; computer technical assistance and training; grant and loan contract processing and other administrative services. This office also maintains the department's reference library.

Minnesota Trade Office

(612) 297-4222; 800-657-3858

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 is located at 30 East 7th Street, 1000 World Trade Center, St. Paul, MN 55101-4902



MINNESOTA TRADE OFFICE

It assists Minnesota businesses through general export and market specific education programs, a network of public/private supported honorary trade representatives, export counseling, export financing, support with trade shows and foreign trading delegations, publications, targeted market research and selective reverse investment strategies to identify and expand export markets for Minnesota products. Minnesota businesses, foreign buyers and investors, foreign trade delegations and ranking international governmental officials are the primary clientele of this division. (See also the Minnesota Trade Center Corp. pages 342-343.)

Export Outreach and Education

Export Outreach and Education (EOE) activities of the MTO are geared toward increasing business awareness of export opportunities and assistance available; and to improving Minnesota businesses export-related knowledge, skills and abilities. The EOE unit provides regional outreach to increase export awareness, export training, trade information through the MTO's international library, and one-on-one counseling. The MTO 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. To speak with a trade representative, or to learn more about training opportunities, call (612) 297-4222 or 1-800-657-3858.

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 including publications, directories, statistics and other market research tools. In addition, the MTO International Library offers a PC terminal for accessing the National Trade Data Bank (an extensive source of federal trade information available on CD-ROM); a link-up to the Department of Trade and Economic Development's extensive business resources; access to other library holdings; and a room for viewing the MTO's collection of videos on basic exporting information and education. The library is not a lending library, but a coin-operated copy machine is available for public use. The library is open Monday through Friday from 8:30 a.m. to 5 p.m. Phone: (612) 297-4170 or 1-800-657-3858.

International Marketing and Investment

The International Marketing and Investment (IMI) unit provides individualized assistance on specific export opportunities through targeted international marketing information and trade events. Services provided by the IMI unit are: one-on-one counseling provided by country and industry trade specialists; export-related information; coordination of, and support for, trade shows and trade missions; obtaining host country business information through a network of honorary trade representatives in 10 countries; researching and providing appropriate agent/distributor lists; introductions to foreign buyers; and foreign investment assistance. To speak with a country or industry trade specialist, call (612) 297-1491 or 1-800-657-3858 or 1-800-657-3858.

Minnesota Export Finance Authority

Citizen participation and appointment: (For more information see pages 1 and 272). The **Export Finance Authority** (*Minnesota Statutes*, 116.9673) 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 seven members, six of whom must be knowledgeable in international finance, exporting, or international law, and one member to represent a company specializing in agricultural international trade. The commissioner of the Department of Trade and Economic Development is the chair of the board. The board meets approximately once a month, generally by conference call, to review loan guarantee applications and to review the operations of the Authority. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

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 legislature. Access to export financing and technical counseling continues to be a significant need for small exporters. MEFA helps businesses obtain financing through MEFA working capital guarantees, and helps firms obtain federal finance through a partnership with the Export-Import Bank of the United States. Phone: (612) 297-4658 or 1-800-657-3858.

Minnesota Office of Tourism

(612) 296-5029; 1-800-657-3700

Steve Markuson,

director. The Office of Tourism markets Minnesota's products and services that relate to travel, conducts organizational partnerships, and offers tourism information through a statewide network of travel information centers, publications, and "Journey," Minnesota's personalized travel planning service. To increase nonresident and resident tourism revenues, the office generates travel to and tourism within the state, provides information to travelers, and supports the state's communities and tourism industry. The office is located at 121 7th Place East, 100 Metro Square, St Paul, Minnesota 55101-2112, with convenient on-street metered parking all around the building, and off-street parking in several adjacent lots.



Program Services

Program Services is responsible for the overall administration of the Office of Tourism including fiscal and human resources. This area includes **Research and Computer Services**, which conducts research projects and surveys related to customer satisfaction, advertising, and promotional programs. Research and Computer Services also manages the development and maintenance of an inquiry database listing tourism businesses and attractions. This database provides the information available through "Journey" and in printed material.

Industry Relations

Industry Relations is responsible for communication with stakeholders, policy development and organizational partnerships. The unit operates three regional offices located throughout the state and is partnered with regional associations to assist in developing marketing at a local level. The unit is the primary liaison between the Office of Tourism and communities, associations and businesses.

Marketing Services

Marketing Services includes Advertising and Public Relations, Communications, and Travel Trade. These combined programs generate greater visibility for travel opportunities in Minnesota; maximize advertising budgets to generate travel inquiries; generate partnerships that leverage funds for marketing initiatives; create and use technologies to convey travel information; identify and prioritize travel industry needs in different marketing areas; package the information found in "Journey" and promote its use; 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.

Customer Services

Customer Services delivers information to consumers in response to phone, mail, fax, and in-person inquiries. The unit provides personalized travel information using the resources available in "Journey," as well as distributes published guides and brochures. This unit also manages the brochure inventory, and ships and receives materials. This unit operates 13 travel information centers located throughout the state, including St. Paul.

Department of Transportation

Transportation Building, 395 John Ireland Boulevard,
St. Paul, Minnesota 55155

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, 457A and 505;
Minnesota Rules 8800-8870

The Minnesota Department of Transportation (Mn/DOT) was created to provide a balanced transportation system, including aeronautics, highways, motor carriers, ports, public transit, railroads and pipelines.

Mn/DOT is the principal agency for developing, implementing, administering, consolidating and coordinating state transportation policies, plans and programs (*Minnesota Statutes*, Chapter 174).

Office of the Commissioner

- (612) 296-3000 James N. Denn, commissioner
(612) 296-7942 Edwin H. Cohoon, deputy commissioner
and chief financial officer
(612) 296-8532 Darryl E. Durgin, deputy commissioner
and chief engineer
(612) 296-3306 William H. Schreiber, director,
Intergovernmental Policy
(612) 296-0369 Robert J. McFarlin, director,
Public Affairs

Invested with a number of duties by the legislature and appointed by the governor, the commissioner is chief administrator of the Department of Transportation. The commissioner is assisted by the deputy commissioner, Modal and Resource Management Bureau; the deputy commissioner, Engineering and Operations Bureau; and the directors of Intergovernmental Policy and of Public Affairs.

Mn/DOT creates a transportation system to connect local, regional, national and international markets. Decisions regarding priorities are made jointly with citizens. Mn/DOT supports all forms of transportation services statewide, while also respecting and supporting the state's economic, social and environmental values.

Intergovernmental Policy

(612) 296-3306 William H. Schreiber, director; Merritt H. Linzie, associate director; Tim Worke, associate director; This section maintains liaison with the state legislature and the U.S. Congress in order to develop and secure passage of legislation that will improve the operation of and services provided by the department. It also assists elected officials in making transportation-related decisions and in responding to constituent inquiries. It provides information to elected officials 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 office also interacts with federal, regional, county, and municipal government officials and transportation-related organizations and individuals.

Communications

(612) 296-3581 Robert J. McFarlin, director, Public Affairs; Jean Mehle Goad, director, Office of Communications; 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.

When you are connected to the Mn/DOT library, you are connected to the world. 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 Mn/DOT library 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 to the general public.



Transportation Information Center and Mn/DOT Library

For further information about Mn/DOT, call the
Transportation Information Center or
Mn/DOT Library in B-23 Transportation Building.
Both are open
Monday through Friday 8 a.m.-4:30 p.m.

Transportation Information Center

(612) 296-3000
(800) 657-3774

Telecommunications Device for the Deaf

(612) 296-9930
(800) 657-3994

Library and Information Services

(612) 296-2385

Background

The various components that make up Mn/DOT evolved as follows. The Minnesota Legislature began passing laws regarding township and county road and bridge 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. Its powers expanded 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. The legislature abolished the Highway Commission in 1917 and created a Department of Highways.

Established 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.

In 1956, the U.S. 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.

In 1967 the legislature created the Department of Public Service and transferred the Railroad and Warehouse Commission to it. In 1969 the legislature established the Department of Public Safety and transferred the Highway Patrol and Driver License Bureau from the Highway Department to this new Department.

The Minnesota Department of Transportation was created in 1976 by the legislature to assume the activities of the former Departments of Highways and Aeronautics, and the transportation-related sections of the State Planning Agency and of the Public Service Department. (See Brief Transportation History in the Profile section.)

Modal and Resource Management Bureau

(612) 296-7942 Edwin H. Cohoon, deputy commissioner/chief financial officer

Audit Section

(612) 296-3254 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; furnishes analysis, appraisals, and recommendations concerning the activities reviewed; 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. This section, located at 1959 Sloan Place, Suite 200, Maplewood, MN 55117, also conducts investigations concerning allegations of wrongdoing; and provides no services directly to the public.

Finance and Administration Division

(612) 297-8316 Barbara L. Sundquist, division director/chief administrative officer; (612) 296-7968 Gordy Boldt, assistant division director. The division provides policy direction and support for the management of the department's fiscal, human and information resources; provides a number of administrative services to the department's divisions including human resource administration, labor relations, employee development, safety, workers' compensation, workforce diversity, cost accounting, federal billing, fiscal reporting, budget preparation guidelines and management, investment management, contract administration, central office supplies and services, inventory and fixed asset management, procurement policy, central purchasing, and network management services; conducts studies in organizational management and administrative effectiveness; is the focal point for the department's work with the departments of administration, employee relations, finance, revenue, and the Office of Administrative Hearings. The division also works closely with the Office of the Attorney General and maintains a close liaison with the State Board of Investment, the Federal Highway Administration, the Legislative Audit Commission and the Minnesota Legislature.

Office of Administrative Services

(612) 296-3114 Edwin O. Clarke, director. The office provides the following services to Mn/DOT: operates the departmental mail center; establishes mailing procedures; advises on postage rates and shipping methods; supervises mailing and distribution lists; supervises the departmental records management program establishing processes, guidelines, and authorization for legal disposal of unneeded information under record retention schedules; conducts information flow studies and analysis, indexing and alternative storage consultation, and establishes data practices guidelines; operates a photo reproduction center.

It consults on and operates several word processing/document preparation centers; looks for opportunities for recycling efforts to implement state laws and monitors the recycling program for the department; stocks maps and manuals used in transportation engineering; processes requisitions for equipment and commodities and administers supplies and printing services; manages a building occupant service request program for the central office addressing lighting, air, temperature and quality, electrical power supply, voice and data access, acoustics, housekeeping, furniture and equipment repairs, product delivery and placement, and space design and modification.

It provides planning for interim and long range central office space use, and coordinates the acquisition of rental space for central office employees with the department of administration; manages Mn/DOT concerns for the current central office building life safety renovation project with the Department of Administration; administers the Mn/DOT contested case and rule making calendar and is the liaison with several other state agencies for these purposes, including the Office of Administrative Hearings, Attorney General, and the *State Register*; assists in the design and installation of department wide administrative procedures; conducts departmental business contingency planning, a process to identify and quickly resume its most important functions following an unplanned-for event that stops work.

Documents available to the public:

For information on maps and manuals contact Map and Manual Sales at Room G-19, Mail Stop 260, Transportation Bldg., St. Paul, MN 55155, (612) 296-2216. Prices are subject to sales tax, mailing and handling charges unless the purchaser is exempt by law. Checks, drafts, or money orders, made payable to the commissioner of transportation, must accompany all orders. The unit will send out maps or manuals as soon as the request and proper fee are received. Prices quoted are current as of October 1995, but are subject to change without notice.

Maps

- **County Maps**, depicting road types, culture, and drainage.
- **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.
- **County Traffic Flow Maps**, indicating traffic volumes on rural roads.
- **Large State Map**, 40"x43"
- **Street Series Traffic Flow Maps** of the seven-county metropolitan area, showing traffic volume on "system 70" municipal state-aid streets and other designated roads.
- **State Bikeways Maps**.
- **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.
- **Municipal Maps**, showing cities over 5,000 population on separate map sheets, while cities under 5,000 population are generally shown with several cities per sheet.

Engineering manuals

The department's manual system allows for procedural changes and additions to be disseminated in a timely manner to all manual holders. Engineering departments of counties and cities receive one free copy of any new engineering procedure manual when issued, as do other governmental entities where the department has reciprocal arrangements to share such information. The department does not provide addenda and other supplemental information for Mn/DOT manuals held by the public or governmental agencies beyond the fiscal year purchased without the payment of an annual mailing list management fee of \$5 per copy.

Bituminous — 5-693. Intended primarily for the 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+ 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, false work and forms, reinforcement, concrete bridge construction, steel construction, timber construction, surface preparation, and painting structural steel. \$20 + tax + \$1.50 postage.

Bridge Design — 5-392. Established procedures and communicates information for bridge office personnel. \$12 + tax + \$1.50 postage.

Bridge Details — 5-397. Contains standard detail drawings that are inserted in a set of bridge plans. Drawings are of bearing assemblies, expansion devices, railings, fencing, concrete beams, etc. \$20 + tax + \$1.50 postage.

Bridge Aesthetics. \$32.50 + 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 + tax + \$1.50 postage.

Concrete — 5-694. Familiarizes engineering personnel with fundamental principles and better practices of concrete construction, emphasizes 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 + tax + \$1.50 postage.

Construction — 5-591. Establishes uniform policies and practices in construction and uniformity in interpretation of specifications and of inspection. Includes information on project organization, supervision and administration, reports and records, construction details, control of work, and final documentation. \$20 + 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 + tax + \$1.50 postage.

Geo Technical. \$40 + 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 + tax + \$1.50 postage.

Landscape. This publication is necessary for designers, project engineers, project inspectors, contract administration advisors, contractors and material suppliers who work with landscape projects subject to Mn/DOT's Standard Specifications for Construction. This publication provides sequential, clear, objective, pictorial and measurable criteria for nearly all decision-making relative to inspection and installation of landscaping. This publication is tied as an integral component of all contract documents for Mn/DOT landscaping projects. \$12 + tax + \$1.50 postage.

Laboratory Manual. The Laboratory Manual contains test procedures and AASHTO/ASTM test references for commonly used laboratory tests on aggregates, soils, cement, concrete, bituminous, etc. It is intended to provide a laboratory technician with a reference to needed procedures so that there is procedural uniformity and consistent results among all the Department's laboratories. Private sector laboratories will have formal test procedures to follow. \$12 + 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 + 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 or class or the governmental agency having jurisdiction. Official Traffic Control Device (or Traffic Control Devices) and 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 + tax + \$2.50 postage.

Right of Way — 5-491. Communicates procedural and policy information, develops and maintains uniform right of way practices and procedures; orients personnel in acquisition of right of way and in required contact with the public. \$16 + 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, section elements, special structures, safety features, and erosion controls. \$40 + 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 + tax + \$1.50.

Standard Plates — 5-296. Provides standard plates, approved by Department staff and Federal Highway Administration 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 + 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 the U.S. DOT and adopted by Mn/DOT. \$60 per set + 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 + tax + \$1.50 postage.

State Aid Project Development. Tells how to prepare project development reports (Project Memoranda, etc.) for county and city federal aid projects. \$16 + 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 + tax + \$1.50 postage.

Technical (2nd Edition) — 5-292. Assists 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 their engineering responsibilities. \$16 + tax + \$1.50 postage.

Traffic Engineering — Traffic Manual - Part I, II, III. Establishes uniform guidelines and procedures primarily for use by appropriate personnel in Mn/DOT. It complements, but does not duplicate the M.U.T.C.D. Manual. \$60/set + \$2.50 postage per set.

1988 Edition Standard Specifications. Hard Copy. \$20 + tax + \$2.40 postage.

1995 Edition Standard Specifications. Hard Copy. \$20 + tax + \$2.50 postage.

Office of Contracts Management

(612) 296-2851 Contracts management officer. This office performs all contracts management functions for the department, including review and approval of all highway construction and maintenance contracts. It also provides support and assistance to department offices and districts in contract preparation and training; reviews and assists in the preparation of department policies and procedures for contracts; reviews the consultant selection process; assists in negotiating contracts and provides assistance to external customers to provide information about the department's contracts and procedures. The contracts management officer has delegations of authority from the Minnesota Attorney General's Office and the Department of Administration. The office acts as liaison to the Attorney General's Office, Department of Administration and Department of Finance regarding contracts issues.

Office of Financial Management

(612) 296-3120 Richard R. Swanson, director. The office provides the systems and controls necessary to ensure the proper management of Mn/DOT's fiscal resources; coordinates the preparation and department level management of the departmental budget; maintains account summaries; prepares and issues official financial reports and statements; monitors accounting practices; coordinates financial activities; explores innovative methods of financing transportation activities; provides management consultant services (including organizational, management, and financial); is involved in early program delivery decision-making. The Office of Financial Management is the departmental liaison with the Minnesota Department of Finance.

Budget Section

(612) 296-3225 Gordon W. Kordosky, manager. The 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; 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; ensures that the department is in compliance with state contract financing policies; interacts with the Departments of Administration, Finance, Revenue, and Public Safety and the State Board of Investment, the Federal Highway Administration (FHWA), and legislative committees and staff; and provides no services directly to the public.

Financial and Management Analysis Section

(612) 297-1203 Bruce C. Briese, manager. This section analyzes and reports on financial activities, monitors accounting practices, conducts fiscal studies, prepares required federal reports, maintains the general ledger and provides account summaries; designs, implements, and reviews administrative methods and procedures, and conducts organizational, management, financial analysis and implementation activities; provides financial and policy analysis to the department's senior management and in support of the department's legislative program, including preparing all fiscal notes on bills requested by the legislature; and provides no services directly to the public.

Financial Operations Section

(612) 297-7514 Bonnie I. Kollmann, manager. 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 treasurer's office; the state auditor; the Federal Highway Administration (FHWA); the Federal Rail Administration; local governments; the Office of the Legislature Auditor; and legislative committees and staff. It provides no services directly to the public.

Office of Human Resources

(612) 296-3100 Linda Bjornberg, director. The Office of Human Resources adds value to Mn/DOT by providing systems, policies and procedures to ensure the proper management of Mn/DOT's human resources.

The office provides ongoing consultation which focuses on strategies to enhance organizational effectiveness; develops current and next generation leadership; provides high performance systems to ensure a well-qualified, adaptable and diverse workforce responsive to established needs; provides leadership for a planned, innovative and progressive approach to the recruitment, selection, training and retention of employees; provides consultation and support to managers and supervisors in the areas of workforce planning, succession planning and organizational staffing; facilitates the development of a workforce which meets the emerging technology and changing job requirements; provides liaison with the Department of Employee Relations.

Operations Section

(612) 296-3648 Michael A. Koebnick, operations manager. The section is responsible for the Human Resources Information System (HRIS), safety and workers' compensation programs and research and analysis of human resources issues.

The section maintains the Human Resources Information system and office network to provide access to the HR Database and supports the various software systems used by staff; develops, administers and coordinates agency safety activities and the provisions of industrial hygiene services, including the guidance on the disposal of hazardous waste, coordination of workers' compensation claims management services and early return to work programs. The Health Unit/Employee Assistance Program provides health and first aid service to employees and visitors to the Capitol complex, conducts classes in first aid and cardio-pulmonary resuscitation for district and central office employees, maintains health monitoring records for department employees, coordinates the agency's well-being programs, provides counseling, crisis intervention and employee assistance service.

Employment Services Section

(612) 297-1895 Wayne Brede, manager. The section is responsible for all classification, compensation, recruitment, exam administration and employee selection activities within Mn/DOT and provides consultation and support to managers and supervisors in the areas of workforce planning, succession planning and the impacts of organizational shifts on staffing.

The section provides broad staffing-related technical expertise and guidance, including conducting job audits and making position allocation decisions on delegated classes or effectively recommending classification levels to the Department of Employee Relations; provides technical assistance on writing job descriptions and developing formal classification specifications; conducts formal job classification studies, conducts formal HAY evaluation committees, and provides compensation administration on both initial employee hires as well as promotional appointments; develops and/or administers examinations in conjunction with the Department of Employee Relations and provides recruitment and referral of candidates for employment; serves as technical advisors to managers and supervisors on the interpretation and correct application of various human resource policies, procedures, as well as the staffing implications of proposed organizational realignments; provides staff support to Mn/DOT's formal succession plan and Human Resource Council and participates in formal employee orientation sessions; administers formal personnel requisition tracking system.

Labor Relations Section

(612) 296-7875 Jim McKane, manager. The section directs labor relations activities and provides a central authority on all labor relations matters concerning Mn/DOT employees.

This section represents Mn/DOT management in all negotiations and formal meetings with the employee representatives or unions; provides expert advice on labor agreements and labor issues concerning employees as well as consultative services to managers and supervisors who are contemplating disciplinary actions toward employees; represents Mn/DOT in formal grievance hearings and conducts investigations of general harassment complaints and employee wrongdoing; provides consultation on developing and administering structured job interviews; prepares seniority rosters; prepares and distributes job vacancy postings and maintains records on grievances and other labor relations matters; develops and delivers training courses on various labor relations issues; administers the department's Imprest Cash program, the department's American Express Corporate Card program; provides advice on employee relocations and deferred compensation and provides office reception and general office support services for the entire office.

Employee Development Section

(612) 296-3125 Sue Muehlbach, manager. The section plans, organizes, implements and coordinates meaningful, innovative training and development programs and external education initiatives to meet changing workforce needs and ensures that employees have the knowledge and competencies to implement Mn/DOT's objectives, plans and programs.

The section provides a comprehensive, systematic approach linking employee education, training and development activities to agency goals, objectives and employee needs; provides programs to increase employees' job skills and information to prepare employees for other jobs they may be assigned in the future; provides management development consultation and programs in a changing environment in line with organizational development efforts, coordinates performance management and recognition systems responsive to management's needs; provides activities which focus on technical training and certification, supervisory training, development planning, facilitation and team building, and new employee orientation; assesses and evaluates training programs for effectiveness.

Mn/DOT also operates the Arden Hills Training Center. For additional information regarding the center contact the Arden Hills Training Center at 1900 W. County Road I, New Brighton, MN 55112, (612) 297-4429.

A major external education initiative is the AASHTO (American Association of State Highway and Transportation Officials) TRAC (Transportation Civil Engineering) program. The purpose of this program is to interest junior and senior high school students in careers in transportation.

Office of Information Policy

(612) 297-5206 **Mary B. Welfling, manager.** The office develops and implements the policies, standards, plans and strategies required for Mn/DOT to build shareable, reusable information resources, thereby improving the quality and reducing the costs of information. The office supports and receives direction from Mn/DOT's information resource management (IRM) steering group, the Information Leadership Council (ILC); interacts with the Department of Administration on information management issues; works with national, regional, state and local organizations on information policy, planning and standards issues.

The functions of the office are to coordinate the development of IRM policies and standards; coordinate the development and maintenance of the IRM architecture and plan; initiate development projects and ensure their consistency with Mn/DOT's IRM plan, policies and standards; develop strategies for funding development and operations of shared information resources and coordinate the IRM budget and spending plan processes; measure the costs and results of IRM activities.

Office of Systems and Analysis

(612) 296-7968 **Gordy Boldt, director.** The section manages central office telephone communications services, including planning equipment and service configurations, ordering system changes and upgrades, and maintaining liaison with Department of Administration Telecommunications and Technology Management Division; administers Mn/DOT building data, voice, and video networks; designs and develops computer-oriented processing systems; performs cost/benefit analysis and feasibility studies; proposes appropriate systems and methods; coordinates the design and implementation of automated systems, methods, and procedures; maintains and analyzes currently operating mainframe and micro computer systems, provides assistance and user guidance for maintenance, modification, and enhancements of presently operational systems; coordinates and assists in the acquisition, installation, and implementation of hardware and software throughout the department; provides short- and long-range planning for Mn/DOT data processing equipment, data base activities, and data communications activities; works with users in selecting and installing hardware for individual units, establish communication with mainframes, and maintain equipment, and develop standards; coordinates Mn/DOT systems requirements with the total state computing system; provides data processing technical support to district and central office users; provides data processing users with a call-in service (HELP line) to answer their questions about supported hardware and software; explores new technology with the potential for increasing productivity in Mn/DOT; audits computer systems operation, including evaluation of efficiency and applicability in the light of current technology and effective performance; provides support to engineers and engineering technicians involved in activity automation; maintains liaison with Department of Administration, consultants, vendors, and other departments for administrative or technological changes that have an impact on Mn/DOT systems; researches and selects appropriate methodologies for management information systems (MIS) planning in Mn/DOT; administers Mn/DOT data base functions including storage integrity and security of data; inventories Mn/DOT's information resources and identifies ways to improve resource availability and quality.

Office of Workforce Equity and Diversity

(612) 297-7196 **Linda Dahlen, director.** The office, through plan development, complaint investigation, training, monitoring and other activities, assists Mn/DOT to attain its affirmative action goals, and to provide a work environment free of harassment and discrimination and to instill workforce diversity in the workplace. The office is the departmental liaison with the Departments of Employee Relations and Human Rights and the Federal Highway Administration (FHWA) on EEO and affirmative action matters.

The office develops and updates Mn/DOT Affirmative Action plans for compliance with state and FHWA requirements; investigates complaints filed under the internal affirmative action grievance process;

advises Mn/DOT managers and supervisors on issues relating to affirmative action and nondiscrimination; answers Human Rights and Equal Employment Opportunity Commission complaints filed based on discrimination; identifies and develops specific actions to remedy barriers to the employment of minorities, women and persons with disabilities; develops and assists in the implementation of training concerning affirmative action, non-discrimination and workforce diversity issues; monitors Mn/DOT hiring patterns; assists the Attorney General's Office in responding to law suits filed on the basis of discrimination; oversees the SEEDS program.

Transportation Research and Investment Management Division

(612) 296-1344 **Eugene E. Ofstead, assistant commissioner.**
(612) 296-1615 **Randall K. Halvorson, assistant division director.** The division directs Mn/DOT's strategic planning and statewide investment decision process; administers statewide modal programs including aeronautics, highways, railroads and waterways and transit; is responsible for advancing research and new technology applications in transportation as well as enforcement of specific laws and regulations which ensure the safe movement of people and goods.

Office of Advanced Transportation Systems

(612) 296-8567 **James L. Wright, director.** The primary activity in the office is Minnesota Guidestar. Minnesota Guidestar is the state's Intelligent Transportation System (ITS) program, which is developing a better statewide transportation systems for Minnesota citizens and businesses. Guidestar is testing and deploying new technologies that improve the movement of people, goods and services. Its contributing partners include units of government, the private sector and academia. Guidestar bases its efforts on identifying and satisfying the needs of travelers throughout the state; provides the latest and most economical transportation services to people of all incomes; invests public and private resources in projects that will result in real environmental, social and economic benefits.

In August 1994, a new work activity was added. Much of the focus of this effort will be on developing the "livable communities" concepts that have been initiated in various parts of the country and emphasized recently by the Federal Transit Administration (FTA). The Community Transportation Design Group (CTDG) offers various implementation strategies that will promote more balanced transportation and land use practices. Initial projects underway are the Hutchinson Project, a bicycle and pedestrian friendly city, and the Cambridge Telework Center design effort. These are good examples of how human-scale transportation applications and advanced technology support systems that can be combined to create more livable communities.

Community Transportation Design

(612) 296-2533 **Bob Works, director.** Community Transportation Design is a new initiative within Mn/DOT charged with promoting the coordinated use of multiple techniques that will result in a decreased need for travel in single occupant motor vehicles, improved quality of life, and more sustainable communities.

The techniques envisioned to be drawn upon by communities include: land use planning and urban design, transit and ridesharing promotion and development, telecommuting, walking, and bicycling.

A Transportation Action Model has been developed to serve as guidance to communities wanting to pursue these ends.

Bicycle Unit

(612) 297-1838 **Jim Dustrude, state bicycle coordinator.** The unit is dedicated to helping improve the quality of the bicycling environment in Minnesota, such that the bicycle becomes a more viable and predominant transportation choice. This is pursued through comprehensive planning and program development, development of design standards and guidelines, providing professional training and technical assistance to local units of government, and maintaining an inventory of the suitability of streets and highways for bicycling, which is used

to help determine needs for improvement. This inventory is also depicted on the popular Minnesota Bikeways maps, which also show the locations of all bike paths and paved shoulders in the state. Bikeways maps may be purchased either from Mn/DOT or the Department of Administration, Minnesota's Bookstore, 117 University Avenue, St. Paul, MN 55155. Phone: (612) 297-3000, 1-800-657-3757.

The unit works with other agencies and the State Bicycle Advisory Board to develop consensus on policy issues and program directions, for recommendation to state agencies and the legislature; and produces the annual Minnesota State Bicycle Conference, which is nationally recognized as fueling the bicycling renaissance in Minnesota.

Office of Aeronautics

(612) 296-8202 Raymond J Rought, director. This office administers state and federal funds for municipal airport development, maintenance, and operation; regulates, inspects, and licenses aviation operations; enforces statutes and rules relating to aviation; registers aircraft and assists communities with aviation planning and air service issues. It also provides radio and visual navigational aids; electrical and lighting systems; collects and disseminates weather information for pilots; disseminates aviation education and safety information; and furnishes air transportation service for state officials and employees performing official business. This office is located at 222 East Plato Boulevard, St. Paul, Minnesota 55107-1618

Administrative Support

(612) 296-9865 Daniel R. Riser, manager. This section oversees the function of personnel and payroll transactions; accounting, purchasing/inventory control; secretarial support; budget preparation; monitors the spending plan; training coordination; and facilitates management of the aeronautics office building.

Airport Development Section

(612) 296-0523 David J. Nybakken, manager. This section provides technical and financial assistance to municipalities for the continued development and maintenance of the nearly 150 existing and planned airports identified in the Minnesota State System of Airports.

Technical and administrative assistance are provided to publicly owned airports in areas such as airport planning; site selection; airport zoning; airspace issues; airport layout plans; project development and programming; land acquisition; project design; construction management; maintenance activities; and equipment purchases.

This section, through consultation with municipalities that own airports and the Federal Aviation Administration, prepares and maintains a continuous five-year Airport Capital Improvement Program that identifies the improvement needs of municipally owned airports throughout Minnesota; prepares and maintains an Airport Pavement Management System that reflects the current condition of all the airport pavements and the forecasted pavement rehabilitation needs for planning purposes.

Financial aid in the form of state airport improvement grants and Federal Aviation Administration airport improvement program grants can be requested from this section by municipalities for eligible airport projects. In the application for financial aid the municipality must show the project scope and justification; the estimated cost; the time schedule; and the availability of local matching funds. This section prepares application requests for federal aid on behalf of municipalities and receives and disburses all federal funds as required by state law; reviews and approves project plans, specifications, and contract documents; prepares and administers state-aid agreements; conducts periodic on-site inspections to ensure compliance with contract documents and grant agreements; approves change orders and partial and final payments; and prepares and processes the state-aid payments.

In much the same manner, this section administers two additional funding programs. The airport maintenance grant program provides a state reimbursement for a portion of documented eligible maintenance expenses up to a certain amount that is dependent on airport size. The hangar loan project provides loan monies to municipalities for the construction of storage hangars.

Necessary forms for project documentation are provided free and as needed.

Aviation Education Section

(612) 297-7652 Gordon Hoff, manager. This section's functions are to form liaisons with industry to identify education and training needs with education institutions delivering aviation training and with state and federal officials to ensure support for aviation education programs. This section also manages aviation training funds; coordinates Minnesota's programs with surrounding states and directs aviation industry needs assessment. Educators, students, the aviation community and the general public are served by enhancing awareness and knowledge of aviation and its role in society.

This section is a key partner in Aviation Career Awareness Days; Aviation Career Education (ACE) Academy; Discover Aviation Days; International Aviation Art Contest; Aviation Education Advisory Council (which meets quarterly and is made up of 30 representatives from K-12 schools, post secondary institutions, government agencies and private industry) Airport Management Intern Program; and the Washburn Aviation and Aerospace Magnet School Advisory Council which meets monthly and is made up of 40 representatives from K-12 schools, post secondary institutions, government agencies and private industry.

The section is a regular participant in the Minnesota Education Association/Minnesota Federation of Teachers Convention; the North Central Region/Aerospace Educator's Conference; the Annual Post Secondary Aviation Conference; the National Association of Partners in Education/Minnesota; and the Minnesota Technology Preparation - school to work transition, curricula development, breakthrough innovations.

The section also developed, published and disseminates the *Historical Aircraft DOT-TO-DOT Book* (elementary level); the *Minnesota Aviation Facts Booklet* (general public); the *Minnesota Aviation Education Guide* (secondary level); the *Sky's The Limit Book*, volumes I-IV (elementary aviation reading/activity books); the *Minnesota Aviation Geography Curriculum Book* (secondary level); the *Aviation History Calendar* (general public); and an *Aviation Career Video* (secondary level).

Staff members provide classroom presentations on a variety of aviation topics for grades K through 12. Developed materials are provided free and as requested.

Navigation Systems Section

(612) 296-2334 Herman G. Hamre, manager. The functions of this section are to establish, operate and maintain electronic navigation aids to augment the federal system in Minnesota; installs, maintains and upgrades radio navigational aids such as Very High Frequency Omnidirectional Radio Range (VOR) systems, Distance Measuring Equipment (DME), Non-Directional Beacons, and Instrument Landing Systems (ILS).

This section provides technical, planning and financial assistance to publicly owned airports for airport electrical systems. Examples are upgrading lighting systems, power distribution systems, visual navigation aids, and radio controllers for airport lights.

This section is also responsible for installing and maintaining Automated Weather Stations Systems (AWOS) at Minnesota public airports and for collecting and disseminating aviation weather information to pilots through use of electronic devices.

Planning, Research and Information Section

(612) 296-9869 Michael Louis, manager. This section's functions are to conduct statewide aviation planning; coordinate and assist in regional aviation planning efforts; assist owners of publicly owned airports in developing airport master plans; provide aviation input in intermodal planning activities; collect pertinent data, maintain an aviation data base, and develop forecasts of aviation activity; assist Minnesota communities with scheduled air service matters; assist airport owners in meeting federal and state requirements for environmental review for capital improvement projects; monitor aviation issues and legislation; and to coordinate special programs and policy changes.

The section also prepares aviation information for public release and prepares a quarterly "Aviation Safety Technical Bulletin" for publication in the *Minnesota Flyer* magazine.

Air Transportation Section

(612) 296-6666 Tim Valento, chief pilot. This section provides air transportation in Mn/DOT-owned aircraft for Mn/DOT and other state employees, the legislature, and constitutional officers when conducting official business. The aircraft used are two Beechcraft King Air's, one with eight passenger capacity and one with six passenger capacity. Aircraft are scheduled on receipt of a telephone request, followed by a written air travel request, Form TP-80263-04. Forms are supplied on request.

This section also offers "air shuttle" service to cities with Mn/DOT offices on a rotating basis on Wednesdays and Thursdays. Service is provided to Willmar and Brainerd; Duluth and Eveleth; and Bemidji and Detroit Lakes. 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 Aviation at the St. Paul Downtown Airport (Holman Field) at 7 a.m. and return at approximately 5:15 p.m. Service on the shuttle is available to other state agencies on a space available basis. Contact this section regarding availability.

Mn/DOT charges a single rate per mile for either twin-engine aircraft. Extra charges will be assessed the user for overnight trips to cover pilot's food, lodging, and special expenses. If Mn/DOT's aircraft are unavailable, assistance is provided to arrange for a flight by a charter operator if the requestor desires.

Aviation Operations Section

(612) 296-8061 Larry Myking, manager. The section enforces all governmental regulations, statutes, and rules for aviation in Minnesota; provides technical interpretation of statutes, rules and policies; manages the aircraft registration system (see below); inspects and licenses public and private-use airports, heliports, and seaplane bases; inspects and licenses commercial flight operations such as aircraft sales, rental, and leasing as well as flight schools, aerial applicators, air charter services, aerial advertisers, aircraft service, maintenance and repair operations, and air ambulances.

| Public or Private-Use | | |
|----------------------------|--------------------|------------------------|
| Airport \$15 | Seaplane Base \$15 | Heliport \$15 |
| Commercial Aircraft | | Aircraft Dealer |
| Operators \$30 | | Dealer (Only) \$10 |
| | | Plate (each) \$15 |

Personal-Use Airport, Seaplane Base, Heliport: No Fee (License necessary only if located within five miles of a public airport)

For forms or information on licensing requirements, contact this section.

The section also reviews proposals for construction of tall towers and power lines for aerial hazard potential, and expresses objections when appropriate.

The section maintains an aviation film library that is available for showing to educational, civic, industrial, professional, youth and similar groups. The library consists of approximately 350 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 by calling (612) 297-4270. A catalog is available upon request.

This section develops, conducts, and sponsors aviation and aerospace safety education programs for pilots, maintenance technicians, and ground support personnel; disseminates safety-related articles and other aviation oriented training publications; and provides administrative, fiscal, and personnel services support to Minnesota Wing, Civil Air Patrol.

This section annually updates, publishes, and distributes the *Minnesota Airport Directory* to registered owners of airworthy aircraft

at no charge; periodically updates, publishes, and distributes the *Minnesota Aircraft Tax Rate Book*; and annually updates, publishes, and distributes the *Minnesota Aeronautical Chart* to pilots at no charge.

This section develops, conducts and sponsors aviation weather programs for pilots, and provides an aviation weather computer program. This system of weather access computer terminals, called the Minnesota Weather Access System (MnWAS), provides weather information, weather graphics, and flight planning programs for pilots at approximately 90 airport locations throughout Minnesota. A home user program is available for pilots with personal computers. For information about MnWAS, contact Robert Pederson at (612) 296-4746.

Aircraft Registration Unit

(612) 296-2353 Christine Ellingson, point of contact. This unit maintains aircraft registration files and tax records for all general aviation aircraft based in Minnesota; determines fees and collects aircraft registration taxes; ensures that mandatory provisions of the aircraft insurance act are met; ensures sales taxes are collected on aircraft sales; makes field verification of aircraft registration; and provides information regarding sales tax, insurance, and registration requirements.

To register an aircraft, write to this unit or call (612) 296-2353. This unit 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 1. Information about pilots' licenses, issued by the federal government, can be obtained by calling (612) 725-4211.

Office of Alternative Transportation Financing

(612) 282-6148 Adeel Lari, director. Mn/DOT created the ATF to study the feasibility of various road pricing options and to identify appropriate and potential road pricing projects. ATF is responsible for developing innovative financing techniques and new ways of encouraging public-private partnerships to plan, design, build and operate selected parts of the state's transportation infrastructure. Activities include issuing requests for proposals for toll facilities, developing opportunities for mutually beneficial utility agreements on state right-of-way (such as fiber optics), and exploring potential privatization of some state transportation services. Currently, ATF is conducting a statewide study of a vehicle mileage based tax (as a possible replacement for the current gas tax and/or partial replacement for registration fees) and a Minneapolis-St. Paul Metro Area study of congestion pricing (as a possible traffic demand management measure and to raise revenue).

ATF is available to the public and private sectors to discuss and facilitate privatization opportunities.

Office of Investment Management

(612) 296-8478 Allan J. Schenkelberg, director. The office is responsible for development and management of Mn/DOT's Statewide Transportation Improvement Program and the State Transportation Plan; managing, directing and coordinating the planning and investment analysis activities which will result in economically sound construction or improvement of statewide transportation facilities; management of transportation improvement budget activities and directing the implementation of all federal requirements under the Intermodal Surface Transportation Efficiency Act (ISTEA); provides statewide investment criteria, economic and investment analysis and assistance to districts and regions in the development of transportation plans and studies; supports the commissioner's office on planning and investment issues of local, state, or national importance and coordinates transportation planning activities with Metro Planning Organizations (MPOs) and Regional Development Commissions (RDCs); directs special transportation planning studies, and is the department focal point for legal analysis, assistance in rule making, and responding to the *Federal Register*.

Program Development and Project Authorization Section

(612) 296-8519 Robert D. Hofstad, acting director. The section functions are to: develop and refine a fair and equitable statewide investment process driven by a declaration of state goals and objectives and those transportation strategies described in state and national legislation; develop, manage, and maintain Minnesota's Statewide Transportation Improvement Program (STIP) and Mn/DOT's Highway Improvement Program (HIP); manage state funds in a manner that effectively supports the Highway Improvement Program; recommend and prepare alternative strategies to address high-emphasis program areas and/or legislative funding requests; manage federal aid highway funding in a manner that effectively supports Mn/DOT's HIP and the STIP; 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 transportation funding for Minnesota; serve as the focal point for managing federal aid emergency relief funding when national disasters are declared; coordinate and manage the Federal "402" Safety Program and the State Planning and Research Program (SP&R).

Economic Analysis & Special Studies Section

(612) 296-6194 Abby McKenzie, director. Economic Analysis provides economic and investment analysis technical services and expertise to Mn/DOT's executive leadership team, districts, modes and transportation planning, programming and project development units.

Services of the section include development of investment criteria and guidelines that encourage sound investment and pricing practices. The section conducts analysis of the economic returns: that is, costs and benefits of Mn/DOT's transportation investments and policy decisions and evaluation of the equity impacts of the transportation investments and policies, especially on low income groups. The office identifies major economic, business and demographic trends that will affect long term transportation demands and revenues and provides investment analysis tools, training, and techniques. The section is also responsible for highway functional class documentation and updates; information on the extent and condition of the highway system (HPMS and Sufficiency Rating); and special studies regarding highway characteristics, conditions, and investments.

Policy and Plan Development Section

(612) 296-8477 Jonette Kreideweis, director. This section is responsible for developing the Minnesota Statewide Transportation Plan and Mn/DOT's Intermodal Management System. It also coordinates planning activities with metropolitan organizations to maintain a federally certified cooperative, and continuing planning process; provides guidance and technical assistance to metropolitan planning organizations; works with Mn/DOT district and modal offices to develop frameworks for district planning and central office system planning studies; it also serves as the department's primary resource for assistance in administrative rulemaking proceedings and reviews proposed federal rules that could impact transportation agency activities.

Office of Management Data Services

(612) 296-4707 Janet Blacik, director. The office develops, collects, and analyzes data needed by Mn/DOT management, project teams, and external customers; coordinates department development and use of performance measures; conducts traffic forecasting and analysis; collects and maintains data on the physical operational characteristics of transportation systems; and provides support for development and use of transportation and performance information resources.

Systems Research and Development Section

(612) 296-1675 Raymond R. Sullivan, director. The section functions are to research, analyze, evaluate, design and develop new databases and computer systems to improve transportation planning and development including new Transportation Information System (TIS) subsystems; research new data maintenance and graphical display techniques; provide computer support to the division; coordinate division budgets for leasing and purchasing data processing and office automation equipment; provide TIS data management through subsystem coordination and quality control systems; analyze, design, develop, test, implement and support current TIS applications; control the security and access into TIS information; research, develop, and support new TIS applications; 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 requests and recommend appropriate computer training for TIS; prepare and review purchase orders for automation or data processing equipment; install, move and remove automation and data processing equipment; provide 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 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 record, 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 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; explore the uses of GPS technology in the location of accidents and in identifying the location of various elements in the TIS; apply the knowledge gained to create GIS graphic displays of various information managed by the section.

Measurement and Evaluation Section

(612) 282-2689 Jeanne Gayhart, team leader. The section, together with Mn/DOT leadership, identifies measures that match operational outcomes with customer needs; designs processes and analyzes and presents information to facilitate strategic management decisions; provides the measurement tools required to support continuous

quality improvement throughout Mn/DOT. The section's functions are to develop performance measurement and evaluation practices and methodologies; work with key management committees to identify their critical data needs; provide ongoing measurement and evaluation consultation to Mn/DOT staff; guide the development of performance measurement and evaluation systems throughout Mn/DOT by creating processes, standards and a framework for department data collection and analysis; develop and deliver training and informational working sessions for Mn/DOT project teams and strategic business units, helping them choose the critical measures required for their decisions; coordinate with other Mn/DOT improvement efforts such as quality management, strategic management, business planning, information modeling, economic analysis and market research.

Office of Motor Carrier Services

(612) 296-7109 Elizabeth M. Parker, director. This regulatory office administers and enforces safety and economic regulations that govern for-hire and private motor carriers operating in or through Minnesota. Comprehensive programs help ensure carrier compliance with federal and state regulations relating to: safe operation of vehicles; driver qualifications; vehicle inspection, repair and maintenance requirements; vehicle safety standards; proper hazardous materials packaging and transportation; driver's hours of service; carrier liability insurance; and operating authority and tariffs for household goods movers, charter bus and regular route bus services. The office is located at Minnesota Administrative Truck Center, 151 Livestock Exchange Building, 100 Stockyards Road, South St. Paul, MN 55075.

The types of carriers the office regulates are for-hire carriers of property and passengers; luxury limousine services; special transportation services for the elderly and disabled; transporters of hazardous materials and hazardous wastes; building house movers; household goods movers; private carriers hauling their own goods; and exempt commodities carriers (primarily agriculture and construction). Motor Carrier Services seeks compliance in various ways, such as through technical training with motor carriers, seminars, newsletters and fact sheets, and civil or criminal penalties when appropriate.

The office accepts and investigates written complaints made against carriers and service providers under its jurisdiction. To file a complaint, a letter may be sent to the office's Enforcement Section detailing the nature of the complaint. At a minimum, the letter should identify who the complaint is against (providing as much identifying information as possible) and a concise, factual statement of what was observed. Include dates, times, and location of alleged violation and include copies of relevant documents supporting your allegations, if possible. Complaints are protected nonpublic data under Minnesota law.

The office publishes the *Minnesota Trucking Regulations Handbook*, which details motor carrier, vehicle, and driver requirements and resources for operating in Minnesota. It is available free of charge by calling (612) 296-7109. The office also publishes a quarterly newsletter and fact sheets that deal with specific topics of interest in a more detailed manner. To be placed on the mailing list for the newsletter and/or fact sheets contact the office information officer at (612) 282-5142.

Motor Carrier Licensing Unit

Richard Norberg, supervisor. This section registers and issues credentials annually to all for-hire carriers operating in and through Minnesota; processes applications for transportation operating authority, extensions and transfers of operating authority; maintains carrier insurance filings; reviews all orders of operating authority granted from the Interstate Commerce Commission and the Minnesota Transportation Regulation Board; prepares daily accounting fees received for application processing and vehicle identification identifiers, registers and credentials transporters of hazardous materials and hazardous waste, processes building mover application licenses.

Motor Carrier Rates and Tariff Unit

Mark Berndt, supervisor. The unit receives tariff filings from household goods and passenger carriers and determines whether rates filed are prepared in the prescribed manner; receives and reviews

annual carrier financial reports to determine economic stability of carriers; provides the Transportation Regulation Board (TRB) with data on motor carrier rates; enforces proper assessment of published rates by the motor carrier; represents the interests of Minnesota's citizen's before TRB rate hearings; audits carriers for possible tariff violations; publishes and maintains the Official Minnesota Highway Mileage Table; and handles complaints and inquiries from the public, shippers, and carrier representatives.

Motor Carrier Enforcement Section

Gib Wiedenhoef, Grant Bensen, Jerry McCord, Pete Marcotte (hazardous materials), supervisors. This section enforces federal and state motor carrier regulations; documents and investigates complaints about service or safety violations made against a motor carrier; assists shippers and consignees in filing and settling loss and damage claims; accepts and investigates complaints made against household goods movers; conducts audits of carrier records to determine compliance with rules and regulations; and conducts carrier safety reviews (CR's) on behalf of the Federal Highway Administration (FHWA); participates in the FHWA Motor Carrier Safety Assistance Program (MCSAP) to uniformly promote safety of carrier operations and provides technical training to carriers, shippers and law enforcement personnel.

Hazardous Materials (HM) conducts shipper dock audits to determine shipper and carrier compliance with hazardous materials packaging and transportation regulations, responds to HM spills and incidents, and is part of the state's on-call emergency incident response team.

Enforcement maintains an information desk at its South Saint Paul office to assist walk-in customers and phone customers. In addition, it has eight outstate locations where transportation representatives maintain part-time offices. Locations and phone numbers are listed below:

| | | | |
|---------------|----------------|-----------|----------------|
| Alexandria | (320) 762-7985 | Brainerd | (218) 828-6106 |
| Detroit Lakes | (218) 847-1515 | Duluth | (218) 723-4647 |
| Mankato | (507) 389-6124 | Rochester | (507) 285-7384 |
| St. Cloud | (320) 255-4170 | Willmar | (320) 231-5195 |
| Marshall | (507) 537-6146 | | |

Technology Section

(612) 296-7109 Christopher Conway, director. The section function is to analyze, design, develop and implement information management applications and procedures needed for effective operations within the office.

Office of Railroads & Waterways

(612) 296-0355 Allan J. Vogel, acting 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. The office is located at 925 Kelly Inn, MS 470, Transportation Building 55155

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; reviews railroad-highway grade crossing for the purpose of offering recommendations regarding safety improvements; 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; 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; develops and administers administrative rules

concerning the opening and closing of railroad-highway grade crossings; develops and maintains the Transportation Information System (ITIS) rail data file; provides liaison between the traveling public, public officials and the railroads in Minnesota concerning railroad-highway grade crossing issues; performs railroad track inspections and reviews inspection reports; investigates complaints from the public concerning hazardous conditions on railroad tracks; collects and analyzes data concerning accidents at railroad-highway grade crossings.

Rail Planning and Program Development Section

(612) 296-1613 Allan J. Vogel, director. The 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; manage a planning process which evaluates the potential of high speed passenger rail service.

Ports and Waterways Section

(612) 296-1609 Richard F. Lambert, director. This section helps to ensure the continued effective development and operation of the state's river and Great Lakes' water transportation systems; provides assistance in state activities involving pipeline route planning and maintains current information on Minnesota's pipeline and above ground tank systems; 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 also 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 Research Administration

(612) 282-2267 Robert J. Benke, director. The department is committed to the advancement of research, innovation and new technology in transportation. Mn/DOT's effort is coordinated by the Office of Research Administration (ORA) under the strategic direction of the Research Management Council (RMC). As part of the Transportation Research and Investment Management Division, the office is responsible for providing a wide range of research-related services and functions. By acting as a research broker, ORA matches identified needs with researchers and funding sources, manages research programs and projects, and coordinates the implementation of research results.

Research Administration is Mn/DOT's primary liaison to the University of Minnesota through the Center for Transportation Studies. ORA also provides staff support, financial administration and project

management services for the Local Road Research Board and contract management and project coordination services for Mn/DOT research programs and offices including Minnesota Road Research, Minnesota Guidestar, Environmental Services, and Maintenance Research.

Freight/Logistics Initiative

(612) 215-1884 Robert A. Gale, director.

The Freight/Logistics Initiative was undertaken to review the department's role in freight transportation and to develop a strategy for Mn/DOT to improve its knowledge and integration of freight transportation into our policy, planning and investment processes. The goal is to make better decisions. Decisions which, where ever possible, improve or augment freight transportation service productivity. By doing so, Mn/DOT will enhance its contribution to Minnesota's economy and to our competitiveness in the regional, national and global markets.

Office of Strategic Initiatives

(612) 297-7860 Paul L. Kirst, director. OSI was developed and established by Mn/DOT to assist and support managers to provide systems and services that effectively meet public needs. Part of that is the need for staff and management to take responsibility to find ways to think and do things differently as they go about Mn/DOT's business.

OSI's Mission is to help management make better decisions, and its goals are:

- to help Mn/DOT broaden its customer focus;
- to help managers adapt private sector approaches to public sector management; and
- to serve as a focus for Mn/DOT staff and management to become a learning organization.

Office of Transit

(612) 296-7052 Donna Allan, 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) 296-0377 Thomas Gottfried, acting supervisor. The state and federal transit assistance programs provide operating and capital funding for public transit systems in Greater Minnesota. Project managers negotiate and approve annual operating and capital contracts with eligible public and private providers; provide technical assistance to recipients of public transit funds, local officials, and prospective providers of transit services; approve and initiate payments to local transit service providers; and, monitor and evaluate transit system costs and service delivery performance against local goals and state transit program purposes. A Rideshare Manager provides assistance to communities, businesses and educational institutions to establish local rideshare programs.

Management Services Section

(612) 296-1376 Judith Ellison, acting director. Administrative functions of the office include the design, development and support of the office's automated/integrated networking system; financial analysis, budget preparation and management, accounting, reporting and program review work of federal/state transit appropriations; development and submittal of grant applications to the Federal Transit Administration; management of a capital investment strategy which is used to determine expected life cycle and replacement schedules for vehicles; and preparation of an annual Transit Report for publication. Planners prepare and review planning and research programs and transit policy to guide state-level investments in transit. Technical assistance, such as interagency data management, financial/budgetary planning and transit planning, is also provided.

State Aid for Local Transportation Division

(612) 296-9872 Patrick B. Murphy, division director.
 (612) 296-9875 Julie Skallman, assistant director. This division administers the distribution of state-aid and federal-aid funds to eligible counties, cities, and townships; authorizes grants for bridge construction on local road systems; provides technical assistance in the design, construction, and maintenance of the state-aid and federal-aid road systems.

State-aid Plans Section

(612) 296-9973 Paul Stine, plans engineer. This section approves plans for state-aid construction projects and maintains the design standards.

Federal-aid Project Development Section

(612) 296-3014 and (612) 296-9877 Mark Krebsbach, engineer for northern Minnesota; Mark Gieseke, engineer for southern Minnesota. This section administers, prepares, and processes documentation for local agency transportation projects involving federal funds.

Needs Study Sections

(612) 296-1660 and (612) 296-1662 Ken Hoeschen, manager for the county system; and Ken Straus, manager for the municipal system. These sections determine the distribution of state-aid funds and approve route designations and revisions.

Engineering and Operations Bureau

(612) 296-8532
 Darryl E. Durgin, deputy commissioner/chief engineer

Office of Equal Employment Opportunity Contract Management

(612) 297-1376 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 M.S. 170, Room 207, Transportation Bldg., St. Paul, MN 55155.

Engineering Services Division

(612) 297-4253 John E. Sandahl, division director and assistant chief engineer. David H. Munro, director of administration. This division assists and supports other divisions in the department with engineering expertise and other technical services; develops and issues standards, specifications, and manuals used by contractors and local governments; provides liaison with the Federal Highway Administration; and conducts physical research.

Office of Bridges and Structures

(612) 582-1100 Donald J. Flemming, state bridge engineer. This office represents the department in bridges and structures design, hydraulics design, and construction and maintenance matters to other agencies; reviews and approves all preliminary and final bridge designs and provides technical services concerning bridge design, hydraulic design and construction and maintenance of structures. The office is located at 1500 West County Road B2, Roseville, MN 55113.

Bridge Construction and Maintenance Section

(612) 582-1102 John R. Allen, bridge construction and maintenance engineer. The section provides bridge construction and load posting analysis, maintenance direction, training programs, load capacity ratings and advisory services to bridge engineers in the districts; administers the statewide bridge inspection and bridge management programs; writes bridge construction and maintenance specifications, manuals, and bulletins.

This section also writes structural metals specifications, inspects structural metal materials, fabrication and assembly, and provides metallurgical engineering expertise; 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 the expenses incurred by the testing. The section then issues a welder certification card upon successful completion of the standard welding test. For information, contact the section at 1500 West County Road B2, Roseville, MN 55113.

Bridge Design Section

(612) 582-1101 Gary D. Peterson, bridge design engineer. This section designs and prepares special provisions for bridges and miscellaneous highway structures such as retaining walls, culverts, and noise walls for use on the Trunk Highway System; prepares and maintains standard details, design aids and procedures used to design highway bridges on both the state and local road systems; and provides technical assistance to other Mn/DOT offices on structural related matters.

Bridge Planning Section

(612) 582-1105 Daniel L. Dorgan, bridge planning engineer. This section develops preliminary bridge plans, maintains the computer scheduling database for bridge design projects, prepares cost estimates, coordinates utility requirements, selects and negotiates with consulting engineers, approves construction contracts and reviews and approves plans for county and municipal bridges. Information and services are provided to Mn/DOT districts and offices, bridge contractors, consultants, counties and cities.

Hydraulic Section

(612) 296-0824 Hydraulic engineer. The hydraulic engineering section exists to provide overall direction, guidance, and advisory services to district hydraulic engineers; provides hydraulic recommendations for bridges, culverts, storm sewers, channels, erosion control structures, sedimentation basins, detention ponds, and other miscellaneous drainage structures; furnishes storm sewer design cost proration for cooperative projects with municipalities as requested; screens in-place bridges for potential scour and recommends a plan of action for the bridges identified as scour critical; provides road drainage design services as requested; reviews and provides final approval on all state aid storm sewer plans with cost proration for state aid, federal aid and other funding sources; provides technical assistance to counties and municipalities, on request, in accordance with a technical assistance agreement; provides training in hydrology and hydraulics; coordinates the development and use of computer programs for hydrology and hydraulics, including statewide electronic data bases for bridge and culvert hydraulic data; establishes policy for and represent Mn/DOT in matters pertaining to hydrology and hydraulics.

Office of Construction and Materials Engineering

(612) 296-6763 Wayne F. Murphy, construction and materials engineer. The Office of Construction and Materials Engineering consists of four sections, the Geotechnical Engineering Section, Materials Engineering Section and Pavement Engineering Section are all located at the Maplewood Laboratory, 1400 Gervais Avenue, Maplewood, MN 55109. Their basic missions as follows:

Construction Engineering

This section administers all phases of construction contracts; directs and coordinates project facilitation and monitoring; 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 interacts with contractors, the United States Department of Transportation, and other state agencies.

Geotechnical Engineering

The section provides expertise, training and specifications in all areas of soils, aggregate, erosion control; performs sub-surface exploration for bridge foundations, gravel source exploration, retaining walls and high embankments and soft ground; provides expertise in the areas of geology, ground water hydrology aggregates, and bedrock; and provides technical assistance to counties and municipalities and other state agencies.

Materials Engineering

This 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; and develops and revises materials specifications, testing and inspection procedures.

Pavement Engineering

This section provides technical expertise in the areas of concrete pavements, asphalt pavements, pavement structural design.

Contract Administration and Claims Section

(612) 296-0860 Paul M. Bergman, manager. The 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 and 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; assist in investigation and resolution of contractors' claims; design, distribute, and maintain 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 Charles Groshens, labor investigator. 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 noncompliance complaints. For information, contact the unit in Room G-20, Transportation Bldg., St. Paul, MN 55155.

Technical Certification Unit

(612) 297-7195 Patty Harms, coordinator (acting). This section functions are to assist in the scheduling and administration of technical certification training courses and make determinations regarding Mn/DOT and non-Mn/DOT attendance; revise and update certification policy to stay current with the latest industry procedures and methods; develop and update curriculum for technical certification training courses, and update written performance examinations for

technical certification; act as a proctor in conducting exam sessions and providing counseling and assistance for problem cases; develop training resources and aids such as slides, videos, and handouts for certification courses; make determinations and settle disputes regarding certification eligibility; offer presentations to industry groups such as ARM, MAPA, AGC, etc. to keep them apprised of the program; recruit and train technical experts from the construction industry in order that they might act as instructors for certification courses; teach specialty courses such as mathematics for technical certification; act as a liaison between technical instructors and Mn/DOT by keeping them up to date with changes in Mn/DOT policies and specifications; maintain a computer database which provides Mn/DOT districts with accurate and up-to-date records of training and certification status; work with State Aid for Local Transportation Division to maintain a dialogue with local government agencies regarding training and certification issues; meet with Mn/DOT district materials and construction personnel to keep them informed of changes in the program and to obtain feedback regarding problems; meet periodically with consultants such as MAPA and the technical colleges to voice department concerns and maintain program credibility; and distribute informational material such as certification handbooks, course descriptions and announcements to all agency construction personnel.

Work Zone Safety Unit

(612) 296-2721 Bill Servatius, coordinator. This sections functions are to develop and implement work zone safety traffic control standards, specifications, and policies that promote uniformity of work zone traffic controls on all Minnesota streets and highways; provide technical expertise concerning the application of work zone traffic control devices and guidelines; act as liaison between Mn/DOT and other local, state, and federal agencies and between divisions within Mn/DOT in the area of work zone traffic controls; promote and monitor the agreement between Mn/DOT, the Department of Public Safety, and FHWA to hire off duty state troopers and other law enforcement officers to enforce work zone speed limits and other traffic laws in work zones; develop, implement, and maintain the Work Zone Safety Awards Program that recognizes outstanding efforts and contributions in the promotion of improvements in work zone safety practices; develop and promote public education materials for work zone and snowplowing activities for elementary and secondary schools and the work zone traffic safety modules for drivers training courses; and coordinate activities of the Work Zone Safety Committee.

Specifications Unit

(612) 296-3065 Specifications engineer. The unit functions are to develop specification draft revisions and additions to the department's Standard Specifications for Construction so as to maintain a current set of standards; process the drafts through appropriate reviewers; secure staff approval and FHWA concurrence of all major specification changes as they are finalized and proposed for incorporation as standard specifications provisions; publish adopted specifications as a periodically updated standard or supplemental edition document; distribute the documents; train specification writers and offer advice on interpretation of specifications so that uniform application and intended results are achieved; and consult with and solicit recommendations for specification improvements from users, outside agencies, contractors, material suppliers, and department specialists and attorneys so that cost effective and reasonable specifications are adopted.

Construction Standards Unit

(612) 797-3067 Ken Schrader, construction standards engineer. The section functions are to review MAP construction projects in accordance with delegation from the FHWA and selected other construction projects to ensure specification compliance; consult with Mn/DOT project personnel to ensure uniformity and share improved practices and procedures; trouble shoot problem areas when requested; review construction procedures with other Mn/DOT sections; prepare construction inspection reports; conduct final project inspections on all MAP projects; and chair the Construction Practices Committee.

Geotechnical Engineering Section

(612) 779-5613 Ronald M. Canner, geotechnical engineer. This section provides geotechnical expertise in the areas of construction, grading, aggregate, geology, foundations, subgrade designs, subsurface drainage.

Foundations Unit

(612) 779-5596 Virgil Mikkelsen, foundations engineer. This unit conducts subsurface explorations for the foundations for bridges, retaining walls, high embankments and other structures; provides design recommendations on foundation bearing capacity, mechanically stabilized earth systems, expected settlement and potential slope stability problems; provides technical assistance to district design and construction personnel on foundation-related problems; and provides no service directly to the public.

Geology Unit

(612) 779-5602 Charles R. Howe, geologist. This unit provides studies, advice, recommendations and training on problems and issues relating to geology, ground water hydrology and aggregate quality including: rock excavation, bearing capacity, rock core identification and evaluation, backslope and tunnel design; rip rap, quarry aggregates, petrology of aggregates, aggregate durability and aggregate reactions in pavement; geophysics and vibration analysis; testing and compliance of geosynthetics; subsurface drainage and dewatering designs; environmental assessments; and water wells designs for rest stops and maintenance buildings. This unit also provides technical assistance, expertise and training to state, county and municipal engineers and technicians.

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 Technical Support; provides aerial photo interpretation assistance to the districts; conducts statewide aggregate source prospecting, drilling, sampling and analysis of aggregate prospects and pits. Pit sheets and county aggregate maps are available to the public at nominal cost.

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; prepares materials specifications, and directs the materials certification program; provides technical assistance to department, county, and municipal personnel and to contractors on physical and chemical testing, and conducts tests and inspects for other state and government agencies on a reciprocity basis.

Chemical Testing and Inspection Unit

(612) 779-5549 Morrie Mauritis, lab director. This unit provides chemical expertise and testing of bituminous binders, paint, cements, soils, concrete additives, plastics, sign sheeting, metals and joint fillers. Additionally, the unit provides inspection services for seed and bituminous binder.

Physical Testing and Inspections Unit

(612) 779-5534 Jim Kochsiek, materials analysis engineer. This unit acts as the Metro Division Materials Testing Laboratory as well as providing specialized testing for steel, cement, electrical wire, soils and aggregate on a statewide basis. Additional duties include providing inspection services for prestressed and precast concrete products and coated reinforcing bars and publishing of the Schedule of Materials Control.

Pavement Engineering Section

(612) 779-5563 Art Hill, pavement engineer. This section provides through its Bituminous Unit, Concrete Unit, Pavement Design and Grading and Base 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 Keith Englesby, engineer. This unit provides technical assistance to state, county, and municipal engineers and administrators on the use, acceptability, and durability of bituminous materials; prepares bituminous mixture designs, specifications, and a manual for construction projects; and reviews the project and materials engineers' certifications and all exceptions.

Concrete Engineering Unit

(612) 779-5576 Douglas J. Schwartz, engineer. This unit provides technical assistance to state, county, and municipal engineers and administrators on the use, acceptability, and durability of concrete materials; designs concrete pavements for steel requirements, panel length and joint spacing; prepares concrete mix designs, specifications, and manuals for construction projects; surveys concrete pavements statewide to determine maintenance and repair requirements; and reviews the project and materials engineers' certifications and all exceptions.

Pavement Design and Grading and Base 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. It is involved in strength assignment to grading soils, pavement strength measurements thickness determination of aggregate, bituminous, and concrete pavements, subsurface drainage, and rehabilitation strategies.

In addition this unit reviews subgrade design recommendations submitted by the districts; prepares specifications, manuals and standards for grading and base construction; provides technical assistance to project engineers; monitors construction projects for compliance with the appropriate specifications; reviews the project and materials engineer's certifications and all exceptions; and provides no services directly to the public.

Pavement Management Unit

(612) 779-5567 Loren Hill, pavement management engineer. This unit is responsible for the design, implementation, and maintenance of the Mn/DOT Pavement Management System; on a network basis which uses the ride, surface distress, deflection and skid data collected each year to make performance predictions on Minnesota's pavements. This unit conducts pavement friction testing, pavement roughness and distress surveys. This data, will be applied to a wide range of rehabilitation strategies and budgetary/management constraints to provide information which will optimize design, maintenance/rehabilitation costs and strategies and ensure a satisfactory level of user serviceability.

Office of Environmental Services

(612) 779-5072 FAX (612)779-5109 Lawrence E. Foote, chief environmental officer and director. The office serves as an interdisciplinary resource providing scientific and environmental consulting services to Mn/DOT 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, and legislators, the governor's office, local units of government and citizens of the state. The office focuses on environmental issues and works with many other agencies and the public. Its offices is located at 3485 Hadley Avenue N., Oakdale, MN 55109

Environmental Analysis and Compliance Section

(612) 779-5111 John M. Sampson, P.E., director. This section has offices at 6000 Minnehaha, Central Services Building, Fort Snelling Complex, St. Paul, MN 55111.

Air/Water Quality Studies Unit

(612) 725-2368 Roger Sadecki, senior engineer. This unit provides leadership and technical scientific expertise on a statewide basis to Mn/DOT and other agencies for the development of policies, procedures, modeling, analysis, and prediction for project and system level air quality and energy analysis; provides leadership and technical expertise in the areas of planning, designing, data acquisition, analysis, and interpretation of research with regard to physical, chemical, and biological properties of water quality; serves as project managers both for air and water quality research projects; and reviews Mn/DOT environmental documents and provides recommendations related to air and water quality.

Environmental Compliance and Investigation Unit

(612) 779-5089 Bruce Johnson, principal pollution control specialist. This unit provides Mn/DOT with expert scientific technical expertise for the resolution of environmental issues relating to waste stream management, and soil and groundwater contamination; develops statewide policies, procedures, and guidelines in the above areas; provides guidance to Mn/DOT districts regarding federal and state environmental statutes and regulations; and initiates technical training programs for Mn/DOT personnel in these areas as well as reviews Mn/DOT and consultant work products for technical/scientific adequacy.

Field Monitoring and Investigation Unit

(612) 725-2379 Richard Cady, senior engineer. This unit provides technical expertise to Mn/DOT and other agencies on a statewide basis for field monitoring and measuring of C.O. emissions from automobile traffic; offers technical expertise on a statewide basis for the design, implementation, and operation of monitoring programs to describe the physical and chemical characteristics of runoff from Mn/DOT projects and water receiving this runoff; and provides field sampling and monitoring of groundwater as well as field sampling of soils to measure contamination levels.

Noise Analysis Unit

(612) 725-2373 Melvin Roseen, senior engineer. This unit provides leadership and technical scientific expertise to Mn/DOT and other agencies on a statewide basis for the development of policies and procedures regarding transportation generated noise; computer modeling and analysis of projected traffic generated noise on proposed Mn/DOT projects; also provides field monitoring and measuring existing traffic generated noise. Assistance is provided to Mn/DOT districts about design of noise mitigation, review of environmental documents, and recommendations relating to traffic noise.

Environmental Process Section

(612) 779-5099 Frank Paffko, director.

Environmental Development Unit

(612) 779-5094 Gerald Larson, research analysis specialist senior. A multidisciplinary team responsible for analyzing environmental impacts of transportation projects, this unit serves as staff support to the districts on environmental issues; 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 departmentwide environmental training; provides input into developing environmental-related department policy and represents the department of statewide environmental issues; serves as 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) 779-5074 Dennis Adams, senior landscape architect. This unit provides design and planning expertise for the preliminary design of highway corridors and administers three special highway programs. Preliminary design services take the form of site-specific

conceptual studies, corridor studies, computer imaging/photosimulation and visual impact assessments. Services are available to Mn/DOT and external clients. The unit administers the Great River Road (GRR) program and the Minnesota Scenic Byway program, and is responsible for implementing the Highways in Recreation Areas (HIRA) plan. Project management services are also provided. All three programs involve working with local citizens to establish and develop travel corridors as an environmental, recreational, and economic resource. In addition, the unit provides an advocacy role with the transportation enhancement funding category of ISTEA to generate a full range of eligible project applications for Area Transportation Partnerships to consider as Transportation Improvement Programs are developed.

Landscape/Forestry/Turf Establishment Section

(612) 779-5086 Leo Holm, P. E., director.

Erosion Prevention and Turf Establishment Unit

(612) 779-5087 Robert Jacobson, natural resource specialist. 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; provides technical expertise and training on herbicides, proper spraying techniques and weed control methods on rights-of-way; conducts research on new concepts of erosion control, turf establishment, weed control and vegetation management; develops and coordinates a native grass and wildflower establishment and maintenance effort as part of an overall vegetation management program on highway right-of-way. Specifications, manuals, brochures and technical memoranda are developed and published as a result of an ongoing effort, and contain the results of applied technology.

Forestry Unit

(612) 779-5108 Paul Walvatne, natural resource forestry specialist senior. This unit provides leadership, technical expertise, and training in integrated roadside vegetation management practices on Minnesota roadsides; provides technical expertise and training in plant health care, insect and disease control, hazard tree identification and removal, tree appraisals, and tree pruning; leads Mn/DOT's reforestation efforts through the "Prairies to Forestways" program and coordinates Mn/DOT participation in the America's Treeways programs. Unit foresters serve as project managers and landscape designers on several landscape partnership projects statewide annually. This unit also reviews Mn/DOT environmental documents and construction projects for wood plant impacts and provides recommendations on tree protection, tree transplanting, and mitigation efforts; conducts research on roadside woody vegetation.

State Landscape Programs Coordinator

(612) 779-5076 Scott Bradley, principal landscape architect supervisor

Landscape Unit

(612) 779-5107 Liz Walton, landscape architect intermediate. This unit develops statewide landscaping policies and assists Mn/DOT districts with the development of landscape projects and schedules; provides technical advice and training on the establishing and caring for plants within highway corridors and rights-of-way; and advises Mn/DOT district offices on vegetation management of highway rights-of-way to protect or enhance vegetation and aesthetic resources.

Office of Minnesota Road Research

(612) 779-5509 Richard H. Sullivan, director. The office manages and conducts Mn/DOT's pavement- and materials-related physical research program. A major program of pavement research currently underway is the Mn/Road Research Project. This project consists of 40 individual pavement test sections, heavily instrumented, located on and along side I-94, 40 miles northwest of Minneapolis.

The Mn/ROAD Operations Section

This section operates the test site on I-94; plans the next generation of test sections; develops agreements, contracts and partnerships to optimize the work being carried out at the Mn/ROAD site; and manages the database system for data collection from the Mn/ROAD site.

The Research Management Section

This section conducts the department's program of pavement and materials research; responds to requests for information and expertise in the areas of pavements and materials; recommends the specific implementation details of new methods, materials, design systems; cooperates in the development and processing of new and modified standards and specifications; arranges and coordinates field trials of successful research results with Mn/DOT district offices.

The Public Information & Marketing Section

This section presents information regarding the Mn/ROAD project to interested groups; conducts tours of the Mn/ROAD site; prepares new releases, brochures, and pamphlets concerning progress at Mn/ROAD; and markets the Mn/ROAD Project to potential partners of Mn/ROAD. For information, contact the office at 1400 Gervais Avenue, Maplewood, MN 55109.

Office of Right of Way and Surveys

(612) 296-3221 (612) 296-1133 Karl F. Rasmussen, director. This office provides real estate and land information services both for internal and contract customers; acquires land for the construction and maintenance of transportation facilities owned and operated by Mn/DOT; provides relocation assistance services for commercial, industrial, residential, farm or special purpose properties; obtains permits, negotiates agreements and manages state-owned property through lease and sale; reconveys properties no longer needed for transportation purposes and administers the release and turnback of unneeded portions of the trunk highway system to the appropriate levels of local government; provides the administration of data bases which manage land information and geographical information resources. Geodetic surveys are conducted and become part of the office data bank of precise survey information. Photogrammetric and cartographic mapping is also prepared, maintained as part of a real time spatial information resource. It is located on the 8th Floor, Transportation Building, St. Paul, MN 55155.

Real Estate and Land Surveys Section

(612) 296-1132 G. Eldon Lober, manager. This section provides various engineering, land surveying and real estate activities required to purchase, maintain and dispose of surplus property and property rights; prepares legal descriptions, mapping and plats required to acquire new rights of way, supported by legal documents, government land corner information, Commissioner's Orders and turnback instruments. Purchasing and relocation assistance services are also provided, including the coordination of acquisition activities with Mn/DOT district offices as well as other governmental agencies which contract for these services. The section is the custodian of Mn/DOT's right of way maps and plats which depict property and property rights previously acquired to support transportation facilities; maintains the Mn/DOT Land Information System (LIS) which captures, stores, manipulates, analyzes and portrays department data having a geographic component.

Surveying and Mapping Section

(612) 296-1077 Michael J. Marttila, manager. This section conducts precise geodetic surveys and the maintenance of historical control point inventories; prepares and maintains both photogrammetric and cartographic mapping for various internal and external customers; provides training and advice to other department staff in topics relating to surveying and mapping, supporting the project development responsibilities conducted at the district and division levels; provides technical advice to other state and local government agencies on

surveying and mapping applications, techniques and the procedures required to obtain geodetic, photogrammetric and cartographic services. Extensive survey data resources are maintained by the Geodetic Surveys Unit, while the Photogrammetric Unit maintains both aerial photo and mapping files and the Cartographic Unit maintains a variety of state, county, municipal and special purpose maps for internal and public uses. It's offices are on the 7th Floor, Transportation Building, St. Paul, MN 55155.

Valuation Section

(612) 296-8329 George M. Eckenroth, manager. This section prepares, reviews and certifies real estate appraisals of property to be acquired or sold by Mn/DOT; and provides expert valuation assistance to other state agencies and local governmental units on a contractual basis.

Policy Development, Client Relations and Automation Unit

(612) 296-1131 Steven E. Hurvitz, supervisor. This unit provides technical support for the right of way and surveys functional groups in the areas of policy development (institutional documentation), client relations (acquisition, relocation assistance and legislative affairs) as well as computer applications and data base development; and is responsible for the operation, maintenance and development of the various data base systems used to support surveying and real estate activities throughout Mn/DOT.

Office of Technical Support

(612) 296-3036 Gerald J. Rohrbach, director. This office consists of three sections, Project Development, Pre-Letting, and Design Services. Pre-Letting processes the plans, special provisions and estimates for statewide lettings; and maintains and manages a computer center that supports the eight districts, Metro Division, and the Central Office in the performance of computer aided engineering activities. Design Services coordinates, prepares, monitors and administers agreements with local units of government and utilities; wastewater design for Mn/DOT buildings and some overload detail design work; design standards; and rest areas and site development. Project Development provides the project management system used by districts, Metro Division, and Central Office functional groups involved in program delivery; consultant agreement services; preliminary design liaison and geometric engineering; project liaison for processing projects to meet local and state requirements. In addition, the office performs metric administration that coordinates the conversion to metrics in Mn/DOT.

Design Services Section

(612) 296-8650 Harold R. Nemecek, director. This section provides technical assistance and guidance on design aspects associated with Mn/DOT's construction and maintenance programs. The section consists of five units: Design Standards, Engineering Design, Site Development, Municipal Agreements and Utility Agreements. The individual responsibilities of each unit are as follows:

Design Standards Unit

(612) 296-4859 Glen Korfhage. This unit develops and monitors design standards, policies and engineering manuals for the design and construction of transportation facilities, and provides technical assistance in their application to cities, counties, and other state agencies.

Engineering Design Unit

(612) 296-5760 Mike Herman. This unit designs and prepares detailed transportation system construction plans, specifications, and special provisions; and provides the management required as well as site specific preliminary and detail plans, in furnishing the public with safe and efficient wastewater treatment and water supply system at department buildings including rest areas.

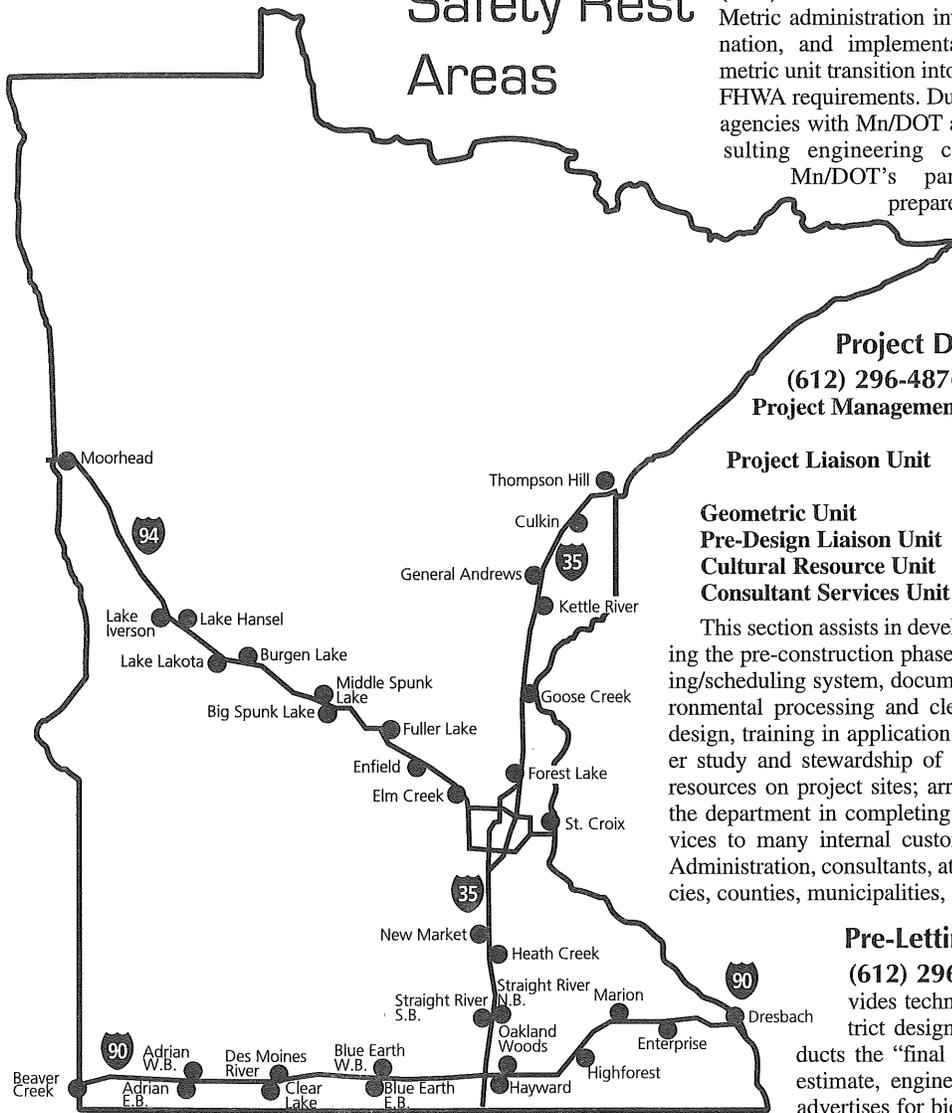
Site Development Unit

(612) 296-5773 Jim Reiersen. This unit develops, manages, and implements departmental programs, including safety rest area development and reconstruction, outdoor advertising control, junkyard control, highway logo signing, multiple use/joint development, travel information systems, vending and special design guidelines, from initial planning, preliminary and detail design through project delivery contract documents and construction.

Utility Agreements Unit

(612) 296-0969 Pat Schrader. This unit provides two types of services. The first is construction agreements with utility companies for utility relocations, which includes reviewing plans for utility involvement, negotiating, preparing and executing agreements and thereafter monitoring the contract until the work is completed. Second are utility permit applications reviewed for safe construction methods and acceptable utility placement, which lead to issuing permits that allows the accommodation of utilities on department trunk highway right of way.

Interstate Safety Rest Areas



Metric Administration

(612) 296-4337 Robert J. McPartlin, administrator. Metric administration involves the planning, budgeting, coordination, and implementation guidance of all phases of the metric unit transition into transportation programs as required by FHWA requirements. Due to the interaction of local government agencies with Mn/DOT as well as the contracting industry, consulting engineering community and suppliers, many of Mn/DOT's partners use this office as they prepare for the transition.

Project Development Section

(612) 296-4876 Delbert W. Gerdes, director

Project Management Unit

**Jim Weingartz
(612) 296-9146**

Project Liaison Unit

**Rick Dalton (612) 296-6750
Merry Daher (612) 296-6722**

Geometric Unit

Alex Poletz (612) 296-3049

Pre-Design Liaison Unit

Richard McAtee (612) 296-3157

Cultural Resource Unit

Joseph Hudak (612) 296-6166

Consultant Services Unit

Gabe Bodoczky (612) 296-3051

This section assists in developing Mn/DOT projects — mainly during the pre-construction phase by providing a statewide project tracking/scheduling system, documentation assistance for design and environmental processing and clearances, preliminary geometric layout design, training in application of design standards, ensuring the proper study and stewardship of cultural (historical and archaeological) resources on project sites; arranging for consultant services to assist the department in completing projects. This office also provides services to many internal customers as well as the Federal Highway Administration, consultants, attorney general's office, other state agencies, counties, municipalities, and the general public.

Pre-Letting Services Section

(612) 296-3268 Director. This section provides technical assistance and guidance to the district design groups and other state agencies; 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; prepares and distributes the "Minnesota Highway Construction Index," a quarterly publication which is based upon successful bid prices; manages 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.

Municipal Agreements Unit

(612) 296-0969 Pat Schrader. This unit prepares and administers cooperative construction ventures with cities and counties. Activities include reviewing construction plans, preparing cost schedules, developing and executing agreements, and monitoring payments made or received based on the type of agreement.

Operations Division

- (612) 296-3156 **Patrick C. Hughes, assistant commissioner**
 (612) 296-8047 **Richard D. Borson, assistant division director**
 (612) 297-5725 **Jeanne L. Chasteen, planning and administration**

The division provides engineering leadership and direction to Mn/DOT offices and districts in the areas of Electronic Communications, (road) Maintenance Operations; Quality and Traffic Engineering and provides services directly to the public through its seven rural districts and 12 maintenance offices. The responsibility for transportation operations policy and quality assurance exists at the division-level. The division leadership also ensures equitable resource allocation to its districts and offices; provides a forum for addressing resource sharing when necessary to relieve temporary workload imbalances; interacts with the Minnesota Legislature, various state departments and agencies, other governmental agencies, contractors and the general public.

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, telephone systems, and personal computers for Mn/DOT and other state agencies as well as ensuring compliance with the Federal Communications Commission (FCC) rules and regulations. This office is located on the 9th Floor Kelly Inn, I-94 and Marion Street, St. Paul MN 55103.

Electronic Maintenance Section

(612) 296-3458 **Donald V. Wicklund, engineer.** The 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.

Engineering Section

(612) 296-7419 **Roger P. Kochevar, engineer.** The section provides telecommunication system design and engineering for all state agencies; 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 Maintenance Operations

(612) 297-3590 **Rodney A. Pletan, state maintenance engineer.** This office administers all phases of maintenance contracts and operations; directs, coordinates, and supports the maintenance activity of the twelve maintenance areas and Metro Division; meets regularly with district/Metro staff to discuss common problems and facilitates resource sharing. It interacts with contractors, the U.S. Department of Transportation and other state agencies.

Administrative Services

(612) 296-3261 **Pamela Tschida, office manager.** This section manages all administrative, financial, personnel, labor relations and data processing activity for the office; processes certificates of title,

license plates, and credit card purchases for all Mn/DOT vehicles; 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; prepares the biennial budget requests for programs/activities within the office.

Buildings Section

(612) 297-3591 **Paul M. Jensen, buildings manager.** The 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; 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; 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 **John E. Howard, manager.** The 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 cost systems; develop and implement an annual processing plan for receiving and distributing all new equipment through the central shop facility; 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 these vehicles. This office is located at the Central Services Building, 6000 Minnehaha Ave. So., Ft. Snelling, MN 55111.

Maintenance Operations and Research Section

(612) 282-2281 **Paul Keranen, operations manager.** The 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, districts, Metro Division, 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 damage; 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 deliver 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 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, coordination of field research in new technology, equipment and maintenance methods.

Transportation Permits, Road Information, and Emergency Services Section

(612) 552-7535 Darrell L. Schierman, director. The section administers policies and issues instructions on permitted axle weights on state highways and controls the issuance of overweight and over dimension permits, centrally at Room 152, Minnesota Administrative Truck Center, 100 Stockyards Road, South St. Paul, MN 55075, and via the 12 Mn/DOT maintenance area offices throughout the state. It also disseminates road conditions, weather, construction detours, 10-ton routes, and spring roadway restriction information to the public by operating a 24-hour information service; develops spring road restriction maps and bulletins for statewide use based on district decisions and develops the Minnesota Truck Operators Map and bulletins for statewide use based on district recommendations to the commissioner; and 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 section.

Telephone Numbers

| | |
|----------------------------------|----------------|
| Permits | (612) 296-6441 |
| Road Travel Information | (800) 542-0220 |
| | (612) 296-3076 |
| Emergency Operations | (612) 552-7535 |
| Ton and Spring Road Restrictions | (612) 552-7538 |
| Lane Closure Information | (612) 552-7539 |

Permit Costs

| | |
|--|----------|
| Single trip | variable |
| Job permit | \$36 |
| Annual overweight & oversize | variable |
| Annual oversize only | \$120 |
| Annual truck crane | variable |
| Annual refuse | \$ 60 |
| Annual emergency | variable |
| Annual heavy weights in winter on Interstate | \$ 60 |
| Annual round baled agricultural products | \$ 24 |
| Annual implement of husbandry | \$ 24 |

NOTE: Fees are subject to change without notification.

Partnering/Special Projects

(612)297-7509 Jan Ekern, manager. The section establishes and maintains partnerships with other agencies and jurisdictions; directs the Logo Sign Franchise program, providing guidance, interpretation, oversight and approval of the franchise's activities as allowed by the contract; develops, implements and coordinates programs, communications activities and special maintenance initiatives to increase public awareness and understanding of maintenance operations goals, objectives and policies.

Office of Quality

(612) 296-4001 Gail Holcomb, director. The Office of Quality provides leadership and direction in the development and implementation of statewide Total Quality Management (TQM) efforts; helps integrate quality principles and practices with core businesses and sets strategic direction to institutionalize quality in all of the department's systems and processes. Goals of this office include

consulting with the chair of the Quality Council and Mn/DOT's deputy commissioners' immediate staff to articulate quality objectives and guide implementation; coordination of district and office quality initiatives; and close cooperation with other key offices such as Strategic Initiatives, Measurement and Evaluation, Information Policy and Employee Development.

Office of Traffic Engineering

(612) 582-1041 Michael L. Robinson, director (state traffic engineer). The 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; designs signing and lighting plans for freeways; processes plans, prepares agreements and writes special provisions for signal projects; designs, operates, and maintains traffic signals and roadway lighting statewide, and provides guidelines and consultation to central office managers, the districts, and other governmental agencies on matters of traffic engineering. It is located at 250 Waters Edge Building, 1500 W. County Road B2, Roseville, MN 55113

Administrative Services Section

(612) 582-1040 Barbara A. Troyer, office manager. This section manages all administrative, financial, human resources, information systems, and employee development activities for the office.

Design and Operations Section

(612) 582-1043 Thomas E. Campbell, assistant traffic engineer. The 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; develops policies and standards for highway lighting, freeway signing and intersection signalization, and serves as liaison among the districts, other departmental offices, and the Federal Highway Administration on traffic engineering matters; reviews signal plans and prepares signal special provisions and estimates; produces the contract plans for signing and lighting projects. Contract plans and proposals may be purchased, with the cost varying according to the project. To review or purchase plans, contact the Plans and Proposals Sale Unit at Room B-4, Transportation Building, St. Paul, MN 55155, (612) 296-6101. In-person requests will be handled immediately. For information about a particular site, contact the local district office at 250 Waters Edge Building, 1500 W. County Rd. B2, Roseville, MN 55113.

Electrical Services Section

(612) 725-2304 Curtis Gobeli, assistant traffic engineer, electrical. The section maintains, tests, and repairs all electrical and electronic traffic signals, roadway lighting, freeway surveillance, ramp metering control, changeable message signs and other electrical/electronic equipment on the interstate and trunk highway system and reviews, modifies, and approves traffic signal plans initiated by the districts and Metro Division. To report any signal system or lighting system malfunction, contact the Metro Division or local district office. Its offices are at 6000 Minnehaha Ave., Fort Snelling, MN 55111.

Safety, Standards and Tort Claims

(612) 582-1042 Michael Gillen, assistant traffic engineer. The section administers the department's traffic control device activities, such as *Minnesota Manual on Uniform Traffic Control Devices*, including highway numbering systems, speed zoning, and work zone traffic safety monitoring; provides integrated traffic accident surveillance capabilities and has responsibilities in the Mn/DOT Highway Safety Improvement Program; acts as liaison between Mn/DOT and the attorney general's office; and gathers documentation required to respond to liability claims made against the Department of Transportation.

District Offices

These offices and the Metro Division are responsible for all operations within their areas, including construction programming, planning, designing, constructing and maintaining state and federal highways. The districts also play a role in meeting the needs of other modes of transportation (transit, rail rehabilitation, airports, and bikeways) in their district.

Each district has a transportation district engineer who represents the commissioner of transportation to the public and other agencies and leads the development of the transportation system in its region while coordinating those efforts with the other districts and Mn/DOT's central office in St. Paul.

Managing a transportation system to meet the needs of motorists involves more than building roads and plowing snow. This part of the Mn/DOT listing will provide a brief overview of how each transportation district operates to meet the future transportation needs of Minnesotans while maintaining our current roadways.

Before Construction

(Pre-Design, Right of Way, Surveys, Detail Design)

Road improvements can range from a simple pavement overlay to constructing a major freeway. Depending on the nature of the project, Mn/DOT spends anywhere from a few months to several years researching, planning, designing and coordinating with other agencies and the public.

Planners work with local governments, planning commissions, highway user groups to determine where roads need to be added or improved. When developing projects, they look at geographic conditions, business and residential needs, the number of vehicles expected to use the roadway, safety and other factors. After all of the information is assembled projects are prioritized within a 20-year plan. This plan becomes a work program. Projects within the program are advanced based on the availability of funds.

Simpler projects, such as overlays, can be designed and constructed in a short time with minimal public involvement. More complex projects go through a series of developmental stages. Preliminary designers research potential social, economic, and environmental impacts. They look at the need to purchase land and possible effects on noise and air quality. They also review neighborhood impacts such as access to businesses, housing developments and schools. After studying all information, they develop several possible plans. These are presented for comment at a public hearing. The input received at a hearing is then used to determine where and how the road should be built. A preliminary plan is made and turned over to the designers who create the actual construction plan and develop the materials specifications for building the road.

Throughout the process of developing a plan to build a road, several other groups are at work. Surveyors and soil testers measure the terrain and the types of soil. This information is used to determine the precise requirements for building a new road in a particular area. Surveying continues throughout the construction process as well. Right of way agents work with land, home and business owners affected by a project. If Mn/DOT needs to buy land to widen a road, the right of way agents will assist with appraisals and relocation, if necessary.

Building a Road (Construction, Surveys, Materials)

After developing a plan and a design to build a road or a bridge, Mn/DOT uses private contractors for the actual construction. A contract is written for each construction project. Plans and proposals are advertised and go on sale to contractors and suppliers. After a formal bidding process, the contract is awarded to the lowest responsible bidder.

Mn/DOT manages the construction process by continually inspecting and monitoring the work to ensure conformity with plans and specifications. Engineers and inspectors are assigned to carefully observe and monitor the quantities and placement of materials used. Samples of concrete, bituminous, and a wide variety of construction in each project. Samples of concrete, bituminous, and a wide variety of construction materials are sent to a laboratory for testing and quality assurances.

Motorists might visualize a highway as simply a narrow strip of concrete, but it is much more than that. Drainage structures, gas, electric, and communications cables lie underground and often must be removed or replaced during construction. Bridges are highways suspended in the air and require special construction techniques.

Building a road can take several months or years and can result in unavoidable inconveniences. Mn/DOT makes every attempt to minimize the impact. For example, some of the most restrictive closures are scheduled on weekends, at night, and between rush hours. It becomes a delicate balancing act to reroute traffic around a project, while maintaining direct access for businesses and residents.

Maintenance

After a road is built, maintenance personnel are responsible for the road's upkeep. They are faced with the task of keeping roads in good driving condition year round. Maintenance personnel are located throughout the transportation districts at "truck stations," located conveniently near the communities they serve.

Maintenance workers are best known for keeping the highways free of snow and ice during the winter months. This includes patrolling the highways early in the morning to spot trouble areas such as icy bridge decks and making them safe for morning rush-hour traffic. During storms, maintenance crews work extended hours to keep the highways in the safest condition possible.

But maintenance crews do much more than plow snow. They are responsible for patching potholes, repairing guardrail and fences, mowing roadsides, trimming brush, and removing debris along the highways. Maintenance workers also fabricate and install highway traffic signs.

Critical support for these tasks is provided by mechanics who service the Mn/DOT vehicles used in the maintenance operations and by other district and central office employees.

District Administration

These sections located at each district manage all administrative, financial, personnel, labor relations and data processing activities. They monitor district operating costs, provide guidance to districts in accounting for expenditures, prepare summary and special reports for district and division management, and assist in the development of district consumable inventory policy. They also prepare the biennial budget for the district operations and equipment needs. Public affairs coordinators in each of the districts address transportation information needs locally for Minnesotans and other customers. They provide information on Mn/DOT accomplishments, programs and activities

District State Aid

Many people might not realize it, but some of the county road and city street improvement projects are paid for the same way as state highways are. Through a constitutionally mandated distribution system, state highways receive 62 percent, county state aid highways 29 percent, and municipal state aid streets 9 percent of the revenue collected from gas taxes and motor vehicle registration fees.

Each district state aid office oversees the distribution of these funds to the counties and cities (over 5,000 population). Each city and county is allotted funding according to formulas established by law and administered by Mn/DOT in partnership with the cities and counties. The funds are distributed to the individual cities and counties for use on eligible projects they have prioritized and planned.

Permits

Any time you need to perform work that will take place on highway right of way, such as repairing a utility line, you need to first obtain a permit.

Permits also are required if you want to move an oversize or over-dimension load, such as a mobile home, via a highway. To obtain a permit stop by any area Maintenance office. When you get your permit, you will be told which roads will safely handle a particular load and at which times of day.

Traffic

Just as a plan is developed to build a road, traffic personnel develop plans to ensure that the roadway is well marked. Traffic plans include regulatory and guide signs, pavement markings, and appropriate speed limits to ensure the safest driving conditions. They also include devices that "control" traffic such as stop signs and signal systems. Signal systems are operated and monitored out of each district headquarters.

Special traffic plans are prepared for each construction project as well. This includes developing detours and enforcing contract specifications within a construction zone, including the placement of barricades, cones and signs.

Safety studies are conducted annually for tall intersections and roadways. Mn/DOT staff monitor and review all operations and recommend corrective measures as needed.

Safety

Keeping the roadway safe for motorists and highway workers is a year-around priority at Mn/DOT.

Highway construction often requires closing a lane of traffic in the area where crews are working. Workers are trained to set up safe work zones. Orange signs warn motorists that they are approaching work zones, and orange cones are set up well in advance of the work area to guide motorists safely into the next lane of traffic.

But each year several highway workers are involved in work zone accidents, some of them fatal. Motorists can help prevent work zone accidents by slowing down, watching for workers, and obeying the posted regulations. Mn/DOT urges all motorists to share the road and the responsibility when it comes to safe travel.

During the winter, crews frequently plow, sand and salt the highways to keep them safe for driving. Motorists should be sure to stay a safe distance behind snowplows and maintenance trucks, to avoid rear-end collisions. Passing snowplows can be dangerous if motorists become lost in a cloud of snow.

District and Maintenance Office Locations

Transportation District 1A - Duluth

1123 Mesaba Ave. 55811
Information (218) 723-4870

Administration

District Engineer, David S. Ekern (218) 723-4820 Ext. 3003
Administrative Assistant, Vickie Johnson (218) 723-4960 Ext. 3104
Assistant District Engineer (Maintenance) Bruce Larson (218) 723-4960 Ext. 3004
Assistant District Engineer (Program Delivery) Russ Kauzlaric (218) 723-4960 Ext. 3005
Assistant District Engineer (State Aid) William Croke (218) 723-4960 Ext. 3006
Public Affairs Director, John Bray (218) 723-4960 Ext. 3116
Manager of Administration, Jim Laumeyer (218) 723-4960 Ext. 3110

Transportation District 1B - Virginia

101 N. Hoover Road 55792
Information (218) 749-7793

Administration

Assistant District Engineer, Jim Miner (218) 749-7793

Transportation Northwest District (2) - Bemidji/Crookston

Box 490 56619
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 David Engstrom (218) 281-6055
Assistant District Engineer/State Aid Lou Tasa (218) 755-3808
Administrative Manager, (218) 755-3347
Public Affairs Coordinator, Karen Bedeau (218) 755-4086

Transportation District 2B - Crookston

1320 Sunflower Street 56716
Information (218) 281-6069
Assistant District Engineer, Dave Engstrom (218) 281-6055

Transportation District 3A - Brainerd

1991 Industrial Park, Baxter, MN 56425
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 (Planning, Programming and Project Development) Jim Povich (218) 828-2425
Assistant District Engineer (Construction) Gerald Kreutzer (218) 828-2462
Assistant District Engineer (State Aid) Michael L. Tardy (218) 828-2475
Public Affairs Coordinator Mike Travis (612) 255-4786
Administrative Manager, Corey Loney (218) 828-2467

Transportation District 3B - St. Cloud

Box 370, 3725 12th Street North 56302
Information (320) 255-4161
Area Maintenance Engineer, Richard Arnebeck (320) 255-4231

Transportation District 4A - Detroit Lakes

Box 666, 1000 W. Highway 10 56502 (218) 847-1500

Administration

District Engineer, David G. Smilonich (218) 847-1552
Assistant District Engineer, Operations Jerry Miller (320) 589-7001
District State Aid Engineer, Tallack Johnson (218) 847-1556
Public Affairs, Coordinator, Joy Graham (218) 846-0792
Administrative Manager, Daniel K. Swanson (218) 847-1548

Transportation District 4B - Morris

R# 3 Box 333, 610 Highway 9 South, 56267-9596
Information (320) 589-7000

Administration

Assistant District Engineer (Management Systems) Jerry Miller (320) 589-7001

Transportation District 6A - Rochester

Box 6177, 2900 48th Street N.W. 55903-6177
Information (507) 285-7350

Administration

District Engineer, Kermit K. McRae (507) 285-7374
Assistant District Engineer (Program Delivery) Anthony L. Hames (507) 285-7380
Assistant District Engineer (Maintenance) Richard P. Klobuchar (507) 285-7376
Assistant District Engineer (State Aid, Construction and Materials) Mike Pinsonneault (507) 285-7377
District Information Office (507) 285-7364
District Business Manager, Lawrence E. Moser (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

Box 4039 56002-4039
Information (507) 389-6351

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Administration

- District Engineer, James W. Swanson (507) 389-6869
- Assistant District Engineer (Construction) (507) 389-6868
- Jon A. Huseby (507) 389-6870
- State Aid Engineer (507) 389-6883
- Douglas Haeder (507) 389-6855
- Public Affairs Coordinator
- Rebecca Arndt
- District Administrative Manager, David Enfield

Maintenance

- Area Maintenance Engineer, Wesley Gjovik (507) 389-6860

Transportation District 7 B - Windom

- Box 427, Co. Rd. 26 56101 (507) 831-1200
- Information

Administration

- Area Maintenance Engineer, George Welk (507) 831-1201

Transportation District 8 - Willmar

- P.O. Box 768, 2505 Transportation Road 56201 (320) 231-5195
- (Marshall Office Box 29, 1800 E. College Dr. 56258) (507) 537-6146
- Information (Willmar)
- Information (Marshall)

Administration

- District Engineer, David G. Trooien (320) 231-5497
- Assistant District Engineer (Technical Support) (320) 231-5497
- Nelrae Succio (507) 231-5495
- State Aid Engineer (Marshall) Tom Behm (320) 231-5497
- Assistant District Engineer (Operations) Marvin G. Gieseke (320) 231-5497
- Administrative Manager, Brenda Wrobel (320) 231-5497
- Public Affairs Coordinator, Sandra East

Metro Division

(612) 582-1000 Charles A. Siggerud, division engineer. The division provides leadership in optimizing the safe and efficient movement of people, goods and services for the eight-county Minneapolis-St. Paul Metropolitan Area. By so doing, it contributes to the social and economic vitality of Minnesota while protecting and preserving the environment. It is located at the Waters Edge Building, 1500 W. County Road B2, Roseville, MN 55113. The division is committed to being a model for innovative leadership both in applied technology and managerial practices in the midst of a rapidly changing world and has established continuous quality improvement as the foundation on which it performs its businesses. Adequate resources are secured and managed to accomplish its mission to move all modes of transportation into the 21st century.

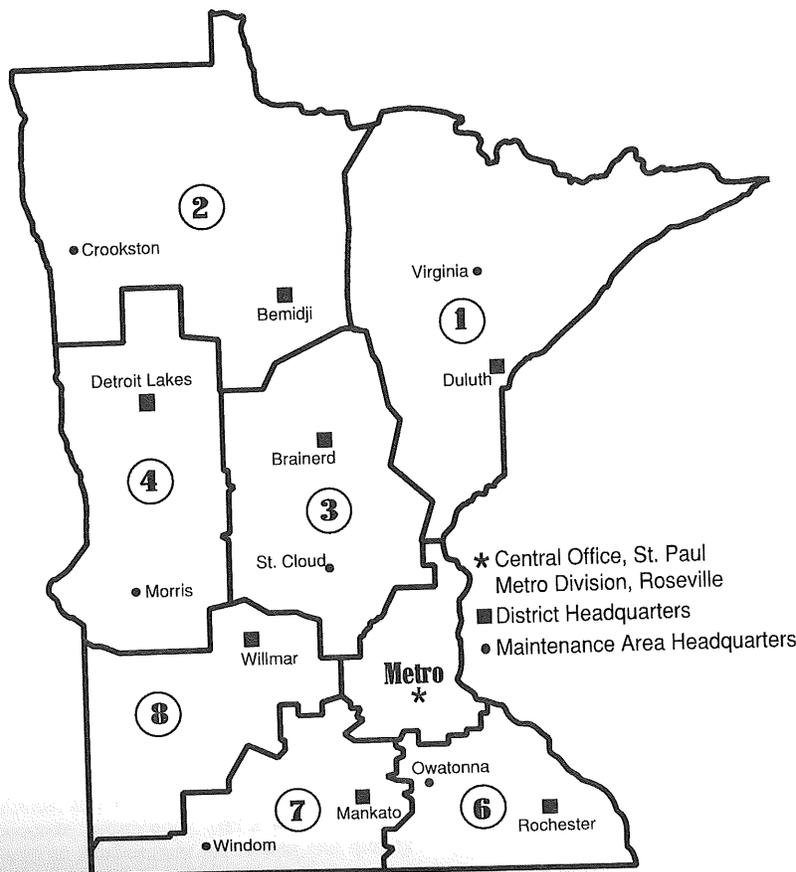
Program Delivery Office

(612) 582-1360 Richard A. Stehr, director. This office's functions are to develop transportation system plans, programs and policies for the division and to develop projects from conceptualization through construction. This includes the following functions:

Transportation System Development

The functions of this unit are coordination, including initial contacts with cities, counties, developers and the public—providing technical review. Short and long-range planning uses current technical and planning data, needs analysis and identification of alternatives, and pre-program scoping includes identifying and studying potential projects, preparing program submittal, providing direction to program managers and recommending changes and priorities. The unit works with intergovernmental agencies in developing transportation policy, plans and priorities and funding needs; prepares air quality reports;

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provides overall program management for the division, completes project level special studies; and coordinates community involvement.

Project Development / Final Design

This functional area's responsibility is to design, develop, and prepare transportation construction plans and manage the design and preparation of transportation construction plans prepared by consultants and central office personnel; coordinate project design with municipalities, counties, regulatory and other agencies, adjoining owners, the public, and other Mn/DOT personnel; prepare construction limits for the right of way acquisition; prepare preliminary special provisions; and negotiate cooperative construction agreements.

Hydraulics

This area prepares preliminary drainage studies; coordinates water quality studies; recommends design of hydraulic structures and other features for division construction projects; reviews the drainage design for construction plans prepared by consultants; coordinates the hydraulic design for Mn/DOT construction plans with municipalities, counties, regulatory and other agencies, adjoining owners, and the public; secures drainage-related construction permits for transportation projects; negotiates drainage-related cooperative construction agreements and investigates highway-related drainage matters.

Right of Way

This unit investigates land titles and prepares right of way acquisition maps, sketches, and information; conducts preliminary property appraisals; furnishes relocation assistance; reviews and processes requests for special permits involving Mn/DOT right of way; investigates and processes requests for reconveyances of existing highway right of way and sale of excess Mn/DOT land; initiates processing of turnbacks of unnecessary highway right of way to the appropriate governmental units; coordinates the leasing of Mn/DOT real estate to the public, administers the leasing of buildings and other facilities needed by the division; and administers the junkyard screening program.

Construction

Contract Administration

This unit ensures completion of construction contracts according to contract requirements; provides technical supervision for construction projects; coordinates activities of public utilities, contractors, and other governmental agencies on construction projects; documents contract work progress for partial and final payments to contractors; and ensures that required traffic safety and control measures are taken in construction areas.

Surveys

This unit provides land surveys and prepares right of way acquisition plats and maps; provides engineering field surveys for departmental use on transportation projects; monuments and maintains the marking of right of way boundaries, and prepare monumentation plats; establishes and maintains third-order geodetic control networks; coordinates aerial photography projects; performs final alignment, land corner, benchmark, and right of way monumentation.

Materials Engineering

This unit provides technical expertise and design recommendations for construction and maintenance operations; recommends reconstruction project priorities for the planning and programming process; recommends grading, base, and pavement type and structure; decides road restriction axle loadings; performs soil surveys; and samples and tests various materials; calibrates and inspects materials testing equipment; monitors operations and sampling and testing procedures of construction inspection personnel; assists with research projects; and serves as liaison with aeronautics activities.

Multi Modal

This unit monitors and coordinates all Mn/DOT activities related to the Interstate 94 central corridor; serves as the focal point in the resolution of all issues pertaining to I-94 corridor; monitors and advises the division engineer and staff on the FTA's AA/DEIS processes; prepares

and oversees all inter-agency and consultant contracts relating to I-94 corridor; develops and directs an overall community involvement program, marketing concept plan, promotional strategy, and implementation plan; and acts as the division's resource for congestion pricing and toll facility inquiries and issues.

Office of Operations

(612) 582-1163 Gary Workman, director. The office develops, directs and oversees all the maintenance and traffic activities on the trunk highway system within the metropolitan area for Mn/DOT. This is accomplished through the following functional areas:

Maintenance Pre-Operations

This unit is responsible for all maintenance signing, pavement marking, and bridge maintenance/inspection activities on trunk highways; the maintenance and operation of the rest areas and other Mn/DOT structures and facilities within the metro area; roadway regulations; monitoring and controlling activity by others on corridors (overlaid/over dimension, access, utility and other permits); and also issues permits (transportation, utility, access, and others).

Maintenance Field Operations

This unit is responsible for all roadway maintenance and snow removal activities on trunk highways. It provides the public and news media with information regarding maintenance operations, road conditions, and travel advisories; and provides equipment maintenance to the Metro Division and the State Patrol. The Field Operations are divided into 19 subareas.

Traffic Engineering

Traffic Services

This unit prepares traffic control layouts for construction projects and traffic control orders or division traffic work orders for the installation or the revision of traffic signs and marking on the trunk highway system; and prepare plans for the periodic replacement of signs on segments of the trunk highway system.

Accident and Traffic Analysis

This unit undertakes all functions related to traffic studies except forecasting; prepares annual analysis, summaries and reports relating to accidents on the trunk highway system; develops the annual safety program; conducts speed zoning studies on trunk highways and other public roads in the division as requested by local road authorities; and coordinates the division's response to tort claims.

Signal Design

This unit undertakes all pre-letting functions; prepares operational and capacity analysis for all high-volume intersections on the trunk highways including the identification of those intersections that need signals, revision or refurbishment of in-place signal systems, and those that need capacity improvements and/or channelization; establish and maintains a priority system of potential signal and capacity improvement; prepares signal warrant analysis and signal justification reports.

Signal and Lighting Operations

This unit undertakes all functions relating to the operation of the division's signal and highway and sign lighting systems; provides final inspection on projects involving signal and lighting construction; reviews and approves shop drawing for signal and lighting equipment; monitors signal systems operations and highway and sign lighting systems; computes timing and coordination patterns for all signal systems; and prepares annual lighting operations budget.

Freeway Operations

This unit evaluates traffic operations on urban freeway networks; plans for the development of freeway corridor traffic management systems; prepares plans, specifications, and estimates for traffic management systems and develops software for traffic management; provides real-time operation of computerized traffic management systems, incident management, and traffic management for special events; decides its research needs, establish research project priorities, and identify funding sources.

Office of Administration

(612) 582-1164 Cecil L. Selness, acting director. The office provides administrative support, accounting, budget, payroll, and personnel services; purchases needed supplies; maintains an inventory management system; provides public affairs and market research services and management information systems for the division.

Human Resources

Development

Designs, modifies, adapts, and conducts unique training events, courses and programs; provides technical assistance and consults with managers on the use of training; and coordinates the division involvement programs.

Personnel

Provides personnel services (recruiting, interviewing, maintaining personnel files, completing personnel transactions) and interprets personnel policies and benefit administration for all assigned to the division; administer union contracts, including grievances, and assists the Department of Employee Relations in arbitration.

Safety

Provides safety and health training programs for Mn/DOT throughout the division and for county highway departments on request; plans, coordinates, and directs division occupational safety and health, motor vehicle accident, and personal injury prevention programs; conducts safety inspection of construction sites and Mn/DOT facilities and work sites; provides technical assistance or supervision on safety-related construction, training; coordinates the hazardous waste inspection and compliance.

Wellness

Provides a comprehensive wellness program.

Finance and Administration

Accounting

Prepares budgets and monitors expenditures; processes invoices for materials and supplies; purchases materials and supplies; maintains and manages the consumable inventory system; maintains the Mn/DOT cost accounting, accounts receivable, and accounts payable systems; coordinates the renewal of leases and agreements; and provides payroll services.

Office Administration

Provides communications distribution; file and courier service; maintains control, inventory accountability, and responsibility for all public property assigned or on loan; and provides typing and other clerical support services.

Public Affairs

Writes news releases and a weekly "Hot-Spots" update to keep the public informed about changes on the roadways resulting from construction and maintenance activities; works with businesses, civic groups and communities on public hearings and construction-related concerns; responds to media, public, legislative and other agency inquiries; markets Mn/DOT issues and programs such as Work Zone Safety and transportation education; prepares exhibits and presentations; manages an employee communications program.

Graphics

Provides graphic design and artistic support for presentations, exhibits, flyers, brochures, newsletters and publications.

Management Information Services

Manages technology infrastructure through activities such as planning, designing, purchasing, installing, maintaining and monitoring; provides end-user support of data, applications, and technology through activities such as consulting, training and trouble shooting; and develops software applications when appropriate to meet user needs.

Market Research

Brings the customer perspective into the decision-making process. This is accomplished via focus groups, one-on-one interviews, telephone and mail studies.

Facilities Management

Provides management services for leased buildings, strategic facilities planning, communication and security services.

Metro Division

Waters Edge Building

1500 W. County Road B-2
Roseville, MN 55113

Information

582-1000

Division Engineer

Charles A. Siggerud

582-1359

Director, Office of Operations

Gary E. Workman

582-1163

Director, Office of Program Delivery

Richard A. Stehr

582-1360

Director, Office of Administration

Cecil L. Selness (acting)

582-1164

Oakdale Office

3485 Hadley Ave. North, Oakdale 55109

Information

779-5000

Golden Valley Office

2055 N. Lilac Drive, Golden Valley, 55422

Information

797-3000

State Aid

State Aid Engineer

Bob Brown

582-1351

Construction

Assistant Division Engineer

Doug McArthur - Oakdale

779-5045

Assistant Division Engineer

Richard Hathaway - Golden Valley

797-3091

Maintenance Operations

Assistant Division Engineer

Gary Thompson

582-1345

Maintenance Pre-Operations

Assistant Division Engineer

Jim Koivisto

582-1348

Traffic Engineering Section

Assistant Division Engineer

Al Pint

582-1343

Traffic Management Center (TMC)

1101 4th Avenue South, Minneapolis 55404

Information/Receptionist

341-7500

Freeway Operations Section

Assistant Division Engineer

Glen Carlson - TMC

341-7500

Transportation System Development

Assistant Division Engineer

Mike Christensen

582-1344

Project Development

Assistant Division Engineer

Richard Elasky

582-1340

Multi-Modal Management

Assistant Division Engineer

Robert Winter

582-1357

Finance and Administration

Finance and Administration Director

Jerry B. Holland

582-1346

Human Resources

Rich Peterson

582-1342

Public Affairs

Public Affairs Director

Lucy Kender

582-1362

Facilities Management

Facilities Management Director

Chuck McBrayer

582-1347

Management Information Systems Director

Joe Delmore

582-1200

Transportation Regulation Board

100 Stockyards Road, 254 Livestock Exchange Building, South St. Paul, MN 55057
Richard Helgesson, chairman (612) 296-0400; Fax: (612) 282-5431

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 passengers, petroleum) and permits (class II - motor carrier transporting freight - and charter). 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, South St. Paul, MN 55057 (612) 296-7119, and are published for 20 days notice in the

weekly *Board Calendar*. Contested matters are scheduled for hearing before the Office of Administrative Hearings, 100 Washington Avenue South, Suite 1700, Minneapolis, MN 55401-2138 (612) 341-7640.

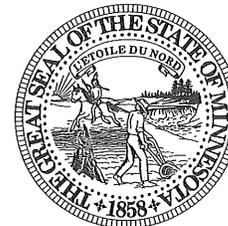
Uncontested matters are processed by the staff for board disposition. The subscription fee for the boards' weekly calendar is \$50.00 per year. Copies of board files are available upon request for 25 cents per page. Call (612) 297-4362.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Transportation Regulation Board** regulates for hire carriers, including 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. The board meets every Wednesday at 10:00 a.m. in South St. Paul. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor, Senate Confirmation. **Compensation:** \$55,500 annually.

Office of the State Treasurer

50 Sherburne Avenue, 303 Administration Building, St. Paul, MN 55155
Michael A. McGrath, state treasurer (612) 296-7091
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. 95 totaled \$167.5 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 approximately 6 million warrants issued as payments 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 state treasurer issues each year in January the "State Treasurer's Credit Card Clearinghouse Report." Minnesota law requires all creditors issuing credit cards in Minnesota to report information about their credit terms to the state treasurer at the end of each year. Also published each year in October is the "Treasurer's Report on the Condition of the Treasury."

State Treasurer Membership on the Following Boards: State Board of Investment

The treasurer is one of five members on the board. The board is responsible for the formulation of investment policies on behalf of the many public retirement funds, the Invested Treasurer's Cash Fund as well as various other funds. Investments, as of June 30, 1995, total approximately \$25 billion.

Executive Council

The treasurer is a member of the 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.

Minnesota State Retirement System Board

The treasurer is a member of the board. This board establishes policy for the management of pension fund operations for state government employees, active and retired.

The treasurer represents the state at the national level as a member of the following organizations National Association of State Treasurers, Government Finance Officers Association, Council of Institutional Investors and National Association of State Auditors, Comptrollers and Treasurers. The treasurer is also an elected member of the Electronic Benefits Transfer Council of the National Automated Clearinghouse Association.

Treasury Operations Division

(612) 296-7091 Jerry Engebretson, administrative officer. 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 & (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 360 bank account statements each month and works with approximately 175 banks throughout the state. The data processing area of this section processes ACH files (electronic payments), reconciles, verifies, and pays all state warrants (5.7 million in F.Y.95) 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 daily investment activity. This system also allows state agencies to inquire into the treasurer's computer system as to the disposition of a state warrant; i.e., has an item been cashed or not.

Safekeeping and Investments

(612) 296-9569 Shirley Tigges, supervisor. This section performs the banking functions for the state, as it relates to the State Board of Investment. This section maintains an inventory of all securities owned by various 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 securities and other financial assets for state departments and heated estates.

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, 1995, there were outstanding some 72 separate issues of Minnesota bonds totaling approximately \$1.9 billion. This section maintains and services the state's 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 performs the internal office accounting duties.

Other Areas Being Developed

Electronic Collection of Agency Receipts

Demands by the public and businesses are requiring agencies to accept payments using methods other than checks. These methods include credit cards and ACH debits and credits. The treasurer's office will be able to respond to these requests by assisting agencies in developing procedures and the technology to accommodate these demands.

Electronic Payments to Businesses and General Public

Just as in collecting payments electronically, the state is being asked to issue payments electronically rather than issuing state warrants. For example, many vendors offer significant on-going discounts if they can debit a state account for periodic payments rather than sending out billing statements and processing payments by warrants. The Treasurer's Cash Management System, Funds Transmission Systems and Verification Systems must be able to accommodate these requests without compromising security of state funds.

Expansion of Electronic Benefits Transfers (EBT) for the Department of Human Services (DHS) Statewide

The treasurer's office is a very active participant in the development of EBT for DHS clients statewide. The Deputy Treasurer is the Minnesota state representative to the Federal EBT Task Force; funds transfers must be coordinated with the U.S. Treasury and the Federal Reserve. These payments include cash, food stamps, AFDC, and General Assistance. This method is safer and cheaper for clients; less overhead and more efficient for DHS with less fraud and theft. The treasurer's office staff must work closely with the financial community and DHS to resolve the many obstacles involved.

Deposit Reporting (Deputy Registrars)

Half of the current paper reporting system was replaced by an electronic one with the development of the treasurer's new information system. However, agencies not on the state network such as 160 Deputy Registrars must still use paper via the U.S. mail. Our challenge will be to develop an electronic alternative which is currently being discussed. The effect of this alternative is it lowers costs and increases earnings on invested state funds.

Electronic Data Interchange (EDI)

The treasurer and Department of Finance initiated the formation of an EDI Steering Committee more than three years ago. Reason: more efficient cash management. EDI allows accounting and deposit information to be transferred electronically and simultaneously. The proper use of this technology, combined with re-engineered business processes, will be more efficient agencies; they enter data only once, can send it anytime, and create no paper.

State Debt/Bonds

(Paying and Budgeting Principal and Interest)

The entire short-term and long-term debt portfolio is now maintained on the treasurer's information system which performs these calculations. The Department of Finance will be on-line to our system. Before 1992, the entire debt portfolio and many of the computations regarding state debt payments were performed on a large mainframe computer at the University of Minnesota. Data was re-entered into PC's at the treasurer's office and at the Department of Finance..

Electronic Audit Trails (Proposed)

Current practice requires the treasurer to maintain cabinets of paper for audit purposes. New systems are being designed to allow for safe, dependable electronic storage and may allow extensive auditing off-site. Currently, auditors can spend two or three months each year on-site. We would hope to share this technology with other agencies when approved.

Citizen Access to Information

We anticipate continued pressure to make public information readily available to the public. We are developing methods of placing such information on the Internet via World Wide Web servers and other electronic means. Examples are the annual *Treasurer's Credit Card Report* and the annual *Treasurer's Report on the Condition of the Treasury*.

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

UNIVERSITY OF MINNESOTA

The University of Minnesota, ranked among the nation's top 10 public universities, reflects the commitment to education of a state that is only 20th 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 19 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. Crookston offers associate and baccalaureate degrees in technical, career-oriented programs. 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.

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, and as of June 1995, the University has granted more than 494,000 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, and the Crookston campus in 1966. A campus in Waseca, opened in 1971, was closed in 1992.

The University of Minnesota is now one of the largest universities in the United States. Enrollment in fall 1995 was 48,091 on all four campuses: 36,995 on the Twin Cities campus; 7,415 at Duluth; 1,952 at Morris; and 1,729 at Crookston.

University alumni include five 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 and their families and friends are always welcome at the University. Alumni are invited to continue their relationship with the University through the University of Minnesota Alumni Association and its collegiate societies.



Board of Regents

(612) 625-6300 Steven Bosacker, 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 other three 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 an opportunity to address the board on issues of importance at the University.

Regents

Wendell R. Anderson, 720 Baker Bldg., 706-2nd Ave.,
Minneapolis, MN 55402

Julie A. Bleyhl, Rt. 3, Box 94, Madison, MN 56256

William E. Hogan II, 319 Barry Ave. S, Suite 100, Wayzata, MN 55391

Jean B. Keffeler, 3033 Excelsior Blvd., Suite 300,

Minneapolis, MN 55416

Hyon T. Kim, 3474 Silver Ln. N.E., St. Anthony, MN 55421

Warren C. Larson, Rt. 1, Box 362, Bagley, MN 56621

H. Bryan Neel III, 200 S.W. First St.-West 5, Rochester, MN 55905

William R. Peterson, 525 Park St., Suite 110, St. Paul, MN 55103

Jessica J. Phillips, 403 E. 9th St., Morris, MN 56267

Thomas R. Reagan, 4743 Ponderosa Dr., Gilbert, MN 55741

Stanley D. Sahlstrom, 913 Forest Dr., St. Cloud, MN 56303

Patricia B. Spence, 8900 Lakewood Shores Rd. N.W., Rice, MN 56367

Frequently Called Numbers

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 you can get more information.

University of Minnesota, Twin Cities

Information

University Information: (612) 625-5000
 University Hospital and Clinic Information: (612) 626-3000
 World Wide Web: <http://www.umn.edu>

General Services

Alumni Association, U of M, (612) 624-2323
 Art Museum, Weisman, (612) 625-9494
 Arts Ticket Office, (612) 624-2345
 Bookstores, U of M, (612) 625-6510
 Emergency Numbers
 • University Police, (612) 624-3550
 • Medical Emergency (U Hospital), (612) 626-2700
 Human Resources (employment), (612) 625-2000;
 Jobs Line, (612) 645-6060
Minnesota Daily, (612) 627-4080

Recreational Sports

- Minneapolis campus, (612) 625-6800
- St. Paul campus, (612) 625-7783

Student Unions

- Coffman Memorial Union (East Bank), (612) 625-4177
- West Bank Union, (612) 624-6338
- St. Paul Student Center, (612) 625-9794

Sports Ticket Offices

- Gopher Hot Line, (612) 626-7828
- Men's, (612) 624-8080
- Women's, (612) 624-8080;

University Relations, (612) 624-6868

Educational Services

Bell Museum of Natural History, (612) 624-7083
 Continuing Education and Extension/University College,
 (612) 624-2517
 English as a Second Language Program, (612) 624-1503
 Labor Education Service, (612) 624-5020
 Libraries, information, (612) 624-0303
 Library hours (recording), (612) 624-4552
 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 and Engineering Reference, (612) 624-0224
 • Wilson Reference Services, (612) 626-2227
 Media Resources, U, (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 Certification, (612) 625-8076

Crisis Services

Crisis Counselor, (612) 625-8475
 Sexual Violence Crisis Line, (612) 626-1300

Student services, all campuses

Admissions

- Twin Cities, (612) 625-2008
- Duluth, (218) 726-7171
- Morris, (320) 589-6035
- Crookston, (218) 281-8569

Disability Services (V/TTY), (612) 624-4037

Financial Aid

- Twin Cities, (612) 624-1665
- Duluth, (218) 726-8786
- Morris, (320) 589-6035
- Crookston, (218) 281-8562

Health Services

- Minneapolis, (612) 625-8400
- St. Paul, (612) 624-7700
- Duluth, (218) 726-8155
- Morris, (320) 589-6070
- Crookston, (218) 281-8512

Housing and Residential Life

- Twin Cities, (612) 624-2994
- Duluth, (218) 726-8178
- Morris, (320) 589-6475
- Crookston, (218) 281-8531

International Center, Minnesota, (612) 625-4421

International Student and Scholar Service, (612) 625-7100

Student Organization Development Center, (612) 624-5101

University of Minnesota, Twin Cities Colleges

College of Agricultural, Food, and Environmental Sciences

(612) 624-3009 A bachelor of science degree is offered in a wide range of subjects such as agricultural business, agriculture industries and marketing, food science and nutrition, scientific and technical communication, and environmental sciences. Graduate degrees are also offered.

College of Biological Sciences (CBS)

(612) 624-2244 CBS offers majors in biology; biochemistry; ecology, evolution, and behavior; genetics and cell biology; and microbiology. Approximately half the graduates pursue graduate degrees or training in the health sciences (medicine, dentistry, veterinary medicine, public health, osteopathic medicine, etc.). The remainder choose careers related to biology in both the public and private sectors, most often involving either laboratory or field work. Both undergraduate and graduate students are actively involved in independent research under faculty supervision. CBS faculty and students benefit from research opportunities provided through specialized facilities including Lake Itasca Forestry and Biological Station, Cedar Creek Natural History Area, the Greenhouse and Herbarium, Center for Developmental Biology, Imaging Center, Institute for Human Genetics, Plant Molecular Genetics Institute, Institute for Advanced Studies in Biological Process Technology, and the Advanced Bioscience Computing Center.

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 law, finance, industrial relations, management, management information systems, marketing, operations management, quantitative analysis, risk management and insurance, and transportation and business logistics. Noncredit 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 and Management Science Center, Strategic Management Research Center, Marketing and Logistics Management Center, Entrepreneurial Studies Center, Industrial Relations Center, and Institute for Financial Studies.

School of Dentistry, Dental Clinics

(612) 624-8400 Patient services including diagnosis, treatment, and continuing care are 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 and Human Development

(612) 625-6806 The college offers undergraduate and post-baccalaureate professional training and licensure programs for elementary, secondary, physical, and vocational-technical education. Graduate-level training is also available in child psychology, community education, curriculum and instruction, educational policy and administration, educational psychology, and vocational-technical education. Nondegree 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 Child Development, Institute on Community Integration, Center for Early Education and Development, and Shirley G. Moore Laboratory Nursery School.

General College

(612) 625-6663 One of seven freshman-admitting colleges on the University's Twin Cities campus, the college does not grant degrees but offers a supportive learning environment to help students develop academic skills, and build a foundation of general and liberal education so they can 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 Dr. Marjorie Cowmeadow, associate dean.

Graduate School

(612) 625-3014 Students with U.S. bachelor's degrees or comparable foreign degrees may work toward the advanced degrees of master of arts, master of science, doctor of philosophy, doctor of education, and doctor of musical arts. The Graduate School standard for admission is an undergraduate grade point average (GPA) of 3.0 (B). Many programs require a higher GPA. The Graduate School also offers 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 eight programs are offered by the Department of Design, Housing, and Apparel; Department of Family Social Science; Department of Food Science and Nutrition; Family Education; and the School of Social Work. The programs emphasize problem solving and are designed to prepare students for graduate study or careers in design communication, graphic design, housing, nutrition and dietetics, food science, interior design, clothing and design, and human services.

Humphrey Institute of Public Affairs, Hubert H.

(612) 625-9505 The Humphrey Institute is the University's graduate school of public affairs and planning. Master of arts and master of planning degrees are offered. A master of science degree in science and technology policy will be offered beginning in fall 1996. Programs permit a range of specializations for developing professional competence in management, planning, and policy analysis and for concentrated study in areas of social policy. Courses offer students quantitative, ethical, and leadership skills needed to solve today's public problems. For admission information, call or write admissions coordinator, 225 Humphrey Center, 301-19th Ave. S., Minneapolis, MN 55455.

Law School

(612) 625-1000 The University of Minnesota Law School offers a three-year, full-time day program that leads to the professional juris doctor degree, which qualifies graduates for bar examinations and admission to practice. The Law School has earned a national reputation for accomplishments uniquely related to its history, its location, and its people. Reflecting its regional identity, the Law School prepares students to apply their abilities and intellectual strengths to the public and private good through scholarship, private practice, business leadership, and government service. The school contributes to the development of legal theory and practice at national and international levels.

College of Liberal Arts

(612) 624-2535 The University's largest division, the College of Liberal Arts provides the traditional liberal arts opportunities for students in the social sciences, natural sciences, humanities, and fine arts. Students may earn bachelor of arts, bachelor of fine arts, bachelor of music, bachelor of science, and bachelor of individualized studies degrees, preparing them for entry into graduate and professional programs and a variety of careers. The college faculty is responsible for more than 30 graduate programs in the humanities, social sciences, and fine arts, many of which are nationally ranked.

Medical School

(612) 624-1122 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 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, wildlife conservation, conservation biology, and water resources science.

School of Nursing

(612) 624-9600 The undergraduate nursing program prepares students to be nursing leaders who think critically and analytically. Students can earn a bachelor of science degree and are eligible to take the registered nurse licensure examination and be certified as a public health nurse. 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 four-year, entry-level doctor of pharmacy (Pharm.D.) program prepares pharmacists to identify, resolve, and prevent drug-related problems. These practitioners provide drug therapy to improve the quality of a patient's life. Before enrolling in the college, students complete prepharmacy course work at an accredited college. Graduates of the 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 doctoral degrees. Fields covered by the school are biostatistics, community health education, environmental health, epidemiology, health services administration, health

services research, policy and administration, 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, with emphasis in health care, ambulatory care, and patient care administration. A special summer institute offers graduate credit or continuing education in occupational health and safety.

Institute of Technology

(612) 624-5091 The institute offers professional training in engineering as well as basic education in the physical sciences and mathematics. The institute includes the Schools of Earth Sciences, Mathematics, and Physics and Astronomy, and the Departments of Aerospace Engineering and Mechanics, Biosystems and Agricultural Engineering, Chemical Engineering and Materials Science, Chemistry, Civil Engineering, Computer Science, Electrical Engineering, and Mechanical Engineering.

University College

(612) 624-2004 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.

University of Minnesota, Crookston (UMC)

Crookston, MN 56716

(218) 281-6510; E-mail: info@mail.crk.umn.edu
<http://www.crk.umn.edu>

The University of Minnesota, Crookston, is on the northern edge of Crookston, in the Red River Valley. The picturesque campus consists of 28 buildings on 237 acres of land, with more than 1,500 students. An applied, technical four-year college, it offers a positive, personal community; an interactive learning environment; state-of-the-art communication technology (all students are issued personal notebook computers); applied, technical bachelor and associate degree programs; and outreach programming.

University of Minnesota, Duluth (UMD)

Duluth, MN 55812

(218) 726-8000; http://www.d.umn.edu

The University of Minnesota, Duluth, became part of the University in 1947. Bachelor's degrees are offered in science, arts, applied arts, and applied science (in the College of Education and Human Service Professions), fine arts, music, business administration, accounting, chemical processing, computer science, 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, 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)

Morris, MN 56267

(320) 589-2211; http://www.mrs.umn.edu

The University of Minnesota, Morris, 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 national magazines as *U.S. News & 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 preprofessional programs.

University Programs, Services, and Clinics

The following is an alphabetical list of some of the programs, services, and clinics provided by, or affiliated with, the University of Minnesota. It is not a comprehensive list. Unless otherwise noted, they are on the Twin Cities campus.

Advanced Studies in Child Welfare, Center for

(612) 626-8202 **Esther Wattenberg, director.** Established with grants from the Bush Foundation and Title IV-E funds through the Minnesota Department of Human Services, the center brings together the University of Minnesota and county and state social services in a public-private partnership dedicated to improving the lives of high-risk families and children. The center is part of the University of Minnesota, Twin Cities, School of Social Work, founded in 1917 and fully accredited by the Council on Social Work Education. The school offers M.S.W. and Ph.D. degrees. For further information, contact the center at 431 Ford Hall, 224 Church St. S.E., Minneapolis, MN 55445.

Advising Service, Regional; Morris

(320) 589-6456 The center is a regional adult advising service, which provides 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 **Edgar Persons.** Information may be obtained by contacting the U of M Division of Agricultural Education, 320 Vocational and Technical Education Building, 1954 Buford Ave., 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 control, insect and weed control, 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. Local information is available at the following addresses:

Area Agricultural Experiment Stations

Crookston-Northwest Station, MN 56716, (218) 281-8602
 Grand Rapids-North Central Station, MN 55744, (218) 327-4490
 Lamberton-Southwest Station, MN 56152, (507) 752-7372
 Morris-West Central Station, MN 56267, (320) 589-1711
 Rosemount Station, 1605-160th St. W., MN 55068, (612) 423-2455
 St. Paul Station, 220 Coffey Hall, 1420 Eckles Ave., MN 55108,
 (612) 625-4211
 Waseca-Southern Station, MN 56093, (507) 835-3620

Agricultural Impact on Water Quality, Center for

(612) 625-1244 **James Anderson, director.** The center conducts research on the relationship between water quality and agricultural management practices, with a focus on the basic behavior of chemicals and nutrients in modeling chemical behavior in the environment. Research results and technology are transferred to the public in coordination with the Minnesota Extension Service Water Quality Initiative. Contact Department of Soil, Water, and Climate, 439 Borlaug Hall, 1991 Upper Buford Cir., St. Paul, MN 55108.

Alcohol and Drug Counseling Education Program (ADCEP)

(612) 625-3778 **Philip Colgan, director.** ADCEP is both an education and training program designed for educators, clergy, nurses, social workers, psychologists, family therapists, and other persons interested in the field of addictions. Program content emphasizes a family systems and chemical health model, while clinical skill training and supervision strongly stress the importance of self-reflection as a prerequisite for effective helping. Courses for this program are offered through Continuing Education and Extension/University College in cooperation with the Department of Family Social Science, College of Human Ecology.

For information, contact the program at 388 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108.

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 more than 75,000 volumes of printed material and 15,000 linear feet of manuscripts, as well as 30,000 pictures and a large photograph audiovisual collection. Indexes to major University publications are available. Hours are 8 a.m. to 4:30 p.m. Monday through Friday. There are no fees for service but you must pay for the costs of photocopies and reproductions. For information or brochure, contact 10 Walter Library, 117 Pleasant St. S.E., Minneapolis, MN 55455.

Art Museum, Fredrick R. Weisman

(612) 625-9494 **Lyndel King, director.** The museum exhibits art materials from its permanent collection of more than 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 museum, located at 333 E. River Road, is open to the public from 10 a.m. to 5 p.m. Monday, Tuesday, Wednesday, and Friday; 11 a.m. to 8 p.m. Thursday; and 11 a.m. to 5 p.m. Sunday. Admission is free. Free guided group tours are available, but reservations are necessary. For information, contact the museum at (612) 625-9494.

Permission to study the permanent collection or to examine individual works of art can be arranged by contacting the museum registrar. A complete schedule of special events and educational programs is offered throughout the year.

Artist Lecture Series, Art Department/Tweed Museum of Art; Duluth

(218) 726-8225 E-mail: art@d.umn.edu **Gloria DeFilippis Brush, head.** The Artist Lecture Series brings more than a dozen visual artists working with varied media and ideas to the UMD campus each academic year to speak about their work. Some artists appear in conjunction with scheduled exhibitions in the Tweed Museum of Art. Lectures are at various times of the day and on Tuesday evenings. Most are open without charge to the public. The museum is fully accessible to the handicapped. For a schedule of events, contact the Art Department, UMD, 317 Humanities, 10 University Drive, Duluth, MN 55812.

Athletics, Department of Men's Intercollegiate

(612) 625-4838 **Mark Dienhart, director.** Varsity sports are football, cross-country, basketball, ice hockey, wrestling, gymnastics, swimming and diving, indoor and outdoor track, baseball, golf, and tennis. Ticket information for sports where admission is charged is available at Mariucci Arena, 4 Oak St. S.E., or by calling (612) 624-8080. You can get schedules and sports information by calling (612) 625-4838. Public tours of athletic facilities may be arranged by calling (612) 624-2868, 516-15th Ave. S.E., Minneapolis, MN 55455.

Athletics, Department of Women's Intercollegiate

(612) 624-8000 **Chris Voelz, director.** Ticket and upcoming events information for the varsity sports of basketball, cross-country, golf, gymnastics, soccer, 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 Building, 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, James Ford

(612) 624-7083 **Scott Lanyon, director.** The museum features diorama exhibits of Minnesota wildlife, the Touch and See Room, and the Jacques Gallery of Natural History Art. The museum also has extensive research collections of birds, mammals, reptiles, amphibians, and fish. The Bell Museum offers a wide variety of services to educators as well as the public, including tours, classroom programs, traveling kits, overnights, electronic field trips via satellite, and the JASON project. Museum hours are 9 a.m. to 5 p.m. Tuesday through Friday, 10 a.m. to 5 p.m. Saturday, and noon to 5 p.m. Sunday. Groups of 10 or more should make reservations. Guided tours are available upon advance request. The Blue Heron Bookshop offers field guides and other natural history books for adults and children, as well as tapes and CDs of bird and animal calls. Admission for adult nonmembers is \$3; youth (3-16), senior citizens, and students from other colleges is \$2; admission for Bell Museum members, University of Minnesota students with valid ID and fee statement, and children under 3 is free. Admission is free on Thursdays. For information and tour reservations, contact 10 Church St. S.E., Minneapolis, MN 55455.

Biological Process Technology, Institute for Advanced Studies in (BPTI)

(612) 624-6774 **Kenneth Valentas and Jeffrey Tate, directors.** BPTI provides advanced research, training, and university/industry interaction in biological process technology. It is the central University vehicle for coordinated research in the biological, chemical, and engineering aspects of biotech-related companies. The institute has established the central research facility and coordinates an active industrial outreach program. Contact Biological Process Technology, 240 Gortner Laboratory of Biochemistry, 1479 Gortner Ave., St. Paul, MN 55108.

Biomedical Graphic Communications

(612) 626-3939 **David Garloff, interim director.** This department provides consultation for, 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 includes 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, the design and output of printed materials, and full-color scanning for direct input into the Mac of any photo, book plate, or X ray.

Price quotes and project estimates are available at no charge. For more information about services and charges, contact B-192 Phillips-Wangensteen Building, 516 Delaware St. S.E., Minneapolis, MN 55455. Campus mail address is Box 711 UMHC. Fax: 625-8496.

Biomedical Information Service, Bio-Medical Library

(612) 626-3730; toll-free (800) 477-6689 **Vicki Glasgow, head.** The service is a fee-based, information-providing unit of the Bio-Medical Library offering the following:

- Subject search 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 delivery within 2-3 working days. Same-day or next-day rush service is available for an additional fee.]
- Pull service - any journal or book owned by the Bio-Medical Library can be pulled for in-library use or checkout.

For prices or detailed information on these services, write 305 Diehl Hall, 505 Essex St. S.E., Minneapolis, MN 55455; call (612) 626-3730 or toll-free (800) 477-6689; or E-mail: bis@umn.edu.

Bio-Medical Library

(612) 626-3730; toll-free (800) 477-6689 **Bio-Medical Library** serves 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.-midnight Monday through Friday; 8 a.m.-8 p.m. Saturday; and 11

a.m.-midnight Sunday. Summer and holiday hours vary. For more information contact Bio-Medical Library, 305 Diehl Hall, 505 Essex St. S.E., Minneapolis, MN 55455.

The Biomedical Information Service, a fee-based service of the Bio-Medical Library, provides on-line 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. See Biomedical Information Service.

Business and Economic Research (BBER), Bureau of

(218) 726-7244; FAX: (218) 726-6338
<http://www.d.umn.edu/~jjacobs1/bber.html>
 E-mail: jjacobs1@d.umn.edu

The BBER undertakes research to identify business needs and economic opportunities in the region and publishes selected economic data for Duluth and northeastern Minnesota. The bureau has recently undertaken statewide research under contract with Advantage Minnesota and Minnesota Technology, Inc.

The bureau provides research services on request 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.

Publications of BBER

- The monthly *Duluth Business Indicators (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 DBI* publishes 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* 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.

Bureau services are available at UMD Center for Economic Development, Bureau of Business and Economic Research, 150 School of Business and Economics, 10 University Dr., Duluth, MN 55812; (218) 726-7298; fax (218) 726-6338.

Career Education Center (Region I), Crookston

(218) 281-8588 **Donald Cavalier, director.** Career center services are available only to JTPA (Job Training Partnership Act) 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 a.m. to 4:30 p.m. weekdays. For further information call the phone number above or contact the Region I Career Education Center, Bede Hall, University of Minnesota, Crookston, Crookston, MN 56716; E-mail: cavalier@mail.crk.umn.edu

Cartography Laboratory

(612) 625-0892, 625-6080 **The laboratory** provides extended services in map planning, compilation, design, and production. Modern mapping equipment (including desktop mapping systems, a high-quality 2400 dpi imagesetter, 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 and 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, 410 Social Sciences Building, 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.

Chemical Engineering, Department of, Duluth

(218) 726-7126 Dianne Dorland, head. The department will conduct research on industrial problems within certain areas of expertise, particularly in pollution prevention and hazardous-waste processing. Contact the department to receive current information on cost, funding arrangements, and areas of research.

Child Abuse Prevention Studies (CAPS)

(612) 625-2742 Ann Ahlquist, director. The Child Abuse Prevention Studies program offers study and specialization in two certificate programs: Child Abuse Prevention and Child Protection. The prevention track is crafted to prepare students for public or private service in advocacy, program development, and leadership in systemic change. The protection track provides students with expertise for direct practice in child protection work. Both of these post-baccalaureate certificates are considered unique in the nation for their interdisciplinary focus that emphasizes the etiology of abuse, neglect, and violence. For further information, contact 386 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108

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. A sliding-fee scale is based on family income and age of the child. Fees for full-time, five-days-a-week care range from \$95 to \$205 per week. Fees are increased annually. The center has a waiting list and offers only a few part-time enrollment schedules. The center is accredited by the National Academy of Early Childhood Programs and is considered an observation, research, and teacher training facility for students, faculty, and the community. Applications and information can be obtained from the center at 1600 Rollins Ave. S.E., Minneapolis, MN 55455.

Child Care Resource and Referral Service

(612) 341-2066 or 641-0332 This service is intended to help University of Minnesota families find the type of child care that best meets their needs and preferences throughout the seven-county metro area. Parent counselors at the county service agencies will answer your questions and mail current information suited to your needs. Listings include licensed family child care homes, centers, nursery schools, drop-in or sick child care services, and school-age programs. Eligible University families earning less than \$45,000 per year may use the service free of charge. Over that income, families must pay \$25, which is half the referral cost. For brochures describing this service in greater detail, call the University Child Care Center (627-4014) or University of Minnesota Hospital (626-5420).

Children's Center, Crookston

(218) 281-8285 Soo-Yin Lim Thompson, director. The 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 7:30 a.m.-5:30 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 include 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 in the patient's local community or the various University 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

(320) 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 Building, University of Minnesota, Morris, Morris, MN 56267.

Community-University Health Care Center, Variety 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; appointments are usually available within a few days. Application for services must be made in person. For information, contact 2001 Bloomington Ave. S., Minneapolis, MN 55404.

Computing Services, Morris

(320) 589-6390 John Bowers, director. The center provides computer services for nonprofit organizations in west central Minnesota. A fee schedule will be provided upon request. For information contact 10 Behmler Hall, University of Minnesota, Morris, Morris, MN 56267.

Concerts and Lectures, Department of

(612) 625-6600 Dale Schatzlein, director. The department presents the Northrop Dance Season and the Northrop Jazz Season each academic year. The dance series showcases artistically important professional companies from throughout the world, with emphasis on ballet, contemporary, and cultural dance. The Northrop Jazz Season, begun in 1993, features major jazz artists, with performances at the Ted Mann Concert Hall on the University's West Bank. Nutcracker at Northrop, the region's grandest staging of the holiday classic, has been a seasonal tradition for 30 years.

Summer at Northrop is a festival of free, outdoor musical and entertainment events, running from June through August each year. Northrop also spotlights new directions in performance in the Discover series, co-presented with the Walker Art Center. Headline entertainers frequently play this 4,800-seat theater. For information about events and tickets, contact the University Arts Ticket Office, 105 Northrop Auditorium, 84 Church St. S.E., Minneapolis, MN 55455; telephone, (612) 624-2345; fax, (612) 626-1750.

Continuing Education and Extension/University College

(612) 624-2517 Harold A. Miller, dean. Continuing Education and Extension/University College delivers University programs and services to the public in all areas except 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 noncredit instruction is also offered in classroom, conference, correspondence, tutorial, independent study, and distance learning formats leading to University degrees and certificates. Tuition or other fees are usually charged. For general information, contact the dean's office at 150 Westbrook Hall, 77 Pleasant St. S.E., Minneapolis, MN 55455. For specific information, call any of these units.

Concerts and Lectures, (612) 625-6600

Continuing Education in Education, (612) 625-6825

Continuing Medical Education, (612) 626-7600

Counseling, (612) 625-2500

- Advanced High School Student Services, (612) 626-1666

Crookston Outreach, (218) 281-8681

Duluth Continuing Education Center, (218) 726-8113

- Center for Professional Development, (218) 726-6142

Extension Classes, (612) 625-3333

- Bachelor of Applied Business, (612) 625-8724
- Bachelor of Information Networking, (612) 625-7311
- College in the Schools, (612) 626-1348
- Complete/Practical Scholar, (612) 624-8880
- Continuing Education for Women, (612) 624-5267
- Early Childhood Studies, (612) 625-1855
- Elderhostel (Twin Cities), (612) 626-8348
- Master of Liberal Studies, (612) 626-8724
- 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

Morris Continuing Education Center, (800) 842-0030

Professional Development and Conference Services,

(612) 625-6616

- Business, Government, and Nonprofits, (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, (800) 947-0117

Summer Session, (612) 624-3555

University Film and Video, (612) 627-4270

University Media Resources, (612) 625-3001

- KUMD Radio (Duluth), (218) 726-7181
- Radio K (KUOM), (612) 625-3500

Dairy Foods Research Center, Minnesota-South Dakota

(612) 624-3224 or (612) 624-1764 Joseph J. Warthesen, director. The center, one of six such centers in the United States, is a partnership among the University of Minnesota, South Dakota State University, Dairy Management, Inc., and regional organizations. Its purpose is to increase the viability and ensure the future competitiveness of the U.S. dairy industry, as well as to develop expertise in dairy foods research. Research priorities are genetics of dairy starter cultures, dairy food quality and safety, and use of dairy components as ingredients. Most research is conducted in the Department of Food Science and Nutrition at the University of Minnesota and in the Department of Dairy Science at South Dakota State University. Dairy processing facilities and well-equipped dairy product research facilities are located at both universities. Pilot plant facilities are available for use by non-university organizations. For information, contact the director's office at 225 Food Science and Nutrition, 1334 Eckles Ave., St. Paul, MN 55108.

Design Center for American Urban Landscape

(612) 627-1850; Fax: (612) 627-4124 William Morrish, director. The Design Center for American Urban Landscape (DC/AUL), a research unit in the College of Architecture and Landscape Architecture, develops interactive educational projects in neighborhoods and communities, and works to affect national urban design and planning issues. Community leaders, students, and professionals collaborate and learn about making urban landscapes by working together on these projects. As a center of applied urban design research, the design center addresses environmental and social concerns through design and serves as a clearinghouse for information on innovative municipal design. For information, contact the center at 1313-5th St. S.E., Minneapolis, MN 55414.

Dial-U Insect and Plant Information Service

(900) 988-0500 Mark E. Ascerno, Dial-U coordinator. Dial-U Insect and Plant Information Service is a for-fee help line provided by the Minnesota Extension Service. Telephones are staffed by University of Minnesota personnel trained to answer questions about gardening, plant problems, and insects, indoors or out. Hours are weekdays 9 a.m.-5 p.m. May 1-Sept. 30, and 9 a.m.-2 p.m. Oct. 1-April 30. Dial-U service is available from most residential telephones in Minnesota. A \$2.99 service fee will be billed automatically to the phone from which the call is placed. Or, requests for assistance may be mailed to Dial-U Clinic, 155 Alderman Hall, 1970 Folwell Ave., University of Minnesota, St. Paul, MN 55108. (Be sure to include a check for \$2.99, made payable to University of MN.)

Drug Information Services

(612) 624-6492 Gail Weinberg, program director. This resource center houses a collection of references on alcohol, tobacco, and other drug use and abuse. The service is staffed by a librarian. Hours are from 8:30 a.m. to 4 p.m., Monday through Friday. Please call to set up an appointment. The center is located at D-189 Mayo Building, 420 Delaware St. S.E., Minneapolis, MN 55455.

East Asian Languages and Literatures

(612) 624-3331 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 EALL chair, 192 Klæber Court, 320-16th St. S.E., Minneapolis, MN 55455.

Economic Development, Center for (CED); Duluth

(218) 726-7288 or (218) 726-8730 The Center for Economic Development (CED) strives to be a leader in fostering innovation, business formation, and economic growth and development through competent, timely, and accurate technical assistance, education, information, and research.

The center's uniqueness stems from its joint sponsorship by the School of Business and Economics, the College of Science and Engineering, and the Natural Resources Research Institute. The center is dedicated to working cooperatively with individuals, businesses, and private and public organizations to strengthen and diversify the northeastern Minnesota economy.

Economic Education, Center for; Duluth

(218) 726-7568 **Curt L. Anderson, director.** Center programs are designed to improve the general level of economic knowledge and understanding in northeastern Minnesota. The center, sponsored by the economics department, the School of Business and Economics, and the Minnesota Council on Economic Education, offers a number of in-service training programs for elementary and secondary teachers. For information, contact 165 School of Business and Economics Building, University of Minnesota, Duluth, Duluth, MN 55812.

Educational Development System (EDS) Courses

(612) 625-2787 **David Nelson, assistant director.** The Educational Development System (EDS) is a unit in the Minnesota Extension Service. It designs, develops, presents, and evaluates more than 150 short-term continuing education programs annually in 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., 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 programs in the state of Minnesota and around the world are available. Elderhostel is an on-campus living and learning program for people over age 55. For information, contact 137 Nolte Center, 315 Pillsbury Dr. S.E., Minneapolis, MN 55455.

Employer Education Service

(612) 624-5525 or (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 technical training services that include professional development opportunities in Minnesota and the Upper Midwest through local, national, and regional policy conferences, forums, lecture series, seminars, and custom (in-house contracts) programs to private, public, and 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. S., Minneapolis, MN 55455.

English Center, Minnesota

(612) 624-1503 **Mark Landa, director.** The center provides noncredit 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 \$1,500 depending on the number of class hours per week. Contact the Minnesota English Center, 101 Klæber Court, 320-16th Ave. S.E., Minneapolis, MN 55455.

Entrepreneurial Development Program (Northeastern Minnesota)

(218) 726-6172; FAX: (218) 726-6338

The Entrepreneurial Development Program (EDP) is designed to guide people going into business. It helps them develop a business plan capable of attracting start-up capital. The program was developed with funding from the Northeastern Minnesota Initiative Funds to serve the seven-county Arrowhead Region of northeastern Minnesota. Currently, it has been implemented in five counties and has been successful in creating networks among entrepreneurs, business leaders, and local community officials.

The program is conducted as follows:

- The program solicits the support of interested community leaders from business and local government concerned with economic development.
- It presents an introductory workshop where applications are taken and conducts an interview and selection process.
- 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.

For more information, write UMD Center for Economic Development, 150 School of Business and Economics, 10 University Dr., Duluth, MN 55812.

Epilepsy Clinical Research Program

(612) 627-4477 **Ilo Leppik, associate director of research and patient care.** 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. For information about educational programs and materials (print and audio-visual) and patient care services, call the education staff or write to the program at 5775 Wayzata Blvd., Suite 255, Minneapolis, MN 55416.

The program also sponsors a one-week summer camp for children with epilepsy in June. For information about the camp, call Deborah McNally at (800) 779-0777, or write to Camp Oz, 777 Raymond Ave., St. Paul, MN 55114.

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 week long 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 280 Humphrey Center, 271-19th Ave. S., Minneapolis, MN 55455.

Extension Service, Minnesota

(612) 624-1222; FAX: (612) 625-6227 The Minnesota Extension Service, the outreach arm of the University of Minnesota, offers research-based education to people of all ages throughout the state, in cooperation with county, state, federal, and private partners. Campus- and county-based extension educators work together in the following areas of specialization: child and youth development; community resources; crop systems; environment and natural resources; family development; financial and business management; horticulture; leadership/citizenship education; livestock systems; and nutrition, food, and health. The Minnesota Extension Service has formal working agreements with 10 colleges of the University of Minnesota's Twin Cities campus and with the University's Crookston, Duluth, and Morris campuses. The 10 colleges are Agricultural, Food, and Environmental Sciences; Architecture and Landscape Architecture; Continuing Education and Extension/University College; Education and Human Development; Hubert H. Humphrey Institute of Public Affairs; Human Ecology; Public Health; Natural Resources; Nursing; and Veterinary Medicine.

For information about specific programs and topics, contact the Minnesota Extension Service office in your county, usually listed under County Offices in the telephone directory. Or, write to Minnesota Extension Service, 240 Coffey Hall, 1420 Eckles Ave., St. Paul, MN 55108-6070.

Publications and other educational materials are available from county extension offices and from the MES Distribution Center, 20 Coffey Hall, 1420 Eckles Ave., St. Paul, MN 55108-6069; phone: (612) 625-8173; E-mail: orders@dc.mes.umn.edu.

Information about MES areas of specialization and educational materials is also available on the MES Gopher on the Internet at gopher and on the MES World Wide Web home page at <http://www.mes.umn.edu/>. Also see entries for Dial-U Insect and Plant Information Service, Extension Special Programs, Forest Resources Information Service, and Info-U.

Extension Special Programs

(612) 625-2787 or (800) 367-5363; Fax: (612) 625-2204;
E-mail: esp@mes.umn.edu

Eugene Anderson, ESP coordinator. Extension Special Programs is the workshop and conference unit of the Minnesota Extension Service at the University of Minnesota. It provides program design and development, marketing, evaluation, and financial and program management for short-term, noncredit educational activities. It provides service to content specialists primarily in the areas of natural resources, agriculture, human ecology, tourism, and community development. Programs are conducted locally, nationally, and internationally. Service costs are recovered through participant fees. For information, write to Extension Special Programs, 405 Coffey Hall, 1420 Eckles Ave., St. Paul, MN 55108-6068.

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 the 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.** This media rental resource serves colleges and universities, businesses, health care facilities, and the general public. The library collection of videos and 16mm films includes more than 10,000 titles on a variety of subjects. Rental fees vary. Copies of the current Media Rental Catalog are available in

most school, college, and public libraries in the state. The catalog is also accessible on-line through LUMINA or Gopher. Specialized subject listings can be mailed, or reference assistance is available by phone. To place a rental order or obtain information, contact the service at 1313-5th St. S.E., Suite 108, Minneapolis, MN 55414 or e-mail: kcooper@mail.cee.umn.edu.

Fisheries and Wildlife Extension, Minnesota

(612) 624-3600 Information, advice, conferences, and seminars about wetlands, waterfowl management, fishery management, aquaculture, wildlife habitat design and management, problem animal control, and natural resource ethics are provided by extension specialists and graduate students. No fees are charged, except for conferences, special programs, and some literature. Write to 200 Hodson Hall, 1980 Folwell Ave., St. Paul, MN 55108.

Food Animal Biotechnology (FAB) Center

(612) 624-2700 **Lawrence B. Schook, director.** The FAB Center helps develop new molecular technologies associated with animal production by identifying and modulating genes affecting growth, development, reproductive performance, efficiency of feed conversion, lactation, and disease resistance. The center also provides a unique integrated research and training approach for implementing new techniques for outreach-oriented programs (such as the Avian Health Center, the Swine Center, the Dairy Initiatives, and the Aquaculture Program). For more information, contact the director, FAB Center, 295 Animal Science/Veterinary Medicine, 1988 Fitch Ave., St. Paul, MN 55108.

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 designing tests, obtaining judges, conducting tests and analysis, and interpreting results. A fee is charged. For information, contact the coordinator at 140 Food Science and Nutrition Building, 1334 Eckles Ave., St. Paul, MN 55108.

Forest Products Extension Programs

(612) 624-3619; Fax: (612) 625-6286
E-mail: mferguso@mercury.forestry.umn.edu

You can get 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 are charged, except for special courses or programs. For more information, contact 203 Kaufert Lab, 2004 Folwell Ave., St. Paul, MN 55108.

Forest Resources Extension Programs

(612) 624-3020 You can get information about harvesting timber, urban forestry, and managing forest land for timber, wildlife, and recreation while protecting soil and water resources. Conferences, field tours, publications, and videos are available. Advice is free, but fees are charged for some courses and educational materials. For more information, contact 116 Green Hall, 1530 N. Cleveland Ave., St. Paul, MN 55108.

Forest Resources Information Service

(612) 624-3020; Fax: (612) 625-5212
E-mail: extfor@forestry.umn.edu

The Forest Resources Information Service, sponsored by the Minnesota Extension Service of the University of Minnesota, answers questions about forest management from private landowners. Information is available on all aspects of forest management for wood products, wildlife, recreation, aesthetics, and watershed protection as well as on Christmas trees, maple syrup, marketing, tree health care, forestry investments, and taxes. For information, contact Forest Resources Information Service, 116b Green Hall, 1530 N. Cleveland Ave, St. Paul, MN 55108-6112.

Geological Survey, Minnesota (MGS)

(612) 627-4780 **David L. Southwick, director.** The survey investigates the geology of Minnesota and publishes reports and maps on its findings. General questions from the public on the geology and underground waters of Minnesota are welcomed, and should be directed to the outreach coordinator. Staff experts are available to identify rocks, minerals, and fossils found in the state, to conduct programs in primary and secondary schools, and to answer more technical inquiries on geological and hydrogeological topics. MGS geological research applies to the identification and development of mineral and groundwater resources, to environmental issues, and to land-use planning. MGS reports and maps, as well as U.S. Geological Survey topographic maps and hydrologic atlases for Minnesota, may be inspected and purchased at the St. Paul office, 2642 University Ave. W., St. Paul, MN 55114-1057. Write or telephone for a free price list. MGS also maintains computerized databases of water-well and test-boring information as a service for the public. For further information about database contents and accessibility, 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 Building, University of Minnesota, Duluth, Duluth, MN 55812.

Glensheen Historic Site and Tour Facility, Duluth

(218) 724-8864; E-mail: glen@ub.d.umn.edu

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. The home also 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 and 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, MN. Call (218) 724-8864 for additional information and tour times.

Goldstein Gallery

(612) 624-7434 or (612) 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 four 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 Ave., St. Paul, MN 55108.

Herbarium, Plant Biology Department

(612) 625-0215 Herbarium staff can provide information on or assist in identifying plants, lichens, or fungi that grow wild in the Upper Midwest. 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 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. Workshops and tours are also available on a reservation basis. Hours are 8 a.m.-4:30 p.m., Monday through Friday. Contact Anita Cholewa, 842 Biological Sciences Center, 1445 Gortner Ave., St. Paul, MN 55108.

Higher Education Center Against Violence and Abuse, Minnesota

(612) 624-3471 **Christine Imbra, director.** The center works in cooperation with organizations statewide to develop higher education programs that prepare professionals to provide safety and services to victims of violence, hold perpetrators accountable for their actions, and address the root causes of violence. The center's primary mission is to revise the preparation, licensing, and continuing education of a wide range of Minnesota professionals on issues of violence and abuse. It serves as a resource to all Minnesota higher education institutions and to selected professional licensing agencies.

For information, contact the center at 386 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108.

Historical Center, Northeast Minnesota

(218) 726-8526; E-mail: pmaus@d.umn.edu

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, rare serials, thousands of photographs, maps, and architectural drawings. These materials include the archives and library of the St. Louis County Historical Society. All items must be used within the center. Hours are 8 a.m.-noon and 1 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 Clinics, University of Minnesota (UMHC)

(612) 626-3000 **Peter F. Rapp, general director.** University Hospital and Clinic operates an information and referral center (University Health Line) that provides answers to health-related questions and referral to UMHc specialists and services. The Twin Cities metro area telephone number for the University Health Line is 626-6000; the toll-free number is (800) 688-5252. The hearing-impaired TDD University Health Line number is 626-0990. Patient transport can be arranged by calling and asking for the emergency department.

In the greater Twin Cities area the marketing and outreach department provides a speakers bureau and exhibits at selected health fairs. For general information, write Marketing and Outreach, University of Minnesota Hospital and Clinic, Box 200, 420 Delaware St. S.E., Minneapolis, MN 55455.

In addition to patient services, the hospital provides diverse educational programs and a supportive research environment. The unique combination of patient care, teaching, and research has established the University of Minnesota Hospital and Clinic's reputation as one of the top medical centers in the country. More than 150 primary and

specialty clinics are available. From the most common complaints to the most complex medical problems, everything is diagnosed and treated within the following outpatient facilities. (For information on UMHC's other clinics, call the University Health Line's toll-free number listed above. You can use University Health Line's toll-free number to reach any of the clinics below if you live outside the Twin Cities metro area.)

Allergy Clinic, (612) 625-5155 new patients; (612) 626-6100 return patients. Provides diagnosis and management of allergic conditions such as asthma, hay fever, hives, and adverse food and drug reactions.

Ambulatory Surgery Center, (612) 626-3131. Performs minor surgical procedures.

Anesthesiology Pain Clinic, (612) 626-3131. Provides management of acute and chronic pain.

Arrhythmia Clinic, (612) 625-5155 new patients; (612) 625-3600 return patients. Evaluates patients with palpitations, fainting spells that may be caused by cardiac problems, and benign or life-threatening cardiac rhythm disturbances.

Audiology Clinic, (612) 626-5775. Provides hearing evaluations, hearing aid consultations and dispensing, infant hearing testing, electrophysiological assessments of auditory function, and intraoperative auditory monitoring.

Behavioral Pediatrics, (612) 376-7650 ext. 25. Helps children and families manage behaviors that interfere with their health and happiness. Offers evaluation and management for common and unusual childhood problems, including recurrent or chronic pain problems, tics, adjustment and coping with chronic illness, anxiety and stress management, bed-wetting or soiling, sleep problems, asthma, and others.

Bladder Stimulation Program for Children, (612) 624-5919. Restores and improves bladder function for children whose bladders are impaired due to neurological damage. Candidates include children with spinal cord trauma, spina bifida, or other congenital disorders.

Breast Diagnostic Clinic, (612) 625-1621 new patients; (612) 626-6666 return patients. Offers comprehensive breast care for all women including mammography, diagnostic procedures, risk assessments, physical examinations, and patient education.

Cardiology Clinic, (612) 625-5155 new patients; (612) 626-0600 return patients. Diagnoses and treats adults with cardiac problems including general clinical cardiology, heart rhythm disturbances, coronary artery disease, and heart failure.

Cleft Palate Clinic, (612) 625-5945. Provides interdisciplinary evaluation and treatment planning for patients, families, and the direct providers who care for them.

Community-University Health Care Center/Variety Club Children's Clinic, (612) 627-4774. Provides primary medical, dental, mental health, and social services to a culturally diverse population. Interpreter services are available.

Craniofacial Anomalies Clinic, (612) 625-5945; Skull Base Surgery Clinic, (612) 624-5454. Provides interdisciplinary diagnosis, evaluation, and treatment of craniofacial anomalies and skull-base tumors in children and adults.

Cutaneous Surgery Center, (612) 626-6999. Provides a full range of surgical treatments for skin diseases including skin cancer surgery, reconstructive surgery, laser surgery, and cutaneous cosmetic surgery.

Dental Clinic, (612) 626-4000. Provides emergency, preventive, and comprehensive care and treatment for teeth, gums, and jaw-facial skeletal diseases and deformities. Special services include restorative dentistry, root canal therapy, dentures, oral surgery, and pediatric dentistry.

Dermatology Clinic, (612) 626-4463. Offers comprehensive diagnosis and treatment of skin conditions, skin cancers, pigmented lesions, acne, and hair loss.

Diabetes and Endocrinology Center, (612) 625-5155 new patients; (612) 625-8690 return patients. Treats all types of adult and childhood diabetes and endocrinologic diseases and researches the causes, treatment, and prevention of diabetes.

Diagnostic Radiology Clinic, (612) 626-6200. Provides a full range of diagnostic procedures, including mammograms, stomach and intestinal studies, chest X rays, CT scans, and magnetic resonance imaging (MRI).

Ear, Head, and Neck (ENT) Clinic, (612) 625-7400 new patients; (612) 626-5900 return patients. Provides diagnosis and treatment of disorders of the face, sinus, neck, throat, and ear for all ages. Programs address cosmetic reconstruction, voice changes, balance and hearing problems, craniofacial anomalies, and head and neck malignancy management.

Endoscopy/Colon and Rectal Clinic, (612) 626-4007. Diagnoses and treats diseases of the gastrointestinal and pulmonary tracts using lasers and flexible video and fiber-optic instruments to look inside the body.

Environmental Medicine and Pathology Clinic, (612) 627-4236. Provides consultation to physicians and their patients in suspected cases of environmental or occupational disease due to exposure to chemical agents.

Eye (Ophthalmology) Clinic, (612) 625-4400. Offers eye examinations and laser treatments. Evaluates and treats glaucoma, cataract and cornea disorders, retinal diseases, pediatric eye disorders, and neuro-ophthalmologic disorders.

Family Practice Clinic, (612) 624-9499. Provides comprehensive care for the entire family or individuals who desire treatment managed by family physicians. Offers full range of diagnostic procedures. The clinic is a primary care provider for Group Health, U-CARE, and other managed care patients.

General Medicine Clinic, (612) 625-5155. Treats adults with a broad range of medical problems. Internal medicine specialists provide primary care, health screening, and diagnostic evaluations. See University Specialists-Multispecialty Family Clinic for other medical services.

General Pediatric Clinic, (612) 626-6777. Provides a full range of primary pediatric health care needs for the well and acutely ill child from infancy through adolescence with a program of regular checkups, immunizations, growth evaluations, advice on health maintenance, and treatment of acute illness. Also provides direct access to all pediatric subspecialty fields. See University Specialists-Multispecialty Family Clinic for other pediatric services.

Health Psychology Clinic, (612) 624-1479. Offers counseling and psychotherapy services for adults and adolescents including individuals, couples, and families. Evaluations include academic, psychological, and vocational testing. Services include stress management, weight control, smoking cessation, biofeedback, hypnosis, and behavioral management for stress and physical disorders.

Heart Catheterization Clinic, (612) 625-5155. Evaluates patients in need of coronary angiography, angioplasty, or other cardiac catheterization laboratory procedures.

Heart Disease Prevention Clinic, (612) 625-4447. Diagnoses and treats high blood cholesterol, other lipid (fat) disorders, and heart disease risk factors, including high blood pressure, diabetes, and smoking.

Heart Failure Treatment Center, (612) 625-3600. Provides comprehensive therapy and preventive management for patients with cardiac disease who have or are at risk for developing heart failure.

Hemophilia Center, (612) 626-6455. Provides comprehensive diagnosis and treatment for hemophilia and related inherited bleeding disorders. Primary nursing and social work case management is offered statewide. Care involves a multidisciplinary team of providers who work with primary care physicians.

HIV Clinic, (612) 625-5155 new patients; (612) 625-4680 return patients. Provides comprehensive care for people infected with the Human Immunodeficiency Virus (HIV).

International Adoption Clinic, (612) 626-6777. Counsels prospective adoptive parents, evaluates the health status of international adoptees after arrival, and arranges ongoing follow-up and referral.

Maxillofacial Prosthodontic/Prosthetic Clinic, (612) 625-2679. Provides direct treatment services to patients with special prosthodontic needs, including pre- and post-surgical intraoral and extraoral maxillofacial prostheses, and speech appliances for cleft palate and neuromuscular-related speech problems.

Medicine Subspecialty Clinic, (612) 625-5155 new patients; (612) 626-6100 return patients. Treats a wide range of adult general medical problems affecting internal organs, including the heart, chest, lungs, stomach, intestines, and liver. Also treats arthritis, diabetes, genetic disorders, high blood pressure, and obesity.

Neurology Clinic, (612) 626-3004. Offers comprehensive diagnostic evaluation and management of all neurologic disorders, as well as subspecialty clinics for neuromuscular diseases, multiple sclerosis, Alzheimer's disease and other dementias, brain tumors, Parkinson's disease and other movement disorders, headaches, ataxia, infections of the nervous system, seizures, and epilepsy treatment.

Neuropsychology Lab, (612) 624-1412. Evaluates brain functioning through psychology tests, including measures of intelligence, memory, language, attention, and academic skills. Conditions evaluated include learning disabilities, attention deficit disorder, mental retardation, Alzheimer's disease, head injury, epilepsy, and stroke.

Neurosurgery Clinic, (612) 624-6666 new patients; (612) 626-6688 return patients. Offers evaluation and surgical management of patients with nervous system disorders and diseases.

Oncology Clinic, (612) 625-5411. Provides comprehensive cancer care to adult and pediatric patients. Services include the diagnosis and treatment of leukemias, lymphomas, solid tumors, and pediatric immunology. Includes bone marrow transplant program.

Orthopaedic Clinic, (612) 625-1177 new patients; (612) 626-6688 return patients. Treats spinal disorders, joint replacements, and tumors. See University Orthopaedics for other orthopaedic services.

Pediatric Heart Disease Prevention Clinic, (612) 626-6777. Diagnoses and treats pediatric patients with high blood cholesterol, other lipid (fat) disorders, and heart disease risk factors, including high blood pressure, diabetes, and obesity.

Pediatric Psychology Clinic, (612) 624-9134. Provides individual, family, and play therapy. Services address childhood development, learning, and behavior. Offers consultation to courts and social service agencies.

Pediatric Subspecialty Clinics, (612) 626-6777. Provides diagnosis and treatment for all types of acute and chronic childhood diseases. These include disorders of the heart, digestive system, lungs, kidneys and urinary tract, nervous system and endocrine system; diabetes and metabolic disease; infectious disease; and emotional or behavioral problems. Also offers physical medicine and rehabilitation. Children who are seen in subspecialty clinics can receive primary care in the General Pediatric Clinic or the University Specialists-Multispecialty Family Clinic.

Physical Medicine and Rehabilitation Clinics, (612) 626-3696 adults; (612) 626-6777 pediatrics. Provides basic adult and pediatric care and specialty care for spinal cord injuries, developmental problems, cerebral palsy, chronic pain, amputations, and muscular dystrophy. Special treatment is available for problems requiring prescription for footwear, bracing, wheelchairs, and other adaptive equipment.

Program in Human Sexuality, (612) 625-1500. Offers therapy for people with sex-related and general mental health issues. Treats sexual dysfunction, compulsive sexual behavior, sex offenses, victimization, sexual orientation dysphoria, gender dysphoria, and HIV counseling.

Psychiatry Clinic, Adult, (612) 626-6188. Provides evaluation, consultation, and treatment of adults and offers special programs for chemical dependency, eating disorders, depression, and other problems.

Psychiatry Clinic, Child and Adolescent, (612) 626-6577. Offers a full range of services to treat learning disabilities, autism, attention deficit disorder, unsocialized behavior, mental retardation, and trauma and abuse.

Skull Base Surgery Clinic, See Craniofacial Anomalies Clinic.

Senior Health Center, (612) 627-4462. Provides primary care, comprehensive assessment, and case management for persons over age 65. Clinic offers support, counseling, and education services for

patients and families. Clinic staff also provides inpatient consultation for geriatric patients.

Services for Teenagers at Risk (STAR), (612) 376-7650 ext. 25. Provides comprehensive psychological assessment and treatment of youth ages 12 to 21 and their families. STAR specializes in treatment of depression, eating disorders, behavioral and conduct problems, psychosocial issues associated with chronic illness and disabilities, and assessment of substance abuse.

Spina Bifida Clinic, (612) 624-9972 adult; (612) 624-9972 pediatric. Provides comprehensive care to adults and children with spina bifida, using a multidisciplinary team with representatives from nursing, pediatrics, family practice, physical medicine, physical therapy, urology, neurosurgery, and orthopedics.

Surgery Clinic, (612) 625-1400 new patients; (612) 626-6666 return patients. Provides adults and children with presurgical evaluation and follow-up care for surgery patients. Subspecialties include transplant, general, plastic, breast, heart, lung, and cancer surgeries.

Therapeutic Radiology-Radiation Oncology Clinic, (612) 626-6700. Provides patient assessments and treats all forms of cancer.

University Orthopaedics, (612) 626-9400.

Hand Center: Diagnoses and treats pediatric and adult patients with injuries and disorders of the hand, wrist, and elbow, including arthritis, fractures, tendon injuries, occupational disorders, such as carpal tunnel syndrome and epicondylitis, congenital or acquired deformities, nerve dysfunctions, and inflammatory conditions. Reconstructive surgery is available. Certified hand and occupational therapists provide therapy, education, and orthosis.

Low Back Center: Diagnoses and treats patients with simple to complex spine problems. Rehabilitation emphasis is on individual exercise programs.

Sports Medicine Institute: Provides surgical and nonsurgical management of sports injuries for athletes and others. Offers rehabilitation and education about health and fitness.

University Specialists-Multispecialty Family Clinic, (612) 376-7650. Provides primary and specialty care for obstetrics and gynecology, pediatrics, and internal medicine. Services include after-hours pediatric and teen clinics, Mature Women's Center for women experiencing menopause, and midwife services.

Urology Clinic/Kidney Stone Center, (612) 625-9933. Treats urinary tract disorders in men and women and genital organ disorders in men. Specializes in cancer, bladder reconstruction, male impotence and infertility, nonsurgical kidney stone removal, urinary incontinence, and pediatric urologic problems.

Vascular Medicine Clinic, (612) 625-5155 new patients; (612) 626-6100 return patients. Provides diagnostic and therapeutic services for patients with hypertension, lipid disorders, claudication, venous diseases, lymphatic diseases, and vascular disorders of coronary, cerebral, renal, and limb circulations.

Women's Health Center (Ob/Gyn), available at two locations: 516 Delaware St. S.E., (612) 626-3444; 606-24th Ave. S., (612) 376-7650. Obstetrics specializes in the management of pregnancy, labor, and childbirth, with special interest in high-risk cases, family planning, and education. Gynecology treats disorders of the female genital and reproductive system, with emphasis on infertility, reproductive cancer, diagnosis assessment, and treatment of menstrual problems. See University Specialists-Multispecialty Family Clinic for other women's services.

Women's Cancer Center, (612) 626-5440. Offers an interdisciplinary program of care for preventive screening, diagnosis, and treatment of gynecologic malignancies.

Mature Women's Clinic, available at two locations: 516 Delaware St. S.E., (612) 626-3444; 606-24th Ave. S., (612) 376-7650. Provides comprehensive care for women experiencing menopause. Emphasizes preventive medicine and patient education and participation. See University Specialists-Multispecialty Family Clinic for other services.

Wound Healing Clinic, (612) 625-5919. Provides evaluation, advanced surgical and nonsurgical treatment, and follow-up for acute and chronic non-healing wounds and associated peripheral arterial or venous vascular problems.

Hubert H. Humphrey Institute of Public Affairs

(612) 625-9505 G. Edward Schuh, dean. The institute sponsors the Distinguished Carlson Lecture Series, free public lectures by national and international leaders on issues of public concern. For information, write or call the Office of Development and External Relations, 307 Humphrey Center, 301-19th Ave. S., Minneapolis, MN 55455; (612) 625-2055.

The **Humphrey Institute Policy Forum** sponsors two to three major conferences each year on critical national and international issues facing the United States. The policy forum features the nation's top scholars and policy leaders as conference participants and selects about 30 young community leaders to participate in its fellows component each year. Policy forum fellows participate in the conferences, attend monthly policy seminars, read briefing papers and journal articles on related topics, write essays, and complete a field assignment. Through this immersion experience, fellows develop an understanding of a complex public policy issue, become acquainted with the actors and institutions involved in making public policy, and are confronted with the consequences of public decisions. For information, write or call the Humphrey Institute Policy Forum, 134 Humphrey Center, 301-19th Ave. S., Minneapolis, MN 55455; (612) 625-2530.

The **Wilkins Center** sponsors forums and conferences several times each year on such issues as racial inequality, racial economic disparities, civil rights, and social justice. For information, write or call the Wilkins Center, 257 Humphrey Center, 301-19th Ave. S., Minneapolis, MN 55455; (612) 625-9821.

The **Reflective Leadership Center** offers midcareer learners and other professionals programs that draw from the major schools of thought on leadership education and practice. Broad categories of exploration, experimentation, and practice include personal, team, organizational, visionary, ethical, political, and public issue leadership. Center activities link theory and practice through a variety of educational tools. A core program of the center is the six-month Leadership for the Common Good Seminar, designed to help participants understand the nature of leadership, assess their leadership capabilities, and apply learning to their leadership challenges. Guest speakers with local and global leadership and policy experience are invited to present information and stimulate active discussions. For information, write or call the Reflective Leadership Center, 55 Humphrey Center, 301-19th Ave. S., Minneapolis, MN 55455; (612) 625-7377.

Humanities Fine Arts Center Gallery, Morris

(320) 589-2211, ext. 6250 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 University Relations, 306 Behmler Hall, (320) 589-6050.

Imaging Center (College of Biological Sciences)

(612) 624-3454 Mark Sanders, director. The center is a laboratory, specializing in biological samples, that is open to the public. It includes specialized forms of light microscopes (such as a fluorescence microscope with a CCD camera and a confocal microscope), a scanning electron microscope (SEM), and an ultramicrotome, a freeze-fracture device and associated equipment for sample preparation. The center also houses equipment for digital imaging, including scanners, computers, and printers. A fee is charged for equipment use and for operator assistance. This facility is part of the St. Paul Microscopy and Imaging Consortium. For information, contact 35 Snyder Hall, 1445 Gortner Ave., St. Paul, MN 55108.

Immigration History Research Center (IHRC)

(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 St., 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 nontraditional 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 107 Armory, 15 Church 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.

Info-U

(612) 624-2200
(Outside the metro area, call your Minnesota Extension Service county office to see if Info-U is available.)

Harvey Buchite, state coordinator. Info-U is a free, 24-hour information service provided by participating county offices of the Minnesota Extension Service. Topics covered include gardening and yard maintenance, nutrition, food preservation and safety, home maintenance, parenting, money management, water quality, septic systems, small acreage management, and farming. By using a Touch-Tone telephone, you can listen to two- to three-minute audiotapes that provide information on almost 400 topics. Enter a three-digit number that corresponds to the tape you want to hear. Hard copies of many scripts are available by fax. To receive a catalog of available topics, contact a participating county office of the Minnesota Extension Service.

Insect and Plant Information, DIAL U

(900) 988-0500 Telephone lines are staffed by persons trained to answer questions about gardening, plant problems, and insects, indoors and out. Weekday hours, 9 a.m.-5 p.m. April 1 through September 31; 9 a.m.-2 p.m. October 1 through March 31. A \$2.99 service fee will be billed automatically to the phone from which the call is placed.

International Center, Minnesota

(612) 625-4421 **Cynthia Threlkeld, executive director.** The center is a nonprofit community volunteer organization. It offers opportunities for Minnesotans to interact one-to-one with international students, faculty, or visitors to increase global understanding. The center also arranges public forums and programs on international issues, and provides international speakers to local organizations and schools (K-12). The center publishes a quarterly member newsletter, the *Communique* (circulation 2,600), which includes an activities calendar. The center is located at 711 E. River Road, Minneapolis, MN 55455.

International Studies and Programs, Institute of (ISP)

(612) 624-5580; <http://www.isp.acad.umn.edu>
Michael Metcalf, assistant vice president and 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, study abroad, and intercultural programs, training, and consulting. The office publishes a free newsletter, and is at 149 Nicholson Hall, 216 Pillsbury Drive S.E., Minneapolis, MN 55455.

Landscape Arboretum, Minnesota

(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 gift shop, the Tea Room, classrooms, and an auditorium. The auditorium and classrooms are available for rental, and the Tea Room is available for on-site catering. The Andersen Horticultural Library contains an extensive noncirculating collection of books and periodicals on botany, horticulture, and gardening. The arboretum conducts research 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. to 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 \$4 for adults, \$1 for children 6-15, free for children under 6, 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.

Large Lakes Observatory

(218) 726-7639; Fax: (218) 726-6979
 E-mail: tcj@d.umn.edu
<http://www.d.umn.edu/051.html>

The Large Lakes Observatory is part of the University of Minnesota's program of research and education on lakes, rivers, and wetlands. Located on the Duluth campus, the observatory focuses on the physics, chemistry, and geology of large lakes of the world, including Lake Superior. Students may participate in the observatory's training and research cruises worldwide. Funding for all research activities is generated by competitive grants from government agencies and industry. Offices are located at 2134 Research Lab Building, 2205 E. 5th St., Duluth, MN 55812.

Libraries

University of Minnesota, Twin Cities

(612) 624-4520 The Twin Cities campus libraries contain more than 5 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 library collection either through inter-library loan via their local libraries or on-site use of the libraries. Hours vary according to academic sessions. For tape-recorded message giving hours for the main libraries, dial (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 Twin Cities 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 Twin Cities campus. The collections in design, family social science, rural sociology, textiles, and vocational education are in the St. Paul Central Library. Related humanities and social sciences subject collections include Ames Library of South Asia, Architecture Library, East Asian Library, Government Publications Library, Journalism Library, Map Library, Mathematics 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 Twin Cities 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 Twin Cities campus. The agricultural and biological sciences collections are found in the St. Paul Central Library. Related science subject collections include Entomology, Fisheries, and Wildlife Library, Forestry 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 Twin Cities campus. For information on library access policies, phone (612) 625-4300.
- **LUMINA on-line catalog.** Most of the libraries' collections are listed in the LUMINA on-line catalog. The catalog may be accessed via microcomputers equipped with modems (625-6009), or through terminals located throughout the campus.

University of Minnesota, Crookston Kiehle Library

(218) 281-8399; Fax: (218) 281-8080.
 E-mail: owilliam@mail.crk.umn.edu

The Crookston library has approximately 30,000 volumes and subscribes to approximately 700 periodicals specializing in agriculture, business, hospitality and home economics. Services available to the public include MSU/PALS automated library system; LUMINA; inter-library loans; internet access; World Wide Web library home page; laser printer; access to CD ROM drives on local area network; remote access available via modem (218-281-8412) or Telnet@199.17.255.9; copy machine for books, periodicals, microfilm and microfiche; fax machine, OCLC; DIALOG searching service. Hours are Monday through Thursday, 8 a.m. to 10 p.m.; Friday, 8 a.m. to 4:30 p.m.; Closed Saturday; Sunday, 5 to 9 p.m. The library is located in Kiehle Building, University of Minnesota, Crookston, MN 56716-5001.

University of Minnesota, Duluth

(218) 726-8102 The Duluth campus library has over 296,000 books and total holdings of approximately 683,000 items. There are 2,744 periodical subscriptions 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; the public 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 FirstSearch and makes 52 databases available to the general public when a user card is purchased. The on-line catalog with its information gateway allows users to view holdings of libraries worldwide. The library is a selective government document depository. It also has an extensive CD-ROM collection and databases that are available for searching in the electronic data and documents area. Full text databases allow users to view articles from journals not owned by the library. Hours are from 7:30 a.m.-midnight, Monday through Thursday; 7:30 a.m.-5 p.m. on Friday; 9 a.m.-5 p.m. on Saturday; 12 noon to midnight on Sunday. For information, contact the library at the University of Minnesota, Duluth, Duluth, MN 55812.

University of Minnesota, Morris

Rodney A. Briggs Library

(320) 589-6175 The Morris library 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.

Marketing Training Program

(218) 726-7946 Fax: (218) 726-6338 The University of Minnesota, Duluth Center for Economic Development and the Arrowhead Community College Region jointly offer 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 businesses. The program requires weekly meetings of four hours over an eight-week period. Supported by the Blandin Foundation, the program is offered at no charge to the participants.

In this highly interactive program participants actively engaged in working as a team on each other's marketing strategies. Instructors have successful "real world" marketing experience. Application forms are available by writing UMD Center for Economic Development, 150 School of Business and Economics, 10 University Drive, Duluth, MN 55812.

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 Agricultural, Food, and Environmental Sciences; 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, 199 Coffey Hall, 1420 Eckles Ave., St. Paul, MN 55108.

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; for equipment rental (612) 625-7557; or contact the department at 540 Rarig Center, 330 21st Ave. S., Minneapolis, MN 55455.

Midwest Universities Radon Consortium (MURC)

(612) 624-8747 William J. Angell, director. MURC is one of four national radon training centers supported by the U.S. Environmental Protection Agency. The purpose of MURC is to provide training in radon, indoor air quality, examination services, building research, and technology transfer to contractors, home builders and inspectors, public officials, real estate agents and appraisers, school administrators, facilities managers, and the general public. MURC offers extensive training in radon measurement and mitigation, and coordinates examinations that enable measurement operators and mitigation contractors to be listed with the U.S. EPA. MURC also offers courses (approved by the U.S. EPA) in indoor air quality, radon-resistant construction, radon reduction in schools, building air quality, and radon measurement in schools. For information, contact MURC, 240 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108.

Minnesota Institute for Sustainable Agriculture (MISA)

(612) 625-7773 Dr. Don Wyse, director. MISA's purpose is to bring together the interests of the agricultural community in a cooperative effort to develop and promote sustainable agriculture. It is a joint venture of the University's College of Agricultural, Food, and Environmental Sciences, and the Sustainers' Coalition, a group of individuals and organizations. Department of Agronomy and Plant Genetics, 411 Borlaug Hall, 1991 Upper Buford Cir., St. Paul, MN 55108.

Minnesota Technology, Inc. (MTI), northeast regional office

(218) 726-7298; Fax: (218) 726-6338
E-mail: kknudsen@d.umn.edu
http://www.d.umn.edu/~jjacobs1/nrri.html

The MTI, regional office, provides technical assistance to manufacturers in northeast Minnesota in using technologies and techniques to be more efficient, profitable, and competitive. In the last year, technical assistance by the office helped 32 companies undertake over 4.5 million dollars in technology investment, increased sales, and cost savings.

Music Department, Duluth campus

(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 of; Twin Cities campus

(612) 624-5740 Vern Sutton, 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 (NRRI) Business Group

(218) 726-7298; Fax: (218) 726-6338
E-mail: ljensen@d.umn.edu
<http://www.d.umn.edu/~jjacobs1/nrri.html>

The NRRI Business Group provides business assistance in commercial innovations from the Natural Resources Research Institute. It also prepares business plans and does financial packaging for natural resource-based businesses. Based upon a review of 123 projects with businesses over a five year period, the NRRI Business Group helped these companies retain or create over 1,000 jobs.

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 that focuses on technology transfer and business development. 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; provides market research; and assists with 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

The services of the center are available in two locations.

Olcott Plaza, 820 N. 9th St., Virginia, MN 55792; phone, (218) 741-4241; fax, (218) 741-4249. University of Minnesota, Duluth, 150 School of Business and Economics, 10 University Drive, Duluth, MN 55812. (218) 726-7946.

Nursery Schools

(612) 624-5593 or 624-7009 Lynn Galle, administrative assistant. The school is a half-day program for children ages two to five years. Its 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. Information, costs, and application forms may be obtained by contacting 140 Child Development, 51 E. River Road, Minneapolis, MN 55455. Applications must be returned by March 15 to be considered for the following school year. Children are selected from all applicants.

Planetarium, Marshall W. Alworth, Duluth

(218) 726-7129 Tim Holst, associate dean, College of Science and Engineering. The planetarium offers free, public programs each Wednesday at 7 p.m. Special showings may be arranged by contacting the planetarium administrator at 10 University Drive, University of Minnesota, Duluth, Duluth, MN 55812.

Plant Pathology

(612) 625-8200 Neil Anderson, 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; 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. Write to Department of Plant Pathology, 495 Borlaug Hall, 1991 Buford Circle, St. Paul, MN 55108.

Poison Center, Hennepin Regional

(612) 347-3141 Deborah L. Anderson, director. The center is a 24-hour, 365-day-a-year telephone consultative service providing the public and health care professionals with poison information and treatment recommendations. Community education programs and educational materials are available. The Poison Center is a department of the Hennepin County Medical Center and is staffed by pharmacists. 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. 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 James Groth or Neil Anderson of Plant Pathology at (612) 625-8200.

Police Department University of Minnesota, Twin Cities

Administration: (612) 624-2575; Escort Services: 624-WALK
Police Dispatcher: nonemergency, (612) 624-7828
Other Information: (612) 624-3550

Joy M. Rikala, chief. The University Police Department provides law enforcement and support services for the University community in the areas of proactive patrol, criminal investigation, crime prevention, special events support, and emergency response (9-1-1). Professional certified peace officers patrol the campus community by car, bicycle, and on foot. In addition, officers work with members of the campus community in problem solving, security consulting, and advising on current issues of concern. The Student Security Monitor Program (624-WALK) provides escort services for students, staff, and visitors, and monitors buildings for security purposes. The department encourages criminal justice internships as well as volunteer experiences and community involvement in crime prevention.

Professional Development and Conference Services

(612) 625-6616 This unit, within Continuing Education and Extension/University College, 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-AM (770 kHz)** is the University of Minnesota's radio station serving the Twin Cities metropolitan area. Known as Radio K, it broadcasts student-oriented, alternative music and University news and information. Radio K's purpose is to help build a sense of community on campus and between the campus and larger community. It broadcasts every day from 6 a.m. until sunset at 770 kHz on the AM band and can be heard throughout central and southern Minnesota and western Wisconsin. Radio K is available 18 hours a day (6 a.m.-midnight) on cable radio, 91.7 MHz on Paragon Cable in Minneapolis. Main offices are at 550 Rarig Center. Call in comments to (612) 625-3500 during business hours. Musical requests are taken every day at (612) 626-4770 or toll free at (800) 626-4770. For the latest about music and other events, both on and off campus, call the RADIO K InfoLine at (612) 62K-WORD (625-6973). KUOM studios may be rented by nonprofit groups for audio production. Call (612) 625-2856 for rental information.
- **KUMD (103.3 MHz)** is a 100,000-watt FM station operated in Duluth by Continuing Education and Extension, with a professional staff plus student volunteers. Programming includes news, public affairs, jazz, blues, and other music. Contact the station at (218) 726-7181, 130 Humanities Building, University of Minnesota, Duluth, Duluth, MN 55812.
- **KUMM-FM** serves the Morris campus community. This student-operated station provides educational and entertainment programs. Call (320) 589-6076.

Raptor Center

(612) 624-4745 Patrick Redig, director. This center provides medical care and rehabilitation for injured or ill birds of prey, such as eagles, owls, and hawks. Repaired birds are released into their native habitats and nonrepairable birds are used in breeding programs, zoos, nature centers, and for education programs to schools and the general public. The center conducts research 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.

Red River Valley Natural History Area, Crookston

(218) 281-8131 E-mail: tfeiro@mail.crk.umn.edu
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 the University of Minnesota, Crookston (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.

Refugee Studies Center

(612) 625-5535 Daniel F. Detzner, director. The Refugee Studies Center encourages, supports, and promotes research among faculty, students, service providers, and educators interested in refugees resettled in the United States. They maintain a collection of more than 4500 documents on culture, language, education, adaptation, health, and mental health of refugees and provide bibliographic information to researchers and other interested persons at no charge. The center publishes a newsletter three times a year and papers on topics of interest. For more information, contact the center at 330 Humphrey Center, 301 19th Ave. S. Minneapolis, MN 55455.

Rehabilitation Services

(612) 626-8400 Judy Eggleston, director. Rehabilitation services 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 to achieve maximum self-sufficiency and to participate again in the affairs of their home and community. Fees are charged for services, which include physical therapy, occupational therapy, speech therapy, rehabilitation psychology, urodynamics, work evaluation, and vocational counseling. For appointment, call or write Box 106, Mayo Memorial Building, 420 Delaware St. S.E., Minneapolis, MN 55455.

Restorative Justice and Mediation, Center for

**(612) 624-4923; Fax: 625-4288;
E-mail: ctr4rjm@che2.che.umn.edu**

Mark S. Umbreit, director. The Center for Restorative Justice and Mediation in the School of Social Work provides technical assistance, training, and research for those in the state of Minnesota, nationally and internationally in support of restorative justice practice. The center offers summer institutes through the School of Social Work and University Continuing Education and Extension/University College in addition to regional workshops and trainings throughout greater Minnesota. The center also provides support for systemic change through its cosponsorship of the Balanced and Restorative Justice Project. Other services include introductory victim-offender mediation training, advanced victim-sensitive mediation training, courses on mediation and conflict resolution, international research on restorative justice and mediation, and a resource center. For information, contact the center at 386 McNeal Hall, 1985 Buford Ave., St. Paul, MN 55108-6144.

Retired and Senior Volunteer Program (RSVP), Crookston

(218) 281-8288; E-mail: dpatenau@mail.crk.umn.edu

Deanna Patenaude, director. Serving Polk, Norman, Red Lake, Pennington, and Marshall counties, the program provides 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, nonprofit organizations other than political parties.

Any person 55 years of age or older may become a member of the program. There are no income, educational, experience, or time commitment requirements. 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 do not 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.

Rural Sociology and Community Analysis, Center for

(612) 625-8798 or (612) 625-0259 Dario Menanteau-Horta, director. The center's mission is to focus attention on effective responses to issues and problems affecting rural social development, thereby contributing to the quality of life in rural Minnesota.

Objectives include generating interest and mobilizing University resources relevant to rural social development; developing research and disseminating knowledge concerning social problems afflicting the state's rural areas; facilitating linkages between research and Minnesota Extension faculty; and serving as a resource center.

For information, contact the center at 64 Classroom Office Building, 1994 Buford Ave., St. Paul, MN 55108.

Sea Grant College Program, Minnesota

(218) 726-8106 **Michael McDonald, director.** Sea Grant provides information on issues related to Lake Superior and Minnesota's inland waters, including fisheries management, exotic species, shoreline erosion, water quality, coastal community economic development, tourism, biotechnology and aquaculture. Information is available from individual agents and researchers or through the program's publications. A publications list is available at no charge. A quarterly newsletter, the *Seiche*, is available free from Minnesota Sea Grant, 2305 E. 5th St., Duluth, MN 55812.

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.

The Silha Center for the Study of Media Ethics and Law

(612) 625-3421 **Donald M. Gillmor, director.** 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, 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 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, bibliography series, and a report series, and collaborates with Emerson College in the publication of a national newsletter, *Media Ethics Update*.

Small Business Development Center (SBDC)

(218) 726-6192; Fax: (218) 726-6338
Email: ljensen@d.umn.edu
<http://www.d.umn.edu/~jjacobs1/sbdc.html>;

The SBDC provides management counseling, education, and training for persons starting and owning a business in northeast Minnesota. Four affiliate offices are sponsored in partnership with other institutions in northeast Minnesota: Hibbing Community College, Itasca Development Corporation, Rainy River Community College, and Minnesota Technology, Inc.

The Small Business Development Center regional network meets with over 600 clients annually and provides about 3,600 hours of counseling. Funding for the SBDC network comes from the Small Business Administration, State of Minnesota and local match.

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. to 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 analysis are performed on soil materials. A fee is charged. For information, contact 506 Soil Science Building, 1991 Upper Buford Cir., 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. Reports of counties from other states are on file as well as official descriptions of many soils of the United States. For information, contact the Department of Soil Science, 1991 Upper Buford Cir., St. Paul, MN 55108.

Soil Testing Laboratory

(612) 625-3101 **Roger Eliason, 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 Ave., St. Paul, MN 55108.

South Asian and Middle Eastern Languages and Culture Center

(612) 624-7030 **Indira Junghare, chair.** The center houses a library of films on South Asia that can be rented for a nominal fee. It's located at 192 Klæber Court, 320 16th Ave. S.E., Minneapolis, MN 55455.

Speakers Bureau

(612) 626-6504 **Margaret Wolff, public relations representative.** The speakers bureau provides names of persons from the University who are available to speak to groups on their area of expertise or on general University issues. 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, and Morris campuses, contact the University Relations department on the specific campus.

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 calling or writing the clinic at 5 Montague Hall, University of Minnesota, Duluth, Duluth, MN 55812.

"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) 625-4214 **Frank Martin, director.** The Statistical Center provides consulting on experimental design, sample survey design, data analysis, and interpretation of analysis results. The center is open to the public as University workload allows, generally on a fee-for-service basis. For information, contact 133 Classroom Office Building, 1994 Buford Ave., St. Paul, MN 55108.

Supercomputer Institute, Minnesota

(612) 625-1818 <http://www.msi.umn.edu/>
The University of Minnesota Supercomputer Institute provides allocations for supercomputer resources managed by the Minnesota Supercomputer Center, Inc. (MSC, Inc.). Faculty members at the University of Minnesota or other accredited institutions of postsecondary education in the state of Minnesota are eligible for awards and should contact Michael Olesen, research programs administrator, at (612) 624-1356. Allocations are awarded on the basis of competitive review.

At this printing (1996), the Supercomputer Institute provides one kind of allocation, called an enhanced-large-memory (elm) allocation. Enhanced-large-memory allocations currently support usage on the Cray-2 4/512, the Cray Y-MP C916/9512, and the Cray X-MP-EA 4/64 systems.

Commercial users should contact the Minnesota Supercomputer Center, Inc. at 1200 Washington Ave. S., Minneapolis, MN 55415, or call (612) 337-0200.

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.

Survey Research, Minnesota Center for; Center for Urban and Regional Affairs

(612) 627-4282; FAX: (612) 627-4288 **Rossana Armson, acting director.** The research center, in the Center for Urban and Regional Affairs, conducts public policy research and analysis as well as demographic and academic research via telephone, mail surveys, and personal interviews. It annually conducts two omnibus surveys, the Twin Cities Area Survey and the Minnesota State Survey, providing data for associations, government departments and agencies, and private industry. Also performs custom surveys for the University and community organizations and provides program analysis for government agencies. There is a fee for services. For information, contact the center at 2331 University Ave., S.E., Suite 141, Minneapolis, MN 55414-3067.

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.

Technology Development

(612) 624-2006 **John Neithammer, associate director.** A partnership between Minnesota Technology, Inc. and the Institute of Technology at the University of Minnesota, this program assists small- to medium-sized manufacturing companies to use the skills of the faculty and students in the Institute of Technology. For information, contact Institute of Technology, 105 Walter Library, 117 Pleasant St. S.E., Minneapolis, MN 55455.

Technology Outreach Office, Duluth

(218) 726-6254 **E-mail: too@d.umn.edu**
L. Alden Kendall, director. The Technology Outreach Office (TOO), in the College of Science and Engineering (CSE) at the University of Minnesota, Duluth, serves as a liaison on technological issues between the academic units in the college and regional industries and organizations. The mission of TOO is to facilitate the transfer of technological expertise and assessment services from CSE departments and faculty to regional industries and to promote and coordinate experience-based learning opportunities for students. For general information, contact Jan Bower, TOO Assistant, UMD, 176 Engineering Building, Duluth, MN 55812-2496.

Telecommunication Services

(612) 625-5000 **Gwen Bock, operations supervisor.** 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 or referral to information sources about all aspects of the University.

Television/Video Production

(612) 625-4315 University Media Resources, in Continuing Education and Extension/University College, produces television programs for weekly broadcast over KTCI-TV, Channel 17. (Consult newspaper program schedules or call 626-0047.) In addition, hundreds of instructional, public relations, recruitment, training, and experimental programs are produced for the University of Minnesota. Production and postproduction services are available to all state agencies and tax exempt/nonprofit organizations on a charge-for-services basis. Teleconferencing, videodisk production, and specialized informational program production are also available.

Test Scoring Service

(612) 626-0006 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 and Consulting Services, Office of Measurement Services, Lauderdale Computer Facility, 2520 Broadway Drive, Room 130, St. Paul, MN 55113.

Testing Program, Minnesota Statewide

(612) 626-0583 Charles B. Johansson, consultant. Operated as a service to Minnesota schools by University Counseling and Consulting 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; no charge for consulting services. For information, contact the program at Lauderdale Computer Facility, 2520 Broadway Drive, Room 130, St. Paul, MN 55113.

Department of Theatre and Marshall Performing Arts Center, Duluth

(218) 726-8562 or (218) 726-6377; Fax: (218) 726-6798
E-mail: th@ub.d.umn.edu

Patricia Dennis, head. The Department of Theatre and Marshall Performing Arts Center offers theatrical entertainment throughout the year. During the academic months, a five-show season is presented in the Marshall Performing Arts Center, a two-theatre complex. Season tickets are offered at a reduced rate for the main stage season; individual tickets are priced from \$6 to \$10. In addition to the department productions, theatrical touring groups are brought in to enhance the season offerings.

In the summer months, the Marshall Performing Arts Center facility is available to both on-campus and outside agencies to rent for presentations. For information on facility rentals or the production season, contact the Department of Theatre, 141 MPAC, 10 University Drive, University of Minnesota, Duluth, Duluth, MN 55812.

Theatre, University

(612) 625-5380 Kent Neely, managing director. The University Theatre offers 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; individual tickets are priced from \$6 to \$9.

Summer is the time for the annual production on board the Minnesota Centennial Showboat in St. Paul. The University Theatre presents comedy or melodrama aboard this real sternwheeler riverboat from mid-June to mid-August. Tickets range from \$7 to \$9. For information on all productions, contact University Theatre, 110 Rarig Center, 330 21st Ave. S., Minneapolis, MN 55455.

Tours of the Twin Cities Campus

(612) 626-8687 Margaret Wolff, public relations representative. General tours of the Minneapolis and St. Paul campuses may be scheduled through University Relations. In addition, University Relations schedules tours of the animal barns (spring only), architectural and historical tours, and package tours for school groups. Tours are scheduled Monday through Friday. No fees are charged for this service. To schedule a tour or for further information, contact University Relations, 6 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455 or call 612-626-8687.

Tours of specific facilities, such as Glensheen, intercollegiate athletic facilities, and the Minnesota Landscape Arboretum, should be arranged directly with those offices. See their entries in this section.

Prospective Student Tours are arranged through the Office of Admissions. Call 612-625-0000.

Travel Immunization Center

(612) 625-3222 Edward Ehlinger, M.D., director. The University's Boynton Health Service is an officially designated travel-immunization center, authorized to administer vaccines (including yellow fever) and to validate International Certificates of Vaccination for travel. The center is open to the public for travel immunizations on a fee-for-service basis. For information, contact 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 exhibits drawn from its extensive permanent collections, faculty and student work, and traveling shows. Museum hours are 9 a.m.-4:30 p.m. Tuesday through Friday; 1-5 p.m. Saturday and Sunday; closed Mondays and major holidays. Suggested donation is \$2. The museum is fully accessible to people with disabilities. For further information, contact the museum, University of Minnesota, Duluth, Duluth, MN 55812.

University of Minnesota Press

(612) 627-1970; Fax: 627-1980 Lisa Freeman, director. The University of Minnesota Press publishes books on Minnesota and the Upper Midwest, Scandinavia and Scandinavian America, and many scholarly topics. A catalog is available. Books may be ordered directly from the Order Services Division, University of Minnesota Press, 2037 University Ave. S.E., Minneapolis, MN 55414. Call in orders at (612) 627-1940.

University Relations-Twin Cities

(612) 624-6868 Marcia Fluor, director. University Relations serves the public by providing news, publications, visitor information, tours, lists of public speakers, and general information about the University. No fees are charged for any of these services. For information, contact 6 Morrill Hall, 100 Church St. S.E., Minneapolis, MN 55455.

University Relations, Crookston

(218) 281-8435 E-mail: weiler@mail.crk.umn.edu
Barbara Weiler, head. University Relations serves the public by providing publications, speakers, contacts, 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, Crookston, MN 56716.

University Relations, Morris

(320) 589-6050 University Relations serves the public by providing general information about the University, including publications and calendars of public events. It 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 (CURA)

(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. Projects reflect major public concerns such as community and urban development, income and employment, housing, human services, 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 Laboratory

(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. For information, contact the laboratory at 244 Veterinary Diagnostic Lab, 1333 Gortner Ave., St. Paul, MN 55108.

Veterinary Outreach Programs

(612) 624-3434 or (800) 380-8636 **Charles H. Casey, project leader.** This office offers information on animal health problems and veterinary continuing education. For general information, contact the programs 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:** Jerry D. Olson (612) 625-0280
- **Avian health (poultry):** Dave Halvorson (612) 625-5292
- **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:** Gary Dial (612) 625-1730, Bob Morrison (612) 625-9276

Veterinary Teaching Hospitals

(612) 625-9268 **Donald Plumb, director of hospitals.** Services include complete 24-hour inpatient as well as outpatient veterinary care. The staff also provides on-site veterinary care to beef, dairy, equine, and swine herds. The hospitals serve as a 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. Fees are charged.

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.

Visions for Change

(612) 625-8200 **Dr. Phil Larsen, director.** Visions for Change is an opportunity for citizens of Minnesota, North Dakota, and South Dakota to create a shared vision for educating professionals in practices that will ensure the sustainability and quality of the world's food system. Once the vision is created, it will be used to initiate positive, systemic change in how the land-grant universities of Minnesota and the Dakotas educate food systems professionals. For further information, contact the Department of Plant Pathology, 201 Haecker Hall, St. Paul, MN 55108

Vocational Assessment Clinic

(612) 625-1519 **Rene Dawis, director.** 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, and three one-hour interviews with a vocational assessment counselor. The fee for this service is \$250.

The complete assessment process typically is scheduled over six weeks from the orientation session to the final counseling session. Call to arrange for an initial interview or to obtain information. The clinic is located at N-555 Elliott Hall, 75 E. River Rd., Minneapolis, MN 55455.

Water Resources Research Center

(612) 624-9282; Fax: (612) 625-1263
E-mail: juerg001@maroon.tc.umn.edu

Patrick L. Brezonik, director. The center conducts research, education, and outreach activities related to Minnesota's water resources. It is one of 54 similar centers located at land-grant research universities in the 50 states and several trust territories, and administers a federal

grant program under the Water Resources Research Act. The center provides small grants to faculty at the University of Minnesota and other state colleges and universities to conduct research. It publishes reports of research projects, a quarterly newsletter, and provides public information bulletins and brochures at no charge. It organizes a biennial state water conference, as well as periodic seminars, symposia, and specialty conferences. The center also administers an interdisciplinary graduate degree program (M.S. and Ph.D.) in Water Resources Science. For information on center activities, including the graduate program, or to request publications, contact the center at Suite 302, 1418 Cleveland Ave., St. Paul, MN 55108.

West Central Minnesota Historical Research Center, Morris

(320) 589-6172 **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

(320) 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. Information is available at 200 Education Building, University of Minnesota, Morris, Morris, MN 56267.

Women's Center, Minnesota

(612) 625-9837 The Minnesota Women's Center provides leadership on all issues facing women students at the University of Minnesota. The major functions of the office are providing information and referrals, programs, volunteer and internship opportunities, and a gathering space. The center houses a resource library with thousands of books, subject files, and many periodicals - most are available to be checked out. Reentry services are provided as well as scholarships for older, returning or first-time students. All services are open to any member of the University community. For more information, contact Minnesota Women's Center, 212 Nicholson Hall, 216 Pillsbury Drive S.E., Minneapolis, MN 55455.

Youth Development, Center for

(612) 625-9700 Toll free: (800) 444-4238 **Carol Shields, director.** The center, located in the College of Education and Human Development, brings together knowledge and skills from various disciplines, professions, and experiences to enable those in youth development programs to better understand and work with young people. The center sponsors public forums, issues publications, and offers continuing education and staff development opportunities for personnel in youth-serving agencies and institutions. It conducts research and evaluation studies on youth programs and services, offers consultation services, and maintains a resource collection of materials related to youth development. For information, contact the center at 340 Coffey Hall, St. Paul, MN 55108.

Public Utilities Commission

121 7th Place East, Suite 350, St. Paul, MN 55101-2147

Burl W. Haar, executive secretary (612) 296-7124; FAX: (612) 297-7073; TDD: (612) 297-1200

Minnesota Statutes, Chapters 216, 216A, 216B, 216C and 237; Minnesota Rules 7810-7855

The Minnesota Public Utilities Commission is a legislative and 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 operating under franchise with a city and serving fewer than 650 customers within that city may receive an exemption 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. Persons interested in subscribing should contact Mary Swoboda at (612) 297-2061. The subscription fee for the *Weekly Calendar* is \$69 annually (\$5.75 monthly). The commission typically meets Tuesday afternoons to consider telecommunications matters and Thursday afternoons to consider energy matters. Meetings are at the commission's offices and are public. Commission hearing rooms are accessible. Arrangements for other reasonable accommodations (i.e. sign language or large print materials) can be made by calling (612) 297-4596 (voice), (612) 297-1200 (TDD/TTY), or 1-800-657-3782 at least one week in advance of the meeting. The commission's records are open to public inspection. Photocopies of commission records are available through the Department of Public Service at a charge of 25 cents per page.

Consumer Affairs Office

(612) 296-7126; 1-800-657-3782; (612) 297-1200 (TDD)

Deborah Motz, supervisor. The commission's Consumer Affairs Office helps customers resolve disputes with natural gas, electric and telephone utilities. Consumers can receive assistance by telephoning the above numbers or by writing Consumer Affairs Office, Minnesota Public Utilities Commission, 121 7th Place East, Suite 350, St. Paul, Minnesota 55101-2147.

Complaints

The office provides dispute resolution assistance to consumers filing complaints against telephone, natural gas and electric utilities under the commission's jurisdiction. Complaint forms are available for filing complaints related to such issues as billing disputes, meter reading errors, disconnection procedures and many more. The complaint process generally takes a week to 10 days to investigate and provide investigation results to the customer. Customers do not need a lawyer to file a complaint. There are no fees to submit a complaint.

Help

Cold Weather Rule The office administers Minnesota's Cold Weather Rule program. This program allows low-income customers (i.e., 185% of Federal Poverty Income Guidelines) to apply for protection from having their heat source shut off in the heating season (October 15, 1995-April 15th). Applications for this protection are available from the utility company. A brochure, "*Cold Weather Rule*," which describes protections under the rule, is available from the commission.

Link-Up Minnesota The office administers the Link-Up Minnesota program. This program allows low-income customers (i.e., 150% of Federal Poverty Income Guidelines) to apply for a reduction in the installation costs of establishing new telephone service. Applications are available from all local telephone companies. A brochure, "*Link-Up Minnesota*," which describes the program, is available from the commission.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Public Utilities 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 and formal 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. Members may not be in the employ of or holding any official relation to or pecuniarily interested in any individual proprietorship, firm, copartnership, corporation or association, the activities of which are wholly or partially subject to regulation by the Public Utilities Commission, nor serve on or under any committee of any political party. Members may not receive any income, other than dividends or other earnings from a mutual fund or trust if these earnings do not constitute a significant portion of the person's income, directly or indirectly from any public utility or other organization subject to regulation by the commission. No person is eligible to be appointed as a member if the person has been employed with an entity, or an affiliated company of an entity, that is subject to rate regulation by the commission within one year from the date when the person's term on the commission will begin. The commission has regular agenda meetings twice weekly at its office in downtown St. Paul. These meetings typically last from one to two hours, although some go longer. For certain proceedings the commission will hold a special meeting, the length of these meetings varies but typically they last several hours. Appointments are full-time positions. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$54,550 per year.

Department of Veterans Affairs

20 West 12th Street, Veterans Service Building, 2nd Floor, St. Paul, MN 55155-2079

Bernard R. Melter, commissioner (612) 296-2562

Jeffrey L. Olson, deputy commissioner

Minnesota Statutes, Chapters 196, 197, 198; Minnesota Rules 9050

The Department of Veterans Affairs assists Minnesota's 470,000 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 Office. County Veterans Service Officers are located in each of Minnesota's counties and can be contacted through the Government Section of your local telephone book.

Veterans Benefits Division

(612) 296-6728 **Terrence A. Logan, director.** 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 10 years of eligibility for educational assistance under federal law because of the December 31, 1989 limiting 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 also maintains copies of only those veterans military discharge records which have been received in conjunction with applications for various benefits. Records of 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.

Administrative Services/Financial Management

(612) 297-2123 **Kathy Schwartz, administrative officer.** 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 department computer operations.

Guardianship Division

(612) 297-4140 The commissioner of veterans affairs serves as fiscal guardian/representative 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 or other government agencies. 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 personal needs.

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 State Veterans Cemetery

(612) 632-3272 Located north of Little Falls, near Camp Ripley, the Minnesota State Veterans Cemetery is a service of the Department of Veterans Affairs. Eligibility criteria for burial are the same as those for Fort Snelling National Cemetery, including members of the National Guard and Reserve forces.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Veterans' Cemetery Advisory Council** (*Laws of 1994*, Chapter 632, Article 3) manages the fundraising for the Veterans' Cemetery Trust Account. The council consists of seven members serving at the pleasure of the governor; experienced in policy development, civic and community affairs, forms of public service, or legal work. At least two members must be veterans. At least three, but no more than four of the members must be residents of the metropolitan area. No more than four of the members may be of the same gender. Meeting schedule and location not determined at this time. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

Additional Sources of Information:**United States Department of Veterans Affairs**

810 Vermont Avenue N.W., Washington, D.C. 20420
(202) 273-4900

United States Department of Veterans Affairs, Regional Office and Insurance Center,

Bishop Henry Whipple Federal Building,
Fort Snelling, St. Paul, MN 55111
(612) 725-3115, Ronald J. Henke, director.

United States Department of Veterans Affairs Medical Center

One Veterans Drive, Minneapolis, MN 55417
(612) 725-2000, Charles A. Milbrandt, director.

United States Department of Veterans Affairs Medical Center

St. Cloud, MN 56303
(320) 252-1670, Thomas A. Holthaus, director

Fort Snelling National Cemetery

7601 34th Avenue South, Minneapolis, MN 55450
(612) 726-1127, Steve L. Munro, 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, 2101 Elm Street, Fargo, ND 58102,
(701) 237-2621

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, 500 East Veterans Street, Tomah, WI
54660, (608) 372-3971

United States Department of Veterans Affairs Vet Centers

Vet 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 Vet Center, 2480 University Avenue, St. Paul, MN
55114, (612) 644-4022

Duluth Vet Center, 405 East Superior Street, Duluth, MN
55902, (218) 722-8654

Fargo Vet Center, 3310 Fiechtner Drive, Suite 100 Fargo, ND
58103, (701) 237-0942

Sioux Falls Vet Center, 601 South Cliff Avenue, Sioux Falls, SD
57104, (605) 332-0856

Minnesota Veterans Homes Board

20 West 12th St., Veterans Service Building, Room 122, St. Paul MN 55155

James H. Main, chair (612) 296-2073; FAX: (612) 296-6177; TDD: (612) 297-5353

Richard Zierdt, executive director

Minnesota Statutes, Chapter 198; Minnesota Rules, Chapter 9050

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.

Mission

We are committed to providing high-quality care and services to the residents and family members of the Minnesota Veterans Homes and to the veterans' community at large.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Veterans Homes Board of Directors** determines policy and adopts, amends, repeals rules for the governance of the Minnesota veterans homes. It 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 are held at the Veterans Service Bldg., and the local communities of the Veterans Homes, the third Thursday of each month for three or four hours, plus subcommittee meetings. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor, with advice and consent of the senate. **Compensation:** \$55 per diem plus expenses.

requirements, contact the Admission Department at (612) 721-0600, Ext. 620 or 603. 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 assets and income available to the individual, to a maximum of the full cost of providing care. The home's address is: 5101 Minnehaha Ave., Minneapolis 55417.

Minnesota Veterans Home-Hastings Campus

(612) 438-8500 This home provides a therapeutic living environment for veterans who require addictive disorder and domiciliary (boarding care) health care. To request information, application forms or a detailed explanation of eligibility, contact the Admission Department (612) 438-8525.

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 assets and income available to the individual, to a maximum of the full cost of providing care. The home is located at: 1200 East 18th Street, Hastings, MN 55033.

Minnesota Veterans Home-Silver Bay Campus

(218) 226-3350 This home provides skilled nursing care, including specialized care for those with dementia related illnesses for veterans and their spouses. To request information regarding application and eligibility requirements, contact social services at (218) 226-3350. Admission to the veterans home is made on a space available basis, as well as a determination regarding the appropriateness of health care available. Cost of care is based on available assets and income to the individual, to a maximum of the full cost of providing care. This home is located at: 45 Banks Blvd., Silver Bay, MN 55614.

Minnesota Veterans Home-Luverne

(507) 283-1100 This home, opened in 1993, provides skilled nursing care, including care for those with dementia related illnesses for veterans and their spouses. To request information regarding application and eligibility requirements, contact Social Services at (507) 283-1124. Admission to the veterans home is made on a space

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

available basis, as well as a determination regarding the appropriateness of health care available. Cost of care is based on available assets and income to the individual, to a maximum of the full cost of providing care. Their address is: Box 539, Luverne, MN 56156.

Minnesota Veterans Home-Fergus Falls

(612) 296-2073 This home is due to open in the Fall of 1997 and will provide 85 skilled nursing care beds to veterans and their spouses. Information regarding admission or an explanation of eligibility can be requested by calling the number listed above.

Board of Veterinary Medicine

2700 University Ave. West, Colonial Office Building, Suite 102, St. Paul, MN 55114-1081
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, establish disciplinary grounds and standards of practice, 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 state veterinary boards, the Drug Enforcement Agency and the Board of Animal Health.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Board of Veterinary Medicine** 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 usually held in St. Paul and generally 3-5 hours long. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

Veterinary license examinations, open to graduate veterinarians, are given twice yearly, in April and December at the St. Paul Campus of the University of Minnesota. Applicants for licensure should contact the board office by phone or mail for a license application form approximately 90 days prior to the test date. License application forms take about 30 minutes to complete, and must be returned to the board office 45 days prior to the examination date along with verification of DVM degree, license verification from other states (if held) and letters of reference.

Fees for examination and initial two-year license vary from \$150 to \$495 depending on the number of national examinations the applicant

may be required to take. There is no limit as to how many times the examinations can be taken. Temporary licensure is available to qualified applicants pending taking the next scheduled examinations. The fee for a temporary license is \$50.

License renewal fees are set by the board and currently are \$100 for a two-year period. Renewal is predicated on the licensee being in good standing with the board. License renewal fees are due and payable to the board by March 1 of the initial year of the two-year licensure period. Renewal applications are forwarded to each licensee approximately 60 days prior to the renewal date. A late fee of \$60 is assessed for renewal payments received after the March 1 deadline.

Professional veterinary corporations are registered with the board; the initial registration fee is \$100, and the annual renewal fee is \$25.

Complaints alleging violations of the statutes and rules governing the practice of veterinary medicine are received by the board and are initially investigated by the board staff and, when necessary, by staff of the State Attorney General. Individuals with a complaint against a licensee should contact the board office for complaint registration forms, which need to be completed and returned to the board office to initiate a complaint. Complaints generally are in the categories of incompetency, chemical dependency, unprofessional conduct and fraud. Fee disputes are usually considered non-jurisdictional for the board to act upon. Depending on the complexity of the complaint, resolution can take a year or more.

A reasonable number of bound copies of the board statutes and rules are available at no cost upon request to the board office.

The board office is staffed on a part time basis; callers should be prepared to leave a recorded message, which will be answered promptly, and to call prior to visiting the office to make sure office staff will be present.

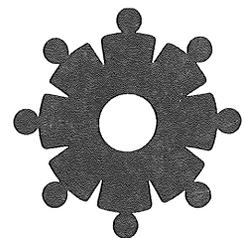
State Council on Vocational Technical Education

366 Jackson Street, Suite 314, St. Paul, MN 55101
Brenda M. Dillon, 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 advises the governor, Minnesota State Colleges and Universities (MnSCU), the State Board of Education, the Governor's Workforce Development 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; 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 meeting each year 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 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, or by faxing your request to (612) 297-7786.

Citizen participation and appointment: (For more information see pages 1 and 272). The **State Council on Vocational Technical Education** advises the governor, the state's education boards, the business community and the public on policy for vocational technical education. The council consists of 13 members including seven representatives from the private sector (five from business, industry, and agriculture, and two from labor) and six representatives from high schools and technical colleges among whom must be representatives of career guidance and counseling, targeted populations and special education — at least one member from each congressional district. **Appointing Authority:** Governor. **Compensation:** \$55 per diem reimbursed for expenses.

Minnesota Office of Citizenship and Volunteer Services (MOCVS)

117 University Avenue, St. Paul 55155
 (612) 296-4731 and TDD (612) 297-4022; FAX: (612) 282-2411
 (800) 234-6687 and TDD (800) 657-3783
 Lauren P. Weck, director
 Hours: 8:00 a.m. - 4:30 p.m., Monday - Friday

Minnesota Statutes, Section 4.31

The mission of the Minnesota Office of Citizenship and Volunteer Services (MOCVS) is to stimulate volunteerism and increase the impact of volunteer programs, citizen participation efforts and public/private partnerships in Minnesota. MOCVS provides information, technical assistance and consultation on volunteerism to individuals and organizations throughout Minnesota, and works to bring visibility and public recognition to the values and accomplishments of volunteerism.

MOCVS is an information clearinghouse and resource center for materials about the management of volunteer programs, and engaging citizens in the public policy process. Member benefits include a quarterly newsletter, reports on legislation having an impact on volunteer programs, bi-monthly member bulletins containing timely information and resources of interest to volunteer administrators and citizens interested in working with policy makers, library borrowing privileges, discounts for MOCVS-sponsored events and workshops, networking opportunities, and participation in research and projects that serve volunteerism and citizen action in Minnesota. Services to non-members include information and referral, and on-site use of library materials.

Since the establishment of the office in 1975, the agency has worked to advance volunteerism through advocacy, training and education; 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. Legislation added new responsibilities to the office in the following areas: to engage in education and other activities designed to enhance the capacity of citizens to solve problems affecting their communities; to encourage local governments to provide increased opportunities for

citizen involvement in public decision making and problem solving; and to recognize and publicize models of effective public problem solving by citizens.

Materials and handbooks published by MOCVS and available for sale through Minnesota's Bookstore, 117 University Ave., St. Paul, MN 55155, (612) 297-3000, or 1-800-657-3757, include:

- *Planning It Safe: How to Control Liability and Risk in Volunteer Programs*
- *The Power and Potential of Youth in Service to Communities* (materials for trainers also available)
- "Volunteer Recognition Certificates" with the Governor's signature
- *Findings of the Governor's Blue Ribbon Committee on Mentoring and Youth Community Service*

MOCVS maintains a resource library that contains approximately 2,000 books, periodicals and videotapes as well as resource files on topics of interest to managers of volunteer programs, volunteers, and citizen participation advocates. It is available to the public as a reference library. Members have borrowing privileges.

The MOCVS Advisory Committee 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 MOCVS. Advisory Committee members are appointed through a nominating committee process on the basis of geographic and demographic balance, and the need for specific expertise and knowledge.

Citizens' Council on Voyageurs National Park

509 Third Street, International Falls, MN 56649
 Milton L. Knoll, Jr., chairman (218) 283-3507
 Mary Schuman, administrative secretary

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 the United States 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.



Citizen participation and appointment: (For more information see pages 1 and 272). The **Citizens' Council on Voyageur's National Park** 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 council is composed of 17 members. The governor appoints four residents of Koochiching County, four residents of St. Louis County, and five residents of the state at-large from outside Koochiching and St. Louis counties. The legislature appoints two senators and two representatives. Meetings are quarterly. **Appointing Authority:** Governor. **Compensation:** \$55 per diem plus expenses.

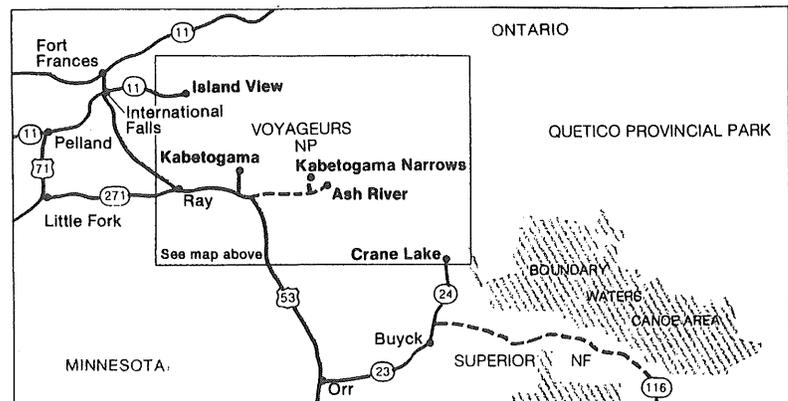
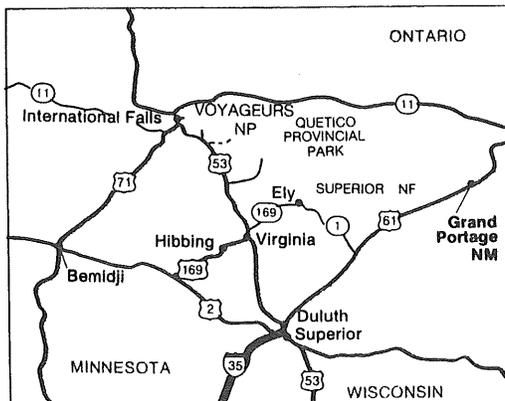
The council will be addressing a broad range of issues over the next two years. Major issues will include: wilderness designation, park regulations, fisheries programs, tourism development, water quality, wildlife management, concession operations, water level fluctuation, park usage and status, and motorized access.

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 1783 treaty ending the American Revolution specified that the international boundary should follow the voyageurs customary waterway between Lake Superior and Lake of the Woods. Voyageurs National Park adjoins a 90-kilometer (56 mile) stretch of that voyageurs highway. Visitors arriving at one of the park's four entry points (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, 3131 Highway 53, 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.



Board of Water and Soil Resources

One West Water Street, Suite 200, St. Paul, MN 55107
Ron Harnack, executive director (612) 296-3767

Minnesota Statutes, Chapter 103;
Minnesota Rules, Chapters 8400, 9300, 8410, and 8420

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 works primarily through local units of government to help ensure good management of Minnesota's water and soil.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board of Water and Soil Resources** coordinates the water and soil resources management activities of local units (counties, SWCD's WD's WMO's) of government through educational activities, approval of local plans, administration of state grants and cost-sharing contracts. Programs include RIM reserve, local water planning and implementation, Wetlands Conservation Act, soil conservation, water quality enhancement. Mission: To provide leadership enabling local governments to properly manage water and soil resources and to help all citizens be stewards of our irreplaceable natural resources. Twelve members include three county commissioners, three soil and water conservation district (SWCD) supervisors, three watershed district (WD) or watershed management organization (WMO) 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. **Appointing Authority:** Governor. Senate Confirmation. **Compensation:** \$55 per diem plus expenses.

The **Wetland Heritage Advisory 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. **Appointing Authority:** Governor. **Compensation:** None specified.

BWSR has a central office located in St. Paul. The majority of its staff is located in field offices in Bemidji, Brainerd, Duluth, Rochester, New Ulm, and Marshall.

Northern Region:

394 S. Lake Avenue, Room 403, Duluth, MN 55802
(218) 723-4752; FAX: (218) 723-4794

3217 Bemidji Avenue N., Bemidji, MN 56601
(218) 755-4235; FAX: (218) 755-6036

217 S. 7th Street, Suite 202, Brainerd, MN 56401-3660
(218) 828-2383; FAX: (218) 828-6036



Southern Region

Highway 15 S., Box 756, New Ulm, MN
56073

(507) 359-6074; FAX: (507) 359-6018

40 - 16th Street SE, Suite A, Rochester, MN 55904
(507) 285-7458; FAX: (507) 280-2875

Box 267, 1400 E. Lyon Street, Marshall, MN 56258
(507) 537-6060; FAX: (507) 537-6368

Metro Region

One West Water Street, Suite 250, St. Paul, MN 55107
(612) 282-9969; FAX: (612) 297-5615

BWSR provides funding and technical assistance to local units of government through a number of programs, including:

The Reinvest in Minnesota (RIM) Reserve Program

This program pays landowners to retire marginal lands from agricultural production through the purchase of permanent easements. Drained wetlands for restoration are also eligible for the program. The program began in 1986 and has been extremely popular, with demand far exceeding available dollars. The program is administered locally by SWCDs.

The Cost-Share Program

This program provides funding to SWCDs to pay part of landowners' cost of installing various erosion control and water quality practices, including conservation tillage, stormwater control systems, field windbreaks, grass waterways, etc.

The Natural Resources Block Grant Program

This program provides funding to counties for a variety of resource programs, including: the Local Water Resources Protection and Management Program (which includes both Metropolitan Water Management Program and the Comprehensive Local Water Planning Program), the Shoreland Program administration grants, the County Feedlot Program, and the Wetland Conservation Act administration grants. A brief word on each of those programs:

The Local Water Resources Protection and Management Program:

Includes both the Comprehensive Local Water Planning Program (for the 80 counties in Greater Minnesota) and the Metropolitan Water Management Program (for the counties and watershed management organizations within the seven-county metropolitan area). The program provides funding for the updating and implementation of surface water and groundwater plans. The BWSR provides oversight and guidance to the development of the water management plans and also has approval authority for the plans and later revisions.

The Wetland Conservation Act:

The Wetland Conservation Act, aimed at achieving no net loss of wetlands in the state, requires that anyone wishing to drain or fill a non-exempt wetland must first consider and document any reasonable alternatives; if none are found, the lost wetland area must be replaced. The act is carried out (with state funding) locally by cities, towns, counties, watershed management organizations, and soil and water conservation districts. The act includes a number of options for landowners to receive compensation for protecting wetlands. The regulatory nature of the act sets it apart from other BWSR programs. The act is enforced by Department of Natural Resources' conservation officers. Administrative appeals of local government decisions are adjudicated by the BWSR.

The Shoreland Program:

This program is administered by the Department of Natural Resources (DNR), which passes the money through to the BWSR. The money is then included in the block grant.

The County Feedlot Program:

This program is administered by the Pollution Control Agency (PCA), which passes the money through to the BWSR. The money is then included in the block grant.

Quasi-judicial functions

The BWSR has several quasi-judicial responsibilities, most of which take place through its Dispute Resolution Committee. The Dispute Resolution Committee (*Minnesota Statutes* 103B.101 Subd. 10) consists of two of the board's three citizen members; one county commissioner; one SWCD supervisor; and one watershed representative. The committee resolves disputes over interpretation of state water policy (*Minnesota Statutes* 103A.301 to *Minnesota Statutes* 103A.341); resolving appeals of local watershed district projects and rules (*Minnesota Statutes* 103D.535 and *Minnesota Statutes* 103D.537); hearing appeals of local government decisions regarding replacement plans under the Wetland Conservation Act (*Minnesota Statutes* 103G.2242 Subd. 9); resolving disputes over interpretation of comprehensive local water plans (*Minnesota Statutes* 103B.345); and

resolving inter-county disputes over financing of watershed management organization capital improvements (*Minnesota Statutes* 103B.231 Subd. 9).

The BWSR also makes the final decision on petitions for the establishment or termination of watershed districts.

Education and Outreach

The BWSR publishes two newsletters: the "*Conservation Mentor*," which is published quarterly and highlights the activities of local units of government; and the "*Water Billboard*," published biannually, which informs local governments of state legislative and agency activities affecting them.

The board has a number of fairly general publications, slide shows and videos on various natural resource topics. These are generally available to local units of government or members of the public at no cost.

The board also publishes a variety of handbooks that are generally technical in nature or are aimed at specific local units of government.

The board is the state coordinator for the Minnesota Envirothon, a natural resources competition for high school students. SWCDs coordinate the Envirothon locally. Over 1000 students participated in the 1995 Envirothon.

Minnesota World Trade Center Corporation

30 East 7th Street, 400 Minnesota World Trade Center, St. Paul, MN 55101
George Crolick, president and ceo (612) 297-1586

Minnesota Statutes, 44A.01

The World Trade Center 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 board of directors.

The Minnesota World Trade Center Corporation is a member of the World Trade Centers Association headquartered in New York City with affiliates in 260 cities throughout the world. Membership in the WTCA gives Minnesota businesses global outreach.

Services provided by the corporation include:

- **World Trade Center Association** — a membership-based organization providing worldwide, computer-based communications and market research services, export documentation services and reciprocal privileges at affiliated World Trade Centers in 75 countries.
- **Conference Center** — facilities include a studio theater, board meeting rooms, meeting hall and classroom space. Staff provide conference planning and scheduling.
- On-site fiber optic and satellite videoconferencing capabilities
- International education services

MINNESOTA

WORLD TRADE
CENTER CORPORATION

Citizen participation and appointment: (For more information see pages 1 and 272). The **World Trade Center Corporation** is a public corporation established to facilitate and support Minnesota World Trade Center programs and services and to promote the Minnesota World Trade Center. Eleven voting members include: four members appointed by the governor; four members appointed by the association of members who represent the international business community; the commissioners of trade and economic development, agriculture, and commerce; and the mayor of St. Paul. The legislature appoints three senators and three representatives who serve as non-voting members. Members appointed by the governor must be knowledgeable or experienced in international trade in products or services and serve at the governor's pleasure. Elected members have six-year terms. The board meets on the third Wednesday of each month unless notified otherwise in advance. Members must file with the Ethical Practices Board. **Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$55 per diem plus expenses. (612) 297-1580.

Foreign Consulates in Minnesota

The following listing is provided for convenience. These honorary consuls and consulates are not agents or agencies of the state of Minnesota.

Consulates will typically provide comprehensive economic and political information about their countries and can provide assistance

with tourism, visa and work permit requests. Their commercial sections can also assist with trade-related matters including trade reference information on locally based firms, sourcing products from their countries and providing economic information for investment prospects in their country.

Honorary consuls maintain and facilitate cultural, educational and business ties between Minnesota and the country they represent.

Consulates in Minnesota**Canada**

Robert Dery, Consul General
Consulate General of Canada
Suite 900, 701 Fourth Avenue S.
Minneapolis, MN 55415-1899
(612) 333-4641
Fax: (612) 332-4061

Norway

Bjarne Grindem, Consul
General
Consulate General of Norway
Suite 800 Foshay Tower
821 Marquette Avenue
Minneapolis, MN 55402-2961
(612) 332-3338
Fax: (612) 332-1386

Honorary Consuls**Austria**

Ronald M. Bosrock
45 South 7th St.
Minneapolis, MN 55402-1611
(612) 334-4591
Fax: (612) 334-4636

Belgium

Patrick H. O'Neill
800 Norwest Center
55 East 5th St.
St. Paul, MN 55105
(612) 227-9505
Fax: (612) 297-6641

Columbia

Fernando Torres
6800 Telemark Trail
Minneapolis, MN 55436
(612) 933-2408

Costa Rica

Tony Anderson
H.B. Fuller Company
2400 Energy Park Drive
St. Paul, MN 55108
(612) 645-3401
Fax: (612) 645-6936

Denmark

Gordon A. Johnson
7600 Parklawn Ave S, No. 444
Edina, MN 55435
(612) 893-1305
Fax: (612) 831-7358

Dominican Republic

Ralph S. Parker II
One Financial Plaza, Suite 1910
120 S. 6th St.
Minneapolis, MN 55402
(612) 339-7566
Fax: (612) 339-9055

Finland

David J. Speer
Padilla Speer Beardsley
International
224 Franklin Ave.
Minneapolis, MN 55404
(612) 872-0014
Fax: (612) 871-7792

France

Alain Frecon
904 Foshay Tower
Minneapolis, MN 55402
(612) 338-7750, 338-6868
Fax: (612) 338-6878

Germany

Joseph E. Hamilton
One Financial Plaza,
Suite 1910
120 S. 6th St.
Minneapolis, MN 55402
(612) 338-6559
Fax: 339-9055

Germany

Robert C. Holtze
3320 Louisiana Avenue S., #112
St. Louis Park, MN 55426
(612) 938-3784

Guatemala

Paul R. Nutt
1728 Comstock Lane
Plymouth, MN 55447
(612) 473-0110

Honduras

Harold Panuska
20 Cygnet Place
Long Lake, MN 55356
(612) 473-5376

Iceland

Jon H. Bjornson
3444 Edmund Boulevard
Minneapolis, MN 55406
(612) 729-1927

Italy

Sarah Rockler
24 Circle West
Minneapolis, MN 55436
(612) 920-3330
Fax (612) 920-8589

Japan

Evan B. Williams
Marquee Pl, 603 E. Lake St.,
Suite, 200H
Wayzata, MN 55391
(612) 476-4582
Fax: (612) 473-8813

The Republic of Korea

Allison R. Mercer
Metropolitan Financial Services
2222 Park Ave
Minneapolis, MN 55404
(612) 870-4400
Fax: (612) 871-1522

Grand Duchy of Luxembourg

Paul Heinerscheid
2375 University Ave. W.
St. Paul, MN 55114
(612) 644-0942
Fax: (612) 644-8025

Malta

Joseph Stephen Micallef
Fiduciary Counseling, Inc.
332 Minnesota St, Suite 2100
St. Paul, MN 55101-1394
(612) 228-0935
Fax: (612) 228-0776

Netherlands

Lyle Delwiche
4131 Pipewood Curve
Excelsior, MN 55331
(612) 474-1475

Singapore

Stephen B. Young
Mahoney, Hagberg and Rice
1500 Metropolitan Centre
333 S. 7th St.
Minneapolis, MN 55402
(612) 332-2226
Fax: (612) 332-8066

Sweden

Wendell R. Anderson
720 Baker Building
706 2nd Ave. S., P.O. Box 2107
Minneapolis, MN 55402
(612) 332-6897
Fax: (612) 332-6340

Switzerland

Curt F. Schneider
604 - 100 Twelve Oaks Center
15500 Wayzata Boulevard
Wayzata, MN 55391
(612) 449-9767
Fax: (612) 473-5518

Uruguay

Stanley Diesch
743 Heinel Drive
Roseville, MN 55113
(612) 625-7296
Fax: (612) 624-3007

Minnesota Zoological Garden

13000 Zoo Boulevard, Apple Valley, MN 55124

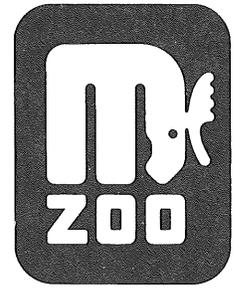
(612) 432-9000 Zoo-To-Do Hotline, 1-800-366-7811

(612) 297-5353 or 1-800-627-3529 TTY Minnesota Relay Service

(612) 431-9200 Administrative Offices

Kathryn Roberts, general director

Minnesota Statutes, Chapter 85A; Minnesota Rules 9900-9999



Citizen participation and appointment: (For more information see pages 1 and 272). The **Minnesota Zoological Board** operates and maintains the Minnesota Zoological Garden. The board consists of 30 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 15 of the members are appointed by the Minnesota Zoological Board. To the extent possible, members who are residents of the various geographical regions of the state will be appointed. Members should have the ability to raise significant funds from the private sector. Meetings are at the Minnesota Zoological Garden four times a year. **Appointing Authority:** Governor, Zoo board, Dakota County Board. **Compensation:** \$55 per diem plus expenses.

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's mission is to strengthen the bond between people and the living earth. Exhibits are changing all the time, and every season offers visitors new experiences during every trip to the zoo. In recent years the Minnesota Zoo's new exhibits include sun bear, Komodo dragon, fishing cat and takin exhibits, made possible in part by private donations and fund-raising efforts. Major contributors include the Dayton-Hudson Foundation, Target Stores, Northwest Airlines, PROEX, Bestly Ball Committee, Zoofari Committee, Cargill Foundation, Dain Bosworth Foundation, Metronix Foundation, Piper Jaffray Companies Foundation, Koch Industries, First Bank Systems, Exxon Corporation and the Chadwick Foundation.

The Minnesota Zoo Board meets four 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 500-acre facility that offers 2,700 animals in natural habitat-like exhibits, including 84 animals on the endangered species list, representing 15 species. The zoological gardens include more than 2,000 plants: native species, tropical species, natural prairie grasslands and the oldest oak grove stand in the state for visitors to enjoy. The zoo's exhibits are organized according to geographical location, placing environmentally grouped animals in the same exhibit area. People can visit five trails: Tropics, Ocean, Minnesota, Northern and Discovery, featuring animals from around the world in year-round exhibits (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 narrated monorail train that glides just above the trees over the Northern Trail exhibits. The train offers a bird's-eye view of the present animal exhibits and nature. The narrated tour, provided by a naturalist guide, is 1-1/4 mile long and operated year-round in climate-controlled comfort.
- **Cross Country Skiing.** The Minnesota Zoo has a variety of cross country ski trails through the backwoods and around the Northern Trail. Ski trails, of varying length and difficulty, are open from 10 a.m. to 3 p.m. and are included in general zoo admission. Call the Zoo-To-Do Hotline, (612) 432-9000, for more information.

- **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 World of Birds Show and find out why the Minnesota Zoo is "For the Birds"!
- **Dolphin Shows.** Come see daily shows during the summer featuring the zoo's bottlenose dolphins. The zoo participates in a breeding program and celebrated the first of two dolphin births in 1992. Standing-room-only crowds attest to the popularity of the dolphins. Discovery Bay, a 47,000 square-foot marine education center, is scheduled to be completed in Spring 1997 and will provide year-round indoor facilities for dolphin shows in addition to a large shark exhibit, a shark and ray touch pool, a tide pool, classrooms, sealab and space for after-hours events.

Admission and Hours

The zoo is open year-round, seven days a week, every day except December 25. Zoo hours are 9 a.m. to 6 p.m. Monday through Saturday and 9 a.m. to 8 p.m. on Sunday, Memorial Day weekend through Labor Day weekend; 9 a.m. to 4 p.m. Monday through Friday and 9 a.m. to 6 p.m. Saturday and Sunday in September and May; and 9 a.m. to 4 p.m. October 1 through April 30. Hours and prices are subject to change.

Admission rates are: \$8 for adults (ages 13 to 64), \$4 for youth (ages three to 12), \$5 for seniors (age 65+) and free for children two and younger. Parking is free.

Skytrail rates are: \$2 for ages three and older and free for children two and younger.

Group rates: 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) 431-9298.

Biological Programs Division

(612) 431-9361 Peregrine Wolff, DVM, director. The division consists of all animal-related activities including animal care, interpretive programs and exhibition. The biological programs 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 1,250 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 a one-and-a-half acre building, tall enough for 50-foot trees to grow inside. The climate-controlled, sky-lit greenhouse is home to the hundreds of brightly-colored coral reef/shark exhibit, bats, white-cheeked gibbons, Amur and clouded leopards, Asian tapirs, lesser pink flamingos, Greater Indian hornbill, Komodo dragons, sun bears and many other fascinating species.

Ocean Trail

(612) 431-9274 Diane Fusco, curator. The Ocean Trail takes visitors to the popular dolphins and aquariums containing a variety of

visiting the zoo, zoo camps, teacher in-services, special events days for students, Wildlife Quest classes, dolphin sleep-overs, Theater in the Wild, Family Zoo Adventure classes, narrated monorail tours and more. Call the Education Department at (612) 431-9234 for further information.

The School of Environmental Studies at the Minnesota Zoo opened Fall 1995, the first of its kind in the nation. This optional high school for juniors and seniors in the Rosemount-Apple Valley-Eagan School District focuses on comprehensive, hands-on curriculum that focuses on biology, zoology and environmental studies. The school was made possible through the cooperative efforts of the zoo, the school district and the city of Apple Valley, which financed the bonds for the construction of the school. The first class of 355 students will utilize the zoo's staff, resources and exhibits as enrichment opportunities not available in a traditional high school setting.

Conservation Division

(612) 431-9267 Ronald Tilson, Ph.D., director. The division is responsible for all of the conservation activities at the zoo, both on-site and in-situ programs throughout the world. The zoo participates in 10 species survival programs, cooperative programs of many zoos throughout the nation designed to help ensure the survival of selected species. The zoo's staff also conducts research on the captive animals in order to better understand their biology. This research is used in the captive management of the animals and also is often applied to wild populations and their management.

In 1990 the zoo foundation undertook the first of its kind in-situ conservation program, Adopt-A-Park in Ujung Kulon National Park, Indonesia. The program helps preserve the remaining habitat for the Javan rhino. Fewer than 50 Javan rhinos remain.

Enterprise Division

(612) 431-9323 Steve Ordahl, director. This division is responsible for the areas within the zoo where there is direct revenue generating impact, including the Minnesota Zoo Gift Store, group sales, concessions, development, membership, ADOPT an Animal program, and the marketing department.

Development Division

(612) 431-9389 Jon Cieslak, director. This department handles the membership, animal and exhibit sponsorship programs and all fund-raising activities of the zoo, including the capital campaign.

Membership, Annual Fund and Animal Sponsorships

(612) 431-9237 Michael Traub, manager. The membership benefits for the 22,000+ families and individuals that support the zoo include admission, merchandise discounts in the Zoo Store, a zoo newsletter, special member events and lectures, and free admission to more than 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.

Marketing

(612) 431-9322 Julie Lee, communications director. All advertising, marketing, special events, and public relations activities, as well as the travel program are coordinated through this office. The communications department is responsible for activities including television and radio commercials, printed materials, new exhibit openings and media relations; all designed to promote the zoo and increase attendance.

Sales Department

(612) 431-9215 Rick Peterson, manager. This department is responsible for the outside sales of the zoo's corporate admissions program, sales to various groups and tours, picnics and after-hours events.

Operations Division

(612) 431-9303 Connie Braziel, director. This division consists of human resources; health and safety; guest services; the physical operations of the zoo including maintenance functions for the grounds, buildings and equipment; and business operations including finance offices; purchasing and warehouse operations.

Physical Plant

(612) 431-9247 Gene Barthel, 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.

Horticulture

(612) 431-9381 Kim Thomas, curator. The thousands of plants found indoors and on the 500 acres outdoors are maintained and enhanced by the horticulture staff. The zoo's staff works year round to enhance the animals' exhibits with a variety of flora. The Minnesota Zoo also is a receiving center for orchids illegally brought into the country and confiscated by U.S. Fish and Wildlife Service.

Exhibits Shop

(612) 431-9279 Tom Holloway, manager. The exhibit shop creates much of the scenery and backdrops for exhibits in addition to creating actual structures within the exhibits and works with other zoo staff to create complete exhibits such as Komodo dragons, fishing cats, dinosaurs and sun bears.

Guest Services

(612) 431-9338 Carry Wondercheck & Susie Durham. This department coordinates all guest service and visitor amenities for more than one million visitors a year, including locating lost children, giving directions and planning birthday parties at the zoo.

Human Resources

(612) 431-9309 Gloria Heinz, director. This area is accountable for all staff support functions including personnel, volunteer services and first aid. 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-Commers, 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, as well as assist staff with a variety of specific program needs. More than 800 volunteers donate as much as 90,000 hours of service to the Minnesota Zoo every year.

Animal Health Division

(612) 431-9362 Kris Petrini, 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 all the species represented at the zoo. The animal health staff work with an international group of veterinary interns, providing training for professionals from throughout the world.

Minnesota Legislative Branch

Minnesota State Legislature

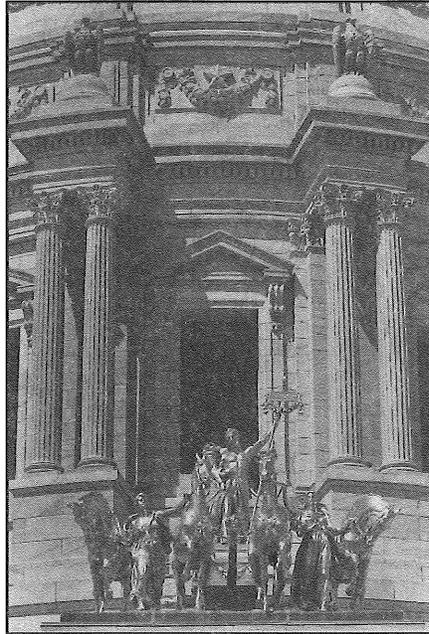
The responsibility for enacting laws in Minnesota rests primarily with the state Legislature. The Minnesota Constitution (article IV, section 1) establishes the legislative branch as one of the three coordinate branches of state government. Like all other states except Nebraska, the Legislature is bicameral, composed of the House of Representatives and Senate. The two legislative bodies work concurrently to determine general policy for the state.

The first state legislature convened Dec. 2, 1857, nearly six months before Minnesota became a state on May 11, 1858. An Act of Congress authorized the people of the Minnesota Territory "to form for themselves a constitution and state government by the name of the state of Minnesota. . . ." This created an unusual situation. The Legislature was passing laws that, according to the state constitution, needed to be signed by the state governor. The first state governor, Henry Sibley, was elected on Oct. 13, 1857, but the governor wasn't allowed to take office until after Minnesota became a state. Lawmakers decided to recognize the territorial governor, Samuel Medary, as the person who should sign the laws. Republicans protested, since the state constitution did not recognize the territorial governor. Since the Republicans were in the minority, their pleas were not acknowledged. The first legislative session adjourned March 25, 1858. Gov. Sibley took office on May 24, 1858, and the Legislature returned for a second session on June 2, for the first time in the state of Minnesota.

Besides passing laws, the Legislature also proposes amendments to the state constitution for approval by state voters, elects regents to the University of Minnesota, confirms certain gubernatorial appointments (Senate), and has other oversight and review functions. By a two-thirds vote of both the House and the Senate, the Legislature may override a gubernatorial veto. The Legislature also may punish or expel members and may impeach or remove from office members of the executive and judicial branches.

Leadership

The House is led by the speaker of the House, a position widely accepted as the second most powerful in Minnesota state government behind the governor. The speaker is elected by a majority of members at the beginning of each legislative session. The speaker of the House appoints committee chairs, vice chairs, and names members of both parties to committees. The speaker also presides over sessions of the House, refers introduced legislation to standing committees, and appoints conference committee members.



The president of the Senate is similarly chosen by a majority of senators. The president presides over the Senate and shares with the speaker of the House the position of chair of the Legislative Coordinating Commission. In addition to presiding over floor sessions, the President of the Senate also makes the initial decision about referring bills to the appropriate committee for hearing. The Senate Rules and Administration Committee's Subcommittee on Committees names committee members and chairs of all Senate committees.

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, tabled, or defeated.

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 between sessions 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. Many bills must win the approval of two or more committees before referral to the full House or Senate. 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.

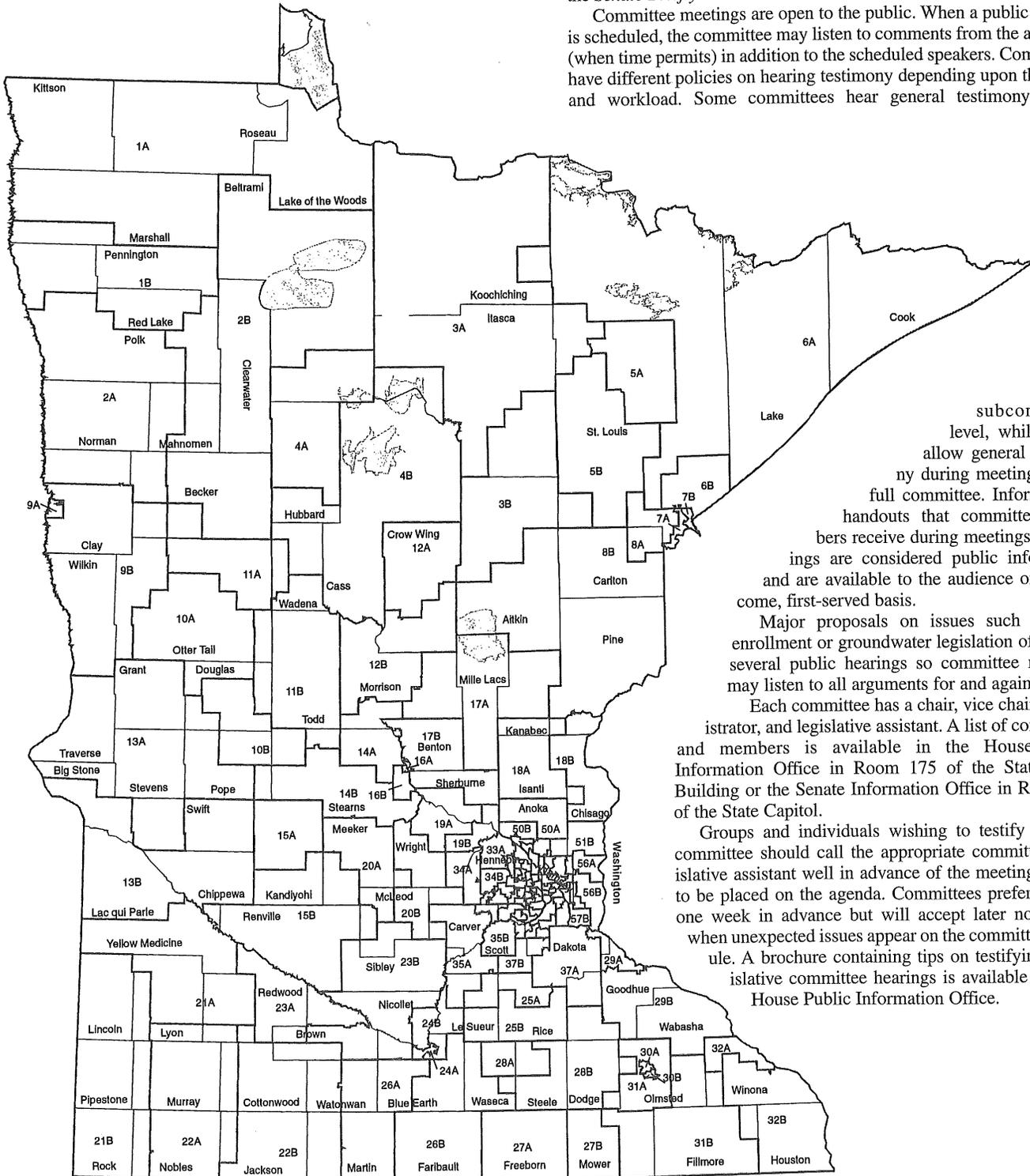
The number of bills introduced each session makes it impossible for committees to consider all proposals. Many subcommittees are established to study controversial or complicated bills and to study a subject on which several bills have been introduced. Subcommittees report their findings to the full committee.

Committee Meetings

Committees still consider bills several weeks after the session starts. Visitors wanting to attend a committee meeting may call the committee hotlines for prerecorded messages with the meeting times and agendas for each day: House, (612) 296-9283; Senate, (612) 296-8088. Printed agendas for the week also appear in each issue of the *Session Weekly* and the *Senate Briefly*.

Committee meetings are open to the public. When a public hearing is scheduled, the committee may listen to comments from the audience (when time permits) in addition to the scheduled speakers. Committees have different policies on hearing testimony depending upon their size and workload. Some committees hear general testimony at the

Minnesota State Legislative Districts Based on 1990 census figures



subcommittee level, while others allow general testimony during meetings of the full committee. Informational handouts that committee members receive during meetings or hearings are considered public information and are available to the audience on a first-come, first-served basis.

Major proposals on issues such as open enrollment or groundwater legislation often have several public hearings so committee members may listen to all arguments for and against a bill.

Each committee has a chair, vice chair, administrator, and legislative assistant. A list of committees and members is available in the House Public Information Office in Room 175 of the State Office Building or the Senate Information Office in Room 231 of the State Capitol.

Groups and individuals wishing to testify before a committee should call the appropriate committee's legislative assistant well in advance of the meeting and ask to be placed on the agenda. Committees prefer requests one week in advance but will accept later notification when unexpected issues appear on the committee schedule. A brochure containing tips on testifying at legislative committee hearings is available from the House Public Information Office.

Membership and Apportionment

The Minnesota Legislature is composed of 201 members: 134 representatives and 67 senators. To be elected to either chamber of the Legislature, a person must be a qualified voter, 21 years old, a resident of Minnesota for one year,

Legislative Sessions

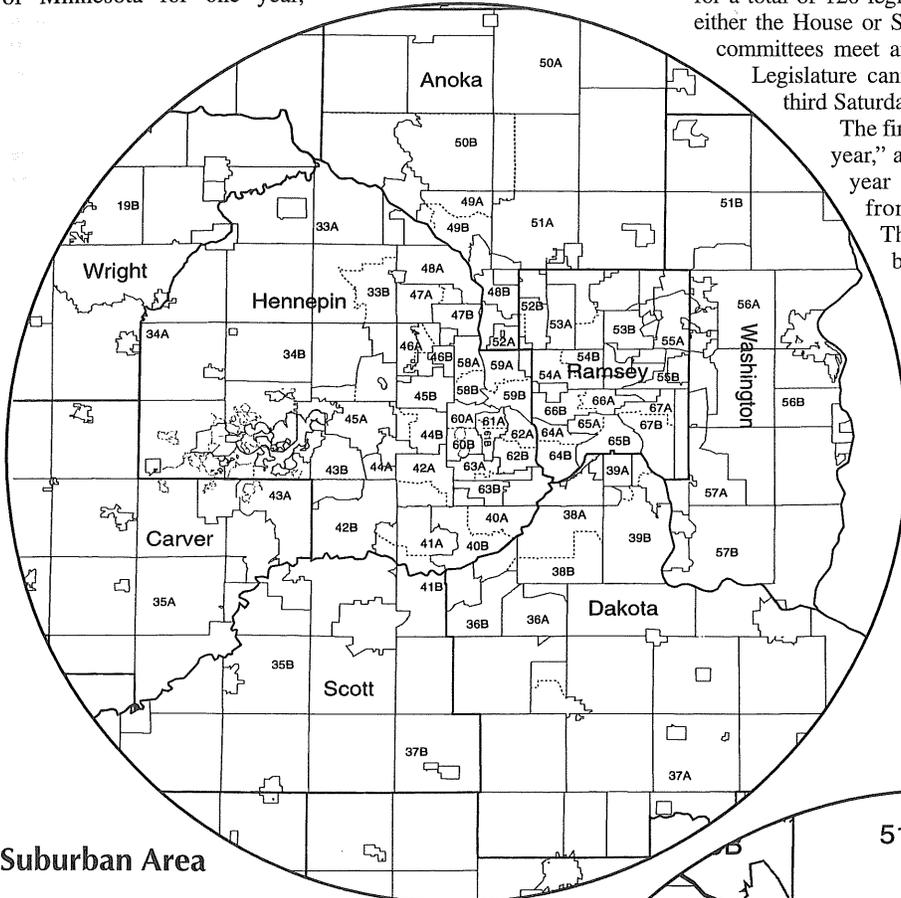
The Legislature convenes in regular session each odd-numbered year on the first Tuesday after the first Monday in January. The Legislature can meet in regular session in both years of the biennium for a total of 120 legislative days. A legislative day is any day when either the House or Senate met in full session. Days on which only committees meet are not considered official legislative days. The Legislature cannot meet after the first Monday following the

third Saturday in May of any year.

The first year of the biennium is often called the "long year," and lasts from January to mid-May. The second year is called the "short year," and typically runs from February through the end of April. The primary goal of the first year is to pass a state budget for the biennium.

Bills introduced during the first year of the biennium may be considered during the second year.

The Legislature may be called into special session at any time by the governor. The governor, who is the only official who may call for a special session, cannot limit the length or scope of the special session.



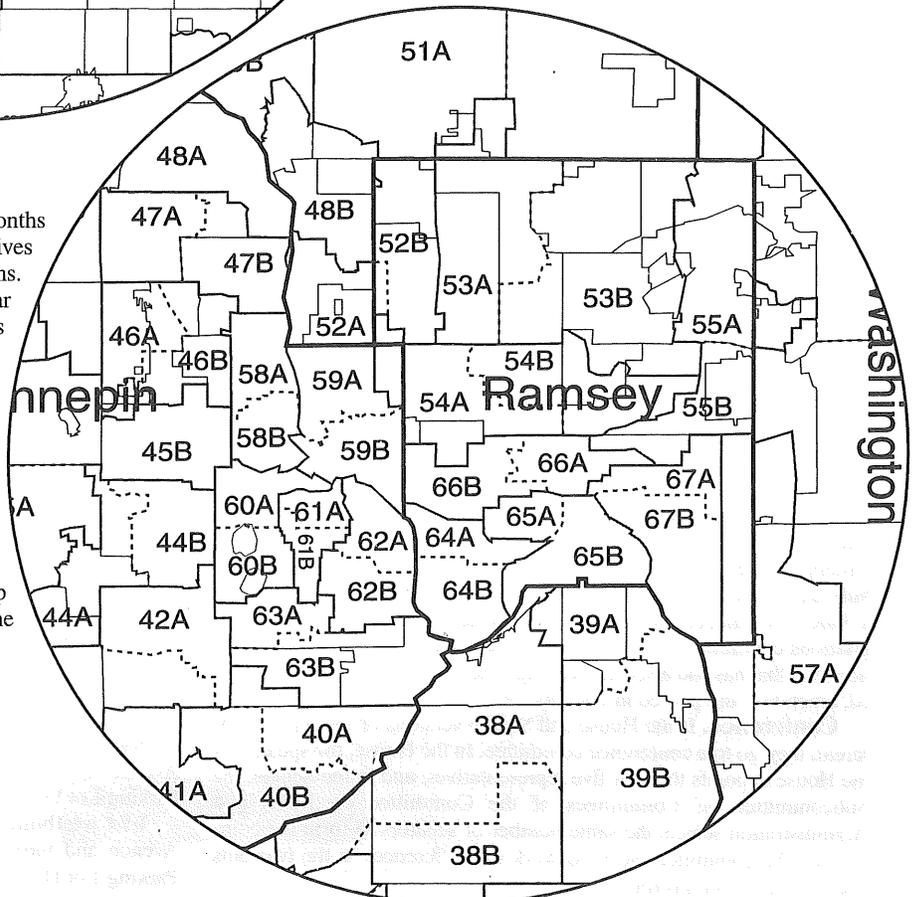
Suburban Area

and a resident of the legislative district for six months immediately preceding the election. Representatives serve two-year terms; senators serve four-year terms. The only exception is that senators serve a two-year term to begin each decade when redistricting occurs and the boundaries of legislative districts are shifted to account for changes in the state's population.

The Legislature is divided into 67 legislative districts, with about 65,300 people in each district. Voters elect one senator from each of those districts.

Each Senate district is divided into two sections. Voters elect one House member, or representative, from each section, making a total of 134 representatives. These districts, which are made up of about 32,650 people each, are identified on the accompanying map with an "A" or a "B."

Metropolitan Area



The Legislative Process

The process of how a bill becomes a law in Minnesota is briefly outlined below.

Idea. A bill is an idea for a new law or an idea to change an old law. Anyone can suggest an idea for a bill — an individual, consumer group, professional association, government agency, or the governor. Most often, however, ideas come from legislators, the only ones who can begin to move an idea through the process. There are 134 House members and 67 senators.

Legal Form. The Office of the Revisor of Statutes and staff from other legislative offices work with legislators in putting the idea for a new law into proper legal form. The revisor's office is responsible for assuring that the proposal's form complies with the rules of both bodies before the bill can be introduced into the Minnesota House of Representatives and the Minnesota Senate.

Authors. Each bill must have a legislator to sponsor and introduce it in the Legislature. That legislator is the chief author whose name appears on the bill along with the bill's file number to identify it as it moves through the legislative process. There may be up to four co-authors from the House and four from the Senate. Their names also appear on the bill.

Introduction. The chief House author of the bill introduces it in the House; the chief Senate author introduces it in the Senate. Identical bills introduced in each body are called companion bills. The bill introduction is called the *first reading*. The presiding officer of the House then refers it to an appropriate House committee for discussion; the same thing happens in the Senate.

Committee. The bill is discussed in one or more committees depending upon the subject matter. After discussion, committee members recommend action — approval or disapproval — to the full House and full Senate. The House committee then sends a report to the House about its action on the bill; the Senate committee does likewise in the Senate.

Floor. After the full House, or Senate, accepts the committee report, the bill has its *second reading*. From here, the bill is usually placed on the House and Senate agendas called General Orders. (A committee can recommend that a local or non-controversial bill bypass General Orders and go onto the Consent Calendar where it usually passes without debate.)

General Orders. On General Orders, all House or Senate members, acting as the "committee of the whole," have a chance to debate the issue, offer amendments, and present arguments on the bill. Afterwards, they vote to recommend: passage of the bill, progress (delay action), or further committee action. And sometimes they recommend that a bill not pass. Members' votes on General Orders are usually not recorded unless there is a specific request to do so. From here, the bill is placed on the Calendar.

Calendar. The Calendar is a list of bills the full House and full Senate vote on. At this point, the bill has its *third reading*. The bill cannot be amended unless the entire body agrees to it. Here, representatives and senators vote on the bill for the last time. A bill needs 68 votes to pass the House and 34 votes to pass the Senate. If the House and Senate each pass the same version of the bill, it goes to the governor for a signature.

Special Orders. Toward the end of the session, the rules committees of the House and Senate designate bills from the General Orders calendar to receive priority consideration. These Special Orders bills are debated, amended, and passed in one day. The House also has a Rule 1.10 calendar which allows the chairs of the taxes and appropriations committees to call up for consideration any tax or appropriations bill that has had a second reading. These Rule 1.10 bills are debated, amended, and passed in one day.

Conference. If the House and Senate versions of the bill are different, they go to a conference committee. In the House, the speaker of the House appoints three or five representatives, and in the Senate, the Subcommittee on Committees of the Committee on Rules and Administration selects the same number of senators to form the committee. The committee meets to work out differences in the two bills and to reach a compromise.

Floor. The conference committee's compromise bill then goes back to the House and the Senate for another vote. If both bodies pass the bill in this form, it is sent to the governor for his or her approval or disapproval. (If one or both bodies reject the report, it goes back to the conference committee for further consideration.)

Governor. Once the governor has the bill, he or she may: sign it, and the bill becomes law; veto it within three days; or allow it to become law by not signing it. During session, the House and Senate can override a governor's veto. This requires a two-thirds vote in the House (90 votes) and Senate (45 votes). The governor also may "line-item veto" parts of a money bill, or "pocket veto" a bill passed during the last three days of the session by not signing it within 14 days after final adjournment.

Information on the Internet

The Minnesota Legislature now provides information on the Internet. The Minnesota House and Senate Legislative Gopher Service, a combined effort of the Legislative Reference Library, the Office of the Revisor of Statutes, and the Senate and House, serves as a convenient place to obtain frequently requested information. Now available on-line are member biographies, phone numbers and e-mail addresses, committee assignments, full text display of bills and statutes, and daily and weekly hearing schedules. Other helpful information, such as how to get to the Capitol, where to park, and how to testify at a legislative hearing is also available. There's even a curriculum guide for teachers to introduce students to the legislative process.

To connect to the Minnesota House and Senate Legislative Gopher Service, the address is: gopher.revisor.leg.state.mn.us (Port 70). On the World Wide Web, use: gopher://gopher.revisor.leg.state.mn.us

Users with subscriptions to on-line services should inquire whether gopher access is supported.

Another new service delivers House and Senate committee schedules directly to a subscriber's e-mail address.

To receive House schedules, send an e-mail message to: listserv@hsched.house.leg.state.mn.us and in the message body, enter: subscribe h-schedule

All House members also have an e-mail address. They can be found on the House gopher server.

For the Senate schedules, send a message to: listserv@senate.leg.state.mn.us and in the message body, enter: subscribe sen-schedules

Many senators also have Internet e-mail addresses. The format for the address is: sen.firstname.lastname@senate.leg.state.mn.us

The Legislature also has a World Wide Web page. The URL is: <http://www.lleg.state.mn.us>

Anyone with questions on the Legislature and the Internet can call the House Public Information Office at (612) 296-2146, or the Senate Information Office at (612) 296-0504.

Visiting the Capitol

Visiting the Minnesota State Capitol complex can be a rewarding and educational experience for everyone. There are buildings to explore and tours to take almost any time you choose to visit. And when the Legislature is in session during the first part of every year, there are floor sessions to observe, committee meetings to attend, and legislators to meet. Remember that this is your state Capitol, and you are always welcome.

Location

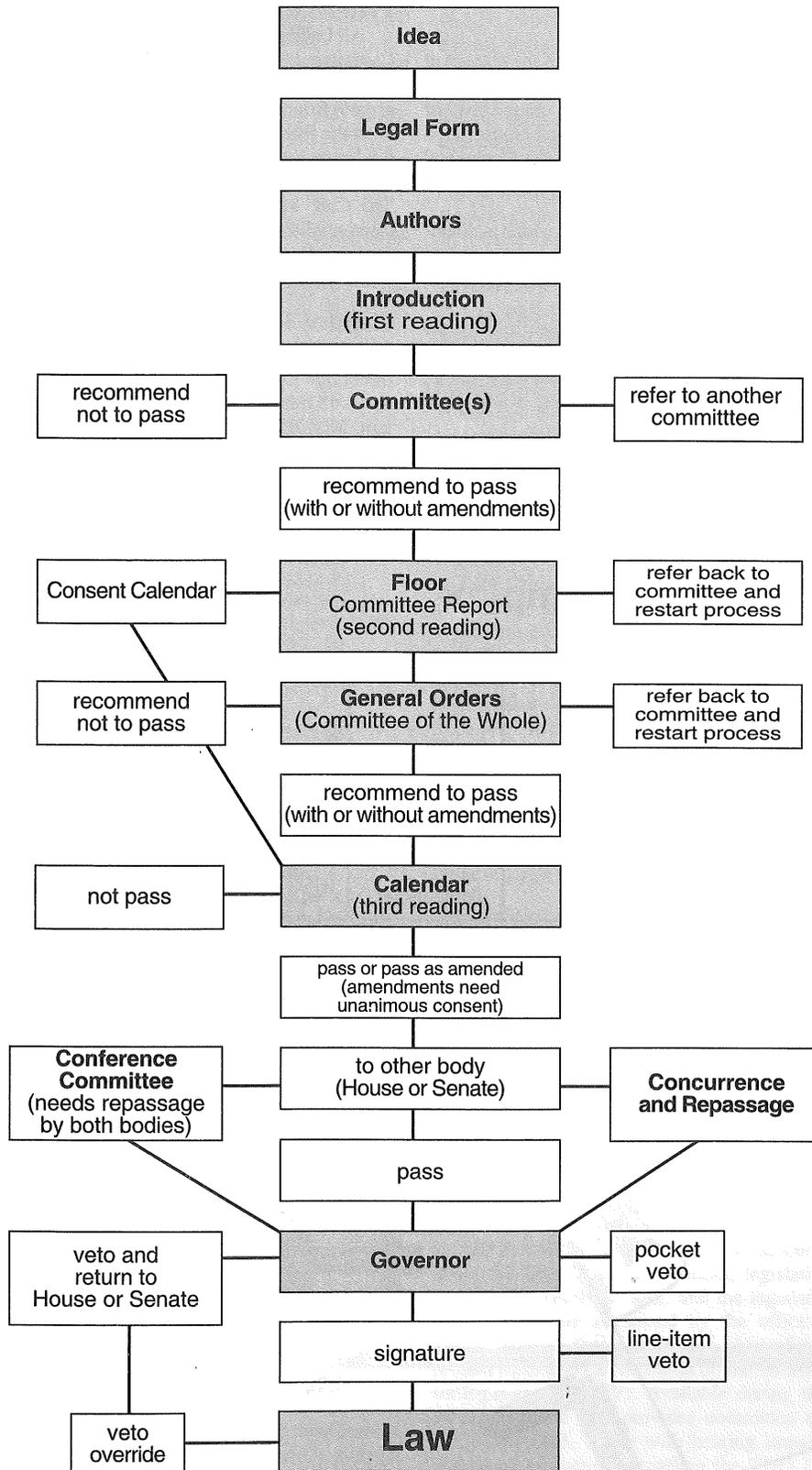
The Capitol complex is to the north of I-94 just minutes from downtown St. Paul. It is accessible from the east and west on I-94, and from the north and south on I-35E.

I-94 eastbound: Exit at Marion Street. Turn left. Go to Aurora Avenue and turn right. Go one block, cross Rice Street, and enter Parking Lot D.

I-94 westbound: Exit at Marion Street. Turn right. Go to Aurora Avenue and turn right. Go one block, cross Rice Street, and enter Parking Lot D.

How a Bill Becomes a Law in Minnesota

The lawmaking process is a technical one, filled with many arcane rules and procedures that can determine whether a bill will or will not become law. While this chart shows how most bills become law, it does not account for all possibilities.



I-35E northbound: Exit at Kellogg Boulevard. Turn left. Go to John Ireland Boulevard and turn right. Metered parking spaces line both sides of the boulevard.

I-35E southbound: Exit at University Avenue. Turn right. Go to Rice Street and turn left. Go one block and turn left to enter Parking Lot D.

Parking

Public metered parking is available in Lot Q, north of the Capitol at Cedar Street and Sherburne Avenue; Lot D, next to the State Office Building off Rice Street on Aurora Avenue; and on the orange level of the Centennial Office Building Ramp at Cedar Street and Constitution Avenue. All-day parking is available in Lot Q and in the Centennial Office Building Ramp. Capitol Security personnel will issue tickets for expired parking.

Outdoor handicapped parking is available in Lot N, which is directly behind the Capitol; in Lot D, which is off Rice Street on Aurora Avenue; and in Lot F, which is directly behind the Transportation Building.

Indoor handicapped parking is available on the lower level of the State Office Building Ramp (use the call box at the ramp entrance to gain access); on the blue level of the Centennial Office Building Ramp; and on the entry level of the Administration Building Ramp (two stalls).

There are two handicapped entrances to the Capitol. One is on the north side of the building, just off Lot N; the other, a drop-off entrance, is under the south portico at the front of the building.

Since parking is limited during legislative sessions, busing may be easier. Freeway express bus service is available. Bus number 94B takes you to the Capitol and the State Office Building. Call the Transit Information Center at (612) 349-7000 for schedule and route information.

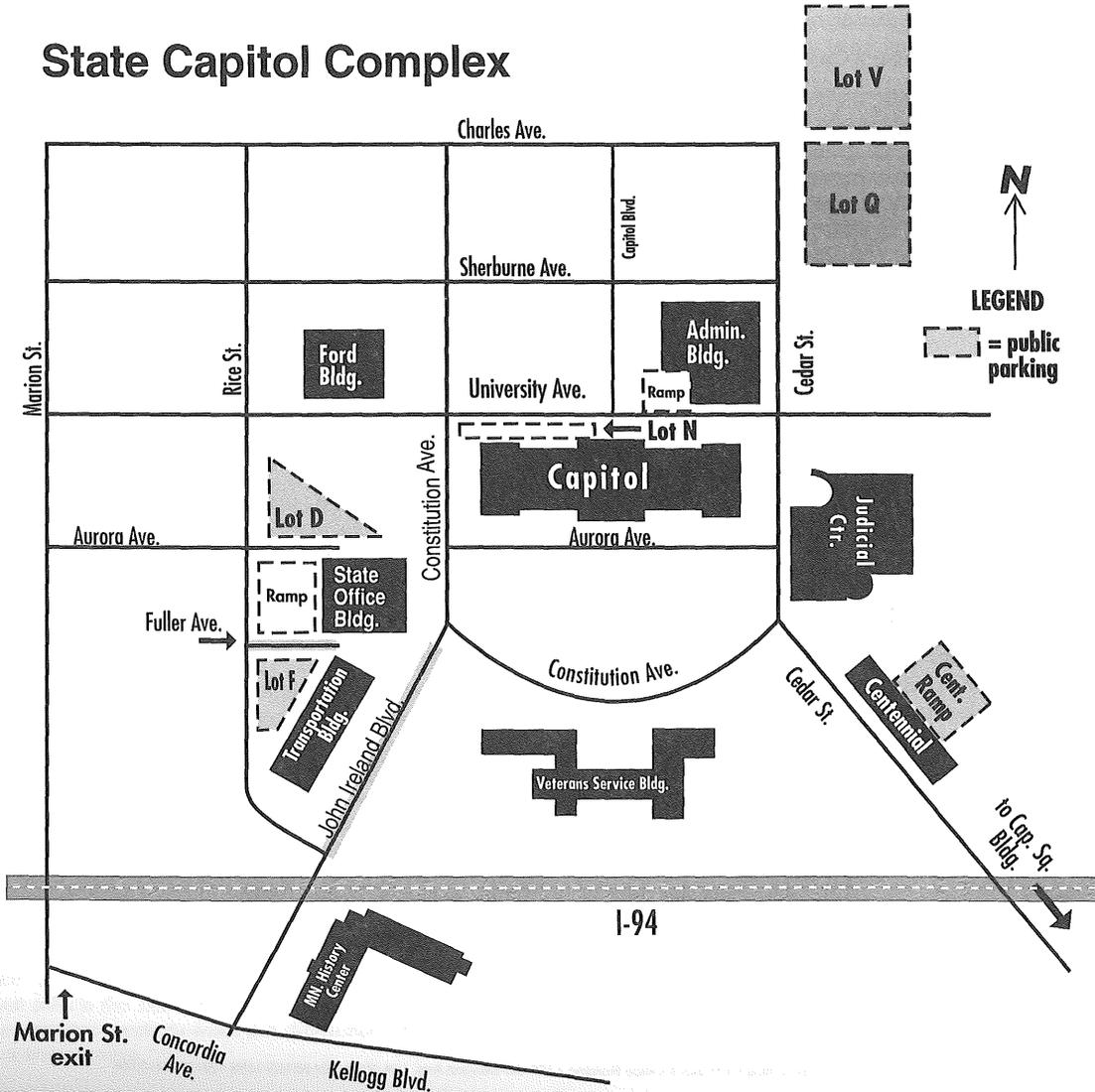
Where to Eat

All buildings in the Capitol complex have their own cafeterias. The Capitol and State Office Building cafeterias are on the basement level. The Transportation and Centennial buildings' cafeterias are on the ground floor of each building. The Veterans Service Building cafeteria is on the fifth floor, and the Capitol Square Building's dining area is on the lower level. The Capitol also has a snack bar on the second floor (where the House and Senate chambers are located) during the session. The Café Minnesota is on the first level of the Minnesota History Center. All cafeterias serve breakfast and lunch.

In addition, there are several fast food restaurants in the area surrounding the Capitol complex.

Capitol Tours

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.



In addition to regular tours, educational programs and special events are offered throughout the year. Information about accessibility is available upon request. Call the Capitol Historic Site Program, (612) 296-2881, for details.

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. The House gallery has about 90 seats and a section reserved for wheelchairs.

The Senate generally meets, at the beginning of the session, on Mondays and Thursdays at 8:30 a.m. in the west wing. The Senate gallery seats approximately 235.

To assure seating, it is suggested that people arrive 15-20 minutes early for the House and 10-15 minutes early for the Senate. Schedules are subject to change, especially as the legislative session nears completion. Call the House and Senate information offices for daily schedules.

Frequently Called Numbers

| | | |
|--|--------------------------|-----------------|
| Governor | 130 Capitol | 296-3391 |
| Lt. Governor | 130 Capitol | 296-3391 |
| Attorney General | 102 Capitol | 296-6196 |
| Secretary of State | 180 State Office Bldg. | 296-2803 |
| State Auditor | 525 Park Street | 296-2551 |
| State Treasurer | 303 Administration Bldg. | 296-7091 |
| Emergencies | | 296-2100 |
| Cafeteria, Capitol | Ground Floor | 228-9369 |
| Cafeteria, State Office Bldg. | Basement | 228-0137 |
| Capitol Historic Tours | B59 Capitol | 296-2881 |
| Capitol Information Desk | 1st Floor, Capitol | 296-3962/2739 |
| Capitol Security | B4 Capitol | 296-6741 |
| House Committee and Meeting Room Scheduler | 467A State Office Bldg. | 296-5974 |
| Legislative Reference Library | 645 State Office Bldg. | 296-3398 |
| Revisor of Statutes | 700 State Office Bldg. | 296-2868 |
| Senate Meeting Room Scheduler | G-1 State Capitol | 296-0866 |
| House Public Information | 175 State Office Bldg. | 296-2146 |
| Senate Information | 231 Capitol | 296-0504 |

Minnesota House of Representatives

Members of the House serve two-year terms. For more information about the Minnesota House, contact the House Public Information Office at (612) 296-2146.

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 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 and 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 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 non-partisan legislative research and legal services office serving the entire membership of the House and its committees. The department assists all House 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 information pertinent to legislation; and developing and maintaining computer capabilities in order to assist legislators and committees in quantitative and statistical research. The department provides its services to the members and staff of the House of Representatives, not directly to the public. However, department analysts prepare between 40 to 60 publications per year for distribution to House members and staff, and these publications are available to the public on request. There is no charge. Multiple copies should be picked up in person to avoid postage costs. Publications can be made available in alternative form upon request. Tel: (612) 296-6753 (voice); (612) 296-9896 or 1-800-657-3550 (TDD); (612) 296-9887 (fax). The department is in Room 600, State Office Building.

Minnesota House of Representatives Public Information Office

(612) 296-2146 or 1-800-657-3550

LeClair G. Lambert, assistant director. The House Public Information Office is a non-partisan service of the Minnesota House of Representatives serving the public, representatives of the media, and members of the House. The office publishes the *Session Weekly*, a weekly news magazine, during the legislative session that provides a synopsis and update of bills pending before the House. In addition, the office publishes a variety of directories and informational brochures on state government and the legislative process, including a curriculum study guide designed for high school social studies teachers. All publications are available at no cost. The office also publishes daily and weekly committee schedules, bill introductions, and answers questions about the Legislature, committees, legislative and congressional districts, bills, members, staff, and the legislative process. Other special projects also are organized by the office, including the House of Representatives State Fair booth. Most of the information available in printed form also can be found on the Internet at: gopher://gopher.revisor.leg.state.mn.us:70/1. Available during the legislative session is a 24-hour hotline that provides committee scheduling information at (612) 296-9283. Those with hearing impairments can communicate with the Legislature by calling the TDD Line (Telecommunications Device for the Deaf) at (612) 296-9896. Information requests should be sent to Room 175, State Office Building, St. Paul, MN 55155-1298.

House Television Services

(612) 297-1338

Chris Cowman, director. The Minnesota House of Representatives established the House Television Department in 1994 as a non-partisan legislative office to open the political process to the public. The House Television Department, in conjunction with Senate Media Services, broadcasts floor sessions and committee hearings live throughout the state via satellite. House Television also has implemented an interactive television site in Room 5 of the State Office Building. The unit is connected to more than 40 sites around the state. The technology allows the public to testify before a committee without having to make the lengthy trip to the Capitol in St. Paul. If you have questions regarding interactive video services, call (612) 296-5381. The department's fax number is (612) 296-3835. House Television offices are in Room 216C, State Capitol.

House Service Offices

| | | |
|--|-------------------------|----------------|
| Administrative Services | 198 State Office Bldg. | 296-6648 |
| Chief Clerk's Office | 211 Capitol | 296-2314 |
| Duplicating | 35 State Office Bldg. | 296-8611 |
| Fax, House | 198 State Office Bldg. | 296-1563 |
| Fiscal Services | 198 State Office Bldg. | 296-8892 |
| High School Page Program | 216D Capitol | 296-7452 |
| Hotline, committee schedules | | 296-9283 |
| Index | 211 Capitol | 296-6646 |
| Intern Program | 216D Capitol | 296-7452 |
| Personnel Services | 198 State Office Bldg. | 296-6648 |
| Photography | 77 State Office Bldg. | 296-9284 |
| Post Office | 50 State Office Bldg. | 296-9462 |
| Public Information Office | 175 State Office Bldg. | 296-2146 |
| Purchasing/Phones | 198 State Office Bldg. | 296-1239 |
| Research Department | 600 State Office Bldg. | 296-6753 |
| Room Scheduling | 467A State Office Bldg. | 296-5974 |
| Sergeant at Arms | 45 State Office Bldg. | 296-4860 |
| Supply | 35 State Office Bldg. | 296-2305 |
| TDD (Telecommunications Device for the Deaf) | 175 State Office Bldg. | 296-9896 |
| | | 1-800-657-3550 |
| Television Services | 216C Capitol | 297-1338 |

Minnesota Senate

Members of the Senate serve four-year terms, except when elections are held in years ending in 0, in which case the term is for two years. For more information about the Minnesota Senate contact the Senate Information Office at (612) 296-0504.

Secretary of the Senate's Office

(612) 296-2344

Patrick E. Flahaven, secretary of the Senate. The Secretary of the Senate is the chief administrative officer of the Senate. In addition to other duties, the Secretary of the Senate directs the Senate's public information functions, including Senate Media Services, the Senate Information Office, and the Senate Publications Office. The Secretary of the Senate's Office, or Senate Office, is located in Room 231 of the Capitol and functions as a central clearinghouse for all information about Senate activities. Staff members distribute copies of bills, calendars, journals and agendas to the public, distribute daily schedules and provide literature about the Senate. There is no charge for any of the printed materials. Members of the public may also call a voice mail number, 296-2343, to request copies of bills.

Senate Information Office

(612) 296-0504 and 296-2887

Scott Magnuson, director. The Senate Information Office, located in the Secretary of the Senate's Office, 231 Capitol, provides information about Senate activities and, in particular, information about bill status, authorship, file numbers, companion bill numbers and journal page numbers for Senate floor action. Staff members also help individuals

determine who represents them in the Legislature, provide guidance and referral to other sources for persons engaged in legislative research and answer general questions about the Senate. Computer terminals are available for members of the public to use to determine bill status, Senate File numbers and bill authorship. Information requests may be made in person or by calling or writing the Information Office. Services are free of charge.

Senate Media Services

(612) 296-0264

Steve Senyk, director. Senate Media Services, a non-partisan office of the Senate, produces a variety of informative television programs to help people learn more about state government and the many issues facing Minnesota. Viewers throughout Minnesota can watch the Senate and House floor sessions and selected committee meetings. Viewers also can watch *Capitol Report*, a weekly program featuring state lawmakers and their views on pressing state issues. Viewers should check their local listings for these programs.

Media Services also produces educational material about the legislative process. The following videotapes and slide shows are available to the public on a check-out/return basis.

- *The Process*, a seven-minute videotape outlining the legislative process and the information services available for citizens. The process uses footage of legislative activities to illustrate areas of citizen participation. The Process serves as an excellent starting point for presentations to any age group.
- *Profiles*, a nine-minute documentary about two state Senators, their reasons for entering politics, their political goals and experiences.
- *Rules, Laws and the Process*, a seven-minute videotape for 3rd and 4th graders that explains the lawmaking process and the state Legislature.
- *Lobbying: The Art of Persuasion*, a 12-minute videotape showing lawmakers', professional lobbyists' and active citizens' preferred methods of influencing the legislative process.
- *Restoring a Vision*, a videotape record of the 1988 restoration of the Senate Chamber.
- *Fort Snelling: A Living History* is a 30-minute documentary detailing how Fort Snelling came to be and the role it played in the state's history.

The Senate Media Services Office is located in Room B-44, Capitol. The phone number is 296-0264.

Senate Publications Office

(612) 296-0259

Karen L. Clark, director. The Senate Publications Office publishes *Briefly*, a weekly summary of Senate committee and floor action, along with the next week's committee schedule. The office also publishes *Perspectives*, a magazine-format newsletter about the Senate, which provides feature articles about Senators and various issues before the Legislature. A daily schedule of committee hearings, *Today in the Senate*, is also produced by the Publications Office for distribution within the Capitol Complex. In addition, the office publishes lists of committee memberships, brochures and pamphlets dealing with the Senate. The Senate Publications Office also provides a Senate hotline for committee information. The Senate Hotline is a recording of the daily committee schedule and may be called 24 hours a day, all year long. The Hotline number is (612) 296-8088. Publications are provided free of charge to interested persons. To be placed on the mailing list for Senate publications, call 296-0504, or simply drop a card with your name and address to the Senate Publications Office, Room 95 State Office Building, St. Paul, MN 55155. The Publications Office does not accept lists of names for inclusion on the mailing lists, but does encourage individuals to call or write to be placed on the list to receive Senate publications.

Senate Counsel & Research

(612) 296-4791

JoAnne Zoff Sellner, director. The Office of Senate Counsel & Research, located in Room G-17 of the Capitol, is a nonpartisan organization that provides legal and research services to the Senate. The state includes attorneys, legislative analysts, and support personnel. Each professional staff member is assigned to one or more Senate committees. Staff services are available to all members of the Senate for matters of public business. The office supports the Senate in four general ways:

1. The counsel and analyst assigned to each committee work as a team to support the work of the committee. They attend committee meetings, present information, answer Senators questions, draft legislation, and conduct research requested by committee members.
2. Members of the staff provide services to individual Senators upon request. All staff maintain a confidential relationship with Senators; a project requested by one Senator is discussed with others only if the requesting Senator approves.
3. During the interim, staff work with Senators to anticipate, define, and study emerging issues. Staff members may focus on policy questions broader than those relating to specific bills and conduct original research in areas of importance to the Senate.
4. Staff members serve as general experts for the Senate in assigned subject areas.

Senate Service Offices:

| | | |
|------------------------------|--------------|-------------------|
| Secretary of the Senate | 231 Capitol | 296-2344 |
| Senate Information | 231 Capitol | 296-0504/296-2887 |
| TDD | | 296-0250 |
| Intern Coordinator | 231 Capitol | 296-7198 |
| Copies of bills (voice mail) | | 296-2343 |
| Senate Media Services | B-44 Capitol | 296-0264 |
| Senate Photographer | B-44 Capitol | 296-5097 |
| Senate Publications | 95 SOB | 296-0259 |
| Committee Hotline | | 296-8088 |
| Human Resources | 231 Capitol | 296-9321 |
| Mail Room | B-43 Capitol | 296-5720 |
| Sergeant at Arms | G-1 Capitol | 296-7159/296-1119 |
| Senate Information Systems | G-3 Capitol | 297-5397 |
| Senate Counsel & Research | G-17 Capitol | 296-4791 |
| Majority Caucus Research | G-13 Capitol | 296-4949 |
| Senate Minority Offices | 155 SOB | 296-4907 |
| Minority Caucus Research | 155 SOB | 296-4924 |

Office of the Legislative Auditor

(612) 296-4708

James R. Nobles, legislative auditor. e-mail address - auditor@state.mn.us In 1973, the Minnesota Legislature created the Office of the Legislative Auditor to review spending and management practices in the executive and judicial branches of state government. The legislative auditor is appointed by the Legislative Audit Commission. There are two divisions in the office: the Financial Audit Division and the Program Evaluation Division. Each division is headed by a deputy. The office examines whether public funds are being spent as the Legislature intended and assesses whether state programs are being managed efficiently and effectively. To accomplish these tasks, it conducts financial audits, special reviews, program evaluations, performance reviews, and best practices reviews.

The **Financial Audit Division** is responsible for auditing all state agencies in the executive and judicial branches, as well as three metropolitan agencies and several "semi-state" organizations. Each year the division conducts a Statewide Audit that focuses on the state as a whole, rather than a single state agency. Its principal purpose is to issue 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 supplements the Statewide Audit with approximately 40 to 50 agency audits every year. These

audits look in greater detail at agency financial operations, including compliance with financial-related legal requirements.

The division also has an investigative unit which investigates allegations of state resources being misused. State officials are required to report evidence of financial misconduct to the Legislative Auditor. The investigative unit issues ad-hoc special reviews that report the results of a specific investigation or focus on a particular financial practice. If an audit or investigation discloses instances of financial violations, the office reports those matters to the Attorney General for possible civil or criminal prosecution.

The **Program Evaluation Division** conducts a variety of research studies at the request of the Legislative Audit Commission, including program evaluations, performance report reviews, and best practices reviews.

Evaluations examine the degree to which state funded programs are operating efficiently and meeting their objectives. Each evaluation points out problem areas and makes recommendations for improvement. Evaluations may focus on management issues, compliance with state laws, effectiveness of programs, or policy options for the future. Each study contains statistical summaries of state programs and an analysis of major problem areas. Published reports may help members of the public to better understand their government and to participate more fully in improving specific programs.

Performance report reviews examine the appropriateness and accuracy of performance reports which are developed biennially by 21 major state agencies. The reviews focus on the appropriateness of each agency's performance measures and the validity and reliability of data in the reports. The reviews help agencies improve their own reports and help readers of the reports to use and interpret them.

Best practices reviews identify and describe the most successful and effective methods of delivering public services, particularly at the local government level. They highlight successful techniques, focus on innovations, and facilitate the sharing of useful information among governments that can streamline and modernize public services.

The office reports all findings and recommendations to the Legislative Audit Commission, as well as to other interested legislative commissions. These reports are available in printed form, free of charge, by calling 612/296-4708. Summaries of all reports are available via the World Wide Web at <http://www.auditor.leg.state.mn.us>. The office is located on the first floor of the Centennial Building, 658 Cedar Street, St. Paul, MN 55155.

Office of the Revisor of Statutes

(612) 296-2868

Harry Walsh, 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 also provided legislative drafting services. Since 1981 it has provided drafting 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 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 legal advice about statutes and rules. 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 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 Legislature adjourns. 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. Publications are available in book form and in various electronic media.

The revisor's office is on the seventh floor of the State Office Building. Its mailing address is 700 State Office Building, 100 Constitution Avenue, Saint Paul, MN 55155-1297. Its telephone number is (612) 296-2868. Its fax number is (612) 296-0569.

Legislative Reference Library

(612) 296-3398

Frequently called numbers:

Reference Desk (612) 296-8338

Legislative History Tapes (612) 296-0767

Marilyn Cathcart, director. The library, established in 1969, is a non-partisan 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 its materials. Library hours are 8 a.m. to 5 p.m., Monday through Friday. During legislative sessions, the library maintains extended hours.

The library's collection focuses on public policy in all subjects of interest to the legislature. Minnesota state documents are an integral part of the library's collection. *Minnesota Statute* 3.302 mandates that the Legislative Reference Library receive all the documents published by the state and considered to be of interest or value to the library. Included in the definition of "document" are reports of state agencies, departments, task forces, boards and other agencies supported by state funds, as well as publications prepared by private consultants, individuals or organizations under contract with the state. The library also maintains newspaper clipping files arranged by topics, legislative districts and personalities. Copies of House and Senate journals, *Legislative Manuals* since 1871 and bill introductions from both houses are also available. The library's collection is indexed on the MnSCU/PALS computer system.

House and Senate rules require the Legislative Reference Library to maintain and make available for public use the verbatim tape recordings of Senate and House floor and committee debate and the accompanying minutes and logs.

The Legislative Reference Library provides information via the Internet using two means: the Minnesota House and Senate Gopher and a World Wide Web site. The Gopher address is GOPHER.REVISOR.LEG.STATE.MN.US, port 70; the World Wide Web address is <http://www.library.leg.state.mn.us/>

The Legislative Reference Library plays a lead role in ensuring the operation of the Minnesota State Document Depository System. Currently, there are 39 Minnesota libraries which receive microfiche copies of most documents issued by the executive, judicial and

legislative branches of Minnesota state government. These libraries include twenty community colleges, seven state universities, three public libraries, five separate University of Minnesota campus libraries and four state agency libraries.

State Document Depository Libraries:

| Libraries | Government Document Phone Numbers |
|--|--------------------------------------|
| Public Libraries | |
| Duluth Public Library | (218) 723-3802 |
| Minneapolis Public Library | (612) 372-6534 |
| St. Paul Public Library | (612) 292-6307 |
| Minnesota State Agency Libraries | |
| Historical Society | (612) 296-2143 |
| Legislative Reference Library | (612) 296-8338 |
| Office of Library Development and Services | (612) 296-2821 |
| State Law Library | (612) 297-7661 |
| University of Minnesota Libraries | |
| University of Minnesota - Crookston | (218) 281-8399 |
| University of Minnesota - Duluth | (218) 726-8102 |
| University of Minnesota - Minneapolis | (612) 624-5073 |
| University of Minnesota - Morris | (320) 589-6175 |
| University of Minnesota - St. Paul | (612) 624-1212 |
| State Universities | |
| Bemidji State University | (218) 755-2955 |
| Mankato State University | (507) 389-5953 |
| Moorhead State University | (218) 236-2923 |
| Southwest State University | (507) 537-6108 |
| St. Cloud State University | (612) 255-2022 |
| Winona State University | (507) 457-5140 |
| Community Colleges | |
| Anoka-Ramsey (Coon Rapids) | (612) 422-3378 |
| Inver Hills (Inver Grove Heights) | (612) 450-8623 |
| Century (White Bear Lake) | (612) 779-3264 |
| Minneapolis | (612) 341-7219 |
| Normandale (Bloomington) | (612) 832-6304 |
| North Hennepin (Brooklyn Park) | (612) 424-0733 |
| Austin | (507) 433-0533 |
| Cambridge | (612) 689-7012 |
| Central Lakes (Brainerd) | (218) 828-2523 |
| Fergus Falls | (218) 739-7531 |
| Fond du Lac | (218) 879-0838 |
| Hibbing | (218) 262-6747 |
| Itasca (Grand Rapids) | (218) 327-4472 |
| Lake Superior (Duluth) | (218) 722-2801 |
| Mesabi (Virginia) | (218) 749-7764 |
| Northland (Thief River Falls) | (218) 681-0756 |
| Rainy River (International Falls) | (218) 285-7722 |
| Rochester | (507) 285-7169 |
| Vermilion (Ely) | (218) 365-7226 |
| Willmar | (612) 231-5135 |
| Worthington | (507) 372-3458 |

The Legislative Reference Library is located in 645 State Office Building. Materials do not circulate to the general public. Interlibrary loan requests are honored. Pay copier facilities are available in the library.

Legislative Commissions

The Legislature creates various advisory councils, 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 (Spring 1996). For more information, contact the offices of the speaker of the House or the majority leader of the Senate.

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 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 Ways and Means 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 Finance 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 commissioner of finance acts as secretary and presides at the meeting in place of the governor.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Task Force on Juvenile Facility Alternatives** will develop recommendations on how services are provided to juveniles in residential facilities. The task force consists of 12 members: one public defender, one prosecutor, two juvenile corrections specialists from non-public service providers, one juvenile court judge, one person from a community corrections county, one person from a noncommunity corrections county, two public members, at least one of whom is a parent of a child who was a client in the juvenile justice system, one educator, one staff member from Red Wing and one from Sauk Centre juvenile facility. One of whom represents the unionized employees selected by the exclusive representative of that facility. **Appointing Authority:** Senate Majority Leader and Speaker of the House. **Compensation:** None.

The **Sales Tax Advisory Council** studies the general and motor vehicle sales and use taxes under *Minnesota Statutes 1994*, chapters 297A and 297B to make recommendations to the legislature. The council consists of six members; one member of the public who is appointed by each entity must represent a consumer interest group or other private citizen group, public policy organization or university department of public policy or economics. Each appointing authority appoints two public members based on the above criteria. The appointing authorities are: Subcommittee on Committees of the Committee on Rules and Administration of the Senate, speaker of the House and the governor. Meetings will be at the State Office Building in St. Paul. **Appointing Authority:** Senate Committee on Rules and Admin., Governor, etc. **Compensation:** None.

Legislative Audit Commission; Office of the Legislative Auditor

(612) 296-4708 *Minnesota Statutes*, sections 3.97-3.978. The commission (eight House members and eight Senate members) appoints the legislative auditor, selects topics for program evaluation, and selectively hears reports from the legislative auditor. The Office of the Legislative Auditor has a financial audit division that audits state government and some metropolitan agencies, and a program evaluation division that reviews the performance of state-funded programs, reviews state agency performance reports, and does best practice reviews of local government services. All reports by the legislative auditor are available from the office or at the legislative reference library. The mission of the office is to strengthen accountability, enhance legislative oversight, and promote good management in government. The Office of the Legislative Auditor is on the first floor of the Centennial Office Building, 658 Cedar St., St. Paul, MN 55155. Fax: (612) 296-4712.

Legislative Coordinating Commission

(612) 296-1121

David Lund, director. *Minnesota Statutes*, section 3.303. 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 in Room 85, State Office Building, St. Paul, MN 55155. Other staff are Sandra Gulbranson, accountant, and Dolores Stendahl, assistant accountant, Room 198, State Office Building, St. Paul, MN 55155, (612) 296-8890.

Also under the administration of the Legislative Coordinating Commission (LCC) is the Joint House/Senate Subcommittee on Claims, the legislative body created to hear and decide whether or not to pay claims against the state by various persons who cannot proceed against the state under the state tort claims act (*Minnesota Statutes*, section 3.732). The subcommittee consists of three senators and three representatives. The subcommittee clerk is D'Ann Knight, 55 State Office Building, St. Paul, MN 55155, (612) 296-0099.

Geographic Information Systems (GIS) Oversight Office/Subcommittee, also under the administration of the LCC, is in Room 70, State Office Building, St. Paul, MN 55155, (612) 296-0098. A major focus of GIS is on legislative redistricting.

Joint Subcommittee on Employee Relations-Legislative Coordinating Commission

(612) 296-2963

Greg Hubinger, director. The Joint Subcommittee on Employee Relations assists the Legislature by monitoring the collective bargaining process between the state and its employees. The subcommittee must provide interim approval before collective bargaining agreements and arbitration awards can be implemented. The subcommittee also reviews and approves compensation plans for unrepresented employees, and salary increases for heads of state agencies. The subcommittee monitors and reviews public employment issues at both the state and local levels, and makes recommendations for changes in law to the Legislature. The subcommittee has six members: two appointed by the speaker of the House, one by the House minority leader, two by the Senate majority leader, and one by the Senate minority leader. The subcommittee was originally created in 1979 (*Minnesota Statutes*, section 3.855). The subcommittee's office is in Room 85, State Office Building, St. Paul, MN 55155.

Legislative Commission on Children, Youth and Their Families

(612) 282-6289

Deanna Zachary, coordinator. *Minnesota Statutes*, section 3.873. 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, which is in Room 60, State Office Building, St. Paul, MN 55155, is scheduled to expire June 30, 1996 when its duties will be transferred to and performed by the Legislative Commission on the Economic Status of Women.

Legislative Commission on the Economic Status of Women

(612) 296-8590 **Aviva Breen, executive director.** *Minnesota Statutes*, section 3.9222. The Council on the Economic Status of Women was established in 1976 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, 800-657-3949, 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 brochures such as "Legal Rights of Pregnant Employees" and the "Legal Right to Child Support," and a 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 Health Care Access "Legislative Oversight Commission (LOC)"

Minnesota Statutes, section 62J.07. The Legislative Commission on Health Care Access, informally referred to as the LOC, is a 10-member House/Senate body that reviews the implementation and administration of the MinnesotaCare program by state agencies. It is also the appointing authority for some citizen members of the regional health care coordinating boards.

The commission has no direct staff, but questions and comments are handled through the offices of the commission co-chairs. For more information, call (612) 296-4261 or (612) 296-0173.

Legislative Commission on Long Term Health Care

(612) 296-4151 or 5508 *Minnesota Statutes*, section 256B.504. The commission was created to monitor the inspection and regulation activities, including rule development, of the departments 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 also will 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 also is 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 commission 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 on Minnesota Resources

(612) 296-2406 **John R. Velin, director.** *Minnesota Statutes*, section 116P. The purpose of the Legislative Commission on Minnesota Resources (LCMR) is to access 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 overcharges. 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 in Room 65, State Office Building, St. Paul, MN 55155.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Citizens' Advisory Committee - Environment and Natural Resources Trust Fund** advises the Legislative Commission on Minnesota Resources (LCMR) on a strategic plan for the Environment and Natural Resources Trust Fund. The committee consists of 11 citizen members, appointed by the governor (at least one from each congressional district) and three at large. Meetings held as authorized by the chair of the LCMR as consistent with budget and work program approved by the LCMR. (No regular meeting schedule). **Appointing Authority:** Governor, with advise and consent of senate. **Compensation:** \$55 per diem plus expenses.

Legislative Commission on Pensions and Retirement

(612) 296-2750 **Lawrence A. Martin, executive director.** *Minnesota Statutes*, section 3.85. 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 Committee 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 in Room 55, State Office Building, St. Paul, MN 55155.

Legislative Commission on Planning and Fiscal Policy

Minnesota Statutes, section 3.885. The commission was created by the 1987 Legislature 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.

Legislative Commission to Review Administrative Rules (LCRAR)

(612) 296-1143 **Maryanne Hruby, executive director.** *Minnesota Statutes*, sections 3.841-3.846. The 1974 Legislature established this permanent, bipartisan, 10-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.

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 rulemaking 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.

The Rulemaking Reform bill of 1995 (Chapter 233) gave the Legislative Commission to Review Administrative Rules (LCRAR) a new power to object to rules. If the commission considers a rule to be beyond the procedural or substantive authority delegated to the agency, it may object to all or part of a rule. An objection shifts the burden of proof, in any proceeding for judicial review or for enforcement of a rule, from the complainant to the agency to establish that the rule objected to is valid.

Another 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 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.

During the legislative session, LCRAR staff also monitor legislation to alert legislators to language that grants state agencies emergency rulemaking authority or an exemption from the 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 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 Room 55, State Office Building, St. Paul, MN 55155. Complaints about state administrative agency rules may be made to a commission member, other legislator, or the executive director.

The commission is scheduled to expire, effective July 1, 1996. If you have questions or need assistance after July 1, 1996, call the Legislative Coordinating Commission (612) 296-1121.

Legislative Commission on Waste Management (612) 297-3604

Kim Austrian, director. *Minnesota Statutes*, section 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. The act directs the commission to prepare various studies and reports, and also requires various agencies, including the Office of Environmental Assistance, the Minnesota Pollution Control Agency (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.

The commission is scheduled to expire, effective July 1, 1996. If you have questions or need assistance after July 1, 1996, call the Legislative Coordinating Commission (612) 296-1121.

Legislative Water Commission (612) 297-7905

Susan Schmidt, director. *Minnesota Statutes*, section 3.887. The Legislative Water Commission (LWC), which was created by the 1989

Legislature, is charged with overseeing the implementation of the 1989 Groundwater Act. The commission is also given responsibility for reviewing and studying surface water policy. LWC reviews programs of the Board of Water and Soil Resources, the Minnesota Pollution Control Agency, the departments of natural resources, agriculture, and health, the Environmental Quality Board, Public Facilities Authority, 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 85, State Office Building, St. Paul, MN 55155.

The commission is scheduled to expire, effective July 1, 1996. If you have questions or need assistance after July 1, 1996, call the Legislative Coordinating Commission (612) 296-1121.

Education Commission of the States

Minnesota Statutes, sections 121.81-121.84. The commission was established to initiate and maintain close cooperation and understanding among executive, legislative, and professional educational and lay educational leadership on a nationwide basis at the state and local levels. It provides a forum for discussion, development, crystallization 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. The Minnesota delegation consists of one member from the House, one member from the Senate, four members appointed by the governor, and the governor.

Great Lakes Commission

(612) 296-2228

Rep. Thomas Huntley, chair of the Minnesota commissioners.

Minnesota Statutes, sections 1.21-1.22. 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 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 use of the basin. Minnesota has five commissioners: two House members appointed by the speaker, two senators appointed by the Subcommittee on Committees, and one member appointed by the governor. The commission's address is: The Argus II Bldg., 400 Fourth St., Ann Arbor, MI 48103-4816, (313) 665-9135.



Inter-State Grain Compact Marketing Commission

Minnesota Statutes, section 236A.01. This commission was established in 1986, when the state of Minnesota ratified the Interstate Compact on Agricultural Grain Marketing. The purpose of the 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 each is appointed from the House and Senate. A third member is appointed by the governor. States participating in the compact are Iowa, Minnesota, Nebraska, New Mexico, and Wyoming.

Mississippi River Parkway Commission of Minnesota

(612) 224-9903

John F. Edman, director. *Minnesota Statutes*, section 161.1419, subdivision 2. 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 federal, 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 in Suite 1513, Pioneer Building, 336 Robert St., St. Paul, MN 55101.

Boards

Capitol Area Architectural and Planning Board

Minnesota Statutes, section 15.50. See page 54.

Iron Range Resources and Rehabilitation Board

Minnesota Statutes, section 298.22. See page 177.

Committees

Advisory Committee to Minnesota-Wisconsin Boundary Area

Minnesota Statutes, section 1.34. Established to assist the Minnesota-Wisconsin Boundary Area Commission in performing its duties, this committee is composed of five members of the House of Representatives appointed by the speaker, and five members of the Senate appointed by the Rules and Administration Committee's Subcommittee on Committees. The members of the advisory 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 53.

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.03-10A.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.

Councils

Advisory Council on Child Abuse Prevention

Minnesota Statutes, section 299A.23. This advisory council is composed of 18 members who advise the commissioner of public safety on matters relating to the Children's Trust Fund for the Prevention of Child Abuse Act, *Minnesota Statutes*, section 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 each 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 programs.

Citizens Council on Voyageurs National Park

Minnesota Statutes, section 84B.11. See page 340.

Compensation Council

Minnesota Statutes, section 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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Compensation 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, judges of the Court of Appeals, District Court, County Court, and County Municipal Court and the heads of state and metropolitan agencies included in *Minnesota Statutes* section 15A.081. The council consists of 16 members; two members of the House of Representatives appointed by the speaker of the House; two members of the Senate appointed by the majority leader of the Senate; one member of the House of Representatives appointed by the minority leader of the House; one member of the Senate appointed by the minority leader of the Senate; two nonjudges appointed by the chief justice of the Supreme Court; and one member from each congressional district appointed by the governor, of whom no more than four may belong to the same political party. Each council shall expire upon submission of the recommendations to the speaker of the House of Representatives and the president of the Senate salary recommendations for the constitutional officers, legislators justices of the Supreme Court, and judges of the Court of Appeals, District Court, County Court, and County Municipal Court. **Appointing Authority:** Governor. **Compensation:** \$55 per diem.

Regent Candidate Advisory Council

Minnesota Statutes, section 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.

State Advisory Council on Metropolitan Airport Planning

Laws of Minnesota 1989, chapter 279, section 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.

Board of Trustees Candidate Advisory Council

Laws of Minnesota 1991, chapter 356, article 9, section 3. The council is to recruit, interview, and recommend candidates to the governor for appointment to the Minnesota State Colleges and Universities Board of Trustees 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 council is staffed by the Legislative Coordinating Commission, which is in Room 85, State Office Building, St. Paul, MN 55155.

Task Forces

Electric Energy Task Force

Minnesota Statutes, section 216C.051. The task force, created by the 1994 Legislature, studies future electric energy sources and costs and makes recommendations for legislation for an environmentally and economically sustainable and advantageous electric energy supply.

The 16-member commission includes eight members of the House appointed by the speaker and eight members of the Senate appointed by the Subcommittee on Committees. House members must include the chairs of the Environment and Natural Resources and Regulated Industries and Energy committees. Senate members must include the chairs of the Environment and Natural Resources and the Jobs, Energy, and Community Development committees. At least two members from each legislative body must be from the minority caucus.

For more information, call (612) 296-1767 or (612) 296-7175.

Election Information

State representatives are elected every two years and senators every four years. However, state senators serve a two-year term to begin each decade, due to redistricting.

Who can vote?

Anyone who is 18 years of age or older, a United States citizen, and a Minnesota resident for at least 20 days before the election may vote. Convicted felons without restored civil rights, those under guardianship, and anyone declared legally incompetent may not vote.

Voter registration cards are available at all county auditor or city clerk offices or at local libraries. Absentee ballots are also available in some counties for all voters and for certain voters in all counties. Check with your county auditor or city clerk for details.

What if I'm not registered to vote?

It is possible to register on election day. Verification of address must be shown by: a current Minnesota driver's license, learner permit or identification card; notice of ineffective registration card sent by the county auditor; or oath of someone already registered in the same precinct.

Can students vote?

Eligible students (see above) may register on election day by verifying a current address within a precinct at the polling location on election day. Accepted documentation includes: a fee statement which lists an address and a photo identification card; a student identification card or registration card which lists a current address; or a student photo identification card if a college student housing list is on file at the polling place.

Where is my polling place?

To find your polling place, call your city clerk or county auditor. Also, call these offices to register to vote, to file an absentee ballot, or for more information about voting in Minnesota.

Dates to remember

(Please note that all of the dates below are based on current statutes and are subject to change by the Legislature.) For more information, call the Office of the Secretary of State, (612) 296-2803.

Party caucuses:

Tuesday, March 5, 1996, 7 p.m. Locations for each party caucus are posted throughout each voting district in public buildings. For specific locations, contact the county auditor or city clerk. For 1998, caucuses will be on the first Tuesday in March.

Filing for offices:

Opens Tuesday, July 2, 1996, and closes Tuesday, July 16, 1996, at 5 p.m. Filing for a political office is done at the county office, unless the district in which the candidate is running for election crosses county lines. In such a case, filing for office is done at the Office of the Secretary of State. For 1998, filing dates will be on the first and third Tuesdays in July.

Primary election:

Tuesday, September 10, 1996. For 1998, it will be held the Tuesday after the second Monday in September.

General election:

Tuesday, November 5, 1996. For 1998, it will be held on the first Tuesday after the first Monday in November.

362 Legislative Branch

Minnesota's**U. S. Senators**

Senator Paul Wellstone (DFL)
Room 100 N.
2550 University Ave. W.
St. Paul, MN 55114
(612) 645-0323; 1-800-642-6041
Fax: (612) 645-0704

417 W. Litchfield Ave. S.W.
Willmar, MN 56201
(320) 231-0001; Fax: (612) 231-0006

105 S. Second St.
Virginia, MN 55792
(218) 741-1074; Fax: (218) 741-8544

U.S. Senate
717 Hart Senate Office Building
Washington, D.C. 20510-2303
(202) 224-5641; Fax: (202) 224-8438
E-mail:
senator@wellstone.senate.gov
Term expires January 1997

Senator Rod Grams (R)
2013 Second Ave. N.
Anoka, MN 55303
(612) 427-5921; Fax: (612) 427-8872

U.S. Senate
Dirksen Senate Office Building
Room 261
Washington, D.C. 20510
(202) 224-3244; Fax: (202) 228-0956
E-mail:
mail_grams@grams.senate.gov
Term expires January 2001

Minnesota's
U.S. Representatives**First District**

Gil Gutknecht (R)
Suite 108
1530 Greenview Drive S.W.
Rochester, MN 55902
(507) 252-9841; 1-800-862-8632
Fax: (507) 252-9915

425 Cannon House Office Building
Washington, D.C. 20515
(202) 225-2472
Fax: (202) 225-3246
E-mail: gil@hr.house.gov
Term expires January 1997

Second District

David Minge (DFL)
542 First St. S.
Montevideo, MN 56265
(320) 269-9311; 1-800-453-9392
Fax: (320) 269-8651

205 E. 4th St.
Chaska, MN 55318
(612) 448-6567; Fax: (612) 448-6930

938 Fourth Ave., P.O. Box 367
Windom, MN 56101
(507) 831-0115
Fax: (507) 831-0118

1415 Longworth House Office
Building
Washington D.C. 20515
(202) 225-2331
Fax: (202) 226-0836
E-mail: dminge@hr.house.gov
Term expires January 1997

Third District

Jim Ramstad (R)
Suite 152, 8120 Penn Ave. S.
Bloomington, MN 55431
(612) 881-4600; Fax: (612) 881-1943

103 Cannon House Office Building
Washington, D.C. 20515
(202) 225-2871; Fax: (202) 225-6351
E-mail: mn03@hr.house.gov
Term expires January 1997

Fourth District

Bruce F. Vento (DFL)
Galtier Plaza, Box 100
175 E. Fifth St.
St. Paul, MN 55101-2901
(612) 224-4503; Fax: (612) 224-0575

2304 Rayburn House Office Building
Washington, D.C. 20515-2304
(202) 225-6631; Fax: (202) 225-1968
E-mail: vento@hr.house.gov
Term expires January 1997

Fifth District

Martin Olav Sabo (DFL)
462 Federal Courts Building
110 S. Fourth St.
Minneapolis, MN 55401
(612) 348-1649; Fax: (612) 348-1647

2336 Rayburn House Office Building
Washington, D.C. 20515
(202) 225-4755; Fax: (202) 225-4886
E-mail: msabo@hr.house.gov
Term expires January 1997

Sixth District

William P. Luther (DFL)
Suite 150, 1811 Weir Drive
Woodbury MN 55125
(612) 730-4949; Fax: (612) 730-0507

1419 Longworth House Office
Building
Washington, D.C. 20515
(202) 225-2271; Fax: (202) 225-3368
E-mail: tellbill@hr.house.gov
Term expires January 1997

Seventh District

Collin Peterson (DFL)
Suite 107, 714 Lake Ave.
Detroit Lakes, MN 56501
(218) 847-5056; Fax: (218) 847-5109

Minnesota Wheat Growers Building
2600 Wheat Drive
Red Lake Falls, MN 56750
(218) 253-4356; Fax: (218) 253-4373

Suite 112, 110 2nd St. S.
Waite Park, MN 56387
(320) 259-0559; Fax: (320) 259-0413

1314 Longworth House Office
Building
Washington, D.C. 20515
(202) 225-2165; Fax: (202) 225-1593
E-mail: tocollin@hr.house.gov
Term expires January 1997

Eighth District

James L. Oberstar (DFL)
231 Federal Building
Duluth, MN 55802
(218) 727-7474; Fax: (218) 727-8270

Brainerd City Hall
501 Laurel St.
Brainerd, MN 56401
(218) 828-4400; Fax: (218) 828-1412

13065 Orono Parkway
Elk River, MN 55330
(612) 241-0188; Fax: (612) 241-0233

Chisholm City Hall
316 Lake St.
Chisholm, MN 55719
(218) 254-5761; Fax: (218) 254-5132

2366 Rayburn House Office Building
Washington, D.C. 20515
(202) 225-6211; Fax: (202) 225-0699
E-mail: oberstar@hr.house.gov
Term expires January 1997

President

William J. Clinton
White House
1600 Pennsylvania Ave. N.W.
Washington, D.C. 20500
(202) 456-1414
E-mail: President@whitehouse.gov

**Presidential Inquiries and
Comments Office**

1-202-456-1111 (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 ser-
vice charge.)

Iowa's U.S. Senators

Senator Charles E. Grassley
135 Hart Senate Office Building
Washington, D.C. 20510-1501
(202) 224-3744
E-mail:
chuck_grassley@grassley.senate.gov

Senator Tom Harkin
531 Hart Senate Office Building
Washington, D.C. 20510-1502
(202) 224-3254
E-mail:
tom_harkin@harkin.senate.gov.

North Dakota's**U.S. Senators**

Senator Byron L. Dorgan
713 Hart Senate Office Building
Washington, D.C. 20510-3402
(202) 224-2551
E-mail: senator@dorgan.senate.gov

Senator Kent Conrad
724 Hart Senate Office Building
Washington, D.C. 20510-3401
(202) 224-2043
E-mail: NA

South Dakota's**U.S. Senators**

Senator Larry Pressler
243 Russell Senate Office Building
Washington, D.C. 20510-4102
(202) 224-5842
E-mail:
larry_pressler@pressler.senate.gov

Senator Thomas A. Daschle
317 Hart Senate Office Building
Washington, D.C. 20510-4101
(202) 224-2321
E-mail:
tom_daschle@daschle.senate.gov.

Wisconsin's**U.S. Senators**

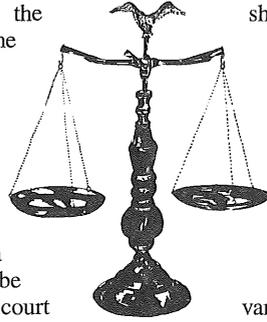
Senator Herb Kohl
330 Hart Senate Office Building
Washington, D.C. 20510-4902
(202) 224-5653
E-mail:
senator_kohl@kohl.senate.gov

Senator Russell D. Feingold
502 Hart Senate Office Building
Washington D.C. 20510-4901
(202) 224-5323
E-mail: senator@feingold.senate.gov

Minnesota Judicial Branch

Article IV 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.



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 as 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.

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 \$7,500 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 1994 more than 83,745 cases were filed in conciliation courts throughout Minnesota.

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 staff of 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 a court hearing is set, usually within a month or six weeks. The person who has been sued has the opportunity to bring a counterclaim, that is, sue the original party for any damages that the original caused. This must be done by a form completed and filed with the court 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

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 the 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 eleven 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 with the chief justice of the Supreme Court, who has the responsibility of supervising and coordinating the work of the state court system. 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 that 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 the other agencies and can make decisions that impact 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, MN 55155, (612) 296-2581.

The Supreme Court has one court term each year beginning in September and continuing through May and often going into June. During the summer the court conducts hearings which do not require oral 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. Seating is on a first-come basis and reservations are not taken. For specific information about what case is being heard on a specific day, call the office of the Clerk of 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 more information or assistance contact the office at 135 Minnesota Judicial Center, St. Paul, MN 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 135-E Minnesota Judicial Center, St. Paul, MN 55155.

Continuing Education for State Court Personnel

(612) 297-7590 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, MN 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, MN 55155.

Planning

(612) 297-7579 Janet K. Marshall, planning 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.

Research

(612) 297-7580 The research division is involved in statistical analysis of the caseloads and research and evaluation of programs and operations 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, MN 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, MN 55155.

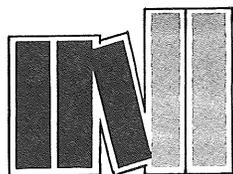
Minnesota State Law Library

Minnesota Statutes, Section 480.09

(612) 296-2775 Marvin R. Anderson, state law librarian. 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 \$5,000 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, and 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.

MSLL 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 200,000 volumes and over 200,000 microfiche. Its services are available to anyone doing legal research. This does include the general public. The State Law Library is located in the Minnesota Judicial Center, 25 Constitution Avenue, St. Paul, MN 55155

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 most 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 (612) 297-2088. For reference assistance contact (612) 297-7651.

Library hours are as follows:

Monday-Friday 8:30 a.m.-5:00 p.m.

Saturdays 8:30 a.m.-12:30 p.m. (Sept.-May)

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, as well as other legal materials. Contact the CALR service at (612) 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 (612) 297-2089. The library publishes a newsletter, *LOQUITUR*, twice each year. Each issue includes information concerning the library, a bibliography of new materials, and a column by the state law librarian.

MSLL advises and assists county law libraries in the state according to *Minnesota Statutes* 134.16. The library 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 quarterly *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 eight adult correctional facilities in Minnesota. For further information on these programs, contact the head of Outreach Services at (612) 297-2087.

State Board of Law Examiners

(612) 297-1800 Margaret Fuller Corneille, director. The Minnesota Board of Law Examiners is responsible for conducting a background investigation of all applicants for admission to the practice of law in Minnesota. The board also prepares the bar examination, oversees the grading of the exam and recommends successful candidates to the Supreme Court for admission. Licenses to practice law are issued by the Supreme Court.

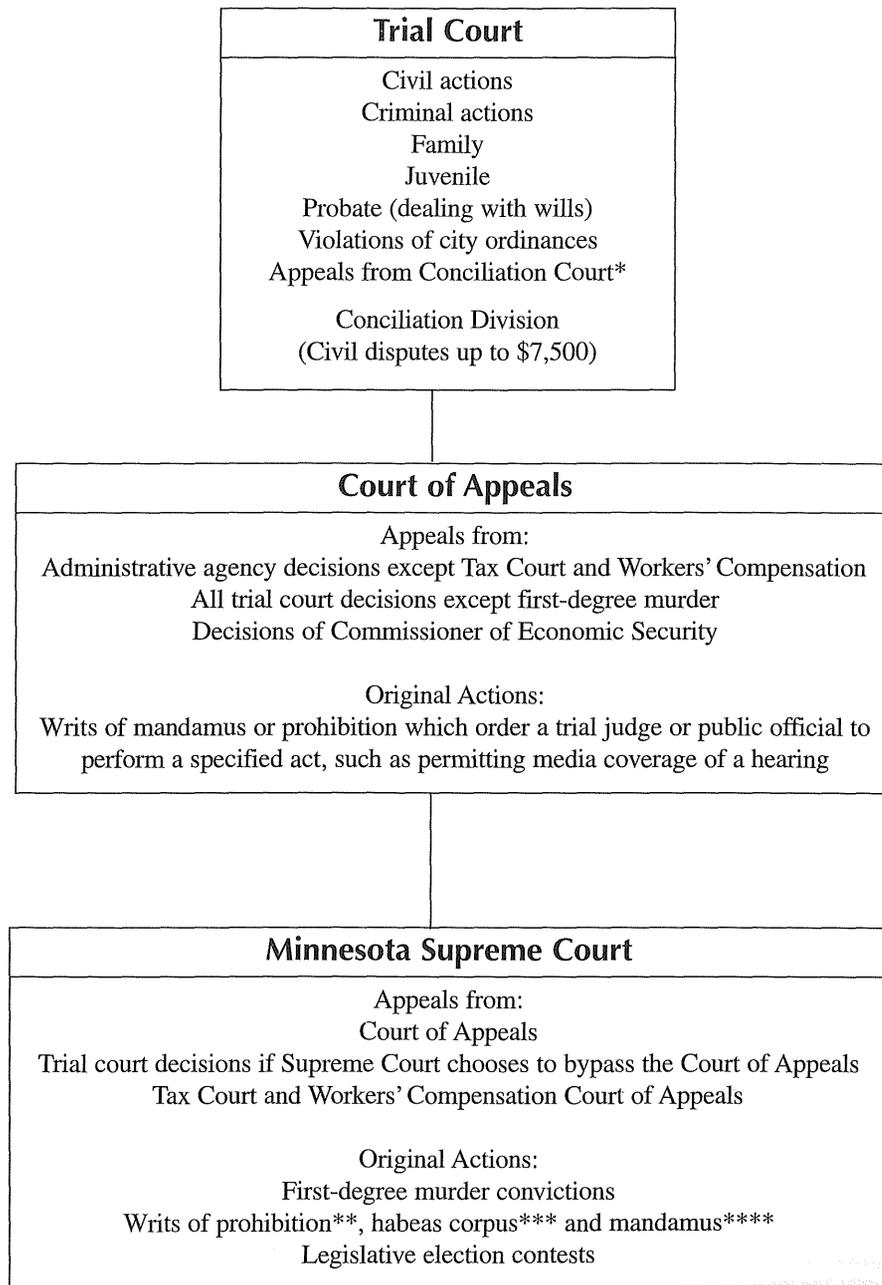
The bar examination is administered twice each year, in February and July. Applicants must have graduated from an ABA accredited law school prior to taking the exam. Timely filing is on October 15 for the February exam, and on March 15 for the July exam. The timely filing fee is \$300. An application submitted after the timely filing date, but on or before December 15 for the February exam, or May 15, for the July exam must include a late fee of \$150 bringing the total fee to \$450.00.

An applicant who has been unsuccessful on a previous Minnesota bar examination and who files on or before December 15 for the February examination or May 15 for the July examination, pays a fee of \$300.00.

Attorneys sitting for the Minnesota Exam who were admitted in another jurisdiction for more than 6 months, must pay \$625.00.

The examination requirement will be waived for attorneys admitted in other states who have been engaged in the practice of law for five of the seven years immediately preceding the date of filing the

How the Minnesota Court System is Structured



* Called **trial de novo** — actually a new trial, not just a review of the conciliation court.
 ** **Writ of prohibition** — asks that a governmental body or official be prevented from doing something that might cause harm
 *** **Habeas corpus** — a complaint alleging that someone has been unlawfully confined and is asking for release.
 **** **Mandamus** — asks that a governmental body or official be prevented from doing something that might cause harm.

application. Attorneys who scored 145 or higher on the MBE portion of a bar exam taken in another state may also be admitted without examination.

The Board of Law Examiners is appointed by the Supreme Court and is composed of nine members, seven of whom are lawyers and two of whom are public members. Appointments are for a term of three years. The board elects its own secretary and the president is appointed by the Supreme Court. For more information contact the board at 25 Constitution Avenue, Suite 110, St. Paul, MN 55155.

State Board of Continuing Legal Education

(612) 297-7100 **Margaret Fuller Corneille, director.** This office approves programs for attorneys' continuing legal education requirements as set by the Supreme Court. All lawyers in Minnesota must complete 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. Attorneys who fail to comply with CLE are recommended by the board for suspension of their active status licenses.

The board 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, two terms, except for the chair. For more information contact the board at 25 Constitution Avenue, Suite 110, St. Paul, MN 55155.

State Board of Legal Certification

(612) 297-1800 **Margaret Fuller Corneille, director.** The Board of Legal Certification regulates the certification of lawyers as specialists in Minnesota. The board approves and regulates private agencies which certify individual attorneys as specialists in designated areas of legal practice.

The board consists of 12 members, nine of whom are lawyers and three of whom are public members. All are appointed by the Supreme Court. Members serve a maximum of two three-year terms. For more information contact the board at 25 Constitution Avenue, Suite 110, St. Paul, MN 55155.

Lawyers Professional Responsibility Board; Office of Lawyers Professional Responsibility

(612) 296-3952; 1-800-657-3601; Fax: (612) 297-5801 **Marcia A. Johnson, director.** The office is established by the Minnesota Supreme Court to investigate complaints of unethical conduct against any Minnesota lawyer. Most complaints are investigated initially by district 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 Lawyers Professional Responsibility Board which may direct the filing of a petition in the Supreme Court seeking public discipline or disbarment. It is the responsibility of the director's office to prosecute public petitions seeking discipline or disbarment.

The board was established by the Supreme Court in 1971 and is funded by attorney registration fees. The board consists of 13 lawyer members, nine non-lawyer members and a chairman. Members may serve two three-year terms. The director of the Office of Lawyers Professional Responsibility is appointed by the Supreme Court and serves at its pleasure. The director has a staff of attorneys and such additional personnel as may be approved by the court.

To file a complaint, request a brochure or for more information, contact the office by calling the above number or writing to 25 Constitution Avenue, Suite 105, St. Paul, MN 55155.

Client Security Board

(612) 296-3952; 1-800-657-3601; Fax (612) 297-5801 **Marcia A. Johnson, director.** The Client Security Board administers the Client Security Fund which is a fund established by the Minnesota Supreme Court in 1987 to reimburse clients who suffer loss of money or other property from the dishonest conduct of their attorney. The fund is a remedy of last resort for clients who cannot be repaid from other sources.

The Client Security Board consists of five lawyer members and two non-lawyer members. All board members serve without compensation as a public service. Members may serve two 3-year terms. The director of the Client Security Board is appointed by the Supreme Court and serves at its pleasure. The Office of Lawyers Professional Responsibility provides staff services for the Client Security Board.

To request a claim form or for more information, contact the Board by calling the above number or writing to 25 Constitution Avenue, Suite 105, St. Paul, MN 55155.

Board on Judicial Standards

(612) 296-3999 **DePaul Willette, executive secretary.** The board is an independent state agency that investigates allegations of ethical misconduct by Minnesota judges and referees. The board may issue private discipline, or it can recommend judicial discipline to the Supreme Court, including censure, suspension, retirement or removal of judges. It was established in 1971. (*Minnesota Statutes* 490.15 and 490.16.) Its rules are made by the Minnesota Supreme Court. The board has a staff of two.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Board on Judicial Standards** educates the judiciary and the public on the role of the Code of Judicial Conduct. The board consists of 10 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. No member may serve more than two full four-year terms or their equivalent. Monthly meetings, usually 5-6 hours, within the metropolitan area, and occasional special meetings. **Appointing Authority:** Governor. Senate Confirmation. **Compensation:** \$55 per diem.

Any person can file a complaint concerning possible judicial misconduct with the board. The complaint should be made in writing, specifically describing the judge's conduct. The letter should include the name of the judge, relevant dates and names of witnesses and should be mailed to the board's office. Copies of court documents or transcripts may be included.

All complaints are carefully reviewed by the board's legal staff and given to each board member for his or her consideration. Complaints are handled as promptly as circumstances permit. The board may dismiss a complaint, conduct a staff inquiry or order a public hearing. A public hearing may result in a recommendation of discipline to the Supreme Court.

The board does not have the authority to direct a judge to take legal action or to review a case for judicial error, mistake or other legal grounds. The judge's rulings or exercise of discretion are not a basis for board action. These functions are for the state's appellate courts.

To file a complaint or request more information, contact the board by calling (612) 296-3999 or by writing to the Board on Judicial Standards, 2025 Centre Pointe Blvd., Suite 420, Mendota Heights, MN 55120. Upon request, a brochure is available with more information on the board and how to file a complaint with it. If you have a hearing disability, you can communicate with the board by TDD using the State Relay service (Metropolitan Area 297-5353, Greater Minnesota, call toll-free 1-800-657-3529) Other special accommodations on request.

State Public Defender

(612) 627-6980 **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.). They can be reached at 95 Subplaza, Law Center, University of Minnesota, Minneapolis, MN 55455, telephone: (612) 625-6336.

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.). They are located at the public defender's office listed below, telephone: (612) 627-5416.

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 felony, gross misdemeanor, misdemeanor, or juvenile crimes.

Correspondence and inquiries should be made to the State Public Defender's Office which is located at 2829 University Avenue, S.E., Suite 600, Minneapolis, MN 55414.

Citizen participation and appointment: (For more information see pages 1 and 272). The **State Board of Public Defense** shall approve and recommend a budget to the legislature, as well as establish procedures for distribution of state funding for the board, the Office of State Public Defender, the judicial district public defenders, and the public defense corporations; and the board approves standards for these offices. The board also appoints the State Public Defender and all Chief Public Defenders of Judicial Districts. The seven member board consists of three public members appointed by the governor and four attorneys acquainted with defense of persons accused of a crime, but not employed as prosecutors, appointed by the Minnesota State Supreme Court. **Appointing Authority:** Governor. Supreme Court. **Compensation:** \$55 per diem and expenses reimbursed.

Judicial District Chief Public Defenders

First Judicial District

Rick Mattox, chief public defender
7300 West 147th Street, Suite 400
Apple Valley, MN 55124
(612) 953-6070; FAX: (612) 953-6073

Second Judicial District

Jim Hanks, chief public defender
1808 American National Bank Building
101 East Fifth Street
St. Paul, MN 55101
(612) 215-0600; FAX (612) 215-0673

Third Judicial District

Candace Rasmussen, chief public defender
66 East Third Street
P.O. Box 886
Winona, MN 55987
(507) 453-2970; FAX: (507) 453-2976

Fourth Judicial District

William R. Kennedy, chief public defender
317 Second Avenue South, Suite 200
Minneapolis, MN 55401-0809
(612) 348-7530; FAX: (612) 348-6179

Fifth Judicial District

Leonardo Castro, chief public defender
2070 Mankato Place
P.O. Box 1059
Mankato, MN 56002-1059
(507) 389-5138; FAX: (507) 389-5139

Sixth Judicial District

Fred Friedman, chief public defender
1400 Alworth Building
Duluth, MN 55802
(218) 722-4911; FAX: (218) 722-2735

Seventh Judicial District

John Moosbrugger, chief public defender
816 West St. Germaine, Suite 410
St. Cloud, MN 56301
(320) 255-3753; FAX: (320) 654-5439

Eighth Judicial District

Timothy S. Johnson, chief public defender
432 West Litchfield Avenue
Willmar, MN 56201
(320) 231-6064; FAX (320) 231-6065

Ninth Judicial District

Kris Kolar, acting first assistant
403 Fourth Street Northwest
Four West Office Building
P.O. Box 945
Bemidji, MN 56601-0945
(218) 755-4333; FAX (218) 755-4335

Tenth Judicial District

Jenny Walker, chief public defender
433 Jackson Street
Anoka, MN 55303
(612) 422-3350; FAX: (612) 422-3592

Public Defense Corporations which do some of the Trial Criminal Court Defense Work:

Legal Rights Center - 1611 Park Avenue S., Minneapolis, MN 55404 (612) 337-0030

Neighborhood Justice Center - 464 South Robert Street, St. Paul, MN 55107 (612) 227-8497

Dakota County 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

Civil Legal Service Programs

The following legal service programs are not state agencies, but receive some public funding. They provide legal assistance in civil matters only, primarily to low income and elderly persons. Due to limited funding, programs are not able to handle all requests received. Program offices below may have branch offices in your area.

Minnesota Legal Assistance Corporations:

Anishinabe Legal Services

(Serving Indian and non-Indian residents of Leech Lake, White Earth and Red Lake Reservations.)

411 1st Street N.W., P.O. Box 157 Cass Lake, MN 56633
(218) 335-2223; (clients only: 1-800-422-1335)
FAX: (218) 335-7988

Judicare of Anoka County*(Serving Anoka County)*

1201 89th Avenue N.E., Suite 310, Blaine, MN 55434
 (612) 783-4970; FAX: (612) 783-4959

Legal Aid Service of Northeastern Minnesota - LASNEM**LASNEM-Duluth Office***(Serving Carlton, Cook, Koochiching, Lake, Pine, and St. Louis Counties)*

424 West Superior Street, 302 Ordean Bldg., Duluth, MN 55802
 (218) 726-4800; TDD: (218) 726-4826
 (clients only: 1-800-622-7266); FAX: (218) 726-4804

LASNEM-Pine City Office*(Serving Kanabec and Pine Counties)*

235 6th Street, Pine City, MN 55063
 Voice and TDD: (320) 629-7166; FAX: (320) 629-0185

LASNEM-Brainerd Office*(Serving Aitkin, Cass, and Crow Wing Counties)*

Westport Shopping Center, 1300 Hwy. 210 W., Suite 116
 Brainerd, MN 56401
 (218) 829-1701 (clients only: 1-800-933-1112 [TDD Accessible]);
 FAX: (218) 829-4792

LASNEM-Virginia Office*(Serving north St. Louis County)*

Olcott Plaza, Suite 150, 820 N. 9th Street, Virginia, MN 55792
 Voice/TDD: (218) 749-3270; FAX: (218) 749-0706

LASNEM-Grand Rapids Office*(Serving Itasca County)*

204 1st Avenue N.W., Suite 7, Grand Rapids, MN 55744
 Voice/TDD: (218) 326-6695

Legal Services of Northwest Minnesota, Inc. (LSNM)**LSNM-Moorhead Office***(Serving Becker, Clay, Kittson, Marshall, Norman, Otter Tail [LSC only], Pennington, Polk, Pope, Red Lake, Roseau, and Wilkin [LSC only] Counties)*

403 Center Avenue, P.O. Box 714, Moorhead, MN 56560
 (218) 233-8585, (clients only: 1-800-450-8585);
 FAX: (218) 233-8586

LSNM-Bemidji Office*(Serving Beltrami, Clearwater, Hubbard, Lake of the Woods, and Mahnomon Counties)*

403 4th Street N.W., Suite 235, P.O. Box 1883, Bemidji, MN 56601
 (218) 751-9201, (clients only: 1-800-450-9201);
 FAX: (218) 751-9217

LSNM-Alexandria Office*(Serving Douglas, Grant, Pope, Stevens, Traverse, and Wadena Counties and seniors only in Becker, Clay, Otter Tail, and Wilkin Counties)*

700 Cedar, Suite 44, Alexandria, MN 56308
 (320) 762-0663 or 1-800-450-2552; FAX: (320) 762-0740

Mid-Minnesota Legal Assistance (MMLA)**MMLA: Legal Aid Society of Minneapolis (LASM)****LASM-Downtown Office***(Serving Hennepin County)*

430 1st Avenue N., Suite 300, Minneapolis, MN 55401-1780
 (612) 332-1441; TDD: (612) 332-4668;
 FAX: (612) 334-5755

LASM-Southside Office*(Serving south Minneapolis)*

2929 4th Avenue S., Minneapolis, MN 55408
 (612) 827-3774; TDD: (612) 827-1491;
 FAX: (612) 827-7890

LASM-Northside Office*(Serving north Minneapolis)*

2507 Fremont Avenue N., Minneapolis, MN 55411
 (612) 588-2099; TDD: (612) 522-7166; FAX: (612) 522-7754

MMLA: East Central Minnesota Legal Services-Cambridge Office*(Serving LSC clients in Chisago and Isanti Counties)*

1567 E. Hwy. 95, Cambridge, MN 55008
 Local: (612) 689-2849; Metro: (612) 427-4613;
 (clients only: 1-800-622-7772); FAX: (612) 427-8841

MMLA: St. Cloud Area Legal Services-St. Cloud Office*(Serving Benton, Mille Lacs, Morrison, Sherburne, Stearns, Todd, and Wright Counties. Seniors only, Wadena County)*

830 W. St. Germain, Suite 300, P.O. Box 896, St. Cloud, MN 56302
 (320) 253-0121 (Voice/TDD clients only: 1-800-622-7773);
 FAX: (320) 253-5304

MMLA: Western Minnesota Legal Services-Willmar Office*(Serving Big Stone, Chippewa, Kandiyohi, Lac Qui Parle, Lincoln, Lyon, Meeke, Renville, Swift and Yellow Medicine Counties)*

620 Litchfield Avenue SW, Suite 101, Willmar, MN 56201-3246
 (320) 235-9600; 1-800-622-4011; TDD (320) 235-9602;
 FAX: (320) 235-1030

Southern Minnesota Regional Legal Services (SMRLS)

46 E. 4th Street, Suite, 700, St. Paul, MN 55101

(612) 228-9823; FAX: (612) 228-9450

SMRLS-St. Paul Central Office*(Serving Dakota [seniors only], Ramsey, and Washington Counties)*

46 E. 4th Street, Suite 300, St. Paul, MN 55101
 Voice/TDD: (612) 222-5863; FAX: (612) 297-6457

SMRLS-Mankato Office**Legal Advocacy for Older Americans Project***(Serving Blue Earth, Brown, LeSueur, Martin, McLeod, Nicollet, Sibley, Waseca, and Watonwan Counties. Seniors unit also serves Faribault County)*

1302 S. Riverfront Drive / P.O. Box 3304,
 Mankato, MN 56002-3304
 Voice (507) 387-5588; TDD: (507) 388-8462,
 (clients: 1-800-247-2299 only); FAX: (507) 387-2312

SMRLS-Prior Lake*(Serving LSC clients in Carver, Dakota, and Scott Counties; and seniors in Carver and Scott Counties)*

16174 Main Avenue, Prior Lake, MN 55372
 (612) 440-1040; FAX: (612) 440-1041

SMRLS-Albert Lea Office*(Serving Faribault, Freeborn, Mower, Rice, and Steele Counties)*

132 N. Broadway, Albert Lea, MN 56007
 (507) 377-2831, (clients only: 1-800-223-0280);
 FAX: (507) 377-2832

SMRLS-Winona Office*(Serving Dodge, Fillmore, Goodhue, Houston, Olmsted, Wabasha, and Winona Counties)*

66 E. 3rd Street / P.O. Box 1266, Winona, MN 55987-7266
 Voice/TDD: (507) 454-6660,
 (clients only: 1-800-372-8168); FAX: (507) 454-6667

SMRLS-Worthington Office*(Serving Cottonwood, Jackson, Murray, Nobles, Pipestone, Redwood, and Rock Counties)*

926 5th Avenue, Worthington, MN 56187
 (507) 372-7368, (clients only: 1-800-233-0023);
 FAX: (507) 372-2574

Workers' Compensation Court of Appeals

25 Constitution Ave., 405 MN Judicial Center, St. Paul, MN 55155-1500
Steven D. Wheeler, chief judge, (612) 296-6526
FAX: (612) 297-2520; TDD: (612) 297-5353 (Minnesota Relay Service)
1-800-627-3529 (Out-of-Metro area)

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 five 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 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 administration department'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.

Citizen participation and appointment: (For more information see pages 1 and 272). The **Workers' Compensation Court of Appeals** 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. Member must file with the Ethical Practices Board. **Appointing Authority:** Governor. Senate confirmation. **Compensation:** \$83,500 per year; Chief Judge - \$87,675 per year.

State Employee Organizations

The following state employee organizations are not official parts of the State of Minnesota. Yet, they are listed here because they provide opportunities for professional, cultural and/or social development while offering services to the public, other units of government and state employees. They also offer collective bargaining and employee/employer dispute resolution methods. Membership in them, except for employee unions which are by bargaining unit assignment, is open to all state employees, from clerks to commissioners, janitors to judges, and law enforcement officers to legislators.

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 the lives of public service employees in Minnesota.

Minnesota State Band

(612) 296-1577 The Minnesota State Band is the official band of the State of Minnesota. It 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.



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 for its performances scheduled throughout the year. The band maintains a library to support the various types of concerts and ceremonial functions it is asked to present.

Each year the band performs in excess of 20 concerts. 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) 296-1577. 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. Any Minnesota resident may apply for membership in the band. Rehearsals are held throughout the year on selected Wednesday evenings in the State Capitol area in St. Paul from 7:30 to 9:45 p.m. At least two rehearsals are held each month with most performances scheduled on Wednesday evenings. Performances on other than Wednesday evenings are announced and 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) 296-1577.

The Minnesota State Band is funded by a legislative appropriation and through private tax deductible contributions. The band is administered by its executive committee of nine band members, with its officers being its conductor, associate conductor, board president, and treasurer.

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.

In 1990, the State Band was invited to represent the USA at the 2nd International Music Festival in Spain and also toured France and Switzerland. During June 1992 the band toured Poland, Czechoslovakia, Germany and Austria. In 1993 the band was invited to represent the USA at the Eurofanfares '93 International Music Festival in France. It has plans for another international tour in 1997.

In Minnesota, the band has performed throughout the state and 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 on Wednesday evenings in August.

In August 1994 the State Band hosted the Ellzer City Band of Bavaria, Germany, and during July 1995 the Aixheim City Band of Baden-Wurtzenberg, Germany. Both of these bands hosted the State Band while it was on previous tours in Europe.

Capitol Barber Shop

(612) 291-1600 Owned and operated by Ken Kirkpatrick since 1972, the barbershop 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. The barbers serve state employees and the public, offering cutting, styling, shaves, coloring and perms, and color makeovers. Also on staff is cosmetologist Colleen Martinez, specializing in women's hair. Appointments are taken Monday through Friday 8:00 a.m. to 6:00 p.m.

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 and is operated by Associates for Child Development Inc., a child care firm owned by Claudia McPeck-Doran.

Capitol Child Care provides supervised care of all children between the hours of 6:30 a.m. and 6:00 p.m. by trained, qualified staff. The facility is licensed for 110 children.

- Infants six 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.

Hiway Federal Credit Union

Main Office: 111 Empire Drive, St. Paul MN, 55103

**Satellite Office: Transportation Bldg., Room B-23,
St. Paul, MN 55155**

(612) 291-1515; Statewide toll-free: 1-800-899-5626;

TDD: (612) 291-0466

Membership in Hiway Federal Credit Union is open to employees of the Department of Transportation, Department of Public Safety, John Roberts Printing Company, Hiway Federal Credit Union and a few select employee groups. The spouse of a member, the blood or adoptive relative to either of them, and their spouses are also eligible to join.



To join 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 make a minimum \$5 deposit into their share savings account. This amount, plus accumulated dividends, may be withdrawn at anytime a member wishes to close his/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 from \$100,000 to \$350,000 are insured by the American Share Insurance (ASI), a sound private company.

Types of services available to members are share savings, share draft (checking), IRA accounts, money market, certificates, personal loans, real estate loans, Tellerphone (audio response system), Instant Cash Cards, check cards, direct deposit/payroll deduction, safe deposit boxes, money orders, travelers checks and drive up facility.

Call the credit union for more information at (612) 291-1515.

State Capitol Federal Credit Union (SCCU)

SCCU Full Service Offices, (612) 291-3700:

**SCCU-St. Paul, (612) 291-3700,
95 Sherburne Ave., St. Paul, MN 55103**

**SCCU-University, (612) 291-3700,
1413 - 4th St. S.E., Minneapolis, MN 55414**

**SCCU-Stadium Village, (612) 291-3700,
825 Washington Ave. S.E., Mpls, MN 55414**

**SCCU-Roseville, (612) 291-3700,
2730 Snelling Ave. N., Roseville, MN 55113**

**SCCU-Rochester, (507) 285-0352,
1310 - 7th St. N.W., Rochester, MN 55901**

Membership in State Capitol Federal Credit Union is open to state employees as well as employees of public and private organizations that receive funding from the State of Minnesota. Once you become an SCCU member, your spouse and relatives are eligible to join. If you retire or change employment, you may retain your membership with SCCU.



State Capitol Federal Credit Union

SCCU is different from most banks and savings and loans because members own and govern the credit union. Members participate in elections for the Board of Directors, providing input on how SCCU operates.

SCCU offers many of the same services provided by other financial institutions including savings and checking accounts, ATM access, VISA Classic and VISA Gold cards, direct deposit, payroll deducting,

automatic payments, and 24-hour touch tone banking. You can invest in certificates of deposit and money market or IRA accounts, all at competitive rates.

A variety of loan services are available to its members at low rates including new or used automobile, snowmobile, personal watercraft, and RV's. An added benefit for new car buyers is the Capitol Car Discount Program which provides members with significant savings on new cars and trucks.

SCCU is located throughout the Minneapolis-St. Paul metro area. There is an office in St. Paul across from the State Capitol, two offices on the University of Minnesota-Minneapolis campus — one in Dinkytown and one in Stadium Village — one office in Roseville across from Rosedale, and one in Rochester. In addition to these five full-service offices, we have 19 Representative sites located throughout Greater Minnesota.

If you would like more information about SCCU or the location of the office or Representative site nearest you, call our telephone service representatives at (612) 291-3700 or (800) 322-7228 in Greater Minnesota.

Open Your Heart to the Hungry and Homeless

(612) 296-3574 Michael J. Fratto, president.

(612) 224-8011 Arna Yetter, executive director. Open Your Heart is a statewide charitable organization that raises funds through

annual campaigns among public employees. The money raised is distributed to non-profit organizations providing food and shelter through a grant review process. Grant applications are reviewed by a board committee and approved, modified or rejected by the board. Grants are made throughout the year based on fund availability.



Mission Statement: Open Your Heart to the Hungry and Homeless works to help alleviate hunger and homelessness by granting funds to Minnesota's food and shelter providers as well as promoting education about the causes of and potential solutions for the problems of hunger and homelessness.

Open Your Heart to the Hungry and Homeless was organized in 1986 by employees and representatives of the bargaining units of the Department of Economic Security (then named the Department of Jobs and Training). The idea came as a result of the success of a Thanksgiving food drive challenge issued by the commissioner and the need state employees saw in their day-to-day activities.

In its tenth year, annual revenues exceed \$500,000. More than 65 percent is raised from State and University of Minnesota employees. The remainder is raised from employees from the Cities of St. Paul and Minneapolis, and Dakota, Ramsey and Hennepin Counties and a few smaller organizations. Total grants made to date exceed \$3,000,000 with less than 7 percent of total income going to administrative and fund-raising expenses.

Open Your Heart is operated by a 19-member Board of Directors serving two-year terms. The board composition is 14 public employees, three persons experienced in food shelter programs, two at-large members and an elected treasurer. Half are elected each year at the annual meeting in December. Any public employee is eligible to serve on the board whether or not their employer allows Open Your Heart to solicit their employees. Applications to the board are made through a letter which indicates the public agency the employee works for or his/her qualifications and interest for board positions for which he or she wishes to be considered.

In addition, anyone who wishes to volunteer their time, but not wishing to commit to serving on the board may volunteer for one of the standing committees or during the annual employee campaigns, by contacting the office at 121 E. Seventh Place, Suite 190, Metro Square Bldg., St. Paul, MN 55101.

Professional Organizations

Minnesota Chapter IAPES

(612) 296-3574 IAPES (International Association of Personnel in Employment Security) is a professional development organization for persons who work in the state employment security system and local providers of employment and training programs, and others interested in the public labor exchange and unemployment insurance system.

The local chapter joins 52 other jurisdictions in the United States, including Puerto Rico, and international components from Canada, China, England, Latvia, Mexico and Poland in an open exchange of employment and training initiatives, strategies, policies, and technical developments to improve service to the workforce and employers.

The local chapter sponsors two educational conferences each year. Usually the fall conference is held in outstate Minnesota while the spring conference is held in a Twin Cities location. The Minnesota chapter expects to host the 2000 International Convention in Minneapolis. Contact Mike Fratto (612) 296-3574, Dale Ketchum (612) 296-8848, or Karen Karkula (612) 945-3606.

Associations for Communicators in Government

Two organizations for government communicators provide professional development, resource sharing and specialized training opportunities. Each publishes a newsletter and hosts speakers, workshops, conferences and awards programs.

The **Minnesota Association of Government Communicators (MAGC)** is an independent group of communicators in government at all levels. For more information contact Jane Kennedy, (612) 297-3566, Minnesota Housing Finance Agency, 400 Sibley Street, Suite 300, St. Paul, MN 55101; or Shari Moore, (612) 266-8686, City of St. Paul, Office of Citizen Service, 170 City Hall - Court House, 15 W. Kellogg Blvd., St. Paul, MN 55102.

The **Voyageur Chapter of the National Association of Government Communicators (NAGC)** is the NAGC Minnesota chapter. It is part of a national network of almost 20 chapters in various stages of activity. Established in 1976 with the merger of the Federal Editors Association with the Government Information Organization, NAGC holds a national conference, publishes a national magazine, and sponsors an international awards program. For more information contact Karen Stradal, (612) 297-2294, Minnesota Department of Public Service, 200 Metro Square Bldg., 7th & Robert Streets, St. Paul, MN 55101; or Terry Bluml, (612) 725-5201, 88th U.S. Army Reserve Command, Fort Snelling, MN 55111; or NAGC (703) 519-3902, 669 South Washington St., Alexandria, VA 22314.

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. The club is a member of the Minnesota Ski Council, which operates a hearing impaired ski instruction program and a premier downhill racing program. Club membership is no longer limited to state employees. Dues for new members is \$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 to 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 Lucian (Boz) Castor (612) 490-5986, or Mike Fratto (612) 296-3574.

Capitol Hill Softball League

(612) 296-3637 or 296-1688 Started in 1973 for state employees, with 12 teams, the league grew at one time to 32 teams and is now at 16 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 \$560 per team 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.

State Employee Sports Club

The club, organized in 1983, seeks to develop and maintain a higher level of physical and emotional fitness and improved health among state employees. Completely employee-initiated and funded, the club offers aerobic exercise, basketball and volleyball. It also serves as a clearinghouse for information about other existing activities such as softball leagues, tennis ladders, golf leagues, an investment club, and can assist in starting new activities. For more information contact Verna Hennebray (612) 297-3084, or Debbie Hagen (612) 296-8098.



State Employees, Inc. (SEI)

(612) 296-5195 A nonprofit, social organization open to any state employee, SEI has about 700 members. It is governed by a board of 21 members elected to three-year terms. In October the board then elects four officers: president, vice president, secretary and treasurer.

Membership runs for a year from date of signing up. Annual dues are \$2.00. Membership provides discounts for movies, theatre, Valleyfair, Minnesota Zoo, State Fair, Renaissance Festival, Disney World Magic Kingdom and many other businesses and services. SEI is now a member of Minnesota Employee Recreation and Services Council and the National Employee Recreation and Services Council, which offer a wider range of discounts to members. Members are invited to participate in the fall "scotch doubles" bowling tournament, and golf and softball tournaments in late summer.

SEI is always looking for employees to serve as officers and to help keep state agency employees abreast of what is available and happening. For more information, to become a member, or to inquire about discounts, write to SEI, P.O. Box 75202, St. Paul, MN 55175, or call Virginia Nienow at 296-5195 or Mary Posey at 296-8683.

Stately Striders

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 Byron Adams (MPCA) 297-8373 or Luke Charpentier (MPCA) (612) 296-8445.

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 at the time this edition was printed (Jan. 1996):

Capitol Square Toastmasters

(612) 296-9866 Meetings are held every Monday from noon-1:00 p.m. in the First Floor Conference Room #146 at the Capitol Square Bldg., 550 Cedar Street, St. Paul. For more information call Richard L. Peterson, 296-9866. The club celebrated its 10th anniversary November 1995.

Capitol Toastmasters

(612) 296-3933 Meetings are held every Tuesday from noon-1:00 p.m. in Room 406 Transportation Bldg. Annual dues are \$48. For more information call Dagmar Runyon, 296-3933.

Free Speech Toastmasters

(612) 296-2187 or 297-3181 This group meets every Wednesday from noon-1:00 p.m. at 500 Centennial Bldg., 658 Cedar Street, St. Paul. For more information contact Gitte Mohr, 296-2187 or Victor Opio 297-3181.

Highnooners Toastmasters

(612) 297-3421 or 297-5583 This group holds its weekly Meetings every Monday from noon-1:00 p.m. at the Department of Economic Security offices at 390 North Robert Street, St. Paul. Locations vary week to week, but are posted in the entry level of the building. For information contact George deClouet 297-3421 or Betty Kainz 297-5583.

River Park Toastmasters

(612) 297-2149 or 297-5199 River Park Toastmasters is a community club meeting at the Revenue Building, 10 River Park Plaza. They meet in the basement in Room G-70 the second and fourth Thursday of every month from noon-1:00 p.m. For more information, contact Susan Barry 297-2149 or Mike Bublitz 297-5199.

Minnesota Law Enforcement Association (MLEA)

P.O. Box 9277, North St. Paul, MN 55109-0277
Michael R. Hamm, president (612) 777-3095

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 Agent 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 11-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 employee's paychecks. Call the president for more information.

American Federation of State, County and Municipal Employees, Council 6, AFL-CIO (AFSCME - Council 6)

**300 Hardman Avenue South, Suite 3,
 South St. Paul, MN 55075-2470
 (612) 450-4990; FAX: (612) 450-1908
 Pete Benner, executive director
 Roger Dahlquist, president**

AFSCME Council 6 represents 24,000 state and university employees in 70 local unions. Included are employees in six state bargaining units: Unit #202 - craft, maintenance and labor; Unit #203 - service; Unit #204 - health care non-professional; Unit #206 - office and clerical; Unit #207 - technical; and Unit # 208 - correctional officers. Council 6 also represents employees in three University of Minnesota units: U of M Hospital Local 1164, office and clerical, and technical. Finally, Council 6 represents employees at the private food service contractors at Bemidji State University, St. Cloud State University, and Southwest State University.

Council 6 is led by a president and executive director. It is governed by a 35-person Executive Board which meets monthly. In addition, it holds two conventions a year which are the ultimate governance of the union. The conventions are composed of over 500 representatives of rank and file employees elected by their local unions. The council also has 27 field staff and 10 office staff to provide bargaining, legislative, organizing, grievance handling, and other services to its members. In addition, Council 6 houses dislocated worker program staff for state employees and for University of Minnesota employees.

Council 6 is one of four AFSCME Councils in Minnesota. AFSCME represents almost 50,000 employees in the state at all levels of government and in the private sector. Nationally, AFSCME has over 1.25 million members and is the second largest union in the national AFL-CIO. It is the largest AFL-CIO union representing public employees.

In 1996, AFSCME Council 6 will celebrate its 50th anniversary. For those 50 years it has worked to promote economic security and dignity for state and university employees - as well as public services which are high quality, cost-efficient, and meet the needs of Minnesota's taxpayers. In recent years, the council has become involved in a number of joint labor management programs. The major ongoing programs are: the **Joint Labor Management Committee on Health Plans** which has developed the state employee health plans into a model for both the public and private sector on how to deliver quality, cost-effective health insurance; the **Human Resources Innovations Committee** - a joint effort to reinvent the personnel and human resources systems for the state; the **Clerical Issues Meet and Confer Committee** which has developed employee friendly information on how to navigate the personnel system and is now working on reinventing the classification system for office and clerical employees; and the **Transportation Worker Program** in MnDOT which is a joint effort to train and retrain MnDOT employees to be able to provide a broader and more flexible set of services. In addition, the union remains involved in joint efforts to redesign the service delivery system in the Department of Human Services and in the creation of the new Minnesota State Colleges and Universities (MnSCU) higher education system.

The core of the union's day-to-day operations is the negotiations and administration of its labor agreements with the State of Minnesota and the University of Minnesota. AFSCME Council 6 is the lead union in negotiating wages, health insurance benefits, and working conditions for state employees. Throughout the year, local union stewards, members and council staff work to protect the rights of members by enforcing the contract through grievances and local labor-management committees.

Council 6 is actively involved in lobbying the Minnesota Legislature. The union has two full time legislative staff and several part-time lobby staff during legislative session. The scope of lobbying includes immediate issues such as civil service law, public pension law, and the Public Employment Labor Relations Act. It also includes

policy areas such as working for the redesign of the state's Regional Treatment Centers, improved staffing levels in the state's correctional facilities, adequate funding for both the state and U of M higher education programs, and development and funding for quality improvement programs for both the state and the U of M.

Minnesota Nurses Association (MNA)

**1295 Bandana Boulevard North, Suite 140,
St. Paul, MN 55108-5115
Mary Ellen Imdieke, 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, and promotes the economic and general welfare of nurses in the workplace. MNA projects a positive and realistic view of nursing, and lobbies 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 that focus on several areas of nursing practice.

MNA is the bargaining agent for over ninety contracts for nurses throughout the State of Minnesota. Approximately 94% of the MNA membership consists of nurses working under collective bargaining agreements with their employers. These agreements 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. Areas of importance are workplace safety, advocacy issues, 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 working on 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.

Inter Faculty Organization (IFO)

**165 Western Ave. North, Blair Arcade - Suite 8,
St. Paul, MN 55102-4613
Edgar Twedt, president (612) 227-8442;
800-325-9644; FAX (612) 227-0505**

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 IFO conducts collective bargaining on behalf of university faculty employed with the Minnesota State Colleges and Universities (MnSCU). It lobbies in the legislature on higher education funding and issues, and processes grievances and arbitrations arising from the faculty contract with MnSCU.

IFO has a full-time faculty president (current term ends 8/31/96), and six full-time staff members, including Equity Advocate/Legal Counsel; Directors of Labor Relations, Government Relations, and Communications; 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 23 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. In July 1995 the State of Minnesota merged three statewide systems of higher learning into MnSCU, bringing together the State University System, the Community College System, and the Technical College System.

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.

Minnesota Community College Faculty Association (MCCFA)

**165 Western Avenue North, Blair Arcade, St. Paul, MN 55102
Larry Litecky, president (612) 227-7244
1-800-422-1052; FAX: (612) 227-8630**

MCCFA is the elected representative of bargaining unit #10, for community college instructional 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 set by the Delegate Assembly, which also sets dues 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 State University Association of Administrative and Service Faculty (MSUAASF - Affiliated with Minnesota Teamsters Local #320)

**MSU-Box 30, P.O. Box 8400, Mankato, MN 56002
Timothy S. Mulcrone, business agent (612) 331-3873
Richard P. Wheeler, president (507) 389-1011;
FAX: (507) 389-5488**

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. They also serve the needs of various constituencies external to the campuses themselves. Employees provide support, expertise and assistance to one another, and also 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 they serve.

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.

Minnesota Government Engineers Council (MGEC)

525 Park Street, Suite 303, St. Paul, MN 55103

Terry Beaudry, president;

Glenn West, 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 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 meet and negotiate status. Their first contract was negotiated in the Spring of 1979 and became effective 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 Association of Professional Employees (MAPE)

411 Main Street, Suite 400, St. Paul, MN 55102-1049

Dave Arneson, president (612) 227-6457;

toll-free: 1-800-652-9721

Hotline: (612) 227-4850; FAX: (612) 227-5612

Established in 1980, MAPE is the elected representative of state employees in the general professional bargaining unit - # 214. With a current membership of over 8,700 professionals in over 400 career specialties, MAPE's goals are: represent professional employees regarding terms and conditions of employment, advocate for MAPE's interests at the state legislature, and promote the welfare of all MAPE members.

The association's full-time staff includes: business and labor relations representatives, a labor relations director, an operations director and a central office support staff, a legislative affairs director, legal counsel and a president elected by the members to a two-year term.

The contributions and skills of professional employees are recognized in Minnesota's Public Employment Labor Relations Act (PELRA) in a section entitled "Policy Consultants," *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.

MAPE negotiates a contract for professionals every biennium and processes grievances regarding terms and conditions of employment. MAPE's legislative activities protect the rights of its members and monitor the state budgetary and legislative process. Its political action committee screens and endorses candidates for state office.

Dues are set by MAPE's annual Delegate Assembly and are automatically deducted from employees' paychecks. State professional employees who do not sign membership cards are charged a "fair share" dues for the labor relations, contract negotiations, and other administrative services MAPE provides to all in the bargaining unit.

State Residential Schools Education Association (SRSEA)

41 Sherburne Avenue, St. Paul, MN 55103

Dennis Schatz, president (218) 739-7413

Renee Scholen, field representative (612) 431-4046;

FAX: (612) 891-6492

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, 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.

At the Minnesota Center for Arts Education in Golden Valley, 36 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.

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. Call or write for more information.

Middle Management Association (MMA)

525 Park Street, Suite 333, St. Paul, MN 55103-2106

Gary S. Denault, executive director, (612) 222-3811

Toll-free WATS Line: 1-800-642-2372; FAX: (612) 222-3954

Middle Management Association is a labor union representing over 2,700 supervisory employees employed in all state departments and agencies. It is the exclusive bargaining representative for these supervisory employees and bargains a biennial agreement for them that covers both wages, and terms and conditions of employment.

MMA is also active in the legislative process both initiating and influencing legislation that affects supervisory employees.

Middle Management Association staff consists of an executive director, three business representatives and an administrative secretary. Currently (Fall 1995) over 83% of supervisors in Middle Management Association are full dues payers of MMA.

United Technical College Educators (UTCE)

55 Sherburne Avenue, Suite 110, St. Paul, MN 55103

Bruce Hemstad, president (612) 228-0575;

Toll-free: 1-800-377-7783; FAX (612) 228-9881

On July 1, 1995, the United Technical College Educators (UTCE) became the statewide local for all technical college instructors.

UTCE is a unique union. It is the only statewide union affiliated with the Minnesota Education Association (MEA), the Minnesota Federation of Teachers (MFT), the American Federation of Teachers (AFT), the National Education Association (NEA) and the AFL-CIO. These relationships strengthen the status of technical higher education within the education and labor communities and provide immeasurable support for faculty and their concerns.

Prompted by the state's merger of the higher education system, technical college instructors and their union leaders from the Minnesota Education Association and the Minnesota Federation of Teachers began meeting July 14, 1993, to begin laying the ground work for a merged technical college unit.

In December 1993, faculty members voted overwhelmingly for the creation of the United Technical College Educators (UTCE) and approved the UTCE constitution and bylaws.

On Aug. 2, 1994, UTCE was officially certified by the Minnesota Bureau of Mediation Services as the exclusive representative for over 2,000 members of the technical college instructional bargaining unit (# 224).

UTCE leaders and staff have worked diligently to represent the needs and concerns of faculty. Emphasis has been given to bargaining unit determination and job classification; contract negotiations for the first statewide technical college contract 1995-1997; and lobbying during the 94, 95 and 96 legislative sessions.

Membership runs from Sept. 1 through Aug. 31. Dues are based on the percent of time a member works in the bargaining unit. UTCE's five officers, elected to two-year terms in May of each year with staggered terms, are: president (on full-time release), a first and a second vice president, secretary, and treasurer. It has four standing committees: Member Rights, Negotiations, Legislative and Professional Development. UTCE currently has two staff representatives and an administrative assistant. Members receive the UTCE newsletter Connections on a bi-monthly basis.

State Employee Bargaining Representatives (Unions)

Associations and Unions Representing State Employees

| Unit | Association or Union Representative | Address & Phone # |
|---|---|--|
| # 201 Law Enforcement | Minn. State Patrol Troopers Assn. Minn. Bureau of Criminal Apprehension Agents Assn. Minn. Conservation Officers Assn. | Michael R. Hamm, President P.O. Box 9277 North St. Paul, MN 55109-0277 (612) 777-3095 |
| # 202 Craft, Maintenance and Labor | Minn. State Employees Union, AFSCME-Council 6, AFL-CIO | Peter Benner Executive Director 300 Hardman Ave. S., Suite 3 South St. Paul, MN 55075-2470 (612) 450-4990 |
| # 203 Service | Minn. State Employees Union, AFSCME-Council 6, AFL-CIO | Peter Benner Executive Director 300 Hardman Ave.S., Suite 3 South St. Paul, MN 55075-2470 (612) 450-4990 |
| # 204 Health Care Non-Professional | Minn. State Employees Union, AFSCME-Council 6, AFL-CIO | Peter Benner Executive Director 300 Hardman Ave. S., Suite 3 South St. Paul, MN 55075-2470 (612) 450-4990 |
| # 205 Health Care Professional | Minn. Nurses Association (MNA) | Tom Breslin Linda Lange Labor Relations 1295 Bandana Blvd. N., Ste 140 St. Paul, MN 55108-5115 (612) 646-4807 |
| # 206 Clerical-Office | Minn. State Employees Union, AFSCME-Council 6, AFL-CIO | Peter Benner Executive Director 300 Hardman Ave. S., Suite 3 South St. Paul, MN 55075-2470 (612) 450-4990 |
| # 207 Technical | Minn. State Employees Union, AFSCME-Council 6, AFL-CIO | Peter Benner Executive Director 300 Hardman Ave. S., Suite 3 South St. Paul, MN 55075-2470 (612) 450-4990 |
| # 208 Correctional Counselor | Minn. State Employees Union, AFSCME-Council 6, AFL-CIO | Peter Benner Executive Director 300 Hardman Ave. S., Suite 3 South St. Paul, MN 55075-2470 (612) 450-4990 |
| # 209 State University Instructional | Inter Faculty Organization (IFO) | Edgar Twedt President Blair Arcade, Suite 8 165 Western Avenue North St. Paul, MN 55102-4613 (612) 227-8442; (800) 325-9644 |
| # 210 Community College Instructional | Minn. Community College Faculty Association | Larry Litecky President 165 Western Avenue St. Paul, MN 55102 (612) 227-7244 |
| # 211 State University Administrative | Minn. State University Assn. of Administrative and Service Faculty/Teamsters Local # 320 | Timothy S. Mulcrone Business Representative 3001 University Ave. S.E. Minneapolis, MN 55414 (612) 331-3873 |
| # 212 Professional Engineering | Minn. Government Engineers Council | Glenn West Executive Director 525 Park Street, Suite 303 St. Paul, MN 55103 (612) 227-2316 |
| # 214 General Professional | Minn. Association of Professional Employees | Dave Arneson President 411 Main Street, Suite 400 St. Paul, MN 55102- 1049 (612) 227-6457; (800) 652-9721 |
| # 215 Professional State Instructional | State Residential Schools Education Assn. (affiliated with Minn. Education Assn.) | Dennis Schatz President Box 157 Fergus Falls, MN 56537 (218) 739-7413 |
| # 216 Supervisory | Middle Management Assn. | Gary Denault Executive Director 525 Park Street Suite 333 St. Paul, MN 55103 (612) 222-3811 |
| # 217 Confidential | None | |
| # 218 Excluded - Work Time | None | |
| # 219 Severed | None | |
| # 220 Excluded - Managerial | None | |
| # 221 Excluded - All Other | None | |
| # 222 Agency Exclusion | None | |
| # 223 Non-Employee | None | |
| # 224 Technical College Instructional | Union of Technical College Educators (UTCE) | Bruce Hemstad President 55 Sherburne Ave. Suite 100 St. Paul, MN 55103 (612) 228-0575 |

Minnesota Profile

Minnesota became the nation's 32nd state in 1858. At the time, only Texas and California were larger in size. Today, nine additional states are larger: Alaska, Montana, New Mexico, Arizona, Nevada, Colorado, Oregon, Wyoming and Michigan, making Minnesota the United States' 12th largest state.

The Minnesota state motto, "L'Etoile du Nord" (the Star of the North) shows the strong influence of the French explorers and voyageurs who lived and worked in the Western Great Lakes region and vast prairielands spreading to the Rocky Mountains. They encountered two American Indian tribes, the Dakota (Sioux) and the Ojibwa (Chippewa). Minnesota's history chronicles the mix of these native American peoples through centuries of immigrant waves of people from around the world.

The population of Minnesota, about 4.75 million in 1995, reflects a wide diversity of peoples, and ranks the state 20th among the 50 states in population.

The Minnesota we know today is in fact 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.

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 "The Star of the North") describes the state's central and northernmost position among the 48 coterminous states.

The state stretches 405 miles from north to south, while the width varies from 385 miles at its greatest along the Canadian border, down to about 185 at its narrowest width. The Minnesota Department of Natural Resources lists the total area of the state at 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. Measuring degrees in Fahrenheit, the average temperature 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°.

International Falls, called the "nation's icebox," makes use of its natural resource with a cold weather research laboratory, testing

equipment, materials and products to see how they react to sustained cold temperatures. The coldest on record in Minnesota is -60° on Feb. 2, 1996 at Tower, Minn. The coldest recorded temperature in the Twin Cities was -41° on Jan. 21, 1888. The warmest temperature in the state on record was 114° in Moorhead, Minn. on July 6, 1936, which was also recorded at earlier dates at other places. In the Twin Cities area, the warmest temperature was 108° on July 14, 1936.

In July, the average daily high and low temperatures 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 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.

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 elements, exposing large areas of the earth's oldest rocks — granite, 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 Giants's Ridge," this ancient granite extends from a few miles north of Grand Rapids north-eastward 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 Vermilion 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, 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. Southwestern Minnesota, a country of steep valleys, rocky bluffs, and flat uplands, displays sedimentary rocks of the Paleozoic ages 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.

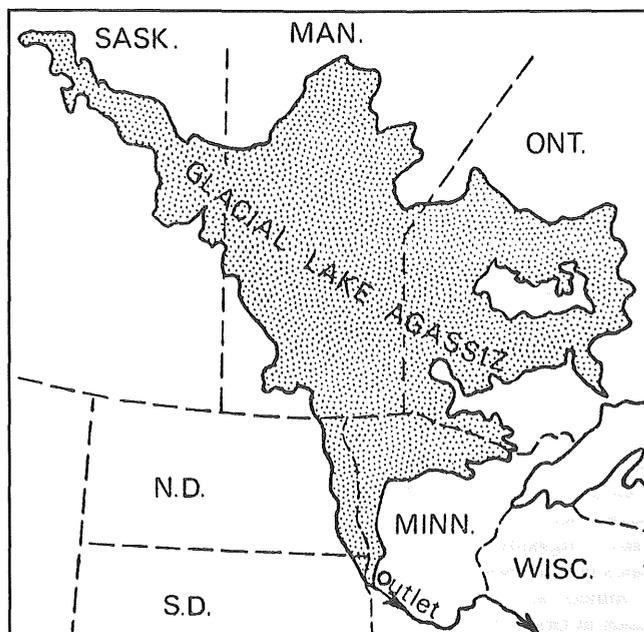
Sometimes known as the "Mother of Three Seas," Minnesota receives no water from other states. It is a supplier of fresh water to the rest of the continent, with water flowing out of the state in three directions. Most of the state's land drains to the south through the Mississippi and its tributaries 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 which flows into Lake Winnipeg and Hudson Bay.

Earthquakes

In the 135 years since 1860, Minnesota has recorded 18 earthquakes, more than half of them during the last 35 years. Most of Minnesota's earthquakes occur along a line that runs from the southwest to the northeast through Ortonville, Morris, Alexandria, Staples and Nisswa. This area is part of the Great Lakes Tectonic Zone, which, along with the Yellow Medicine Shear Zone, was formed more than 2 billion years ago. They are called zones instead of faults because the exact location is hard to pin down, but runs in about a 30-mile wide band situated on the basis of earthquakes that have occurred in the past.

The North American continent sits on a plate that is gradually moving westward, experiencing slippage on various fault lines and causing earthquakes. Faults are fractures in the rocks where pressure in the earth's crust tends to be released. One theory says today's Minnesota quakes are caused by glacial unloading. This is the rebounding of areas depressed by the weight of glaciers that buried Minnesota and much of the Dakotas about 12,000 years ago. The glaciers — over a mile thick — depressed the earth under their massive weight.

Earthquakes measuring less than 5.0 on the Richter scale are generally considered minor quakes and cause little damage. About 6,200



minor quakes occur each year around the globe. Each increase in a whole number on the Richter scale represents a 10-fold increase in power and a 30-100 times increase in energy released. Damage usually occurs with magnitude 5-5.9 quakes. There are about 800 earthquakes around the world in that range every year. Only the few earthquakes that measure 6.5 and above have the ability to cause severe property damage and the loss of large numbers of lives. An earthquake registering between 7 and 8 on the Richter scale is classified as major, while anything higher than 8 qualifies as great.

An earthquake, measuring about 4.7 on the Richter scale, occurred on July 10, 1975 in the neighboring towns of Alberta and Morris. No damages or injuries were reported. In June 1987, an earthquake registering 4.1 in Lawrenceville in southeastern Illinois was felt in southeastern Minnesota. The most recent quake felt in Minnesota occurred on October 20, 1995, centered next to the Minnesota border near Rosholt, S.D. The only recorded earthquake damage suffered in the state came in 1917 when a quake centered in Staples, registering 4.3 on the Richter scale, knocked over some chimneys. The most powerful quake in Minnesota was in 1860 and was estimated at 5.0. The Richter Scale was not invented until 1935. Below is a list of recorded quakes felt in Minnesota:

| Date | Epicenter | County | Magnitude |
|----------------|---------------------|-----------------|-----------|
| 1860 | Long Prairie | Todd | 5.0 |
| Dec. 16, 1860 | New Prague | Scott | 4.7 |
| Dec. 28, 1880 | St. Vincent | Kittson | 3.6 |
| Feb. 6, 1917 | Red Lake | Beltrami | 3.6 |
| Sept. 3, 1917 | Staples | Todd | 4.3 |
| Dec. 23, 1923 | Bowstring | Itasca | 3.8 |
| Jan. 28, 1939 | Detroit Lakes | Becker | 3.9 |
| Feb. 15, 1950 | Alexandria | Douglas | 3.6 |
| Sept. 28, 1964 | Pipestone | Pipestone | 3.4 |
| July 9, 1975 | Morris | Stevens | 4.7 |
| Mar. 6, 1979 | Milaca | Mille Lacs | 1.0 |
| April 16, 1979 | Evergreen | Becker | 3.1 |
| May 14, 1979 | Rush City | Chisago | 1.0 |
| July 26, 1979 | Nisswa | Crow Wing | 1.0 |
| April 24, 1981 | Cottage Grove | Washington | 3.6 |
| Sept. 27, 1982 | Walker | Cass | 2.0 |
| June 1987 | Lawrenceville | Lawrence, Ill. | 4.1 |
| June 4, 1993 | N.W. of Morris | Stevens | 4.1 |
| Feb. 9, 1994 | N. of Granite Falls | Yellow Medicine | 3.1 |
| Oct. 20, 1995 | Rosholt, | Roberts, S.D. | 3.7 |

For more information, contact the Minnesota Geological Survey, 2642 University Ave., St. Paul, MN 55114-1057 (see their listing in the University of Minnesota's entry in this guidebook).

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 about 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 humans 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 tepee 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, 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 constellation known as 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 1880s, with several counties omitted, put the number at 7,773. Largest of the state's prehistoric mounds in 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 their homeland again, decided to remain in the wilderness and moved west of the Red River. There they met the Mandan Indians in central North Dakota, intermarried with them and became the progenitors of a blue-eyed, fair skinned Indian people, later discovered by French explorers who were surprised by their find.

Indian Culture

The plains were a melting pot for more than 30 different peoples belonging to at least five 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, tepees 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 and the Ojibwa. The Indian tribes were named by the French, Sioux for Dakota and Chippewa for Ojibwa, sometimes spelled Ojibway or Ojibwe

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, 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 tepees 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 birch-bark 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 Lakota 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 Nicolle explored Lake Michigan, Green Bay and the Fox River in 1634; Robert Cavalier, sieur de La Salle traveled the Mississippi River from its mouth to St. Anthony Falls, explored the Minnesota River and commanded Fort Frontenac; Pierre Esprit Radisson and his brother-in-law Louis Chouart, sieur des Groseilliers explored Lake Superior and founded the Hudson's Bay Co.; Louis Jolliet explored the upper Mississippi with Jacques Marquette who established the 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 explored Lake Pepin and St. Anthony Falls; Pierre Gaultier de Varennes, sieur de La Verendrye explored Lake of the Woods and established Fort St. Charles there, from which explorations of the upper Missouri River were launched; and two Canadian governors who directed and inspired explorations: Samuel de Champlain, explorer and chief founder of New France who established a colony at Quebec, and Count Frontenac, governor of New France who aided in establishment of forts and sought to restrain the British in the French and Indian Wars.

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 United States 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. In 1825 the fort was renamed Fort Snelling after its commander Colonel Josiah Snelling. Under the shadows of Fort Snelling, a town grew.

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.

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*. The Mississippi River and waters flowing into it run through all or part of 33 states, about 40 percent of the land in the U.S.

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 Lucien Galtier and consecrated in 1841, lending its name to the future capital of the state. Settlers arrived at Fort Snelling and Stillwater and pushed on to claim the new land opened for them as new treaties were signed with the Indians.

Minnesota Territory

In 1849 Minnesota was organized as a territory with Alexander Ramsey the first territorial governor. The first newspaper of Minnesota, the *Minnesota Pioneer*, began publication that year under the editorship of James M. Goodhue.

During the territorial period 88 other newspapers were established, including the *St. Cloud Visitor*, edited by Jane Grey Swisshelm, a fiery anti-slavery crusader. During the 1850s, Swisshelm wrote articles and lectured on "Slavery as I Have Seen It in a Slave State" and "Women in Politics." To avoid a libel suit with a prominent St. Cloud citizen, she agreed to cease attacking him in the *Visitor*. The following week, she changed the paper's name to *St. Cloud Democrat* and continued her abolitionist and feminist crusade, even though an angry mob broke into her office, destroyed her printing press, and burned her in effigy.

In 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. Minnesota was also the first state to contribute troops for the Spanish-American War in 1898 and for the First World War upon the United States entry into that conflict in 1917.

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.

A little over two weeks later an Indian uprising erupted in the south central part of the state about 80 miles west of the present-day Twin Cities.

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 west central Meeker County. 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 — the largest mass execution in United States history.

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, Icelandics, Welsh, Luxemburgers, Greeks, Italians, Austrians, Cornish, Slovaks, Serbs, Croatians, Moravians, Hungarians, Belgians, Ukrainians, Rumanians, and important Jewish immigration from several European countries.

Until about 20 years ago Asians 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. One was a group of Japanese Americans, the Nisei Military Intelligence Language School, who trained in Minneapolis and offered translation services to the U.S. armed forces during World War II. In the years 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. Other Asian immigrants include

Population growth of Minnesota 1850-1995

| 1850 | 6,077 |
|---|-----------|
| (the Minnesota Territory included a large part of the area of the present states of North and South Dakota) | |
| 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 | 2,563,935 |
| 1940 | 2,792,300 |
| 1950 | 2,982,483 |
| 1960 | 3,413,864 |
| 1970 | 3,805,069 |
| 1980 | 4,075,970 |
| 1990 | 4,375,099 |
| 1995 (est.) | 4,618,000 |

| State (rank by size) | Square Miles* | Population (1995 est.) | Rank by pop. | Pop. density per sq. mi. | Information |
|-------------------------|------------------|---------------------------|-----------------|-----------------------------|-----------------------|
| 1 Alaska | 615,230 | 634,300 | 48 | 1.0 | 1-907-465-2010 |
| 2 Texas | 268,601 | 18,593,000 | 2 | 69.2 | 1-800-888-8839 |
| 3 California | 158,869 | 32,398,000 | 1 | 203.9 | 1-800-862-2543 |
| 4 Montana | 147,046 | 863,000 | 44 | 5.9 | 1-800-847-4868 |
| 5 New Mexico | 121,598 | 1,677,000 | 36 | 13.8 | 1-800-545-2040 |
| 6 Arizona | 114,006 | 4,072,000 | 23 | 35.7 | 1-602-254-6500 |
| 7 Nevada | 110,567 | 1,479,000 | 38 | 13.4 | 1-800-638-2328 |
| 8 Colorado | 104,100 | 3,709,000 | 26 | 35.6 | 1-800-265-6723 |
| 9 Wyoming | 97,819 | 486,000 | 50 | 5.0 | 1-800-225-5996 |
| 10 Oregon | 97,093 | 3,142,000 | 29 | 32.4 | 1-800-547-7842 |
| 11 Michigan | 96,705 | 9,575,000 | 8 | 99.0 | 1-800-543-2937 |
| 12 Minnesota | 86,943 | 4,618,000 | 20 | 53.1 | 1-800-657-3700 |
| 13 Utah | 84,904 | 1,943,000 | 34 | 22.9 | 1-801-538-1030 |
| 14 Idaho | 83,574 | 1,157,000 | 41 | 13.8 | 1-800-635-7820 |
| 15 Kansas | 82,282 | 2,602,000 | 32 | 31.6 | 1-800-252-6727 |
| 16 Wisconsin | 80,374 | 5,159,000 | 18 | 64.2 | 1-800-372-2737 |
| 17 Nebraska | 77,359 | 1,645,000 | 37 | 21.3 | 1-800-228-4307 |
| 18 South Dakota | 77,121 | 735,000 | 45 | 9.5 | 1-800-732-5682 |
| 19 North Dakota | 70,704 | 637,000 | 47 | 9.0 | 1-800-437-2077 |
| 20 Washington | 70,637 | 5,494,000 | 15 | 77.8 | 1-800-544-1800 |
| 21 Oklahoma | 69,903 | 3,271,000 | 28 | 46.8 | 1-800-652-6552 |
| 22 Missouri | 69,709 | 5,287,000 | 16 | 75.8 | 1-800-877-1234 |
| 23 Florida | 59,988 | 14,209,000 | 4 | 236.9 | 1-904-487-1462 |
| 24 Georgia | 58,977 | 7,102,000 | 11 | 120.4 | 1-800-847-4842 |
| 25 Illinois | 57,918 | 11,854,000 | 6 | 204.7 | 1-800-487-2446 |
| 26 Iowa | 56,276 | 2,861,000 | 30 | 50.8 | 1-800-345-4692 |
| 27 New York | 53,989 | 18,178,000 | 3 | 336.7 | 1-800-225-5697 |
| 28 Arkansas | 53,182 | 2,469,000 | 33 | 46.4 | 1-800-628-8725 |
| 29 North Carolina | 52,672 | 7,151,000 | 10 | 135.8 | 1-800-847-4862 |
| 30 Alabama | 52,237 | 4,274,000 | 22 | 81.8 | 1-800-252-2262 |
| 31 Louisiana | 49,650 | 4,360,000 | 21 | 87.8 | 1-800-334-8626 |
| 32 Mississippi | 48,286 | 2,666,000 | 31 | 55.2 | 1-800-927-6378 |
| 33 Pennsylvania | 45,759 | 12,134,000 | 5 | 265.2 | 1-800-847-4872 |
| 34 Ohio | 44,828 | 11,202,000 | 7 | 249.9 | 1-800-282-5393 |
| 35 Virginia | 42,326 | 6,646,000 | 12 | 157.0 | 1-800-847-4882 |
| 36 Tennessee | 42,145 | 5,229,000 | 17 | 124.1 | 1-800-836-6200 |
| 37 Kentucky | 40,411 | 3,851,000 | 24 | 95.3 | 1-800-225-8747 |
| 38 Indiana | 36,420 | 5,820,000 | 14 | 159.8 | 1-800-289-6646 |
| 39 Maine | 33,741 | 1,235,000 | 39 | 36.6 | 1-800-533-9595 |
| 40 South Carolina | 31,189 | 3,732,000 | 25 | 119.7 | 1-800-734-0122 |
| 41 West Virginia | 24,232 | 1,825,000 | 35 | 75.3 | 1-800-225-5982 |
| 42 Maryland | 12,297 | 5,079,000 | 19 | 413.0 | 1-800-543-1036 |
| 43 Vermont | 9,615 | 579,000 | 49 | 60.2 | 1-800-837-6668 |
| 44 New Hampshire | 9,283 | 1,130,000 | 42 | 121.7 | 1-800-386-4664 |
| 45 Massachusetts | 9,241 | 5,976,000 | 13 | 646.7 | 1-800-447-6277 |
| 46 New Jersey | 8,215 | 7,931,000 | 9 | 965.4 | 1-800-537-7397 |
| 47 Hawaii | 6,459 | 1,220,000 | 40 | 188.9 | 1-800-257-2999 |
| 48 Connecticut | 5,544 | 3,276,000 | 27 | 590.9 | 1-800-282-6863 |
| 49 Delaware | 2,397 | 719,000 | 46 | 300.0 | 1-800-441-8846 |
| 50 Rhode Island | 1,231 | 1,001,000 | 43 | 813.2 | 1-800-556-2484 |
| District of Columbia | 68 | 558,000 | | 8,205.9 | 1-202-789-7000 |

* Total of land and water areas. Does not include territorial water.
Source: U.S. Bureau of the Census, 1990.

Nepalese, Thais, Indians, Pakistanis, Malaysians, Indonesians, Borneans, Sumatrans, New Guineans, Koreans, Taiwanese, Philipinos, Burmese, and Pacific Islanders. Minnesota has also welcomed immigrants from African and Arab nations, adding to its heritage these unique cultures.

For all these groups, abandoning their homes, native lands and crossing an ocean and 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 in festivals featuring rich ethnic variations in food, clothing, art forms, architecture, business and social practices.

Results of the 1990 U.S. Census showed that Minnesota's population was divided by race in the following ways, as compared with the 1980 census figures:

| Race | 1990 population | 1980 population |
|-------------------------------|--------------------|--------------------|
| White | 4,130,395 | 3,935,770 |
| Black | 94,944 | 53,344 |
| Hispanic | 53,884 | 32,123 |
| American Indian | 49,909 | 34,831 |
| Asian and Pacific Islander | 77,886 | 26,536 |
| *Other | 21,965 | 25,304 |

*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.

The 1990 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's final count of housing units in Minnesota was 1,848,445, compared to 1,612,960 in 1980, which includes both occupied and vacant 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 percent increase over the 1970 count of 1,276,552).

The 13-county Twin Cities metropolitan area grew faster in the first part of the 1990s than most other big metropolitan areas in the nation, from about 2,539,000 in 1990 to 2,688,000 in 1994, a 5.9 percent increase according to estimates.

Among the 25 largest metropolitan areas in the country, that is the eighth-fastest rate of growth, faster than any of the 12 large northeastern metro areas and now faster — for the first time in four decades — than several of the Sunbelt and Western metro areas.

The region's rank in growth rate ranged from 11th to 13th place in the decades between 1950 and 1990. The Twin Cities metropolitan area's population was the 15th largest in the country in 1994, the same rank it held in 1990.

Minnesota's Business and Industry Lumber

Minnesota's oldest manufacturing industry is lumbering. In 1839 the first commercial sawmill was built at the village of Marine on St. Croix. Loggers, coming to Minnesota from the east, thought the vast stands of red and white pine would last a thousand years. In fact, Minnesota contained about 30 million acres of virgin timber, or about 60% of the state.

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 billion.

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.

Some of the best tales of those logging camps come through the colorful stories of Paul Bunyan and Babe, the Blue Ox, legendary frontier heroes who helped settle and develop the United States. Created by a Detroit newspaperman, Paul and Babe became the trademark of the Red River Lumber Company, with William B. Laughead elaborating Paul Bunyan's incredible logging feats in company pamphlets.

Lumberjacks were storytellers, and camp bunkhouses were rich with the lore of men of prodigious strength. William T. Cox's *Fearsome Creatures of the Lumberwoods* features their stories of strange beasts, like the Hugag, Hudog, Splinter Cat, Agropelter, and the Side-Hill Dodger.

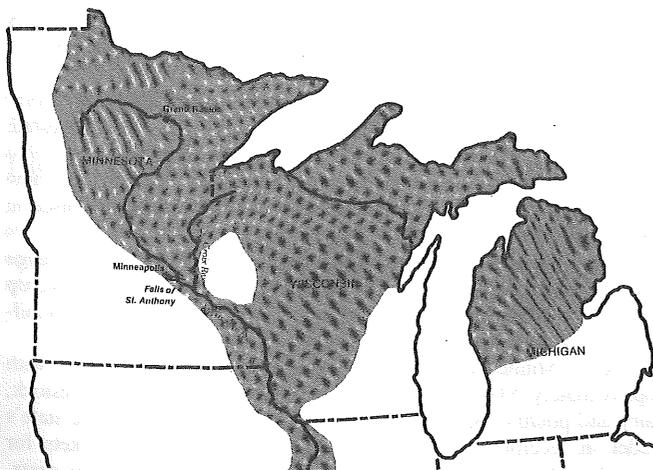
President Abraham Lincoln signed the Homestead Act in 1862 primarily for the benefit of farmers. But loggers turned the law to their advantage by filing phony homestead claims and logging off entire townships in a single season. The following year, they filed new claims and logged off the next township. 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, and until the 1995 introduction of wolves to Yellowstone National Park, home to the only timberwolf population south of Canada.

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.



Location of the pine forests where lumbering companies were active in the 1800s and early 1900s.

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 percent of the state is forested, with forest industry a big business. The 1993 value of wood and special forest products (boughs and Christmas trees) delivered to the mill was \$267 million. 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 \$7.8 billion during 1993 and employed 58,900 persons.

The largest single producer of forest products in Minnesota is the pulp and paper manufacturing industry which operates nine pulp and paper mills in the state. In addition, there are two hardboard and six waferboard plants in Minnesota. In 1994, these mills used the equivalent of 2.8 million cords of pulpwood. That same year, Minnesota's forests also provided 314 million board feet of lumber, logs and bolts; over 12 million Christmas trees and wreaths; 5,000 cords of matchwood, 16,000 posts and poles; and slightly over one million cords of 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. Here, where the Indians claimed "giant red men" were buried, 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 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. Ore was first discovered on the Cuyuna Range in the 1890s by Cuyler Adams. He named the range by merging his first name with that of his dog Una. 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.

More than 400 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. In the five years of World War II more than 338 million tons of Minnesota iron ore were shipped, with another 304 million tons during the five years following the war, and 344 million tons were shipped from 1950-1955.

In the early 1950s, 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. 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 that is used to separate iron from rock. Taconite processing began at Silver Bay in 1956 and has 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.

Mining is a \$1.35 billion business in Minnesota. Minnesota currently supplies more than 75 percent of the iron ore mined in the United States. Other mineral commodities produced in Minnesota include manganiferous ore, silica sand, kaolin clay, peat, construction sand and 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 Kasota limestone, Winona travertine and Morton gneiss.

Exploration companies are actively searching in Minnesota for other minerals not currently produced. The state has a high potential for gold, platinum, other precious metals, copper, zinc, and industrial minerals.

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 after lumber 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 ensure 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, and helped earn it the nickname "Mill City." 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.

Crops Diversified

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 1994, \$3.4 billion was received from livestock and its products and \$3.1 billion was received from crops. In 1994, dairy farmers received over \$1.2 billion in receipts for the sale of milk. Minnesota's ranking in dairy products is: third in cheese, fifth in butter, fifth in milk, and sixth in ice cream.

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 1994, 5.6 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 1994, Minnesota farmers harvested a corn crop that yielded a record 142 bushels per acre. Production totaled 916 million bushels from 6.45 million acres.

Today, Minnesota agriculture continues to be diversified with approximately 53% of Minnesota cash farm income from livestock, dairy and poultry, and 47% 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's Growing Season

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. In 1994, the state ranked 8th in cash receipts from crops, 7th in livestock receipts, and 7th 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 106 tons for each family farming unit, and slightly over one ton per harvested acre. Minnesota's 1994 crop production averaged nearly 700 tons per farm and over 3 tons per harvested acre. These figures for 1994 show the average Minnesota farm family today is producing almost seven times as much as the farm family of 1935, while each harvested acre is producing three times more than 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.

The Modern Farm

Average yields of Minnesota crops per acre in 1935 were considerably different from the average per acre crop yields today. The development of a wide range of yield enhancing technologies for the crops and livestock has increased production.

Total crop production in Minnesota in 1994 included a record 916 million bushels of corn, 229.6 million bushels of soybeans (a record high), 71.9 million bushels of wheat, 24.8 million bushels of oats, 600 million pounds of sunflowers, 7.9 million tons of hay, and a record high 2.08 million hundredweight of dry beans. Total livestock and poultry production included 2.8 million cattle and 190,000 sheep and lambs on January 1, 1995; 4.85 million hogs on December 1, 1994; and 41.5 million turkeys raised in 1994. (See "Agriculture" in Manufacturing Specializations section two pages ahead).

| Crop | 1935 average yield per acre | 1994 average yield per acre |
|------------------|-----------------------------|-----------------------------|
| corn | 33 bushels | 142 bushels |
| wheat | 10.6 bushels | 21 bushels |
| barley | 25.5 bushels | 50 bushels |
| oats | 37 bushels | 55 bushels |
| flaxseed | 9.5 bushels | 14 bushels |
| rye | 17.5 bushels | 27 bushels |
| potatoes | 5,000 pounds | 26,900 pounds |
| soybeans | 14 bushels | 41 bushels |
| sugarbeets | 7.5 tons | 20.6 tons |
| hay | 1.5 tons | 3.27 tons |
| sunflowers | — | 1,263 pounds |
| dry edible beans | — | 1,710 pounds |

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 85,000 farms in 1994 sharing this rich natural resource are the most efficient in state history and among the most efficient in the world. The average 349-acre farm represents a \$314,000 investment in land and buildings.

Minnesota agriculture generates over \$8.9 billion annually in earned gross income from the marketing of farm-produced food and fiber. Minnesota ranks 7th highest among all states in farm cash receipts, and employs 108,000 family farm workers. In fall 1994, total farm employment in the three lake states (Minnesota, Wisconsin and Michigan) totaled 344,000 of which 273,000 were family farm workers. Total Minnesota farm population in 1990 was 207,956, second highest in the United States. Normally Minnesota ranks among the top 10 states in export 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 1994 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. The World Trade Center in St. Paul works 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, 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, 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 manufacturers were closely tied to raw materials from the woods and farms. As the kinds of raw materials changed so did the kinds of manufacture based on those materials. Paper manufacturing grew in importance as the virgin timber ran out; meat packing gained on wheat milling, and soybean oil manufacturing replaced the production of linseed oil. Factory locations were also changed to be nearer the sources of raw materials.

World War II brought about an increase in the percentage of the state's employed people working in manufacturing. Because so many people have been employed in farming and mining, the number of factory workers, compared to the total labor force, has always been relatively low in Minnesota. With the increased use of machinery on farms fewer people were needed to do the same amount of work, and many workers released from farms moved to urban areas and sought employment in factories. The increased manufacturing employment continued into the 1950s. In 1947, 12.5 percent of the state's workers were employed in the factories. By 1950 the figure rose to 16.5 percent, a rise almost five times greater than the national average for those years. In 1960, 20 percent 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 1991, Minnesota's more than 8,200 manufacturing plants had shipments valued at \$53.3 billion. Employment in Minnesota's manufacturing industries for the period of 1977 to 1994 increased by approximately 23 percent, compared to a nationwide decrease of eight percent.

Manufacturing continues to be an integral part of the Minnesota economy. A continuing process of industrial diversification, however, began about the time of World War II. As the following sections show, this diversification has resulted in a strong, balanced economy that has moved Minnesota into a position of industrial leadership in the United States.

The Minnesota Economy: Structure and Trends

With 4.6 million people, Minnesota is the twentieth largest state. The state has a work force of approximately 2.6 million. The labor force participation rate of 73.6 percent is the highest in the nation and is more than seven percentage points above the national average. The state has five metropolitan statistical areas: Minneapolis-St. Paul, Duluth-Superior, Fargo-Moorhead, St. Cloud, and Rochester. The Minneapolis-St. Paul metropolitan area, also known as the Twin Cities, includes the two major cities of Minneapolis and St. Paul and is the fifteenth largest metropolitan area in the United States. The Twin Cities metropolitan area comprises 57 percent of the state's population and 65 percent of the state's nonfarm jobs.

Table 1 — Employment By Economic Sector, Minnesota and United States, 1994

| Sector | Minnesota (thousands) | Percentage of Total Minnesota | Percentage of Total U.S. |
|-------------------------------------|-----------------------|-------------------------------|--------------------------|
| Mining | 7.6 | 0.3 | 0.5 |
| Construction | 80.6 | 3.5 | 4.3 |
| Manufacturing | 416.0 | 18.0 | 15.9 |
| Transportation and Public Utilities | 113.9 | 4.9 | 5.2 |
| Wholesale and Retail Trade | 559.2 | 24.2 | 23.2 |
| Finance, Insurance and Real Estate | 140.1 | 6.1 | 6.0 |
| Services | 635.9 | 27.5 | 28.0 |
| Government | 358.2 | 15.5 | 16.8 |
| TOTAL | 2,311.5 | 100.0 | 100.0 |

Note: Totals may not add due to rounding.

Source: U.S. Department of Labor, Bureau of Labor Statistics, Employment and Earnings, May 1995.

Table 2 — Gross State Product By Industry, Minnesota and United States, 1992

| Industry | Minnesota (\$ millions) | Percentage of Total Minnesota | Percentage of Total U.S. |
|---|-------------------------|-------------------------------|--------------------------|
| Farms | 3,001 | 2.7 | 1.4 |
| Agricultural Services, Forestry and Fishery | 466 | 0.4 | 0.5 |
| Mining | 656 | 0.6 | 1.4 |
| Construction | 4,200 | 3.8 | 3.7 |
| Manufacturing | 22,938 | 20.8 | 17.7 |
| Durable Goods | 11,978 | 10.9 | 9.5 |
| Nondurable Goods | 10,960 | 9.9 | 8.3 |
| Transportation and Public Utilities | 8,508 | 7.7 | 8.8 |
| Wholesale Trade | 8,775 | 8.0 | 6.6 |
| Retail Trade | 10,156 | 9.2 | 9.3 |
| Finance, Insurance, Real Estate | 19,392 | 17.6 | 18.5 |
| Services | 20,182 | 18.3 | 19.7 |
| Federal Civilian Gov't | 2,188 | 2.0 | 2.6 |
| Federal Military | 297 | 0.3 | 1.3 |
| State and Local Gov't | 9,517 | 8.6 | 8.5 |
| TOTAL | 110,276 | 100.0 | 100.0 |

Note: Totals may not add due to rounding.

Source: U.S. Department of Commerce, Bureau of Economic Analysis, unpublished data.

Minnesota's economy is characterized by a diverse industrial sector and a natural resource base of timber, agriculture and iron ore. As shown in Tables 1 and 2, Minnesota's distribution of employment and gross state product (GSP) among the major economic sectors closely reflect the national distribution. Studies completed by the Minnesota Department of Trade and Economic Development indicate that only six states have a more diverse economy. A 1990 study by Goldman Sachs found that of the 50 states Minnesota's sectorial distribution of employment most closely reflected that of the national economy.

This section identifies the largest industrial specializations in Minnesota in terms of employment, and compares them to national employment in these industries. The importance of agriculture to the state's economy also is discussed.

Manufacturing Specializations

Manufacturing is the state's largest economic sector in terms of both GSP and wage income. When one examines Minnesota's employment structure in more detail, industrial specialties emerge: Minnesota is a high technology state with more than four times the national share of employment in the computer industry. Many high technology Fortune 500 companies are based in or operate in Minnesota, including Cray Research, Unisys, IBM, Seagate Technology and Cypress Semiconductor. The industrial machinery industry, which includes computer manufacturing, is the state's largest manufacturing industry, employing almost 80,000 workers, including more than 28,000 in computer manufacturing alone.

Minnesota also is a leader in design and manufacture of scientific instruments. A variety of Minnesota-based firms dominate this industry, including Honeywell, Rosemount and Medtronic. Minnesota has more than twice the national share of employment in the measuring and controlling device industry and close to three times the national share of employment in the medical instruments industry. The state has six times the national share of employment in the design and manufacture of ordnance, also classified as a high technology industry.

Minnesota's second largest manufacturing industry is the printing and publishing industry. Employment in this area is almost 58,000, which represents a concentration of approximately 1.8 times that of the national average. Minnesota-based giants in these industries include Deluxe Corporation and West Publishing. Two subsets of this industry book printing and publishing, and blank book printing have concentrations that are roughly two and a half times the national share of employment.

Minnesota's industrial makeup also reflects its natural resource base of timber and farm land. Food products processing is Minnesota's third largest manufacturing industry, employing more than 56,000 workers. Among processed food products specializations, Minnesota has 2.9 times the national concentration of employment in dairy products processing and 4.1 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.

In its wood products industries, Minnesota specializes in the production of paper products, with 2.4 times the national share of employment. Minnesota is particularly concentrated in the converted paper activity, with close to four times the national concentration in this industry, which 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 Corporation, Marvin Lumber, Waldorf, Boise Cascade and Potlatch.

Business and Support Services

Because service activities largely depend 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 142,000 workers (August 1995) in small institutions and such major regional banks as Norwest and FirstBank Systems. When compared with the rest of the country, Minnesota specializes in the insurance industry, which employs a 20 percent higher share of the work force than the national average. The state has headquarters of such giants as St. Paul Companies, IDS Life Insurance and Reliastar.

Minnesota also has a well-developed transportation industry, specializing in air transportation. The Minneapolis-St. Paul International airport is the nation's fifteenth busiest airport and is the primary hub for Northwest Airlines. Minnesota's share of employment in the air transportation sector is close to 50 percent above the national share.

Minnesota's business services sector employs nearly 134,000 workers (August 1995), with a large number of nationally recognized advertising, management and training firms. According to *Advertising Age* magazine, Minneapolis ranks sixth among U.S. metropolitan areas in advertising agency billings.

Consumer/Personal Services

Another service industry specialization in Minnesota is health services, which employs nearly 189,000 (August 1995). Minnesota has top quality renowned medical institutions. The world famous Mayo Clinic, 80 miles south of the Twin Cities, continues to grow in prestige for research and teaching as well as for patient care. The University of Minnesota is also among the nation's leaders in medical research, specializing in transplant procedures and heart care.

Among other health services activities, the state specializes in residential care facilities, with 1.8 times the national concentration of employment. Minnesota is home to some of the nation's best known residential health care facilities, such as the Hazelden Drug Rehabilitation Center, which attracts patients from around the world. In fact, nearly one-third of all revenue to the Twin Cities area drug treatment facilities comes from out-of-state patients.

Reflecting Minnesota's long and proud history of civic-mindedness, employment in civic organizations is seventy percent higher than the national share. Because of a significant industry geared to the state's tourism attractions, Minnesota has 21 percent more than the national share of employment in camps and recreational vehicle parks.

Agriculture

Although farm output represents less than three percent of GSP, Minnesota is a leading farm state. Minnesota ranks seventh among the 50 states in cash receipts of farms. In 1994 the state was the nation's largest producer of sugar beets, second largest producer of turkeys, sweet corn and green peas, and third largest producer of soybeans, spring wheat, sunflowers, hay, flax and cheese. Table 3 provides detailed data on cash receipts to farms and Minnesota's ranking for each product. (Also see agriculture section 3 pages back).

Table 3 — Cash Receipts to Farms and Minnesota's Ranking By Product 1993

| Product | Cash Receipts (\$000) | Percent of Total | Rank Among States |
|----------------------------------|-----------------------|------------------|-------------------|
| Major Crops and Livestock | | | |
| Dairy Products | 1,227.5 | 18.7 | n/a |
| Cattle/Calves | 1,087.5 | 16.5 | 11 |
| Corn | 888.0 | 13.5 | 6 |
| Hogs | 908.2 | 13.8 | 4 |
| Soybeans | 804.8 | 12.2 | 6 |
| Wheat | 325.3 | 4.9 | 11 |
| Turkeys | 285.2 | 4.3 | 2 |
| Sugar Beets | 255.4 | 3.9 | 1 |
| Miscellaneous Crops | | | |
| Hay | 114.0 | 1.7 | 8 |
| Potatoes | 75.9 | 1.2 | 10 |
| Barley | 69.7 | 1.1 | 4 |
| Sunflower | 45.2 | 0.7 | 3 |
| Sweet Corn | 28.2 | 0.4 | 3 |
| Dry Beans | 25.5 | 0.4 | 7 |
| Oats | 14.2 | 0.2 | 4 |
| Green Peas | 12.8 | 0.2 | 4 |
| Apples | 9.3 | 0.1 | n/a |
| Rye | 1.1 | 0.0 | 6 |
| Other Crops | 80.4 | 1.2 | — |
| Miscellaneous Livestock | | | |
| Eggs | 103.2 | 1.6 | 10 |
| Chickens (Broilers and Farm) | 81.5 | 1.2 | 11 |
| Sheep and Lambs | 17.9 | 0.3 | 13 |
| Honey | 7.7 | 0.1 | 5 |
| Other Livestock | 55.7 | 0.8 | — |

Total All Crops and Livestock

n/a = not available

Note: Rankings for individual crops or livestock are based on 1993 production, while the total is based on cash receipts for 1993.

Source: *Minnesota Agricultural Statistics Service, Minnesota Agricultural Statistics 1995 and 1994*

Corporate Structure

Minnesota's corporate structure includes firms of all sizes and types. This section illustrates the importance of both small and large firms to the Minnesota economy and describes how business journals have praised Minnesota's business climate.

Small Business

Several organizations and business journals recently have reported that Minnesota provides a business environment that nurtures young, fast-growing firms. The Corporation for Enterprise Development ranked Minnesota as one of the nation's five best states in economic performance, business vitality, and business development capacity. Using a set of eleven criteria, *Forbes* ASAP ranked Minneapolis-St. Paul as the eighth best metropolitan area for nurturing businesses for the information age.

Many businesses have prospered in this excellent business environment. In 1995, *Business Week* magazine included four companies from Minnesota on its list of "Hot Growth Companies," which ranked Minnesota fifth on a per capita basis. The *Forbes* list of "The 200 Best Small Companies in America" included fifteen Minnesota companies. *INC.* magazine's 1995 list of the 500 fastest-growing private companies ranked Minnesota tenth with eighteen companies, nine of which are in the computer and software industry; the neighboring states of Wisconsin, Iowa, South Dakota and North Dakota together had only eleven companies on the list.

Minnesota businesses have shown robust economic growth since 1990. The number of business establishments in Minnesota increased by 7.4 percent between 1990 and 1993, double the national rate for this period. This resulted in 112,000 net new jobs in Minnesota, or a 6.1 percent net increase. This growth rate was four times the 1.4 percent net increase in the U.S. during this period.

Between 1993 and 1994, Minnesota's small businesses added more than their share of employment. Firms employing less than 100 employees contributed 62 percent of all net job growth, while accounting for 41 percent of employment during this period.

Large Business

No description of the state's economy would be complete without recognizing the importance of large firms. In Minnesota, large firms (employing 500 or more workers) represented 34 percent of jobs and 14 percent of employment growth from 1993 to 1994.

The state has a high concentration of *Fortune* 500 firms. There are sixteen of these corporate giants headquartered in Minnesota, all but one of which are based in the Twin Cities metropolitan area. Dozens more *Fortune* 500 companies have significant operations in the state. In comparison, the neighboring states of Wisconsin, Iowa, North Dakota and South Dakota combined account for only thirteen *Fortune* 500 headquarters. Nationally, Minnesota ranks fourth among the 50 states in *Fortune* 500 company headquarters per capita and eleventh in total number of *Fortune* 500 firms. Table 4 lists the *Fortune* 500 firms that are headquartered in Minnesota.

Table 4 — Minnesota's Fortune 500 Industrial Firms, 1994

| Company | Rank | Revenues (\$ millions) |
|--------------------------------|------|------------------------|
| Dayton Hudson Corp. | 30 | 21,311 |
| Supervalu Stores Inc. | 50 | 15,937 |
| 3M Co. | 58 | 15,079 |
| Northwest Airlines Inc. | 125 | 9,143 |
| General Mills Inc. | 135 | 8,517 |
| Honeywell Inc. | 195 | 6,057 |
| Norwest Corp. | 197 | 6,032 |
| St. Paul Companies Inc. | 243 | 4,701 |
| United Healthcare Corp. | 303 | 3,769 |
| George A. Hormel and Co. | 363 | 3,065 |
| Best Buy Company Inc. | 373 | 3,007 |
| Nash Finch Co. | 398 | 2,832 |
| Northern States Power Co. | 452 | 2,487 |
| First Bank System Inc. | 470 | 2,375 |
| International Multifoods Corp. | 495 | 2,225 |
| Lutheran Brotherhood | 496 | 2,223 |

Source: *Fortune*, May 15, 1995, pp F-36 - F-37

Minnesota firms are also prominent in the *Forbes* listing of the top 500 private companies in the United States. Cargill continues its dominance as the nation's largest privately held company, with annual revenues of \$47 billion, twice the revenues of the second-largest privately held company. Indeed, Cargill is often mentioned as one of the largest companies in the world. Schwan's, ranked 51st, and Carlson Companies, 63rd, are the other two Minnesota companies in the top 100, and ten others made the top 500.

Foreign Trade

Foreign trade is important to the Minnesota economy. In 1994, Minnesota ranked nineteenth in the nation in value of manufactured exports at \$7.3 billion and seventeenth in value of manufactured exports per capita at \$1,598. Minnesota's top five exporting industries are industrial machinery (including computers), transportation equipment, scientific instruments, electronic equipment, and food products. Minnesota also exports an estimated \$1 billion in agricultural commodities annually. Table 5 provides data on Minnesota manufactured exports by industry.

Table 5 — Minnesota Manufactured Exports, 1994

| SIC Code | Industry | Value (\$000) | Percent Change 1991 - 1994 | Percent of Total |
|----------|--------------------------------|---------------|----------------------------|------------------|
| 20 | Food and Kindred Products | 574,007 | 83.7 | 7.9 |
| 22 | Textile Mill Products | 19,660 | -52.5 | 0.3 |
| 23 | Apparel | 20,026 | -33.5 | 0.3 |
| 24 | Lumber and Wood Products | 52,485 | 38.1 | 0.7 |
| 25 | Furniture and Fixtures | 25,531 | 61.2 | 0.3 |
| 26 | Paper and Allied Products | 144,021 | -38.2 | 2.0 |
| 27 | Printing and Publishing | 64,103 | -0.5 | 0.9 |
| 28 | Chemical and Allied Products | 211,161 | -15.1 | 2.9 |
| 29 | Petroleum Refining | 7,293 | 23.5 | 0.1 |
| 30 | Rubber and Misc. Plastic | 209,195 | -6.3 | 2.9 |
| 31 | Leather and Leather Products | 40,523 | 178.1 | 0.6 |
| 32 | Stone, Clay and Glass Products | 200,530 | 101.9 | 2.7 |
| 33 | Primary Metal Products | 77,406 | 91.5 | 1.1 |
| 34 | Fabricated Metal Products | 322,998 | 68.5 | 4.4 |
| 35 | Industrial Machinery | 2,140,562 | -5.6 | 29.3 |
| 36 | Electronic Equipment | 942,096 | 45.8 | 12.9 |
| 37 | Transportation Equipment | 1,088,678 | 106.2 | 14.9 |
| 38 | Scientific Instruments | 1,052,137 | 16.2 | 14.4 |
| 39 | Miscellaneous Manufacturing | 107,139 | 53.8 | 1.5 |

Source: U.S. Department of Commerce and University of Massachusetts, MISER

Nearly 57 percent of the value of Minnesota's manufactured exports comes from high technology goods, with 29 percent from exports of computers and other industrial machinery. This is a somewhat more concentrated export portfolio compared to the United States as a whole, for which 42 percent of manufactured exports come from high technology goods, including 19 percent from computers and other industrial machinery.

Minnesota lost export share between 1991 and 1994. Exports from Minnesota increased by 22 percent in this time period compared to a nationwide increase of 24 percent, dropping the state from the nation's seventeenth largest exporting state to nineteenth. This reversed the pattern from 1980 to 1987, when exports of manufactured products from Minnesota grew faster than the national average. This slowing of growth is due in part to the poor performance of the industrial machinery sector, including computer exports, and other high technology industries. From 1991 to 1994, Minnesota exports of industrial machinery decreased 5.6 percent while U.S. exports in this industry increased by almost 27 percent. Although Minnesota exports in high technology industries other than industrial machinery have been increasing in this period, they have not kept pace with U.S. exports. Minnesota exports in other (non-high technology) industries increased by 39 percent in this period, while increasing by 23 percent for the United States. Minnesota's fourth and fifth largest export industries, transportation equipment and food and kindred products, grew much faster than for the United States as a whole.

Minnesota is also more concentrated in the destinations for its exports than the nation. In 1994, the ten countries receiving the largest amounts of Minnesota's manufactured goods accounted for nearly 77 percent of the state's export value. These same ten represented 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 \$2.2 billion in 1994, 35 percent of total Minnesota exports. Japan is the second most important destination for Minnesota goods, with exports of nearly \$700 million in 1994. The next largest markets for Minnesota products are the Netherlands (\$415 million), the United Kingdom (\$403 million), Germany (\$371 million), South Korea (\$257 million), Mexico (\$234 million), Singapore (\$233 million), Malaysia (\$222 million), and Thailand (\$210 million). This list of the top ten export markets has shifted from Europe to Asia in the 1990s. In 1990, the list included five European countries and just two Asian countries, whereas now there are five Asian countries and three European countries on the list.

Economic Trends

This section provides data on recent trends for Minnesota's employment, income and gross state product. The information provided is comparative in nature and shows that, in these areas, Minnesota's economy has performed as well as most of its neighbors and better than the nation as a whole.

Employment

For the years 1985 to 1994, employment in Minnesota grew at a faster rate than for the entire United States, and Minnesota added more jobs than any surrounding state other than Wisconsin. This overall strong growth in employment was far from even, however. While all of the major industry groups other than mining added jobs between 1985 and 1994, the majority of new jobs were in non-goods producing industries. The services sector added 202,000 of the 445,000 jobs added in this period, or 45 percent, and the wholesale and retail trade industries added 92,000 jobs, or 21 percent. Table 6 shows comparison of employment growth among neighboring states.

Table 6 — Nonfarm Employment Growth, 1985-1994

| | Number of Jobs Added (000s) | Percent Growth | 1994 Unemployment Rate |
|--------------|-----------------------------|----------------|------------------------|
| U.S. | 16,042.0 | 16.5% | 6.1% |
| Minnesota | 445.3 | 23.9% | 4.0% |
| Iowa | 244.5 | 22.8% | 3.7% |
| North Dakota | 43.5 | 17.3% | 3.9% |
| South Dakota | 85.2 | 34.4% | 3.3% |
| Wisconsin | 505.7 | 25.6% | 4.7% |

Source: U.S. Department of Labor, Bureau of Labor Statistics, Employment and Earnings, May 1995 and May 1986

As shown in Table 7, Minnesota's manufacturing employment grew by 11 percent between 1985 and 1994, compared to national growth of -6.2 percent. Comparing manufacturing employment growth rates with the four surrounding states can be somewhat misleading, because the five states have differently structured economies. For example, although South Dakota's manufacturing employment increased by almost 60 percent from 1985 to 1994, it is still only thirteen percent of South Dakota's total employment and less than one-fifth the size of Minnesota's manufacturing sector. Thus, it can be more meaningful to compare Minnesota with other states with well-developed manufacturing sectors. Of the 25 states with at least 16.1 percent of employment in manufacturing, which is the percentage for the United States as a whole, Minnesota's growth rate in manufacturing employment ranked sixth during the nine year period of 1985 to 1994.

Table 7 — Manufacturing Employment Growth, 1985-1994

| | Number of Jobs Added (000s) | Percent Growth |
|--------------|-----------------------------|----------------|
| U.S. | -1,185.0 | -6.2% |
| Minnesota | 41.1 | 11.0% |
| Iowa | 40.0 | 19.5% |
| North Dakota | 5.8 | 37.7% |
| South Dakota | 16.3 | 59.5% |
| Wisconsin | 67.5 | 13.1% |

Source: U.S. Department of Labor, Bureau of Labor Statistics, Employment and Earnings, May 1995 and May 1986

One positive result of the strong overall growth in employment is Minnesota's low unemployment rate. Minnesota's 1994 average unemployment rate was 4.0 percent, while nationwide the rate was 6.1 percent and the rate for the five-state midwest region was 4.2 percent.

Labor force constraints, however, may pose a serious threat to future economic growth in Minnesota. Minnesota's labor force has grown significantly in recent years, increasing by about 30 percent in the 1970s and 16 percent in the 1980s. This rate of increase is expected to slow, however, to eight percent between 2000 and 2010 and two percent between 2010 and 2020, with the greatest growth occurring in suburban counties of the Twin Cities. The two primary reasons for the

slowdown are that baby boomers have already entered the work force and that the increase in women's labor force participation will slow down because many women have already entered the labor force. Because Minnesota already has a high level of labor force participation, there is not as much opportunity to expand the work force with non-traditional workers as in other states. As a result, without significant immigration or productivity gains, Minnesota may face labor supply problems in the future.

Income

Between 1985 and 1994, Minnesota's personal income grew slightly faster than all of the surrounding states except South Dakota. Minnesota's personal income of \$22,257 per capita ranks it higher than any of its neighboring states.

Personal income has grown faster in Minnesota than the nation as a whole since 1990. As a result, Minnesota's per capita personal income has increased from 100.2 percent of the national average in 1990 to 102.6 percent of the national average in 1994, and the state has moved from the nineteenth ranked state to the sixteenth. Table 8 compares Minnesota's personal income with that of the United States and surrounding states.

Table 8 — Personal Income, 1985-1994

| | Personal Income | | | Per Capita Personal Income | | |
|--------------|--------------------|--------------------|-------------------|----------------------------|----------|-------------------|
| | 1985 (millions) | 1994 (millions) | Percent Change | 1985 | 1994 | Percent Change |
| US | \$3,317,239 | \$5,649,010 | 70.3% | \$13,895 | \$21,699 | 56.2% |
| Minnesota | \$59,289 | \$101,654 | 71.5% | \$14,149 | \$22,257 | 57.3% |
| Iowa | \$36,208 | \$57,083 | 57.7% | \$12,570 | \$20,176 | 60.5% |
| North Dakota | \$8,163 | \$11,880 | 45.5% | \$11,921 | \$18,621 | 56.2% |
| South Dakota | \$7,801 | \$14,156 | 81.5% | \$11,017 | \$19,630 | 78.2% |
| Wisconsin | \$62,906 | \$106,142 | 68.7% | \$13,174 | \$20,887 | 58.5% |

Source: U.S. Department of Commerce, Bureau of Economic Analysis, Survey of Current Business, August 1995 and August 1988

Gross State Product

Economists generally prefer to measure economic activity by gauging the gross state product (GSP), the value of gross output of the economy. GSP growth includes not only growth generated by expanding employment, but also economic activity generated by capital investment and productivity improvements.

Between 1977 and 1992, real GSP grew at an annual rate of 2.8 percent in Minnesota and at an annual rate of 2.5 percent for the nation. Even while the nation's economy was declining slightly in 1991, Minnesota's GSP increased by almost seven-tenths of one percent; and the following year, as the nation's economy recovered with a growth rate of 2.5 percent, Minnesota's GSP increased at the much faster rate of 4.3 percent.

The data suggest, however, that productivity growth, which is a major source of economic growth, has been slower in Minnesota than the rest of the nation. Manufacturing output per production worker hour increased by just less than 13 percent in Minnesota between 1987 and 1991 while expanding by almost 19 percent for the nation, excluding computer and office equipment manufacturing. 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. The three largest industries, in terms of gross state product (GSP), are manufacturing; services; and finance, insurance and real estate. In 1992, gross product of \$19.4 billion for the finance, insurance and real estate industry represented 17.6 percent of GSP. This industry grew at an annual rate of 6.9 percent for the five-year period 1987 to 1992 in Minnesota. At the national level in 1992, gross product for the industry was \$1,106.1 billion, or about 18.5 percent of GNP. For the same five-year period, the finance, insurance and real estate industry grew at an

annual rate of 6.4 percent. Employment in Minnesota in the industry is approximately 142,000, representing about six percent of all nonfarm jobs in the state.

As of the end of 1994, Minnesota had 563 commercial banks with total assets of \$61.8 billion and total deposits of \$45.9 billion. Of these, 135 are nationally chartered banks and 428 are state chartered banks. Minnesota also has 22 savings institutions, all of which are federally chartered, with total assets of \$6.6 billion and deposits of \$4.6 billion. The state is also a leading supplier of venture capital and U.S. Small Business Administration loans to businesses.

Minnesota also is home to some of the nation's largest insurance companies. As a group, 210 insurance companies are incorporated in Minnesota and hold \$92.5 billion in assets. Those companies generated \$146 million in premium taxes during fiscal year 1994.

The Twin Cities of Minneapolis and St. Paul dominates the Upper Midwest in wholesaling, finance and cultural activities. This multistate region includes Minnesota, North Dakota, South Dakota, Nebraska, Iowa, and Wisconsin. The Minneapolis-St. Paul metropolitan area is by far the largest urban center in the region with 2.7 million people. The Twin Cities is the fourteenth ranked metropolitan area in the nation in retail sales, with \$22.6 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, in both 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 opened 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 power 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 18-1/2 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 1995, Minnesota had 362 operating school districts which operate elementary and secondary schools. Each school system functions under an elected school board. The state's public school system included 924 elementary schools, 120 middle schools, and 455 secondary schools. Enrollment in the public schools was a total of 813,103 students: 62,908 in kindergarten, 380,474 in grades 1-6, and 369,721 in grades 7-12. The schools were staffed with 47,559 teachers, 3,060 administrators, coordinators, directors, and supervisors; and 3,483 support staff including counselors, librarians, reading consultants and others. The state has 544 non-public schools. The total enrollment in non-public schools is 83,435 students: 8,828 in kindergarten, 47,776 in elementary, and 26,831 in secondary. Through a system of state aids, part of the cost of operating these schools is covered by the state, with funds directed 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 rigorous graduation standards 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 1994-95, more than 260,000 parents and children took advantage of these programs offered by 369 school districts and 4 tribal schools. Community education continues to expand to provide lifelong learning opportunities for all Minnesotans, with more than 5.2 million people participating in 1994-95 (duplicated count). These programs include 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's schools rank seventh in the nation in terms of computer hardware availability. Additional innovations are schools in special areas, partnered with businesses and museums. Among them are the Science Museum Magnet School, the Saturn School of Tomorrow with special emphasis on computer learning, the Metropolitan Learning Alliance at the Mall of America with emphasis on business and retailing, and the School of Environmental Studies at the Minnesota Zoo, the first of its kind in the nation.

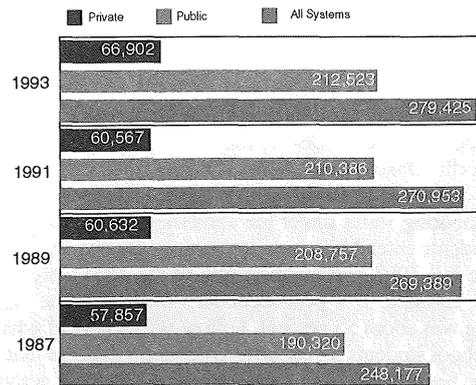
Public Higher Education

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 four campuses and 19 research, experimental and branch stations. The combined campuses of the University of Minnesota in Minneapolis and St. Paul have one of the largest daytime enrollments of full-time students of any campus in the country. With more than 48,000 full-time students on all campuses, the University of Minnesota is considered a great national institution with undergraduate and graduate programs excelling in engineering, chemistry, geography, agriculture and applied economics, psychology, communication disorders, economics, political science, forestry, and the physical sciences.

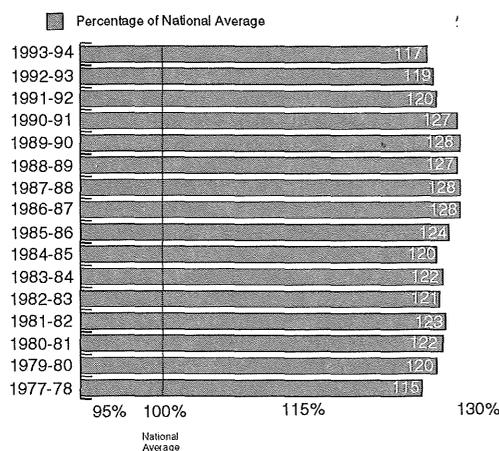
The university's alumni and faculty have included 13 Nobel laureates. Its graduate school ranks among the top 10 in the number of doctoral degrees conferred annually. The U of M has 238 endowed chairs and professorships as of December 1995, making it a leader in this area in the United States.

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.

Headcount Enrollment in Public and Private Post-Secondary Systems, 1987-1993



Headcount Enrollment Indicated in Thousands. Source: Minnesota Higher Education Services Office.

Annual Full-Time Public Students Per 1,000 Population
Minnesota and National Average

Source: Research Associates of Washington, Financing Public Higher Education 1978 to 1994

In a prestigious ranking of 41 graduate programs released in September 1995 by the National Research Council, the University was ranked in 38. The study, the first since 1982, looked at 3,634 programs at 274 universities. The University's chemical engineering program was once again ranked number one in the nation. Geography fell from first in 1982 to third in 1995, still an enviable ranking. Other top-ten programs are psychology, 7th (7th in 82), mechanical engineering, 8th (5th in 82), and economics, 10th (7th in 82). Overall, the University held its own, falling in some areas and rising in others. German climbed from 23rd to 11th.

Minnesota offers an extensive array of high quality opportunities for its citizens to continue their education beyond high school. Included are 63 public campuses throughout the state governed by the University of Minnesota Board of Regents and the Minnesota State Colleges and Universities Board of Trustees. During 1995, these public universities, community colleges and technical colleges served more than 216,000 students from the freshman through graduate levels.

More than 4,700 instructional programs are currently available to students. These programs range from occupational programs provided primarily at public technical colleges and private vocational schools to graduate and professional schools. To provide these opportunities Minnesota makes a major investment in post-secondary education. The 1995 Minnesota Legislature, for example, appropriated \$2 billion for higher education for use during the 1995-96 and 1996-97 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 Services Office. For the 1995-96 and 1997-98 school years the legislature has made available over \$214 million in state-supported grants and work-study opportunities for Minnesota residents. State loan programs 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 18,000 Minnesota residents attend more than 50 public post-secondary institutions in neighboring states under the agreements while over 13,000 out-of-state students enter Minnesota institutions each year.

Overall, the fall 1993 participation rate of the state's high school graduates who enrolled in a post-secondary institution the next fall after graduating was about 55 percent. Follow-up surveys of what happens to high school students a year after graduation indicate that about 68 percent have been involved in some type of educational activity.

Half the state's adult population over age 25 has participated in post-secondary education, according to U.S. Census estimates: 19 percent have some college, 9 percent have earned an associate degree,

16 percent have a bachelor's degree, and 6 percent a graduate or professional degree.

Minnesota's annual public, full-time equivalent enrollment per 1,000 population was 37.8 in 1993-94, or 117 percent of the national average of 32.3 percent. Minnesota ranked 13th nationally, down from its fourth place rank in 1990-91.

Private Schools

Complementing the state system of elementary and secondary schools are private schools at similar grade levels, many Catholic, a few Lutheran and other religious affiliations, and a small number non-denominational. Some of these began as, and a few still are, boys military academies. These schools are maintained primarily by tuition and voluntary contributions.

In post-secondary education, Minnesotans are also well served by some 26 private four-year colleges and universities, one private junior college, 9 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 66,000 students, or about 28 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 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.

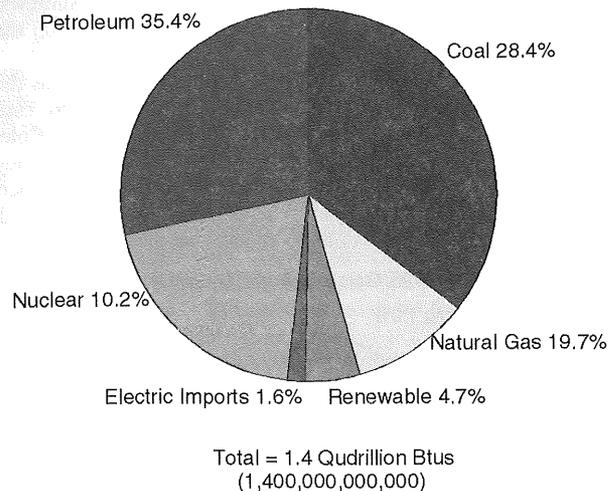
Historically providing quality post-secondary educational opportunities has been a priority of the Minnesota Legislature and executive branch. The state's investment in its post-secondary education students and institutions has multiplied and returned benefits to the citizens in the form of economic, educational, health, cultural, and civic resources. Today, education takes up about 40 percent of the state's budget, that includes higher, secondary and elementary. Minnesota's goal in the future is to maintain and enhance quality educational opportunities that contribute to the state's, and its citizens' high quality of life.

Energy

Most of us are only the first, second or third generation of Minnesotans to grow up with the benefits of electricity. During most of the 1800s, waterwheels and wind mills scattered the landscape, producing on-site electricity to individual businesses and farmers. The idea that electricity could be mass-produced at a central generating plant, then distributed by wire to customers, took hold between 1881 and 1887 — the years our major cities were first electrified. Stillwater was the first Minnesota city to generate power for businesses and Minneapolis was reportedly the first in the United States to distribute electric power to homes.

In the early days, coal and hydropower were the common energy sources used in Minnesota. In fact, the small electric station on St. Anthony Falls was one of the first hydro plants in the Western Hemisphere. The still functioning hydroelectric station on the St. Louis

River was built in 1907 and more hydropower would be serving Duluth had not environmentalists halted the damming of rivers in the Boundary Waters Wilderness Canoe Area.



As city populations boomed, the demand for power grew so dramatically that in 1893 it was reported that lights in Duluth would be shut off after 10:00 p.m. to save power. (The notion of interruptible power still exists as a low-rate option for some customers today.) By the 1920s, entrepreneurs were buying up privately owned city power plants and forming networks of transmission and distribution lines to connect regions of the state. These companies became the fathers of the four major power companies serving Minnesota today.

While urban electrification flourished, it took 50 years (after the first cities were electrified) for electrical service to reach the farms, primarily because the electric companies did not foresee any profit in extending power lines to rural customers. Even after President Franklin D. Roosevelt signed the Rural Electrification Act in 1935, promising low-interest loans for rural electric development, it was up to the farmers to invest in electric cooperatives — not an easy task during the depression years. But between 1936 and 1940, with persistent persuasion from their wives who were most eager for electric appliances to ease their work load, farmers began to form rural cooperatives to bring power to their homes and farms. Currently, there are 40 cooperatives, 126 municipal companies, and five electric and eight natural gas investor-owned utilities serving Minnesota.

Today, our state's electric energy mix still relies on hydropower (mostly purchased from Canada) and coal, but to a lesser extent. Our current electric production resources, from most to least used, are: coal, nuclear, hydropower, natural gas and petroleum.

Minnesota has two nuclear-powered electric generating plants and three reactors. Nuclear power in Minnesota began commercial operation in 1971 at Monticello, on the Mississippi River about 35 miles northwest of the Twin Cities, where a single reactor is in use (its license will expire in 2010). Prairie Island, near Red Wing, has two reactors, one started in 1973 and the other in 1974. Their licenses will expire in 2013 and 2014. The earliest nuclear powered electric generating plant in the U.S. began in 1962 at Big Rock Point, Michigan, and the last nuclear powered electric generating plant was commissioned in 1993 at Comanche Peak II, Texas.

The biggest influence on our energy use continues to be a growing demand for power—and the biggest event was the Arab Oil Embargo in the 1970s. The sudden loss of supplies and rise in prices stimulated the energy conservation movement, which continues to be a dominant part of Minnesota's energy goal. More recently, concern for the environmental costs of electricity production has led to the growth of renewable energy sources, with wind power offering the most promise at this point, especially in southwestern Minnesota.

The total primary energy used annually in Minnesota is 1.4 quadrillion Btus. Renewable energy use in the total mix of electric production equals 4.7 percent of the primary energy used in Minnesota, or 61 trillion Btus. Those renewable sources are broken down into wood/biomass (64.6 percent), municipal waste (18.7 percent), hydropower (14.5 percent), ethanol (1.5 percent), and wind and solar (0.7 percent).

Innovative energy applications in Minnesota have led to the installation of district heating and cooling operations in 28 Minnesota cities, which utilize various types of district heating/cooling, including: Blue Earth, Duluth, Hibbing, Minneapolis, Rochester, St. Paul, Virginia and Willmar.

Balancing economic and environmental costs is also leading to increased use of natural gas.

The next major influence will be a restructuring of the electric industry, bringing us once again the prospect of decentralized energy generation (with privately owned generating plants), while retaining a common network of transmission lines.

As we have throughout the past hundred years, Minnesota continues to successfully adapt to a variety of forces and influences to provide its residents with energy rates that are among the lowest in the nation.

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 that 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 Black 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, an Ojibwa Indian accused of murder in 1837 that 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 selected as the location for 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; other proposed sites were the cities of St. Paul, and St. Peter in the south central part of the state on the Minnesota River.

St. Peter was chosen, and the bill the Territorial Legislature approved was sent to Joe Rolette, a legislator from Pembina. Rolette, a man of robust humor, was the son of a French Canadian fur trader and 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. However, Rolette temporarily disappeared; 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.

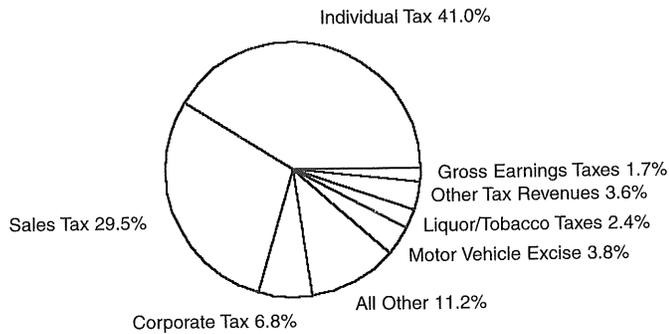
Early State Agencies

In 1866 the state opened a hospital for the insane in St. Peter. In 1872 the State Board of Health was created. A State High School Board was set up in 1878 along with a system for state aid to high schools. In 1883 the state set up a central State Board of Corrections

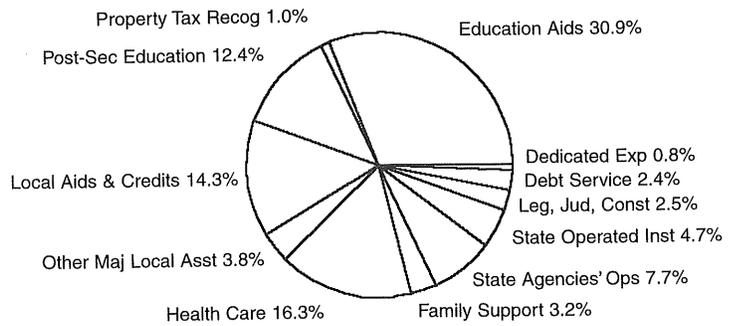
and Charities. The Railroad and Warehouse Commission was set up in 1885 to address dissatisfaction with varying rates, grading and costs. Also in 1885, the State Dairy Commission was formed, and in 1889 its name was changed to the Dairy and Food Commission. In 1895 the state appointed a chief fire warden, Christopher Columbus Andrews, and four years later established a State Forestry Board. In 1905 the State Highway Commission was created.

The creation of the Minnesota Board of Pardons in 1896 was the result of a legendary failed bank robbery. On September 7, 1876 Jesse James and his brother Frank rode into Northfield, Minn. with Cole, Bob and James Younger and other members of the James gang. They attempted to hold up the First National Bank, but were thwarted in their attempt by the heroism of the bank's teller Joseph Lee Heywood. Aroused citizens shot at the would-be robbers as they raced out of

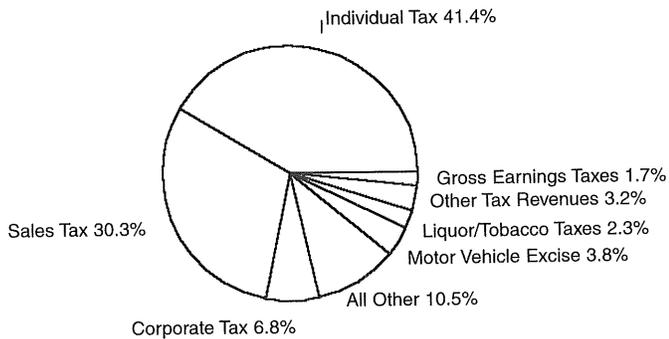
1994-95 General Fund Resources



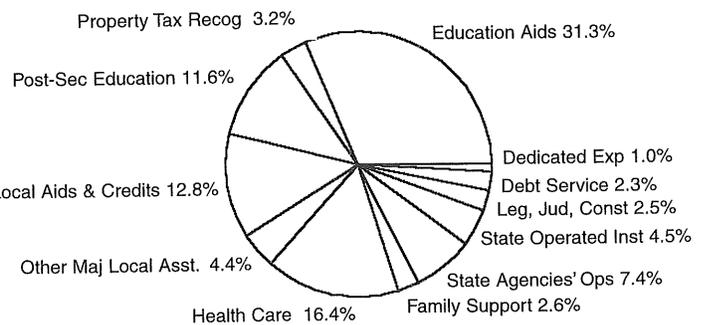
1994-95 General Fund Spending



1996-97 General Fund Resources

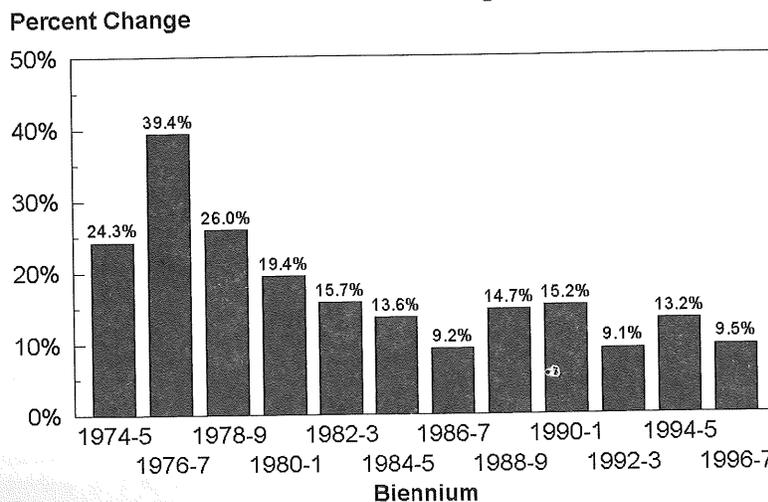


1996-97 General Fund Spending



General Fund Spending

Percent Change



town, and pursued them with a posse. Two weeks later, the Younger brothers, Cole, Bob and James were captured. In November 1876 they pled guilty to Heywood's murder to avoid the risk of a jury recommending that they hang. Judge Samuel Lord sentenced them to life imprisonment and they began serving their sentences on Nov. 22, 1876 at the state prison in Stillwater.

Newspaper comment inflamed an already enraged citizenry into calling for reform of the penal code to change the provision that allowed the criminal to escape punishment by merely pleading guilty. A bill passed the Minnesota House but failed in the Senate.

About five years after beginning their sentences, the Younger family from Missouri began appealing for pardon. No Minnesota governor would risk the political accountability for releasing the Younger brothers. Year after year the pleas for pardon continued. Finally, an 1896 amendment to the state Constitution created the Board of Pardons made up of the governor, attorney general and the chief justice of the state supreme court. The board turned down the Youngers' request for pardon.

Four years later, the legislature introduced a bill that was craftily designed to apply to the Younger brothers, and it passed the House 80 to 37, and the Senate 40 to 17. With this mandate, the board of prison managers again brought the Youngers pardon before the parole board, and on July 10, 1901 granted the Youngers conditional pardon, which prevented them from leaving the state. Finally, in February 1903 Cole Younger, the only living brother remaining, was pardoned on the condition that he never return to Minnesota.

The 20th Century

Minnesota abolished the death penalty — hanging — in 1911. From 1858 to 1911, approximately 26 persons were hanged. Executions were done in the county of the conviction and because no central registry was kept, there is no exact record of executions.

In 1912 Minnesota gave its approval to the 16th Amendment — income tax — and 17th Amendment — direct election of U.S. Senators. The U.S. Constitution was amended again in 1919, and the Volstead Act (named after the Minnesota Congressman Andrew Volstead) provided for enforcement of the 18th Amendment — national prohibition. Prohibition was appealed in late 1933 by the 21st Amendment.

Women's suffrage in the nation and the state was granted by the 19th Amendment, passed in 1920, realizing a cause advocated by many Minnesota women, among them Mrs. Andreas Ueland, a Minneapolis activist.

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 legislators. This was repealed in 1973, when changes in state law restored party designation and provided 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 consistently is a national leader in eligible voter turnout; in 1992, over 71% of Minnesota's eligible voters cast a ballot in the presidential election.

State Courts

For 125 years the Supreme Court of Minnesota was responsible for appellate review of trial court decisions. It was the court of last resort and final authority in the protection of human, political and property rights. For many years prior to the 1970s, the caseload remained stable.

But by 1982 the caseload was nearly 2,000 cases. A constitutional amendment calling for creation of a court of appeals was submitted to the general election of 1982 and passed by 77 percent of those voting in the election. It created a 15-judge Court of Appeals in panels of three to hear appeals from the district court. The panels travel to hear cases throughout the district.

The Supreme Court was also changed from nine justices to seven. The Supreme Court now hears appeals from the Court of Appeals and direct appeals from first-degree murder convictions in the district court.

It may also elect to hear district appeals from district court. All justices hear and decide every case filed with the court.

The state judicial system is made up of 241 district judges serving throughout the state. There are also 10 district administrators, 87 court administrators, and 1700 support staff (court reporters, law clerks, deputy administrators and clerks).

In 1990 there were 2.2 million cases filed, including 16,000 felonies, 20,000 gross misdemeanors, and 30,000 major civil cases. The courts spent \$107 million to operate the judicial system that year.

Landmark Cases

In *Lamprey v. State of Minnesota*, 1892, the Minnesota Supreme Court was asked to determine who had title to the land underlying a lake, the State of Minnesota or a private landowner who owns the property surrounding the lake.

The question had never been answered in Minnesota, but courts in other states had held that the state could only own the land underneath "navigable" waters. Whether a waterway was "navigable" depended upon its being used for a commercial purpose of a "pecuniary profit," whether floating logs or carrying cargo or passengers. This question would have resulted in private ownership of most of the lakes of Minnesota.

Rejecting traditional tests of "navigable" waters, the court instead formulated a broader test which looked to the use of the water to determine whether they were public or private. As a result, many of the lakes which could otherwise have been held as private property became part of the public property held in trust by the State of Minnesota for the use of its citizens.

Justice William Mitchell, writing for the court, said: "Many, if not the most, of the meandered lakes of this state, are not adapted to, and probably will never be used to any great extent for, commercial navigation; but they are used — and as population increases, and towns and cities are built up in their vicinities, will be still more used — by the people for sailing, rowing, fishing, fowling, bathing, skating, taking water for domestic, agricultural, and even city purposes, cutting ice, and other public purposes which cannot now be enumerated or even anticipated. To hand over all these lakes to private ownership, under any old or narrow test of navigability, would be a great wrong upon the public for all time, the extent of which cannot, perhaps, be now even anticipated."

In 1892, the court could not have seen the many ways in which bodies of water, even swamps, are today put to public use.

"Prior Restraint Defeated"

A law, known as the Public Nuisance Statute, made the publication of a malicious, scandalous and defamatory newspaper a nuisance which could be prohibited by court. *The Saturday Press*, published articles alleging complicity of a number of public officials with gangland activities. The Minneapolis Chief of Police attempted to suppress it before it was ever published, but publishers Howard Guilford and Jay M. Near put out nine issues before Hennepin County Attorney Floyd B. Olson asked the district court to prohibit publication on Nov. 21, 1927. The court issued the injunction. The court's decision was appealed through the state court system and eventually to the U.S. Supreme Court.

By a narrow vote of five to four, *Near v. State of Minnesota*, 1931, the court declared that freedom of the press, guaranteed by the First Amendment extended to the states by reason of the 14th Amendment: ". . . No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person with its jurisdiction the equal protection of the laws. . ." Any "prior restraint" on publication of a newspaper, no matter its content, was found to be a violation of due process.

The author of the majority opinion of the U.S. Supreme Court in *Near v. State of Minnesota* was Charles Evans Hughes, who wrote: "The Administration of Government has become more complex. The opportunities for malfeasance and corruption have multiplied. Crime has grown to most serious proportions, and the danger of its protection by unfaithful officials and of the impairment of the fundamental security of life and property by criminal alliances and official neglect,

emphasize the primary need of a vigilant and courageous press, especially in great cities. The fact that the liberty of the press may be abused by miscreant purveyors of scandal does not make any the less necessary the immunity of the press from previous restraint in dealing with official misconduct."

The concept of "prior restraint" first pronounced in *Near v. State of Minnesota*, has become a corner-stone in First Amendment cases. It was used to defeat attempts to suppress news of civil rights activities in the South in the 1960s and to allow publication of the "Pentagon Papers" of Daniel Ellsberg, who brought to light questionable military practices during the Vietnam War.

Emergency Measures

John Blaisdell's property was foreclosed in the wake of the severe economic depression and sold to Home Building and Loan Association. During the period allowed Blaisdell to redeem his mortgage the Minnesota Legislature enacted the Minnesota Mortgage Moratorium Law. That law extended the time of redemption from mortgage foreclosure sales and execution sales. Blaisdell wanted his property back under the moratorium. In *Blaisdell v. Home Building and Loan Association, 1933*, the Minnesota Supreme Court found that although the law impaired the obligation of the mortgage contract it was a constitutional exercise of the police powers of the state, given the public economic emergency which existed. Home Building and Loan Association had to return the property.

Concurring in the majority opinion, Justice I. M. Olsen wrote: "The test of an emergency is not the cause thereof but the resulting public want, suffering, and danger. The cause, whatever it be, produces the emergency, but is not itself the emergency. . . . So the present emergency is not the business and financial crisis, but the widespread loss, suffering, and want of a great number of people of their state and the impairment of and danger to the public welfare. The situation presented to the legislature was of unprecedented magnitude, duration and disastrous effect on the people."

On the appeal, the U.S. Supreme Court upheld the Minnesota Supreme Court. The principles enumerated in *Blaisdell* have been relied upon many times by states facing severe economic crises. In 1986, in the Farmer-Lender Mediation Law, Minnesota enacted farm mortgage relief invoking these same principles.

The most recent landmark case from Minnesota continues to be one of the courts most controversial. On January 22, 1973, in a seven to two ruling in *Roe v. Wade*, the U.S. Supreme Court said that a state may not prevent a woman from having an abortion during the first three months of pregnancy and that a state could regulate, but not prohibit, abortion during the second trimester. In effect, this decision overturned antiabortion laws in 46 states.

State Government Today

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 between 4,000-5,000 bills or proposals regularly are 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, property, liquor and cigarettes. In 1967 the legislature enacted a 4% sales tax that covers all retail purchases with the exception of food, medicines, clothing and gasoline. A program of state aid to local government, covering almost 50% of operating costs, was begun in 1967 to relieve the burdens on local communities who raise their revenues for expenses chiefly through property taxes. In 1981 the sales tax was raised to 5% and a year later to 6%. In 1991, the sales tax was raised to 6.5% in conjunction with the creation of the Local Government Trust Fund, which received part of the sales tax revenues to provide a source of state funding assistance to local governments.

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. In 1992, a program now known as MinnesotaCare was created to provide access to state-subsidized health insurance coverage for uninsured working Minnesotans.

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, that 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. Currently, the governor appoints the heads of most state departments, boards and agencies for terms ranging from two to six years. Another significant reorganization took place beginning in 1995, when the Department of Children, Families and Learning was created to replace the Department of Education and eventually coordinate the administration of related programs from five other state agencies.

There are about 3,700 local units of government in Minnesota, including 87 counties, 1,801 townships, in addition to municipalities and special governmental districts. Most local governmental services are provided by counties and municipalities. Townships' responsibilities are limited to maintenance of local roads and certain welfare services. There has been a decline in the number of school districts due to consolidation, particularly in rural areas. There also are a number of special districts that govern sewers, conservation, water supply, fire protection, parks, airports and mosquito control.

Minnesota Statesmen

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 regarded by many as one of the finest capitol buildings in the United States, second 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 Jimmy Carter respectively. It was Humphrey's advocacy for creation of a Peace Corps that led to its creation by President John F. Kennedy. Walter Mondale was appointed U.S. ambassador to Japan by President Clinton.

Two Minnesota attorneys were appointed by President Richard Nixon to the U.S. Supreme Court: Warren E. Burger, served as Chief Justice of the U.S. Supreme Court, and Harry A. Blackmun, served as an Associate Justice. Franklin D. Roosevelt, in 1939, appointed Minnesotan William O. Douglas as an associate justice of the U.S. Supreme Court. Nixon also named William E. Colby CIA director.

Frank B. Kellogg served as United States ambassador to Great Britain from 1925-1929 and was secretary of state under President Calvin Coolidge. Kellogg was awarded the Nobel Peace Prize for his role in the negotiation of the Kellogg-Briand Pact of 1928 that outlawed war.

Other notable Minnesotans in federal service were: Alexander Ramsey, who served as secretary of war under President Rutherford Hayes; Pierce Butler, who was appointed to the U.S. Supreme Court by President Warren Harding; Harold E. Stassen, who served on the American delegation to help form the United Nations and was a signer of the U.N.'s original charter; Orville Freeman, who served as secretary of agriculture under President Kennedy; Walter W. Heller, who served as chairman of President Kennedy's Council of Economic Advisors; Robert Bergland, who served as secretary of agriculture under President Carter; and Hazel O'Leary, a former Northern States Power executive, is energy secretary in the Clinton administration.

Health

Available statistics show the average citizen in Minnesota appears to have always lived longer than the average citizen in the United States. Based on 1990 estimates, 78 percent of the state's population lives to the age of 65 and the average life expectancy of any baby born in Minnesota is 77.9 years (74.6 years for male and 81 years for females). This represents a gain in life expectancy of over 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.

Safe Water and Sanitary Conditions

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. 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. Many local public health agencies have now assumed responsibility for inspecting food, beverage and lodging establishments. The state health department inspects these facilities in those areas that are not covered by local programs.

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. In 1977, Minnesota became one of the first states to assume responsibility *at the state level* for enforcing federal drinking water standards under the Safe Drinking Water Act. Minnesota's compliance rate under the Safe Drinking Water Act is among the highest in the nation.

In 1986 a sewer separation project for Minneapolis, St. Paul and South St. Paul, mandated by federal and state requirements, was begun. The 10-year effort to stop pollution of the Mississippi River cost about \$400 million. It involved separating storm and sanitary sewers to prevent the overflow of untreated sewage during large rainstorms and snow melts. Separating the sewers has saved all three cities a combined average of \$1 million a year by reducing the amount of water requiring purification at the treatment plant by millions of gallons a year. One sign of the improved water quality are the bald eagles nesting within the cities along the Mississippi River.

Minnesota also ranks as one of the top states in adjusting fluoride content of its municipal water supplies to recommended levels. The board of health first endorsed fluoridation in 1950, a year before its endorsement by the U.S. Public Health Service.

Immunizations

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 small pox 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 two cases have been reported in the state since 1971.

Tuberculosis, like a number of other infectious diseases, has begun to re-emerge as an important public health issue in Minnesota, following many years of dramatic progress in reducing TB rates. In 1887 there were 1,245 deaths in the state from TB. In 1954 anti-tuberculosis drugs became available and were distributed to TB patients free of charge by the health department. After declining for several decades, TB incidence in the state reached an all-time low of 91 cases in 1988, but rebounded to around 140 cases a year by 1993.

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 many common childhood diseases (polio, measles, rubella, mumps) have become possible in the last 30 years. For example, 99 percent 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 under way.

Better Nutrition, Improved Care

Children in Minnesota are healthier today than at any previous point in history. In the early years of the state, almost 50 percent 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.

Despite our past achievements in controlling communicable diseases, many of the major infectious disease problems of the past are beginning to reappear — and a number of new or previously unrecognized infections have begun to emerge. Minnesota is already recognized as a leader in responding to "emerging" infectious disease problems like *Cryptosporidium*, drug resistant infections, invasive streptococcal infections and *Neisseria meningitidis*. In 1995, Minnesota was selected as one of four sites nationwide that will help launch the public health response in this area.

Even as the health department renews its efforts to control infectious disease, it is also placing an increasing emphasis on preventing 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 Service 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.

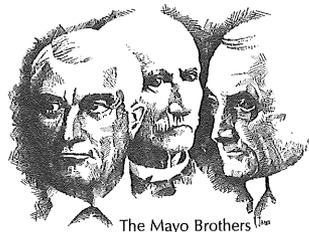
A National Model

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.



Sister Elizabeth Kenny

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 Hospitals. The University of Minnesota Medical School opened that same year. A few years later the Mayos began laying the foundations for modern America's first group medical practice — the Mayo Clinic. 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 hospital are: the first open heart surgery, the first successful bone marrow transplant, the first use of an artificial pancreas in a diabetic 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 Mayo Brothers

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.

Medical Alley

Today, over 7,620 manufacturers, wholesalers, retail trade, health care service providers, insurers and service establishments make up Minnesota's healthcare industry. Over 226,360 are employed in healthcare, over 80.8 percent of which are in healthcare services, and healthcare's share of the state's employment is seven percent higher than the national average. Overall, Minnesota has the seventh highest number of employees who produce surgical appliances and supplies in the nation. In fact, the concentration of employees for this sector is the fourth highest in the nation.

As of August 1994, there were 568 registered medical device establishments in Minnesota. More than 500 companies and institutions are

located in a 350-mile corridor of the state, stretching from Duluth to Rochester, known as Medical Alley. Their activities include the development, manufacture 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 second 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, and accounts for nearly six percent of U.S. medical instruments and supply exports.

More than 260 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.

Health Care Plan Innovations

While the debate on health care reform continues, the Minnesota Employees Insurance Program (MEIP) and the Public Employees Insurance Program (PEIP) remain innovative health insurance programs. They are working models of public-private partnerships that were created to improve the affordability, quality, and accessibility of health care in Minnesota.

PEIP was created in 1990 by the Minnesota Legislature to help public employers, including counties, cities, townships, and school districts, purchase affordable health care coverage for employees. MEIP was established on July, 1, 1993, for small businesses as part of the 1992 MinnesotaCare health care legislation.

The programs are designed after the highly successful State Employees Insurance Program's managed competition approach to health care purchasing. Under this approach employees have a choice of participating in multiple health plans and the employer contribution for coverage is based on the lowest-cost participating health plan. The plans with the best rates are rewarded with enrollment.

To date, there are over 11,000 members enrolled in the two health insurance purchasing pools, MEIP and PEIP. An early survey of MEIP employers indicated that 78 percent of the employers did not previously offer group insurance to their employees.

Although MEIP and PEIP are managed by the Employee Insurance Division of the state's Department of Employee Relations, they are not tax-subsidized programs. In each case, the legislature approved budgets for development and implementation of the programs, and schedules for repayment. PEIP repaid its startup loans within its first three years of operation.

Labor

The "rights of labor" were addressed by Minnesota's Territorial Governor Alexander Ramsey in a speech to the state's legislators Sept. 3, 1849. In carving Minnesota out of the wilderness, contributions came from thousands of working men and women in every craft and trade. Immigrant laborers provided a mobile workforce for the backbreaking, sweat-heavy, grimy work.

An early forerunner of labor unions was the National Grange, or Patrons of Husbandry, founded by Oliver H. Kelley in 1867. The "Grangers" formed to promote education in agriculture and cultural and social activities, and also sought fair railroad rates and railroad regulation through state law. Their efforts led to enactment of many "Granger acts" which eventually set the principle that railroads and other corporations "clothed with public interest" should be subject to public regulation.

The Panic of 1873 cut into the strength of the Grange, but their ideas and efforts were not forgotten. The Farmers Alliance, formed in Chicago in 1880, advanced their educational, social and economic interests.

Started as a secret society in Philadelphia in the 1870s, the Knights of Labor promoted unionism, cooperatives and recognition of labor by industry. A state Knights of Labor organization was formed in 1883 and on Sept 7, 1885 it held the first "Labor Day" in Minnesota. In 1886 the Minnesota Alliance held a joint meeting with the newly organized Knights of Labor and adopted a platform of demands by farmers and laborers.

State Board of Labor Statistics

Working together the groups' most important accomplishment may have been the creation of a State Board of Labor Statistics, authorized by the legislature in 1887. Seeing potential growth through organization and using the strike as a weapon, labor used strikes 383 times in Minnesota from 1881 to 1900, affecting about 70,000 workers in several hundreds of industries. In 1889 workmen on strike against the Twin Cities street railways over reduced wages assembled a crowd of nearly 10,000. They overturned streetcars and tore up track. In the end the company recognized trade unionism, but their wages were lowered.

An Eight Hour League was formed that same year which led to the formation of the Minnesota Federation of Labor in 1890.

Minnesota's "apostle of labor" was LeGrand Powers, a clergyman, who held the office of commissioner of the State Board of Labor Statistics from 1891 to 1899. He strengthened the board's powers, had it renamed the Bureau of Labor in 1893, and in 1895 pushed the adoption of a child labor law, urged improved conditions in factories, studied industrial accidents and deaths and recommended a plan of workmen insurance. Twenty years later, in 1913, Minnesota's first Workmen's Compensation Act was passed.

The state Federation of Labor grew rapidly and by the mid-1890s was the recognized labor leader in the state. In a half century Minnesota's population had grown to 1,750,000 and its laborers and workers organizations continued to gain momentum in the state so that by 1914 there were over 400 labor organizations in more than 50 cities. Through its own outspoken labor press, it advocated legislation for improved working conditions in factories, the eight-hour day, minimum wage laws, postal savings banks, workmen's compensation and other reforms. State concern with labor increased as its goals were achieved. In 1921 the Industrial Commission of Minnesota replaced the board.

The "Great Depression" caused hardship and suffering among workers, laborers and farmers alike. The Farmer-Labor Association replaced the Farmer-Labor Federation in 1925 and later in 1930 backed Floyd B. Olson for governor. Governor Olson allied with Franklin D. Roosevelt and supported his "New Deal."

Minnesota had a rash of lengthy and violent strikes in the private sector throughout the 1930s. Best remembered were three conducted by the Teamsters Local 574 in 1934 against the Minneapolis trucking industry.

The strikes involved union recognition and developed into a battleground between unionists and the "Citizens Alliance," a group of the city's major employers who were steadfast opponents of unionism. The many deaths and injuries resulting from the clashes led Governor Floyd B. Olson to mobilize the national guard to restore civil order.

National Labor Relations Act

In 1935 the U.S. Congress passed, and President Franklin D. Roosevelt signed, the Wagner Act, the National Labor Relations Act, which permitted employees to unionize and bargain collectively. It is still the definitive law governing private sector labor-management relations.

As a result of the clashes in Minnesota, the Minnesota Labor Relations Act was passed by the 1939 Legislature and signed by Governor Harold Stassen. The act established a legal framework for peaceful resolution of labor-management disputes, but excluded from coverage were Minnesota public employees.

Employees in the private sector could work to resolve differences, but public sector employees, especially those in hospitals, ran into barriers. Gradually the legislature authorized collective bargaining by hospital employees with governmental employers through the Charitable Hospital Act of 1947.

Modern public employee bargaining rights and systems date from President John F. Kennedy's Executive Order 10988, issued in 1962. The order permitted federal employees to unionize and bargain collectively over working conditions. For the public sector, President Kennedy's executive order was like the passage of the federal Wagner Act in 1935.

Before 1962, public employment bargaining relationships existed among blue-collar workers at a number of shipyards and military installations, and in public transit where private predecessor organizations had left a legacy of bargaining and dispute resolution practices.

In 1959 there were 39 states who had no policy for public employees. By 1969, all but 14 states had addressed public employee unionization and collective bargaining in some manner. A small number even went so far as to establish mechanisms for dispute resolution.

But problems in the public sector persisted in Minnesota, especially among teachers due to a series of quasi-bargaining laws enacted by the Minnesota Legislature that governed the public sector. In 1969, Governor Harold LeVander appointed a 13-member Advisory Council on Public Employment Relations. Its purpose was to review public employee collective bargaining laws and make recommendations concerning legislative improvements. While conducting their review in 1970 there was a serious teachers strike in the Minneapolis schools which clearly revealed the frustration of organized public sector workers with its varied laws.

Public Employment Labor Relations Act

In 1971, the Minnesota State Legislature, consistent with the national trend, enacted procedures for the orderly conduct of business, work and employment within a unionized workplace in all units of government. This law is known as the Public Employment Labor Relations Act (PELRA), *Minnesota Statutes*, Chapter 179A.

With passage of the PELRA law, unions and associations began their efforts to organize and recruit new members within this growing, and now available pool of employees. While union membership in the private sector decreased in the period from 1956 to 1976, public sector membership began to soar and experienced a stunning increase — more than two million new union members.

From 1956-1976, private sector manufacturing unions lost more than 350,000 members. Membership decreased from 51.3 percent to 44.6 percent of manufacturing sector employees. Non-manufacturing unionized membership decreased from 29.9 percent to 20.9 percent.

In contrast, public sector membership increased from 12.6 percent to 20 percent. When employees who were members of the public sector "bargaining associations" (i.e., National Education Association) were added to members of the public sector "unions," the total was 39.2 percent of the public workforce.

As the years passed, state employees alone were represented by more than 100 unions or employee associations. In 1980, specific bargaining units were created by the legislature, consolidating about 120 state bargaining units into 16.

Labor organizations in Minnesota, although claiming fewer members in the private sector, remain a strong advocate for workers and workers rights.

Minnesota's Transportation Network

Air

Aviation plays an active role in Minnesota's transportation system. The state is home to two airlines, Northwest Airlines and Mesaba Aviation. It is also the home of Cirrus Aircraft Design, an aircraft manufacturer that is developing a new aircraft using state-of-the-art technology. Minnesota also has many companies that produce products and services that directly support the aviation industry.

Minnesota's airport system consists of 138 publicly owned airports that accommodate the 6,000 active general aviation aircraft registered in the state. In addition, 15 of these airports have scheduled passenger service by regional or major air carriers.

The 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 16 air cargo carriers as well as 17 different passenger airlines that enplane more than 11.5 million passengers.

The total economic impact of aviation in Minnesota is estimated at more than 126,000 jobs and \$5.5 billion in income annually.

Mn/DOT's Office of Aeronautics provides both financial and tech-

nical 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 are Charles A. Lindbergh 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 12,000 miles are trunk highways under Mn/DOT's jurisdiction. Users travel about 43 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. 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, increasing highway safety further, and advancing and preserving the state's roadway network to meet growing travel demands and future access needs.

Trucks

In Minnesota, 4,700 intrastate and 29,900 interstate carriers as well as many private fleets provide truck transportation services. Trucking 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, 145,000 trucks are registered in Minnesota.

Rail

Minnesota's rail system consists of four major carriers who own 3,549 miles of rail line and 18 smaller carriers who own 1,249 miles of line. As of December 1993, the state had a total of 4,798 miles of commercial freight rail line. Twenty-two railroads are operating in Minnesota, including three private companies that do not provide commercial freight services.

Railroads operating in Minnesota shipped 80 million tons and received 73 million tons of freight in 1993. The three Iron Range railroads moved an additional 49 million tons of iron ore and taconite.

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 40 million tons of cargo through its 32 terminals in a single season. Duluth-Superior ranks nineteenth nationally in tons shipped and received.

Minnesota's 48 active terminals serve its 231-mile navigable river system that includes portions of the Mississippi, Minnesota and St. Croix rivers. Terminals located in the St. Paul-Minneapolis Metropolitan Area, Red Wing and Winona handle 15-20 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 into 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 12 river grain terminals annually supply about 12 per-

cent 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. Four electricity generating plants—serving major portions of Minnesota (including St. Paul and Minneapolis), western Wisconsin and northern Iowa—rely on barge delivery of coal supplies.

Transit

A wide range of public transit services are available today. The St. Paul-Minneapolis 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 urban and rural areas. These systems include the same types of services available in St. Paul-Minneapolis 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 1993, Minnesota's 84 public transit systems served 78 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.

The state's 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 American 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 oxcars 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 into 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 1851, 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 to 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 staple 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.

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, more than 15 million passengers traveled its roads by bus, and comfortable, fast, trains traversed the state. (See the Department of Transportation listing for later developments.)

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.

Literature

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, Thomas McGrath, Robert Bly and Meridel LeSueur are but a few of the poets who have been recognized for their contributions to American literature. Other writers of note are Knut Hamsun, F. Scott Fitzgerald, Selma Borg, Charles Flandrau, Dr. Charles Eastman, Ignatius Donnelly, Thorstein Veblen, Arthur Upson, Martha Ostenso, Margaret Culkin Banning, Mabel Seeley, Ruth Sawtell Wallis and Garrison Keillor, as well as journalists Eric Sevareid and Harry Reasoner. Black St. Paul native Gordon Parks is a distinguished author, artist, film maker, photographer and composer.

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, Joseph Maiolo, James Moore, Marisha Chamberlain, Patricia Hampl, Will Weaver, Tim O'Brien, John Caddy, Lee Blessing, Mary T. LaChapelle, David A. Mura, Sheila M. O'Connor, John Camp and Kate Green, to name only a few, are part of an increasingly recognized group who create a special vision of Minnesota for all to share.

Music

"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 Dvorak 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 music directors including Eugene Ormandy, Dimitri Miropoulos, Antal Dorati, Stanislaw Skrowaczewski, Sir Neville Marriner, and Edo de Waart. Today's Minnesota Orchestra is prominent among the nation's orchestras, under music director Eiji Oue with assistance from Viennese Sommerfest artistic director David Zinman, principal pops conductor Doc Severinson, associate conductor William Eddins, and assistant conductor David Wiley.

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.



The Twin Cities is home to the largest youth symphony program in the world. About 1,000 students participate in the seven area orchestras each school year, and three every summer, of the Greater Twin Cities Youth Symphony, started in 1972.

Notable contributions to Minnesota's musical heritage have come from Gary A. and Robert Andresen - traditional Scandinavian musicians featured on guitar at the Smithsonian Festival of American Folklife; Maury Bernstein - musician and musicologist; Bob Dylan - rock musician; Christy Hengel - concertina maker and manufacturer of the Hengel Concertina and a National Heritage Fellowship Award winner; Ann Heymann - Irish traditional harp music and authority on wire-strung harp technique, winner of several international competitions; Eleanor Hovda - composer and Bush Fellowship recipient; Jimmy Jam and Terry Lewis - rock producers; Libby Larsen - composer whose works have been commissioned by many national symphony orchestras; Paddy O'Brien - Irish traditional button accordion player, recording artist, and winner of several international awards, including the 1975 All-Ireland Senior Accordion; performer previously known as Prince - rock musician; Vern Sutton - tenor and musicologist; William Sherburne - Scandinavian fiddler, featured at the Smithsonian Festival of American Folklife; and Dale Warland - director of the Dale Warland Singers, one of the few professional choral groups in the nation, featured on numerous recordings.

Theater

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 1963 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 Theatre Company, Theatre de la Jeune Lune, Chanhassen Dinner Theatres, the Jungle Theater, Penumbra Theatre Company, the Great American History Theatre, the Cricket Theatre, Illusion Theater, Mixed Blood Theatre, and prominent community theaters such as Theatre in the Round, the Fargo-Moorhead Community 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 178 theaters in the Twin Cities area, including 41 professional theaters with regular seasons, and nearly 400 theaters statewide.

Opera and Dance

Minnesota is home to several opera companies, including the Minnesota Opera, which has presented more world and American premieres than any other opera company in the U.S. since its founding in 1963. Dance is an art form with a dedicated and strong following served by several companies and independent choreographers, offering a variety of dance styles and viewpoints.

Contributions in dance have come from Colleen M. Callahan, Disney's Dance Teacher of the Year, 1991; Nancy Hauser, choreographer; and Loyce Houlton, former artistic director of the Minnesota Dance Theatre and master choreographer whose commissioned works were performed by many national companies. The annual production of the Nutcracker Fantasy is a popular cultural attraction.

Arts Organizations

The 1970s marked the development of several organizations in the state which promote the work of independent artists. The Minnesota Composers Forum, The Loft, the Minnesota Dance Alliance, and Intermedia Arts Minnesota all offer unparalleled opportunities for individual artists to create and perform their works. The Playwrights Center has nurtured the careers of hundreds of emerging and established playwrights, including two-time Pulitzer Prize winner August Wilson.

The Minnesota Film Board promotes Minnesota as a production site for film and video. Over the past ten years, Minnesota has grown

to be the fourth largest film/video production market in the U.S. Thirty-one feature films were shot in Minnesota from 1990-94. The Film Board publishes the *Minnesota Production Guide* a listing of local film and video freelancers in all related fields; 940 full-time film/video production jobs were created in Minnesota from 1983-88. In 1995, the Film Board, IFP/North, and Blockbuster Video of Minnesota announced the institution of the Minnesota Blockbuster Fund, a \$250,000 program offering start-up loans to Minnesota filmmakers.

In January 1883 the Minneapolis Society of Fine Arts was formed and in November of that year its first successful exhibition was held. The Minneapolis Institute of Arts is now one of the nation's top ten museums, and the only encyclopedic museum of art in the five-state Upper Midwest. The Institute has over 80,000 works of art in its collection; its Chinese imperial silk and jade collections are among the best in the world.

Art Museums

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 Walker Art Center. The Walker Art Center has become internationally acclaimed for its major exhibitions of 20th century art, for its presentation of vanguard music, dance theater, and film, and for its innovative education programs. Many of the Walker's exhibitions travel to major museums, and artists and performers are frequently commissioned to create new works for premiere in Minneapolis. The center is housed in an award-winning building designed by Edward Larrabee Barnes.

Adjacent to the Walker is the Minneapolis Sculpture Garden, a nationally renowned outdoor sculpture garden, and the only one of its kind in the Upper Midwest. The garden was a collaborative project between Walker Art Center and the Minneapolis Park and Recreation Board, and opened in September 1988. Also designed by Edward Larrabee Barnes, the Minneapolis Sculpture Garden is home to over 35 sculptures by master artists such as Henry Moore and Isamu Noguchi.

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. Founded in 1934 as the University Gallery, the Frederick R. Weisman Art Museum at the University of Minnesota provides an interdisciplinary approach to the arts and humanities with a program of exhibitions, lectures, and special events. The brushed stainless steel and brick building, acclaimed internationally as an architectural landmark, was designed by American architect Frank O. Gehry and is named after its major benefactor, the late Minneapolis native and California entrepreneur and philanthropist Frederick R. Weisman. The museum's collection features American art from the first half of the twentieth century and the largest collection anywhere of works by Marsden Hartley and Alfred Maurer, as well as important pieces by their contemporaries Milton Avery, Lyonel Feininger, and Georgia O'Keeffe. The museum also houses a significant collection of ceramics, as well as a collection of modern art bequeathed by Frederick R. Weisman.

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 office in St. Paul is now The Landmark Center and home to many arts groups.

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 American Art, the American Swedish Institute, the Planetarium of the Minneapolis Public Library, the Childrens 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.

Artists

Among the well known people in the history of Minnesota visual arts 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, George Morrison, Warren Mackenzie, Adolf Arthur Dehn and Jerry Ott.

Noted photographers are Bruce Charlesworth, Dorit A. Cypic, Les and Craig Blacklock, and Lynn B. Geesaman.

Sculptors include Peter Winnen, Jakob H.F. Fjelde, Daniel Chester French, Paul Manship, John B. Flannagan, Paul Granlund, Duane Hanson, Andrew J. Leicester, George Morrison, and Viet H. Ngo.

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, Frank Gehry, and Phillip Johnson.

Other artists of note are Mel V. Aaserude - woodcarver; Helen DeMichiel - videographer; Judy Garland - actress, singer; Tim S. Harding - fiber artist; Karen E. Jenson - nationally-known rosemaler; Frances Keahna - traditional Ojibwa black ash basketmaker; Maude Kegg - traditional Ojibwa beadworker and storyteller; Gail Kendall ceramic artist; Kevin Kling - actor, playwright, director, storyteller; Suzanne Lacy - performance artist; Cork Marcheschi - neon artist; Leif Melgaard - traditional Norwegian woodcarver; and Charles Schultz - creator of the *Peanuts* cartoon strip.

Holding a central position in celebrating the arts and humanities, and standing out as the country's leading public radio network in 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," "Sound Money," and "Saint Paul Sunday Morning."

Also strong in its impact, and valued for its contribution to community discussion, education, information and entertainment, is Twin Cities Public Television, parent company of KTCA and KTCI. Publicly supported, it produces "Newton's Apple" and "Alive TV" for national distribution, and "Almanac" and "NewsNight Minnesota" seen Statewide

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, eleven 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. Government support for the arts in Minnesota is supplemented by substantial funding from the state's private sector corporations and foundations. Minnesota has gained a reputation for some of the most aggressive public/private partnership programs in the nation, which have yielded more than \$7.7 million in private funding for the arts since 1980.

Arts information is available from the Minnesota Office of Tourism at (612) 296-5029 or toll-free (800) 657-3700; from the Minnesota State Arts Board at (612) 215-1600 or (800) 8MN-ARTS; and from the Metropolitan Regional Arts Council at (612) 645-0402.

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 16 million travelers spent \$3.3 billion in direct expenditures in Minnesota in 1994. The domestic tourist-travel industry generated an estimated \$320 million in state tax receipts in 1994. Approximately 40 percent 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. Water skiing was invented by Minnesota's Ralph Samuelson in 1922 on Lake Pepin, and in-line skates were invented in

1980 by 20-year-old Scott Olson from the Twin Cities suburb, St. Louis Park.

In the fall, hunters take out 300,000 deer licenses annually, besides licenses for other game, including duck, pheasant, moose and bear.

Two of the most beautiful marathons are run in Minnesota. In June, Grandma's Marathon is run along the North Shore of Lake Superior from Two Harbors to Duluth. In early October, the Twin Cities Marathon starts in Minneapolis and ends at the State Capitol in St. Paul.

From late November through early March there is downhill and cross-country skiing in more than 30 ski areas, and snowmobiling on 13,325 miles of marked and groomed trails. Minnesota's Roseau-based Polaris Industries began manufacturing snowmobiles on demand in the 1950s. Today, over 235,000 snowmobiles are registered in Minnesota, the most of any state, with a special tax paying for trail development, and snowmobiling is almost a \$1 billion industry.

Minnesotans further embellish their winter with skating, tobogganing, ice boating, ice hockey, snowshoeing, and dog sled racing, including the January running of the John Bear Grease Race along the North Shore of Lake Superior. There are plenty of cross country skiing trails and races including the "Lumberjack Jaunt in Brainerd" and the "Vasaloppet" in Mora. Winters also bring out over 250,000 ice fishermen and thousands of ice houses that dot frozen lakes with hundreds of seasonal "boom towns," humorously portrayed in two films shot in Minnesota, *Grumpy Old Men* and *Grumpier Old Men*.

"Land of Ten Thousand Lakes" is an understatement for Minnesota. There are over 15,000 lakes of 10 acres or more, covering fully 5 percent 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.

There are 65 state parks, and three recreational areas that could be considered parks: Cuyuna, Minnesota Valley and St. Croix Islands. Taken together, the federal and state parks offer over four million acres of parks in over 70 locations, with over 18,000 miles of recreational trails, and display in awesome grandeur some of the state's abundant natural wonders. 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 be seen.

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.

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. Four of the best known are the Minneapolis Aquatennial in July, the Saint Paul Winter Carnival in late January, the Renaissance Festival in Shakopee in late summer and fall, and the Minnesota State Fair in St. 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.

As of 1995, more than 20 percent of Minnesotans play golf, the second highest percentage in the nation. Only 10 states have more golf courses than the 431 in Minnesota.

Minnesota is home for major league teams in basketball (the Timberwolves), football (the Vikings), and baseball (the Twins), 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 boys and girls hockey and basketball attract large groups each year.

The Minnesota Zoological Garden is a 500-acre environmental, conservation, research and education center of national scope. The \$30 million complex is four zoos in one, featuring a "Northern Trek" with elevated monorail; the "Tropics Trail" of 1½ acres of jungle plants, waterfalls, streams and ravines under one free-standing roof for year

round visiting; an "Ocean Trail" featuring bottlenose dolphins; and a "Minnesota Trail" featuring indigenous Minnesota species. There are simulated animal habitats for 53 types of birds, 26 types of reptiles, 175 types of fish and 49 types of assorted amphibians and invertebrates. Special emphasis is given to preserving and breeding endangered species.

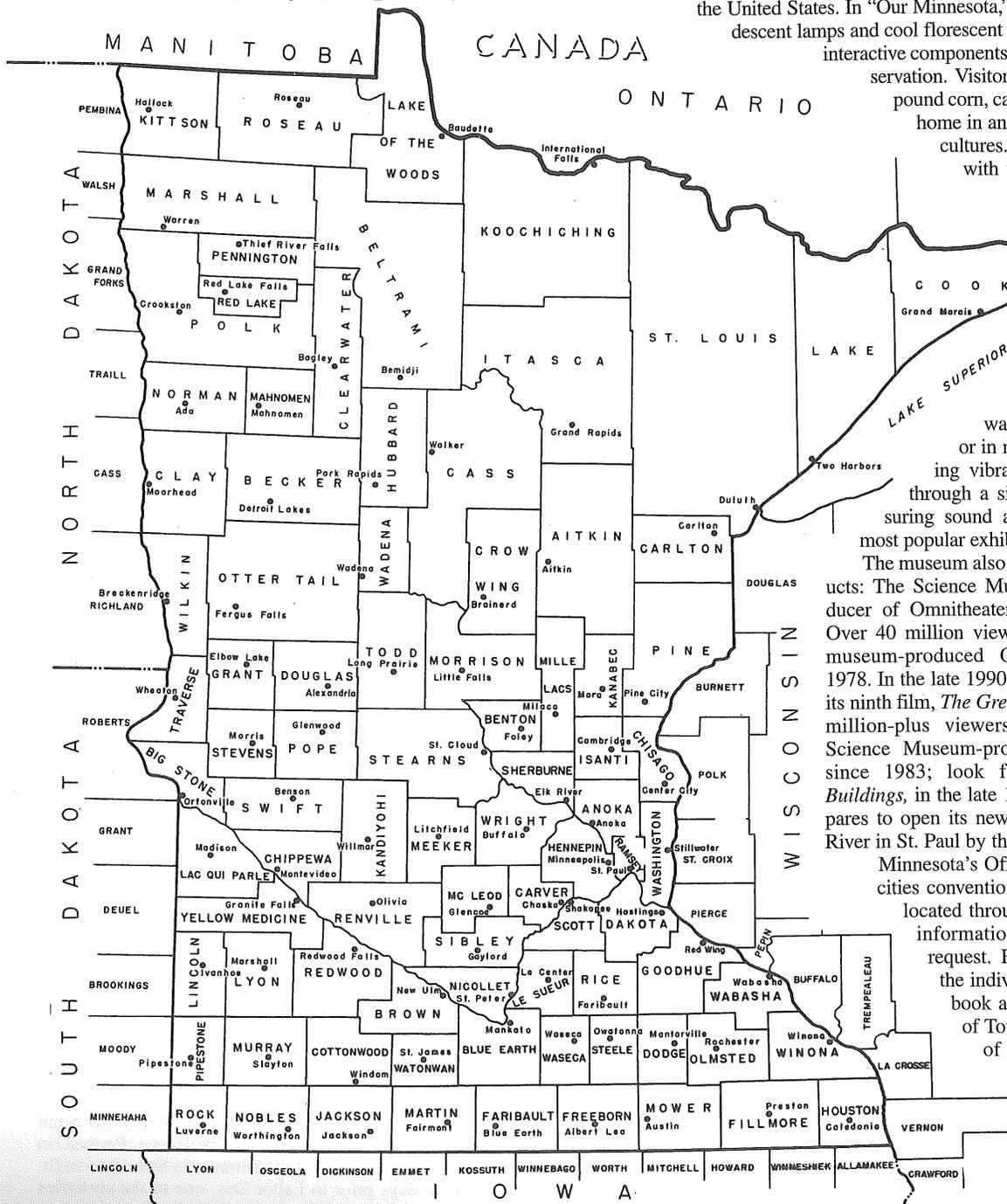
The Science Museum of Minnesota in St. Paul is Minnesota's most popular museum. Founded in 1907, it focuses on natural history, cultural anthropology, and physical sciences and technology.

The museum's "William L. McKnight-3M Omnitheater" features larger-than-life science adventure films on a 76-foot dome screen, bringing viewers to the ring of a volcano, the inside of a flower petal, and the edge of the universe. Museum exhibits offer the same immediacy. In "Paleontology Hall," a two-story Diplodocus and the largest Camptosaurus in the world are two of several major dinosaurs on display, including one of the three fully articulated Triceratops in the United States. In "Our Minnesota," visitors can rev up incandescent lamps and cool florescent bulbs, and engage in other interactive components about energy use and conservation. Visitors to "Anthropology Hall" pound corn, card wool, or enter a Hmong home in an exploration of the world's cultures. The museum is involved with the local Hmong community in creating audio archives of elders' recollections of ancient traditions in Laos. In the "Experiment Gallery," children and adults make lots of waves—on a wave machine or in many other ways: by creating vibrations, putting their hands through a simulated tornado, or measuring sound and light waves. It is the most popular exhibit in the museum.

The museum also exports its skills and products: The Science Museum is the leading producer of Omnitheater films among museums. Over 40 million viewers worldwide have seen museum-produced Omnitheater films since 1978. In the late 1990s, the museum will release its ninth film, *The Greatest Places*. More than 10 million-plus viewers nationwide have seen Science Museum-produced traveling exhibits since 1983; look for its newest, *Building Buildings*, in the late 1990s, as the museum prepares to open its new home on the Mississippi River in St. Paul by the year 2000.

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 individual entries in this guidebook and the entry for the Office of Tourism with the Department of Trade and Economic Development.

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